

# BC-08

Ver 0.1

## Hygiene Code for inland waterway transport





## DOCUMENT HISTORY

Revisions and date of approval	Reasons for revision	Revision scope	Ultimate application date
0.0 22/09/2004	Launch of the new GMP Requirements taken from technical Annex XVIII	Nihil	22/09/2004
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	Modification of the designation (logo and standard)	Entire document	



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# BC-08: Hygiene code for inland waterway transport

## 1. General

### 1.1. Introduction

#### General

The requirements, imposed for transport of animal feed, have not changed all that much over time. From a carrier has always been expected that, transport of products, used in the manufacturing of animal feed is performed without any risk to consumers. It is basically the first objective of the Code, namely: 'to transport a product without compromising the safety of feed and food'. The difference lies in the fact that, at present, it has been defined as to how to transport a product in a safe manner, and it also explains how to do so. The second objective of this Code is to enable the inland waterway operator to comply, in a practical and adequate manner, with the Royal Decree regarding Auto-control, notification requirement and traceability in the food chain.

#### Application scope

For transport via inland waterway, it is important to have a code, applicable to any transport of animal feed, compound feed, pre-mixtures, medicated pre-mixtures and additives. In consultation with the sectors involved, and in dialogue with the authorities, has been determined as to how

to proceed in case of transport of the above-mentioned products. In this context, a distinction is made between tankers, vessels accepting dry bulk loads (barge, self-propelled) and container vessels.

### 1.2. HYGIENE CODE

#### Why is a Hygiene code required?

Animal feed, compound feed and pre-mixtures shall, in the context of food safety, be transported in a hygienic manner. To this end the present hygiene code has been drawn up. The delivery of a safe product to the consumer, shall be determined during the entire process, from cultivation down to the refrigerator of the consumer (farm to fork). Therefore, the authorities have established strict hygiene requirements (see AT-01: Legislation). In addition to general hygiene requirements, all links in the food chain are expected to detect, any potential hazards that could lead to an unsafe product. The hygiene code aims at indicating potential hazards, and actions expected to be taken on the part of those involved. This implies that the persons involved are not required to list the hazards themselves.

The Hygiene Code for inland waterway transport provides regulations intended for vessels in order to meet the minimum requirements for transport of the abovementioned products. The present Hygiene Code is a key element in laws and regulations as regards Auto-control and hygiene in Belgium, as well as laws and similar regulations in force in the Netherlands.

### 1.3. HACCP

#### What is HACCP?

The HACCP system is an important foundation for the Hygiene Code.

HACCP stands for Hazard Analysis and Critical Control Points. In short, it means: Analyze and control any hazards regarding the safety of food and feed. To control, in this case, means that hazards are

prevented or eliminated or limited to a sufficient extent. The feed and food safety must be guaranteed, from cultivation to delivery (consumers), and of course also for waterway transport.

In the early 60s, the HACCP was first mentioned in the Codex Alimentarius, and is now integrated into a Royal Decree regarding Auto-control, notification requirement and traceability in the food chain. The Royal Decree provides the opportunity to draw up Codes, in order to handle food and feed in a safe manner. The Codes, based on HACCP principles, are intended for the entire sector/industry. This Codes have been approved by the authorities.

The obligation of an Auto-control system, based on the HACCP approach, is applicable to any company that produces, transforms, handles, conditions, transports, performs storage and transshipment, distributes or negotiates the abovementioned products. This also includes inland waterway transport. The contractor will decide whether he wishes to proceed according to an approved Code, or whether to establish his own Auto-control system (see AT-01: Legislation’).

The HACCP system is a food safety system aiming at ensuring the security regarding food and feed. The system must detect, eliminate or control the hazards in a systematic and safe manner. The responsibility of the carrier is limited to transportation of the relevant batches (see ‘AT-01: Legislation’).

## 1.4. Hazard analysis

### **What is meant by: a study has to be conducted concerning risks linked to food and feed safety?**

In order to get started, the HACCP system requires that an analysis be performed of hazards (hazard analysis) that may occur at the level of food and feed safety during transport of the abovementioned products. The starting point is the consumer. The product to be consumed should be safe. Consuming contaminated products may have serious consequences for animal and/or human health, for which the carrier may be held accountable.

