



Transport

Road & rail transport and affreightment

GMP+ B 4

Version EN: 1st of January 2022

GMP+ Feed Certification scheme



History of the document

Revision no. / Date of approval	Amendment	Concerns	Final implementation date
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1.0 / 11-2012			01-03-2013
1.0 / 06-2014	Editorial changes: All editorial changes are put together in a fact-sheet	Entire Document	01-01-2015
	Clarification of the existing requirement that certification is not obliged for the freight brokerage of road transport or for transport by rail.	1.3	01-01-2015
	This requirement for runners was already laid down in GMP+ B4.2. Consequently, the same requirement must be laid down in GMP+ B4.	1.3	01-01-2015
	The removed text is not relevant for GMP+ B4 standard.	1.4	01-01-2015
	Correction: sealed loading compartments are, under certain conditions, considered as packed product. This was already changed in the GMP+ B4 standard, with exception of this definition.	3	01-01-2015
	Clarification: vermin control also applies to loading compartments loaded with feed products.	5.3.2	01-01-2016
	Requirements are added to the GMP+ B4 standard for individual application of HACCP principles.	6	01-01-2016
	Requirement for use of agri-only” loading compartments for rail transport is slightly adapted.	7.2.3	01-01-2015
	Requirement that the journey sheet must be present on the loading compartment is adapted.	7.3.3	01-01-2015
	Requirement concerning the registration of the previous loads and cleaning regimes for rail transport is adapted.		
2.0 / 11-2015	Following the editorial changes in B1, B2 dated 1-6-2015	Entire Document	01-06-2015
	Description of the affreightment scope is harmonized with requirement laid down in chapter 7.2.3 that the freight broker may not undertake LCI	1.3	01-04-2016
	References to GMP+ B4.1, B4.2, B4.4. and B4.5 are deleted as these standards are abolished per 31-12-2015.	1.4.1	01-04-2016
	Definition of agri-only for coasters and inland waterway ships is added to GMP+ B4.	3	01-04-2016
	It is emphasized that the requirements for use of external carriers also concerns inland waterway ships. This concerns an already existing requirement.	7.1	01-04-2016
3.0 / 09-2016	Addition of “positive declaration” for physical transport. See newsletter dated 02.08.2016	7.2.1	02-08-2016

Revision no. / Date of approval	Amendment	Concerns	Final implementation date
4.0 / 05-2018	Correction : Reference to C1 changed into C10 Text correction	1.3 4.1	01-07-2018
	Requirements for combination vehicles are added	5.2.2.2	01-07-2019
	Requirements for positive declaration for freight brokers are added	7.2.1	01-07-2019
	Clarification is added concerning the captains' signature	Annex A	01-07-2018
5.0 / 02-2021	Combination vehicles with flexible, reusable loading compartments are permitted	5.2.2.2.	17-12-2019
6.0 / 10-2021	Definition of Agri-only for road transport and transport by rail is laid down more clearly.	3	01-01-2023

Editorial note:

All changes in this version of the document are made visible. This is how you can recognize:

- New text
- Old text

The changes must be implemented by the participant latest at the final implementation date.

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1 Introduction

1.1 General

The GMP+ Feed Certification scheme was initiated and developed in 1992 by the Dutch feed industry in response to various more or less serious incidents involving contamination in feed materials. Although it started as a national scheme, it has developed to become an international scheme that is managed by GMP+ International in collaboration with various international stakeholders.

Even though the GMP+ Feed Certification scheme originated from a feed safety perspective, in 2013 the first feed responsibility standard has been published. For this purpose, two modules are created: GMP+ Feed Safety Assurance (focussed on feed safety) and GMP+ Feed Responsibility Assurance (focussed on responsible feed).

GMP+ Feed Safety Assurance is a complete module with standards for the assurance of feed safety in all the links of the feed chain. Demonstrable assurance of feed safety is a 'license to sell' in many countries and markets and participation in the GMP+ FSA module can facilitate this excellently. Based on needs in practice, multiple components have been integrated into the GMP+ FSA standards, such as requirements for a feed safety management system, for application of HACCP principles, for traceability, monitoring, prerequisites programmes, chain approach and the Early Warning System.

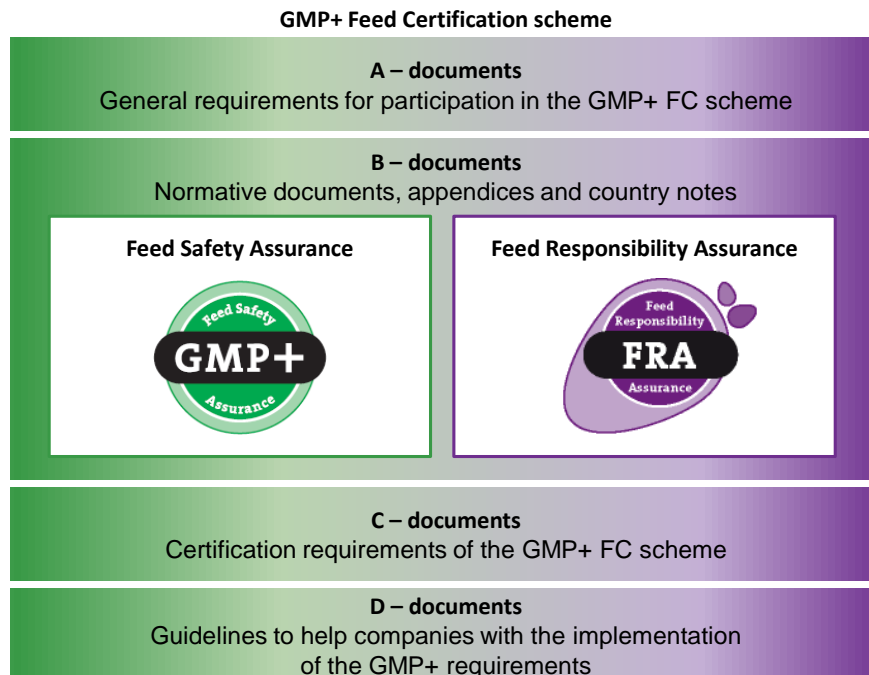
With the development of the GMP+ Feed Responsibility Assurance module, GMP+ International is responding to requests from GMP+ participants. The animal feed sector is confronted with requests to operate more responsible. This includes, for example, the sourcing of soy and fishmeal which are produced and traded with respect for humans, animals and the environment. In order to demonstrate responsible production and trade, a company can get certified for the GMP+ Feed Responsibility Assurance. GMP+ International facilitates via independent certification the demands from the market.

Together with the GMP+ partners, GMP+ International transparently lays down clear requirements in the Feed Certification scheme. Certification bodies are able to carry out GMP+ certification independently.

GMP+ International supports the GMP+ participants with useful and practical information by way of a number of guidance documents, databases, newsletters, Q&A lists and seminars.

1.2 Structure of the GMP+ Feed Certification scheme

The documents within the GMP+ Feed Certification scheme are subdivided into a number of series. The next page shows a schematic representation of the content of the GMP+ Feed Certification scheme:



All these documents are available via the website of GMP+ International (www.gmpplus.org) .

The present document is referred to as the standard GMP+ B4 *Transport* and is part of the GMP+ FSA module.

1.3 Scope and application of this standard

This standard comprises the conditions and requirements for the quality assurance of:

1. Affreightment of road transport, short sea shipping, inland waterway shipping, transport by sea and by rail
Under this scope all activities can be carried out that relate to freight brokerage. This relates to the entire process of accepting the order, selecting and accepting a loading compartment, the instruction for inspection¹, the approval of the loading compartment based on the positive LCI report and the updating of administrative records. Also companies who carry out part of the activities, like brokers or commission agents (so-called “runners”) who act as a mediator between shippers and affreightment parties, fall within the scope of this standard. On the one hand this includes general requirements and on the other hand specific requirements that have also been formulated as such.
2. The transport by road and by rail.
Not only the physical transport is understood by this, but also all activities that enable the transport, such as planning, purchase, cleaning and administration.

¹ The freight broker may not undertake LCI. The LCI must be entrusted to an external CO.

Guidance

Currently, certification is not obliged for

- *the freight brokerage of road transport*
- *for transport by rail (using wagons)*

But this can take place on a voluntary basis until a date still to be determined.

Transport by inland waterway and short sea shipping is not included in this standard. The conditions for these can be found in GMP+ B4.3 *Short Sea Shipping and Inland Waterways Transport*. It has been decided to keep these requirements out of this standard because this concerns an approved hygiene code with its own standard structure.

The requirements in this standard apply to organisations, regardless of their type or size, which carry out activities that are covered by the range of this standard. It does not matter whether a company carries out these activities on its own account or as a (sub)contractor ('service provider').

If a freight broker or transporter carries out other activities involving feed (for example trade in feed, production), it must be necessary to apply another GMP+ standard instead of or as a supplement to this standard. See also Section 1.4.

For exact details is referred to GMP+ C10 *Acceptance requirements and Procedure for Certification Bodies*, Annex I.

The freight broker or transporter remains responsible himself at all times for the safety of the feed and the activities and for the verification performed by himself of compliance with the requirements. By complying with the requirements given in this standard, the freight broker or transporter can demonstrate to third parties the safety and the quality of his services or feed.

1.4 The structure of this standard

The requirements relating to a feed safety management system are included in chapter 4. In chapter 5 requirements can be found for a number of prerequisites programmes. These programmes are essential for the realisation of a basic level of hygiene. Chapter 6 states the minimum HACCP requirements.

Supplementary requirements for the control of a number of operational activities are included in chapter 7. Finally, the conditions and requirements for verification and improvement are to be found in Chapter 8.

Guidance

Guidance has been included for a number of requirements in this standard. This guidance is in a separate light green box starting with the word 'Guidance'. The guidance does not include mandatory requirements or conditions but is intended only as an aid to the better understanding of the requirement. The box also often contains information which is useful for auditors.

In order clearly to distinguish between the guidance boxes and the mandatory requirements, the guidance boxes will preferably make no use of the word 'must'.

This is, by the way, not always the case. Where the word 'must' or 'should' is nevertheless used it must read as guidance relating to the requirements set.

Note: Unlike the green boxes, white boxes do contain requirements. These requirements must be considered as details of the requirements mentioned above them.

The structure of this standard corresponds to that of a number of other GMP+ standards. The requirements in a number of general chapters are the same with respect to content as those in this standard although they are not described in such detail in all standards. This depends on the scope of each standard. As each standard has been written for a specific target group, the words with which these requirements have been described in these general chapters differ somewhat. This has been done to increase the link to the target group as much as possible.

Guidance

The general chapters are chapters 4, 5, 6 and 8.

The structure of GMP+ B4 'Transport', for example, is identical to that of GMP+ B3 'Trade, collection and storage & transshipment'.

The GMP+ B4 Transport is intended for freight brokerage and transport companies. In this standard the words 'trade' and 'storage and transshipment' have been avoided as much as possible, but words such as 'freight brokerage' and 'transport' have been used much more frequently.

A company for example which is involved in storage and transshipment as well as in transport, may apply a combination of both standards. A combined application is quite simple to achieve because of the identical structures and because a number of chapters are identical with respect to content. The company should be alert to completeness in the application of a second standard or should check whether any extra measures are necessary for the second activity.

GMP+ Appendices (designated as GMP+ BAxx), to which there are also references, are separate GMP+ documents within the B series which are not attached to this standard. If there is a reference then it applies within the framework of this standard. See also chapter 2.

1.4.1 Reading guide

	<i>Freight brokerage (transport by ship or by rail)</i>	<i>Freight brokerage of road transport</i>	<i>Road transport</i>	<i>Rail transport (new)</i>
H1 Introduction	X	X	X	X
H2 Normative references	X	X	X	X
H3 Terms and definitions	X	X	X	X
H4 Feed safety management system	X	X	X	X
H5 Basic prerequisites programme				
5.1 Employees	X	X	X	X
5.2 Infrastructure			X	X
5.3 Maintenance and hygiene management			X	X
5.4 Identification and traceability	X	X	X	X
5.5 EWS	X	X	X	X
H6 HACCP	(X)	(X)	(X)	(X)
H7 Management of operational activities				
7.1 Purchase	X	X	X	X
7.2 Freight brokerage	X	X	X	X
7.2.1 Accepting an order	X	X	X	X
7.2.2 Freight brokerage records	X	X	X	X
7.2.3 Granting an order for an LCI	X			X
7.2.4 Order processing for the execution of an LCI	X			X
7.2.5 LCI reporting	X			X
7.3 Transport			X	X
H8 Verification and improvement	X	X	X	X

1.5 **Exclusion of requirements**

It is possible that certain conditions do not apply to a freight broker or transporter. A freight broker or transporter is allowed to exclude these requirements. Exclusions, however, must be motivated. The exclusions must not lead to the freight broker or transporter offering services which do not comply with the feed safety as laid down in the GMP+ Feed Safety Assurance module (GMP+ FSA module).

Requirements are not allowed to be excluded because the freight broker or transporter considers them to be irrelevant, for example because customers do not ask for them or because compliance with these requirements is not a legal obligation or because the company is too small.

Guidance

Companies sometimes have trouble implementing certain requirements. A frequently heard comment is that this applies especially to small companies, and then especially for some 'management system requirements' such as management statement, document management, internal audit, management review, etc. In this standard it has been decided consciously to make all requirements compulsory for small companies as well and not to exclude any requirements in advance for these small companies. This might have suggested that quality assurance was at a lower level in smaller companies.

In addition, the GMP+ FSA module assumes the control of risks through the application of HACCP principles. The management system required is therefore supportive and serves to ensure that the risks are properly controlled on a continuous basis. It does not matter whether these risks occur at smaller or larger companies, they must always be controlled at the level desired by GMP+. A simple company structure and a clear, simple and transparent business process may mean that the management system requirements are implemented in a different way. The auditor also has a certain freedom, in which the basic principle is and continues to be, to assess that the system used is able to control the risks.

A number of guidance boxes in this standard provide suggestions for how a small company can meet a particular requirement.

2 Feed Safety Management System Objective

Implementation of this standard aims to establish a management system to ensure the safety and quality of the feed products and feed services, as covered under the scope of this standard.

This standard is meant to be aligned with applicable feed legislation as well as feed safety principles and standards that are commonly accepted in the feed sector to be taken into account when producing and delivering safe feed.

The feed safety management system must ensure that the applicable legal requirements and sector requirements are met, as well as applicable statutory, regulatory and contractual arrangements.