The risk of contamination may have various origins:

- Cross-contamination: Contamination caused by chartering different products at the same time (see‘AT-01: Legislation’)
- Contamination due to successive loading: Contamination caused by transporting different products one after the other.
- Environmental Contamination: Contamination caused by inadequate cleaning or maintenance, or by walking through loads, bird droppings, etc.

Upon analyzing the above hazards, three types of hazards must be taken into account: microbiological, chemical and physical.

A few examples:

- Cleaning and chemical products have been found in transported products. This could happen for example, upon cleaning the load compartments ( residual wash water), or via contamination of previous loads. This means that after each loading, the compartment must be carefully inspected and possibly cleaned (corrective measure). After each cleaning, the load compartment must be re-inspected and recorded on a form (Work schedule 2). As for the cleaning, work instructions should be drawn up (Work schedule 5) indicating the exact manner as to how to perform the cleaning. Those activities should be registered (Work schedule 14).
- A second example, is the potential presence of harmful pests, and corresponding process regarding pest control (e.g. gas, fumigation). The storage temperature of certain products

may also constitute a hazard. (growth of pathogenic microorganisms). The corrective measures may involve a fumigation (with 'gas-free certificate') and inspection and control of the transport conditions (temperature, presence of pests).

While performing a hazard analysis, one must examine the hazards that may occur during the period when the carrier is responsible for the load. Which will imply, detection and identification of any possible hazards during the entire process of transshipment and transport. The hazard analysis for inland waterway transport is part of the Work Plan as regards the Hygiene Code for inland waterway shipping. Such analysis has already been performed, which means that, upon applying the Hygiene Code, only steps indicated in the Code should be followed, starting with the following information:

**Step 1: Development of a (summary) flowchart for inland waterway transport**

A description of this process can be found in Chapter 2.1.

**Step 2: Research concerning the critical control points (CCP) and points of attention (PA) during the process of loading, transport and storage.**

The research is summarized in 6,7 and 8 of the Work Plans.

**Step 3: Assessment of the hazard classification**

To this end, the following risk assessment table shall be used.

HAZARD	PROBABILITY OF OCCURANCE	PREVENTION
VERY LIMITED	VERY LIMITED	---
MODERATE	LIMITED	PA + VERIFICATION
SERIOUS	REAL	PA + GENERAL MEASURES
VERY SERIOUS	SERIOUS	<b>CCP</b> + PROCEDURE

HAZARD CLASSIFICATION	PREVENTIVE MEASURES YES / NO VERIFICATION	PA / CCP
4	SPECIFIC PROCEDURES AND VERIFICATION	<b>CCP</b>
3	GENERAL PROCEDURES AND VERIFICATION	PA

2	GENERAL MEASURES AND VERIFICATION	PA
1	GENERAL MEASURES AND NO VERIFICATION	---

## 1.5. Critical Control points (CCP)

### What is a Critical Control point (CCP)?

Critical control points are actions or processing steps in which hazards relating to food and feed safety may occur (for example inadequate cleaning of the load compartments). Once the critical control points have been identified, it is necessary to assess whether food safety hazards can be removed or controlled (see 'AT-01: Legislation').

In the first place, one must try to prevent or eliminate these hazards. If it doesn't work, one must, through means of control measures, reduce the hazards to an acceptable level. In any case, it will always be a matter of a 'Critical Control Point' (CCP). When it comes to a CCP quoted in this code, it relates to a CCP of the HACCP-system.

The control of process of transshipment and transport should take place par section, via the identified critical control points. Therefore, one needs to establish the critical control points (see 'AT-01: Legislation'), and establish the preventive measures to be taken (see 'AT-01: Legislation'). Subsequently one must ensure that the process regarding transshipment and transport is under control, and adapted if necessary. Naturally one should register and document all information (see 'AT-01: Legislation').

During the entire transport process, a number of critical control points have been established. They will be mentioned in the loading plan (Work Plan 6, 7 en 8).

## 1.6. Scope

### Where shall the code be applicable and how should it be used?

For the time being, the hygiene code applies specifically to transport of products, intended for feed, via inland waterway vessel. Whatever happens prior to loading and after the unloading of the products, falls outside the scope of this code. All inland waterway vessels, transporting these products and not having their own Auto-Control system, should use this code. The text of this code as well as the Work Plans used, should be present on board of the vessel. Once completed, the Work Plans should be kept for at least two years (unless specified otherwise in the legislation). In the event of a control performed by a person responsible for the monitoring, one must be able to prove that the code is respected. The boat man is required to submit any relevant documents (such as the completed Work Plans).