Some remarks:

- Regarding the feed legislation, special attention was paid when drawing up this standard to include relevant requirements of applicable feed legislation. However, it remains the responsibility of the participant to ensure full compliance with relevant feed legislation.
- Additionally, regarding the sector requirements, in some GMP+ appendices (coded as GMP+ BAxx), a number of sector specific feed safety standards and conditions have been laid down, which are worldwide to be considered as necessary to meet, in order to produce and deliver safe feed. When this standard makes a reference to such a GMP+ appendix, it is expected that the participant ensures that the required feed safety management system is effective to meet these sector specific feed safety standards.
- However, both this standard and the appendices, may not cover all sector specific feed safety standards. Therefore, also related to this item, it remains the responsibility of the participant to identify all relevant sector specific feed safety standards and to ensure the feed safety management system is able to control them.

Certification of the feed safety management system against the requirements of this standard, does not guarantee legal compliance nor compliance with the sector requirements, but demonstrates that the participant has an effective feed safety management system to achieve and maintain legal compliance as well as compliance with sector specific feed safety requirements.

The participant must also comply with the relevant requirements as recorded in the GMP+ A - documents.

These documents can be found on the GMP+ International's website (www.gmp-plus.org)

3 Terms and definitions

For definitions see GMP+ A2 *Definitions and abbreviations* (www.gmpplus.org) . In addition to the terms and definitions in GMP+ A2 *Definitions and abbreviations* the following definitions apply with the framework of this supplement:

Agri-only (road transport and transport by rail)	Indication of a wagon or loading compartment or wagon (rail transport) which for an unbroken period of at least six months has participated in the transport of exclusively feed and/or feed raw materials of vegetable origin.
Agri-only: (coasters and inland waterway ships)	A vessel that after a through cleaning and expert inspection (for more than 6 months on a regular basis) only transports feed materials, compound feeds and premixtures in bulk loads both in liquid form and in solid form with the exception of whole loads of additives or other products which are added to animal feed only in very small percentages.
Freight broker	The legal person who arranges the transport for third parties.
CO	Control organisation accredited in accordance with ISO 17020 with a specialisation in feed / grains or liquid agri-bulk and/or operating on an international level in accordance with an approved certification system such as ISO 9001 or equivalent, in which Loading Compartment Inspection (LCI) can be demonstrated to be part of the accreditation.
IDTF	International Database Transport for Feed requirements for the minimum cleaning instructions for road transport and inland waterway shipping.
Loading inspector	is a position for which the details are specified in the quality system of the participant . This role is fulfilled by an employee who, on the basis of training and experience, has the knowledge and skills required for the inspection of a loading compartment for its suitability for the loading of feed ingredients. If a participant does not have his own loading inspector then he may be hired from an independent certification body of inspection agency. The loading inspector must of course meet the criteria set.
LCI	Loading Compartments Inspection.
Transporter	The party who carries out the (physical) transport.
Loading compartment	A loading compartment is a space that will be loaded with (feed) products. A loading compartment may comprise one or more compartments.

Traction unit

A tractor with driver

Packed product

- Bagged goods
- Product in a closed, immediately sealed loading compartment which is not the property of the transporter. The carrier is also not responsible for the cleaning and loading of this loading compartment.
- Disposable bigbags which can be sealed.

4 Feed safety management system

4.1 Management responsibility

The management must be aware of its responsibility for feed safety. Feed is part of the food chain.

Management must:

- a. Make the organisation aware of the importance of feed safety and compliance with the requirements mentioned in this GMP+ standard as well as the obligations from the feed legislation and the requirements of the customer.
- b. Lay down the policy with regard to feed safety in writing in a policy statement.
- c. (Re)formulate annual objectives with regard to feed safety.
- d. Demonstrate its responsibility and commitment in the development and implementation of the feed safety management system to transport feed in a safe way.
- e. Create a HACCP team
- f. Make sure that means and manpower are available. The freight broker or transporter must determine himself which means are required for the organisation and transport of safe feed and must also assure that these means are actually available. At any rate, the requirements from this standard must be complied with.
- g. Evaluate at least once every twelve months whether the feed safety management system is still suitable and effective. See section 8.3 for details of such an evaluation.

Guidance:

A good objective is:

- a. measurable,
- b. aimed at results,
- c. acceptable
- d. realistic,
- e. time-related.

Food safety for transport has been laid down in the minimum cleaning regimes as described in the IDTF database (see www.gmpplus.org).

By 'means' are understood, among other things, the infrastructure (transport means, buildings, work environments and facilities), employees and other means which are required for a suitable feed safety management system. See chapter 5 for this subject.

4.2 Person responsible for quality

The management appoints an employee who, regardless of other responsibilities, must have the responsibility and the competence to:

- a. set up, implement and maintain the feed safety management system in accordance with this standard, and
- b. report to the management about the results of the feed safety management system and the necessity, if any, to make improvements; and

- c. to ensure that the awareness of feed safety is promoted throughout the whole organization.

4.3 Requirements for the feed safety management system

The freight broker or transporter must set up, document, implement and maintain a feed safety management system in accordance with the conditions of this standard. The feed safety management system must be adjusted to changing legislation and to other, feed safety-related developments.

The feed safety management system must assure that all activities which may have an effect on the safety of the feed which is transported, are defined, implemented and enforced consequently in the organization.

The freight broker or transporter must determine and document the scope of the feed safety management system by identifying the products to be transported, the loading compartments and the locations which fall within the range of the system. The scope must comprise at least all chartering and transports of feed, as well as all activities which relate to the feed for which the freight broker or transporter is responsible.

The freight broker or transporter must determine the following:

- a. The part of the chain for which the freight broker or transporter is responsible. This begins where the responsibility of the previous link (the instructing party) ends, and ends where the responsibility of the next link in the feed chain begins.
- b. The activities which relate to the chartering and the transport of feed. This also includes activities that are contracted out to third parties.
- c. The relevant means of transport.
- d. The relevant locations. These include those locations where the relevant administrative work is carried out.

If a freight broker or transporter decides to contract out an activity which may have an effect on feed safety, then the freight broker or transporter must assure that these activities are actually carried out in accordance with the requirements of this GMP+ standard. Certification is required in a number of cases. For this see GMP+ BA10 *Minimum Requirements for Purchasing*.

The freight broker or transporter must also describe other relevant activities and/or products which do not relate to feed. The freight broker or transporter must see to it that these activities cannot have a negative effect on the safety of feed.

Guidance

The scope of the feed safety management system contains the following elements, among others:

- a The selection of suppliers;*
- b All transport activities for which the freight broker or transporter is responsible.*

The structure of the feed safety management system relates specifically to the organization of the freight broker / transporter and contains at least a statement about the quality policy and the quality objectives (see section 4.4), the conditions and the procedures with which the safety of the feed is maintained.

The description of all activities may have the consequence that the freight broker or transporter needs to apply a second or even a third standard in addition to this standard. The freight broker or transporter may also opt for applying GMP+ B1 Production, trade and services instead of a number of sub-standards. In the event of any doubt we advise you to consult with the certification body; also the website of GMP+ International gives more information (www.gmpplus.org).

Not all products and services to be purchased have to be GMP+-certified. For this see the purchasing requirements in GMP+ BA10 Minimum Requirements for Purchasing.

Activities and/or products which do not relate to feed are, for example, the transport of non-feed products.

4.4 Documentation and registration

4.4.1 Documentation and quality manual

The freight broker or transporter maintains a register with the required documentation in the field of freight brokerage and transport, the required records and inspections.

The freight broker or transporter must keep the required records. All required records must be kept in order to be able to trace the history of each transported batch of feed and to determine the responsibilities in the event of complaints.

The documentation of the feed safety management system must at least comprise or refer to the following elements:

- a. Quality policy including the objectives for feed safety;
- b. Definition of the scope of the feed safety management system as required in chapter 4.3;
- c. HACCP documentation (if relevant)
- d. All relevant records or certificates, in compliance with national and international legislation;
- e. All procedures, instructions, registration forms and the like that are required for this standard, and/or are necessary for the implementation of the feed safety management system .

- f. All data concerning the process, the actions, audits and inspections and all other reports that are required for this standard. This register must be set up and maintained to provide evidence of compliance with the requirements and the effective functioning of the feed safety management system .

These documents, instructions, forms etc. must have a clear and transparent structure.

Guidance:

Relevant records or certificates may, for example, include the legal permits for transports.

Procedures etc. may already be part within the company of the freight broker or transporter of a structured feed safety management system, which is based for example on the ISO-9001 standard or on a HACCP standard.

In addition, these procedures may be part of a national regulation or a sector or company regulation in which comparable control is ensured. Obviously, these procedures can also be used in so far as they are required in this GMP+ standard.

The layout and structure of the quality documentation which is necessary and which is required in this standard such as (documented) procedures, instructions, forms, documenting of data, etc. may be harmonized with the nature of the activities to be assured, the size of the company and the level of training and expertise of the employees.

4.4.2 Management of documentation and data

The documents and data must be administered. They must be stored and kept in a correct way.

This means that the documentation:

- a. must be kept up to date;
- b. must be approved and must be evaluated at least once every 12 months by an authorized person. In this evaluation attention must be paid at least to changes, if any, in the legislation and/or changes in the GMP+ FSA module;
- c. always be available and understandable for the employees who must implement the requirements of the procedure;
- d. must be adjusted if changes have occurred which have a direct effect on the activities of the freight broker or transporter.

The freight broker or transporter must see to it that all documentation, registrations and other data:

- a. are kept for a period of at least 3 years, unless a longer retention period is prescribed by law;
- b. are kept in such a way that any deterioration in the condition of or damage to the documentation and data is avoided;
- c. are stored in such a way that they can be retrieved completely and easily;
- d. are properly legible.

Guidance:

Understandable for employees; this means that the freight broker or transporter is responsible for giving correct information to the driver, also if the driver has no command of the language of the country in which he works.

Documentation may also be made available, administered and archived in digital form.

The purpose is that the freight broker or transporter demonstrates that procedures have been implemented which assure a continuous agreement with (amended) legal provisions, and also with other information which is of relevance for the feed which is transported.

Information relating to safety aspects which influence business operations must be effectively transferred to the employees responsible for the relevant work. Changes to practice or procedures which are necessary due to new information must be implemented effectively.

In the event of documents which are part of a manual, the freight broker or transporter may opt for signing only the table of contents with current version numbers of the individual documents.

The annual assessment of the documentation may be part of the internal audit. See section 8.2.

5 Basic prerequisites program

In order to be able to implement the HACCP principles successfully, the freight broker or transporter must create and apply a general basic prerequisites program for the various parts of the business operation in accordance with this chapter. The freight broker or transporter must work out and may implement additional basic requirements. The freight broker or transporter is allowed to exclude basic conditions, provided that this is motivated.

Guidance:

HACCP: A manual (GMP+ D2.1 Guideline HACCP GMP+) is available to assist companies in identifying, evaluating and controlling hazards which relate to food and feed safety. This manual is available on the website of GMP+ International (www.gmpplus.org).

A basic prerequisites program creates the necessary environmental and hygienic conditions with which the transport of feed can be controlled in a correct way. See Codex Alimentarius.

The prerequisites program is part of the HACCP plan and is subsequently included in the internal audit planning which is determined as part of the HACCP plan.

5.1 Employees

5.1.1 General

All employees must be aware of their responsibility for feed safety.

The following must be available:

- a. An organization chart and/or;
- b. Task descriptions of individual employees (or a task description for a group of employees in the same function), and documentary evidence of the qualifications of employees (even if these are temporary employees).

This is only necessary for relevant functions within the framework of feed safety.

It must be demonstrated that all employees concerned have been informed of their tasks, responsibilities and competencies with regard to the maintenance of feed safety. This information must be adjusted if substantial changes occur.

Employees must wear protective clothing if it has been established in a risk analysis that contamination of feed by employees may occur. All clothes and equipment must be kept in an hygienic state.

Clear rules must be implemented with regard to eating, drinking and smoking if this can have a negative effect on the quality of the feed. This must be indicated clearly for employees as well as visitors (including employees of third parties). Separate facilities must be available if necessary.

Furthermore the transporter must be able to demonstrate that he has ensured that (technical) employees of third parties are given such instructions during their activities at the location that these activities do not have a negative effect on the safety of feed. The transporter must ensure that the unit in question is cleared up and cleaned before work is resumed.

Guidance:

Providing task descriptions give insight into the company organization, it is not necessary to include an organization chart in the manual.

By task descriptions is primarily meant the description of the tasks which can influence feed safety. Making aware of tasks can, for example, mean the provision of instructions on the work to be carried out.

Examples of qualifications might be education or training, diplomas and a list of professional experience.

The ability to demonstrate that employees of third parties have been instructed can also be of relevance in insurance matters in the event of damage.

5.1.2 Competency and training

Employees carrying out activities which have an effect on feed safety must be competent for the realization of those activities. Their level of competence depends on relevant education, training courses, skills and experience. The freight broker or transporter must have employees at his disposal who possess the required skills and qualifications.

The freight broker or transporter must determine the following:

- a. Determine the required skills which employees must possess to carry out activities that may play a part in feed safety;
- b. Offer training courses or take other measures to meet these demands;
- c. Keep files of training courses, education courses, skills and experience of / for the employees.

The employees must have / acquire knowledge about:

- a. The functioning of the International Database Transport for Feed (IDTF)
- b. The various cleaning systems;
- c. Elementary knowledge of products.

The above also applies to temporary employees.

5.2 Infrastructure

5.2.1 Environment

The transport of feed must be carried out in an environment where contamination with potentially hazardous substances cannot result in unsafe feed.

If an environment presents a risk for feed safety, the freight broker or carrier must demonstrate by means of a risk analysis that the risks are controlled.

Guidance:

With regard to risks in the environment one must also think of loading compartments which have been standing loaded for a few days. Summer heat, winter cold or humidity may have a major effect on the product which is 'waiting'. But one may also have a look at the way in which persons can reach the product.

5.2.2 Production areas and equipment

5.2.2.1 *General*

Loading compartments and their immediate vicinity must be clean.

The freight broker or transporter must see to it that the loading compartments:

- a. are made of suitable materials which, in order to prevent pollution of the feed, can be cleaned and serviced effectively. This applies in particular to materials (such as unloading hoses, etc.) and surfaces that come into direct contact with feed;
- b. are in a good state;
- c. are suitable for the intended use and function in accordance with the intended use;
- d. enable good hygienic practices;
- e. must be free on the outside, including the chassis, of visible parts of previous loads. If this is not possible, it must not be possible for contamination to occur during loading and unloading.
- f. are covered, unless the carrier demonstrates by means of a risk analysis that the fact that the loading compartment is not covered does not imply a risk of contamination of the product;
- g. during the resting hours and nights it must be avoided as much as possible that unauthorized persons have access to the load.

5.2.2.2 *Additional requirements for combination vehicles*

When combination vehicles are used, specifically designed for transport of feed and forbidden load, some additional requirements apply.

- a. There is a complete physical separation between compartments, intended for transport of feed on the one hand and compartments intended for forbidden load on the other hand.
- b. There is a complete physical separation between feed and forbidden load during loading and unloading. This includes avoiding cross contamination round loading and unloading point, use of separated equipment for loading and unloading feed and forbidden load (pipes, hoses, couplings, fittings, connectors etc.), preventing overflowing during tank filling.

- c. The clear identification of load compartments must be guaranteed. It must be defined which load compartments are used for feed and which ones are used for forbidden load.
- d. The compartments used for transport of forbidden load cannot be used for transport of feed unless all parts that can come into contact with the load (loading compartments, pipes, coils, pumps, etc.) are replaced by new materials.
- e. Feed and forbidden load must not be transported simultaneously.
- f. A device must be present for the removal of external soiling on the vehicle (e.g. integrated water tank with spraying device).
- g. All compartments must be accessible for visual assessment
- h. Combined transport is carried out with vehicles with permanently installed solid compartments. Use of reusable flexible tanks/ liners is only allowed under the following conditions:
 1. The flexible tank supporting system (the pump, as well as the piping and valves) is divided from the compartment intended for transport of feed in the way that leakage from the supporting system cannot affect the compartment, intended for transport of feed.
 2. Before the flexible tank is used, the participant must ensure that the trailer is free from residues that can cause damage to the flexible tank.
 3. When not used, the flexible tank must be stored behind a protective partition wall.
 4. There must be a clear identification label on each flexible tank and each supporting system unit.
 5. The useful life of the flexible tank is at maximum 5 years after the first use, after which the bag must be demonstrably replaced. Earlier replacement is necessary if the flexible tank is subjected to wear and tear.
 6. The flexible system must be tested and approved by independent inspection body for load securing (the stability/ not rupturing during the driving). A part of the certification must be a regular check, no later than annually, by the manufacturer or by persons authorized by him, in accordance with EN 12642 / EN 12195 or equivalent. Defects in the body configuration as well as on the flexible tank system must be remedied immediately. The elimination of the defects is only permitted by the manufacturer or by companies authorized by him.
 7. The flexible tank must comply at least with the following minimum technical requirements:
 - Fabric: PET
 - Weight: 1150g/m²
 - Tensile strength: warp 5600 N / weft 5400 N/5cm
 - Tear strength: warp 1000 N/ weft 900N
 - Temperature resistance: -30oC till +70oC
 - Resistance to damage by flexing: no cracks after 100.000 flexures

Guidance:

Materials which can come into direct contact with the feed: in connection herewith one may also think of the cleaning tools such as a broom. A broom used for cleaning a loading compartment must not contain any dirt.

5.3 Maintenance and hygiene

5.3.1 Maintenance

A maintenance plan must be drawn up and applied for all relevant areas and plant or equipment. This is to ensure safe and hygienic working. The documents in which the maintenance activities are recorded must show that there is compliance with the requirements and conditions.

The transporter must record the maintenance performed for all installations that are critical within the framework of the transport of feed.

Guidance

The following elements may be included when drawing up the maintenance program:

- a. Transport means;*
- b. Cleaning installations;*
- c. Installations and (internal) transport systems;*
- d. Employees involved (own employees or hired employees);*
- e. Frequencies.*

Maintenance activities may not form any risk at all for feed safety.

5.3.2 Prevention and control of pest

The freight broker or transporter must do everything that is reasonably possible to keep birds, pest and pets out of the industrial premises and to prevent their presence. The freight broker or transporter must take measures to prevent pest from being present on industrial premises in buildings or in loading compartments loaded with a feed product. The freight broker or transporter must prepare, document and implement a program for controlling and fighting pest.

Employees must, if applicable, comply with legal provisions if they carry out pest control operations.

Activities within the framework of pest control must be planned, carried out and recorded. The documents in which the control activities are recorded must show that the requirements and conditions are complied with.

Guidance

Remember:

- a. Buildings are kept in good condition by repairs and maintenance to prevent the penetration of pest.*
- b. Potential breeding places must be avoided.*
- c. All bait boxes have been secured in their place, unless this is impossible for a specific reason.*
- d. Open bait boxes and individual bait products will not be set up in areas where their use or presence may form a hazard to raw materials or feeds.*

Procedures for fighting pest are laid down and assure that materials which are intended for killing or repelling pest cannot contaminate feed. Records for fighting pest contain the following:

- e. Details of all the means in use together with the associated safety data for the product;*
- f. Qualifications (if legally required) of the employees involved in activities relating to pest control. In some countries the legislator requires that employees who are involved have diplomas if they carry out pest control operations*
- g. Maps showing the locations of bait boxes and the type of bait products*
- h. Details of corrective actions which have been implemented.*
- i. The implementation of the pest fighting program must be recorded by the freight broker or transporter in such a way that it is clear to anyone that the program is carried out correctly.*

5.3.3 Waste management

All substances which are considered to be waste must be visually marked as such and protected in such a way that any chance of errors or improper use is eliminated.

The waste must be collected and stored in separate bins or buckets. These must be easily recognizable as such and must be closed to prevent pest.

5.4 Identification and traceability

5.4.1 Identification and traceability

Feed must be traceable at all stages so that, if necessary, it can be withdrawn from trade immediately and in a specific and accurate way and/or the customers can be notified.

The freight broker or transporter must take appropriate measures to ensure that the products can be traced effectively during each of the stages as mentioned above and for which the freight broker or transporter is responsible.

The freight broker or transporter must have the required information available within 4 hours, unless the competent authorities have determined a shorter period for this.

The freight broker or transporter must record at least the following data for all products and services:

- a. Name and address data of suppliers and customers;
- b. Delivery date;
- c. Type of product or service;
- d. Number of products;
- e. Batch number if applicable;
- f. In so far as applicable: copies of any accompanying documents, warranty statements, certificates etc. in accordance with the arrangements made with the instructing party;
- g. The identification and code of the loading compartments (both GMP+ and non-GMP+ loading compartments). This list must also be available to third parties.

The freight broker or transporter must determine himself whether it is necessary to record other data as well.

Guidance

The name and address data of loading and unloading addresses are allowed to be recorded in code, provided that external supervisors elsewhere in the administrative system can be given an insight into the data behind the codes used.

There is a suitable identification of loading compartment and traceability of transport sequence of products in the loading compartments concerned, for example by means of codes for the loading compartments and by means of journey sheets which are kept with the transport means, whether or not in electronic form.

5.5 EWS (Early Warning System) and Recall

The freight broker or transporter has a procedure for the (early) detection and handling of signals which indicate that the safety of a feed cannot conform to the legal standards or the standards laid down in the GMP+ FSA module, with the usual commercial quality, and which may result in damage for subsequent links in the chain. Signals are assessed on the basis of this.

If it is discovered that a feed does not comply with:

- a the legal requirements with regard to safety, or
- b the normal trading quality, or
- c the essential requirements of the GMP+ FSA module,

then the principal must be notified immediately.

Guidance

By commercial quality is meant that the product complies with the quality as is customary in the trade. An example of this is the colour or the smell of a product.

6 HACCP

The participant must ensure that one or more written procedures based on the HACCP principles have been established, implemented and maintained to assure safe transport of feed.

The following HACCP principles are involved:

- a. Conduct a hazard analysis. This includes:
 1. Identification of any hazards that might affect safe transport
 2. Assessment whether these hazards might cause a risk for safe transport
 3. Definition of measures to control any hazard.
- b. Identify critical control points (CCPs)
- c. Establish critical limits for the CCPs
- d. Establish and implement a monitoring system for the CCPs
- e. Define corrective actions
- f. Validate and verify the HACCP plan
- g. Document and register the HACCP plan

In order to apply these principles successfully, the participant must first comply with a number of requirements including:

- Establish a HACCP team
- Describe processes including their use
- Establish and implement a prerequisites programme (Chapter 5).

Contamination of feeds with (residues from) previous loads have been identified as a serious risk, which needs to be controlled. This has resulted in specific requirements for minimum cleaning and disinfection after transport of a product or before the transport of a feed. These requirements are included in the International Database Transport for Feed (IDTF).

The GMP+ participant must at least comply with the cleaning and disinfection measures from the IDTF database. See also Chapter 7.

Guidance

Until 2014, in this standard general requirements for application of HACCP principles were not included, but

- *based on the results of a generic risk assessment of the transport process, general control measures as part of the prerequisite program were laid down, and*
- *specific control measures (especially focussed on cleaning before transport of feed) were defined. These control measures are recorded in the IDTF database, and are obligatory to apply.*

Compliance with these requirements was considered to guarantee safe transport.

As from this version however, HACCP requirements are laid down in this standards, which a transport company must apply.

Reasons for requiring application of the HACCP principles are:

- *More and more feed legislation in a lot of countries requires that also a company, involved in the transport of feed, must apply HACCP principles individually.*

- *GMP+ partners are increasingly convinced that safe transport of feed can not be fully guaranteed by application of a number of predefined cleaning measures, focussed on avoiding contamination with previous loads. For safe transport, there might be more risks that deserve assessment and control. These risks may vary from company to company. The individual transport company is the first responsible for identifying and controlling any risk in order to guarantee safe transport of feed. Application of HACCP is for this an appropriate instrument*

Therefore it is concluded that as from this version of the GMP+ B4 standard general HACCP requirements should be laid down. A participant needs to apply these requirements, establishing an implementing a HACCP plan.

In the EU, application of HACCP principles is a legal obligation, also for transport companies. Implementation of an approved Guide of Good Practice might demonstrate compliance with this legal obligation. This is at the discretion of the Competent Authority. Approval by a Competent Authority demonstrates compliance with the GMP+ HACCP requirements, as laid down in this standard, on the condition that minimum IDTF cleaning requirements are met.

The result of the application of HACCP principles can be recorded in a so-called HACCP plan. A HACCP plan is a document which is drawn up in accordance with the HACCP principles. This ensures that significant hazards for food and feed safety in the sector of the feed chain are controlled.

See GMP+ D2.1 'Guideline HACCP GMP+' on the website of GMP+ International for a detailed description of the application of the HACCP principles.

See for examples of a transport HACCP plan GMP+ D2.6 'Guidance documents for specific GMP+ application'.

Again, also other guides might give guidance to establish a HACCP plan, and should be used, especially when Competent Authority require so. It should be clear that for compliance with the GMP+ requirements the cleaning as defined in IDTF is a basic obligation.

7 Control of operational activities

The freight broker or transporter must assure that the brokerage and the transport of feed comply with the requirements and conditions of the GMP+ FSA module. The freight brokerage and the transport of feed must be recorded in a clear and transparent way.

The presence of products which are harmful to the health of humans and animals, and of undesirable substances and other impurities must be monitored and control measures must be available in order to keep the risk of mixing from previous loads as small as possible.

7.1 Purchase

The participant must ensure that purchased products and services comply with the requirements of this standard. All external carriers who are used should be GMP+ - certified. Carriers undertaking the inland waterway transport must be certified for GMP+ B4.3 or equivalent. See also GMP+ BA10 *Minimum Requirements for Purchasing*.

If a freight broker or a transporter uses an external transporter for the transport of packed products, then this external transporter does not have to be GMP+ certified.

7.1.1 Use of external transport

Tractor	Traction unit	Driver	Loading compartment
No requirements	Certified Appropriate instruction provided	Training in accordance with GMP+ B4 requirements	Certified § 7.1.1 paragraph a,b,c
	Non-certified: only for sealed loading compartment		Not-certified: release procedure specified in section Procedures GMP+ International on the IDTF website.

Where the loading compartment is obtained from a GMP+ transport certified company then the transporter must check:

- that no prohibited loads have been transported in the loading compartment, demonstrate by means of a written statement;
- that the records of at least three previous loads in the loading compartment (provided with date and signature of the lessor / seller), the corresponding cleaning and disinfection actions and the result of the visual inspection; If all the loading compartments have the same previous loads than one record will do.

- c. that the loading compartment is included in the administrative overview of GMP+ transport units of the GMP+ B4 *Transport* of the lessor / seller.

A check must be carried out based on this data of whether the loading compartment is suitable or what action should be taken to make the loading compartment suitable.

If external tractors and/or loading compartments are used, then these must be registered in the quality system.

7.2 Freight brokerage / planning

7.2.1 Accepting an order

The freight broker or transporter must have at least a documented procedure for accepting an order for the transport of feed.

The freight broker or transporter must determine prior to the acceptance of an order:

- goods description (nature and type) and preferably IDTF number of the product;
- the cleaning regime according to the IDTF

As an exception to the above requirements in the event of transport by sea the freight broker may draw up criteria with respect to previous loads on the basis of risk assessments. The previous loads and the cleaning methods used must be assessed with respect to feed safety in connection with the carrying out of animal feed transport.

The participant that delivers services (physical transport and freight brokerage), assured under his GMP+ feed safety management system, must report the status of delivered services to the customer in writing. See GMP+ BA6 *Minimum requirements for labelling & delivery* for additional requirements regarding delivery of services.

Guidance

Freight broker plays an essential role in the information exchange between the principal (producer/ trader) and the skipper. For this reason, the positive declaration of the skipper must be part of the affreightment agreement signed per trip by the skipper, the affreightment company and the principal.

7.2.2 Freight brokerage records

The freight broker / transporter records the chartering of the loading compartment in such a way that the freight brokerage records contain all information which is relevant for guaranteeing the feed safety.

A freight brokerage record must comprise at least the following elements, which must be signed by the carrier when accepting the transport:

- a. Name and nature of the loading compartment, number(s);
- b. Nature and number of (loading) compartments designated for the load to be transported;
- c. Goods description (nature and type) and preferably IDTF number of the products;
- d. Quantity / quantities;
- e. Loading compartments cleanliness clause: the carrier supplies clean, empty, dry and odourless (see guidance) loading compartments which are suitable in every respect for being loaded with and transporting the lot;
- f. Nature / name of at least the three previous loads of the loading compartment concerned, as well as the description of the last three cleaning operations carried out in the loading compartment. In the event of transport by rail only the last load and the last cleaning operation must be recorded.
- g. In the event of partial loads in a loading compartment the transporter must notify the freight broker if the loading compartment has a non GMP+ certified secondary load in another loading compartment. The freight broker must report this to the instructing party.

In the event of transport by means of short sea shipping, inland waterway shipping or transport by sea and rail, the following items must be included.

Loading Compartments Inspection.

- a. Indication of by whom the LCI was performed (if known);
- b. Location of the LCI (not necessarily the loading place);

Guidance:

Under e: An odour of liquid vegetable oils may remain behind in the loading tank. It is the decision of the inspector (usually a representative of the customer) whether the odour is or is not an impurity. An odour is an indication of product which has remained behind due to insufficient cleaning.

Under f: Once the data is available it must be passed to the freight broker or transporter

7.2.3 Issuing an order for LCI (short sea shipping, inland waterway shipping, transport by sea and by rail)

The party ordering the LCI must provide the control organization (CO) or a loading inspector in a clear and transparent way with the information required for the realization of an LCI. The information provided must have been described in such a way that the CO or the loading inspector is enabled to perform the LCI in a correct way and to inform his instructing party of his findings in the LCI in a correct way.

If the party ordering the LCI himself acts as freight broker, the LCI must be entrusted to an external CO. The freight broker may not undertake LCI.

For rail transport, use may only be made of “agri-only” loading compartments. If no agri-only loading compartments are available, the release procedure, as specified in section Procedures GMP+ International published on the IDTF website has to be applied in order to obtain admission of the loading compartments.

The following applies for the instructing party who gives instruction for the performance of an LCI.

An LCI order must comprise at least the following elements, which must be confirmed by the loading inspector when accepting the order:

- a. Location of the LCI;
- b. Specification that the order concerns an LCI within the framework of the GMP+ FSA module;
- c. Description(s) and quantity / quantities of the goods;
- d. Nature / name / number(s) of the loading compartment(s), any additions: owner;
- e. Type of transport: “Agri-only” or general;
- f. Quantity, number, mention of the loading compartments intended for the lot;
- g. If applicable, instructions with regard to:
 1. partial load / partial stowage
 2. combined loading / separate stowage
- h. At least the last three previous loads and the cleaning operations performed after them (in the event of transport by rail, inland waterway shipping or short sea shipping, the last previous load with its cleaning operation applies);

A report on the findings of the LCI (see Annex A and section 7.2.5 LCI reporting) must be made known to the client immediately after completion, with a copy to the owner of the loading compartment.

In addition an LCI order must contain the standard information which enables a loading inspector to carry out the order:

- a. Anticipated date,
- b. Loading place,
- c. Contact details for the loading place,
- d. The instructing party,
- e. The owner of the loading compartments
- f. The destination of the batch.

An LCI order is allowed to be part of a total package of orders, but must be mentioned as such, possibly with additional information concerning the batch and with specific information concerning the loading compartment.

7.2.4 Implementation of an LCI (short sea shipping, inland waterway shipping, transport by sea and by rail)

The instructing party for the LCI sees to it that the LCI is carried out by the CO or by the own loading inspector in accordance with the following requirements.

The instructing party for the LCI should record how the LCI is to be performed. This must be notified to the CO or to the loading inspector.

The performance of the LCI must comply at least with the following criteria:

- a. Visual assessment of loading compartments for suitability for the storage or transport of the goods to be loaded;
- b. The suitability of the following aspects, among others, must be tested:
 1. clean, empty, dry, odourless (see guidance for section 7.2.2);
 2. absence of elements that may be unfriendly for the goods to be loaded, such as residues of previous loads and/or impurities;
 3. the absence of insects or pest (dead or alive);
 4. closable and in good condition. A visual check must be made to verify if the means of transport protects the goods to be transported against effects from other goods to be transported and against outside influences. By this is meant a visual assessment of the situation.
- c. How to act if nonconformities are found;
- d. Recording of findings;
- e. Reporting to instructing party.

7.2.5 LCI reporting (short sea shipping, inland waterway shipping, transport by sea and rail)

The instructing party for the LCI lays down with his CO or loading inspector that the latter will report in writing on the findings of the LCI.

The LCI report must be unambiguous and contain the information which is relevant to the acceptance of the load compartment.

An example of an LCI report can be found in appendix A. An LCI report must contain at least the information mentioned there.

In the event of a partial batch, an LCI in a 2nd or subsequent loading point, and the batch is added to a loading compartment already partly loaded, this must be reported as such.

A confirmation must also be given of the visually established condition of the load already contained in the loading compartment and of the intended way of loading and/or separating the lot which is being reported on.

The orders for LCI and the LCI reports received must be kept in the administrative records of the instructing party for at least three years.

Guidance:

Within the framework of the arrangements made between the instructing party and the CO, the findings of the LCI may be part of a general report with regard to the total monitoring of the goods flow. The freight brokerage agreements, if entered into, remain exclusively in the management and administrative records of the brokering party.

During the performance of the LCI, information is exchanged at several moments, especially with regard to the current state of affairs, any nonconformities found, the measures taken and the findings concerned. This information is not part of the transport, but belongs to the file of the loading inspector.

7.3 Transport

For transport by inland waterway and short sea shipping vessels reference is made to GMP+ B4.3 *Short Sea Shipping and Inland Waterways Transport*. GMP+ B4.3 *Short Sea Shipping and Inland Waterways Transport* contains requirements and conditions for the assurance of the safety of feed and food transports by inland waterway and short sea shipping.

7.3.1 Transport

The transport of feed must take place in a clean loading compartment.

In the event of a combined transport, feed materials must not get mixed with one another (un)intentionally. This goes for the transport of two different certified feeds or for a combination of feed with non GMP+ feed.

A suitable measure must be taken in the event of mixing.

The carrier sees to it that it is checked by means of a risk analysis whether the loading compartments must be covered. Risks for an uncovered load include: penetration of rainwater, contamination with bird droppings, or other forms of contamination of the loading compartment, even if the loading compartment is empty. If it is impossible to cover loading compartments, the loading compartment must be cleaned with a water jet and/or dried if necessary, prior to loading. Tarpaulins to be used for loading compartments must be clean for bulk loads and also be dry if the load consists of dry feeds.

7.3.2 Cleaning

Prior to the transport of feed the loading compartment must be cleaned and disinfected (if necessary) in accordance with at least the cleaning regimes laid down and described in section *Procedures GMP+ International* published on IDTF website.

The transporter sets up a cleaning program with which it can be demonstrated that the legal requirements and additional conditions for cleaning and disinfection of transport means, such as laid down in the International Database Transport for Feed, are met.

The cleaning program includes at least:

- a. The responsibilities with regard to the cleaning;
- b. The cleaning methods;
- c. The detergents and disinfectants (legally allowed for use in the food industry) which may be used);
- d. The frequency of the cleaning;
- e. The use of the various cleaning and disinfection systems (IDTF database) depending on the previous load.
- f. The time of the cleaning;
- g. Cleaning and disinfection agents. These must be suitable for the purpose for which they are used. They must also not form any risk to the safety of the feeds which are being carried in the means of transport. The residues of detergents and disinfectants must be kept as small as possible.

It is important that the water with which the loading compartments are cleaned is of good quality. If spring water, rainwater and/or open water is used, a risk analysis must be performed on the cleaning water used. The water must be of such a quality that it cannot cause contamination of the feed to be transported (such as, for example, anticorrosive)

Each cleaning program must be checked (validated) for effectiveness. Then this cleaning program can be used as the official cleaning method for each similarly constructed transport space.

When Agri-only (rail transport) loading compartments are used, the loading compartment must be brushed clean after the unloading. The loading compartment does not have to be cleaned after each transport by definition. The responsible party / administrator owner of the loading compartment must set up a risk-based cleaning schedule.

At least the following must be included:

- a. The responsibilities with regard to the cleaning;
- b. The cleaning methods;
- c. The frequency and times of the cleaning;
- d. Detergents and disinfectants. These must be suitable for the purpose for which they are used. Also they must not constitute a risk for the safety of the feed which is transported in the loading compartments.

Guidance:

An analysis of the (source) water can be a good assurance for the quality of the water used for the cleaning. The transporter may himself perform or have performed a (source) water analysis or ask for analysis results from his water supplier.

7.3.2.1 *Check for effectiveness of cleaning and disinfection systems*

The transporter must assess by means of checks the effectiveness of the cleaning and disinfection methods used. For this purpose the transporter sets up a checking program which includes the minimum frequency of the checks to be performed.

7.3.3 Registration

Registration takes place of the transports, of the cleaning between successive transports, and of inspections. The transporter is responsible for the registration of the transports.

- a. In the event of bulk transport, loads preferably with an IDTF number must be registered by the transport company per loading compartment in a journey sheet (including the last three previous cleaning operations), whether or not in electronic form. The journey sheet must be present on the loading compartment or immediately available or retrievable.
The registration of the three previous loads (including cleaning operations) in the loading compartment (provided with date and signature of the transporter), must be available for inspection (in the event of transport by rail the last previous load with its cleaning operation applies).
- b. The legally-required records, including the bill of lading, must be available.
- c. The cleaning system must be recorded and initialled by the transport company per loading compartment in the journey sheet, whether or not in electronic form. The result of the cleaning system must be assessed visually and recorded at the previous loads in the journey sheets.
- d. The prescribed inspections and checks, and also any other inspections and checks, must be registered as well.

The transporter must be able to demonstrate that in the past no 'prohibited loads' have been transported in the loading compartment, provided that the release procedure, as specified in section *Procedures GMP+ International* published on the IDTF website, has been applied correctly after this transport.

Guidance:

A transport company itself can also be the transporter.

For Agri-only loading compartments the requirement applies that the record must be kept up-to-date within the framework of the risk analysis.

8 Verification and improvement

8.1 Complaints

The freight broker or transporter must document his procedure for handling complaints. This procedure must describe at least the registration of the relevant aspects of the complaint, as well as the measures which have been taken within the framework of the complaint.

A procedure for registering and handling complaints must consist at least of:

- a. The registration of complaints;
- b. The investigation of the sources of the complaints;
- c. Registration of the measures which have been taken in response to the complaint;
- d. Registration of communication with the various instructing parties and other external parties.

Guidance:

The complaints procedure is also allowed to be a description of the steps to be taken.

8.2 Internal audit

The freight broker or transporter must have a procedure for an internal audit.

The procedure implies that the freight broker or transporter must carry out a program of scheduled audits in order to verify whether the internal systems function properly and are also effective. At least the following aspects must be examined in these internal audits:

- a. Compliance with the requirements and conditions of this standard;
- b. Compliance with the procedures of the freight broker or transporter;
- c. Compliance with the requirements and conditions of the freight broker or transporter HACCP plan;
- d. Compliance with the legal provisions relating to the safety and quality of feed;
- e. Compliance with the specified customer requirements.

The program of internal audits must ensure that all relevant activities, are submitted to an audit at least once per year (= every 12 months).

All employees who perform an internal audit must be qualified for this on the basis of education or training (internal or external), or experience.

The results of the internal audits must be reported formally to persons with responsibility for the field covered by the audit. All aspects must be documented where the business operation or the activities are not in accordance with the operational conditions. Such deviations must be corrected. The audit reports must be signed by a competent person when the deviations have been resolved.

Guidance:

During an internal audit, use can be made of the checklists as published on the website of GMP+ International (www.gmpplus.org).

A distinction must be made here in the activity / scope which the company uses.

8.3 Assessment of the management system and improvements

The freight broker or transporter must determine, gather and analyse suitable data at least once per year in order to

- a. demonstrate that the feed safety management system is suitable and effective; and
- b. to assess whether continuous improvement of the effectiveness of the feed safety management system is possible

A procedure must be created for this purpose.

Verification of (elements of) the HACCP plan is part of this assessment.

The result of the analysis is part of the input for the management review (see section 4.1).

The input for such an assessment must comprise at least:

- a. Assessment of the prerequisites program;
- b. Assessment of the analysis results (of cleaning and disinfection);
- c. Verification of the hazards analysis. (if applicable)
- d. Assessment of the level of knowledge of employees;
- e. The results of the suppliers assessment (one may think here of the supplier of the detergents, etc.);
- f. Analysis of complaints (from customers);
- g. Assessment of the implementation of legislation and regulations;
- h. The results of the external / internal audits;
- i. Changes that have an effect on the feed safety management system .

The assessment will in any event contain information on:

- a. The extent to which the feed safety management system can be applied.
- b. The possibility for and the chances of improvement of the feed safety management system .

Annex A: Example of a GMP+ LCI report

GMP+ LCI report

No. / REFERENCE : Nr. / Referentie : No / Référence :		
INSTRUCTING PARTY: Opdrachtgever : Donneur d' ordre :		
NAME BARGE* / TELEPH. : :Naam schip* / telef. :Bateau* / tél.		
PLACE OF INSPECTION : Plaats van inspectie : Lieu de l'inspection :		DESTINATION : Bestemming : Destination :
INTENDED TO LOAD KG : Te laden gewicht : Poids à charger :		PRODUCT Product : Produit :
TEMPERATURE (if applicable) :		

DATE OF INSPECTION : Datum inspectie : Date d' inspection :	STARTED : Begin : _ Début :	COMPLETED : Einde Fin :
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		GMP-ALLOWED GMP-toegelaten GMP-admis	
PREVIOUS CARGOES Vorige ladingen :	LAST / Laatste / Dernier	YES Ja / Oui	NO Nee/Non
Chargements precedents :	2ND / 2de / 2ème	YES Ja / Oui	NO Nee/Non
	3RD / 3e / 3ème	YES Ja / Oui	NO Nee/Non
CLEANING : Reiniging : Nettoyage :	DRY / droog / sec	YES Ja / Oui	NO Nee/Non
	WITH WATER / met water / à l' eau	YES Ja / Oui	NO Nee/Non
	WATER + DETERGENT / water + detergent / eau + détergent	YES Ja / Oui	NO Nee/Non

		GMP-ALLOWED GMP-toegelaten GMP-admis	
	WATER + DETERGENT + DISINFECTION water + detergent + desinfectie / eau + détergent + désinfection	YES Ja / Oui	NO Nee/Non
RESULTS : Findings; Résultats :	EMPTY / Leeg / Vide	YES Ja / Oui	NO Nee/Non
	CLEAN / Zuiver / Propre	YES Ja / Oui	NO Nee/Non
	DRY / Droog / Sec	YES Ja / Oui	NO Nee/Non
	FREE FROM ODOUR / Geurloos / Sans odeur	YES Ja / Oui	NO Nee/Non
	FREE FROM INSECTS / Vrij van ongedierte / Exempt de vermine	YES Ja / Oui	NO Nee/Non
	FREE FROM REMNANTS OF PREVIOUS CAR- GOES / Vrij van vorige ladingresten / Sans restes de chargements antérieurs	YES Ja / Oui	NO Nee/Non
	VISUAL : TOTALLY INTACT AND FULLY CLOSING Visueel heel en sluitbaar / Compartiments en bon état visuel et pourvus de fermetures adéquates	YES Ja / Oui	NO Nee/Non
TYPE OF HEATING (tankers): steam / hot water / thermal oil			
FINAL RESULT : Resultaat / Résultat :	ACCEPTED FOR LOADING Goedgekeurd om te laden / Accepté à charger	YES Ja / Oui	NO Nee/Non
REMARKS / Opmerkingen / Remarques			
SURVEYOR'S NAME : De controleur / Le controleur :		THE CAPTAIN **: De kapitein : Le capitaine	

* with specification agri-only.

**By his signature the captain confirms the validity of the previous loads as stated in the LCI report.

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