The procedures (Work Plans) as described in the Hygiene code, are an elaboration of the Legal requirements applicable to transshipment and transport of the above products. These are procedures and requirements that focuses on the protection of public health. Failure to comply with these requirements, is an infringement of the Legal requirements (see 'AT-01: Legislation'). If procedures, as described in the Hygiene Code are respected, one may assume that in principle the legal requirements are also met.

## 2. Work Plan - type

### 2.1. Introduction

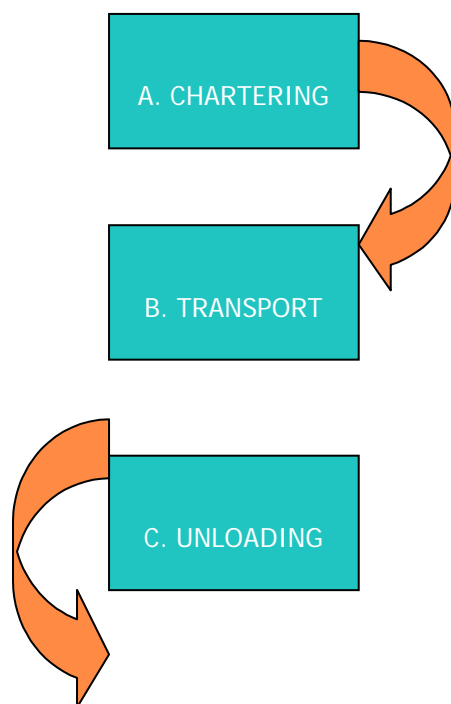
Animal feed is particularly sensitive to pollution and contamination. The health of animals and possibly even consumers could be compromised if the products are not transported in a hygienic and responsible manner. This chapter explains the way as to how products should be handled during loading, unloading and transport.

The main general requirements are as follows:

- Products must not be contaminated by outside sources (contamination by another load, or contamination from previous loads or charges).
- Products should not be put in such a situation as to cause risks to food or feed (wrong environment or wrong temperature).

Procedures to be followed are included in the Work Plans. For each situation a Work Plan has been drawn up. The Work Plans are divided into three parts: **prevention**, **control** and **registration**.

The transport process is simple and is represented as follows:



For the transport of feed, three principles shall apply:

1. **Avoid contamination** through **prevention**
2. **Work properly** through **mastery** of the process
3. **Administer properly** through **registration**



## 2.2. Prevention

### How will food and feed safety be ensured during the transport process?

The use of this Hygiene Code is based on the use of the «Work plans». In developing these Work Plans, three types of vessels have been taken into account, namely tankers, dry bulk vessels and container vessels. The application as regards the work plans will depend on the load. In the work plans a distinction is made between 'dedicated' transport and 'non dedicated' transport. With 'dedicated' transport is meant that a vessel may only transport the above mentioned products, thereby eliminating a number of hazards right from the start.

As mentioned in the introduction, a critical control point is a point that can pose a risk to feed safety, therefore requiring a control in order to prevent, eliminate or manage that hazard. All critical control points, which may arise during transport, are included in the control and prevention points of the work plans as regards the Hygiene Code. A proper use of such work plans will ensure the safety of feed during transportation of the above mentioned products.

#### **Work plan 1 - Dedicated transport**

The first work plan is a work plan describing the possibilities of 'dedicated transport (see AT: 01: 'Legislation'). This means that the vessel in question may only transport products intended for feed. If a vessel does not yet have this status, but wishes to qualify, through means of an external control or inspection should be demonstrated, that the vessel is suitable for dedicated transport. Work plan 1 is a declaration that should be present on board of the vessel and must be shown upon request by the controlling bodies.

#### **Work plan 2 –Load compartment inspection (LCI)**

Load compartments shall be constructed in such a way so as to facilitate a regular and effective cleaning of the load compartments (see 'AT-01: Legislation'). These compartments should be of good quality and well maintained (see 'AT-01: Legislation'). Measures should be taken in order to prevent harmful pests from contaminating the products. In order to inspect these load compartments beforehand, one must refer to Work plan 2 (Inspection load compartments – form to be completed). The inland waterway carrier is obligated to enter any previous loads on this form.

The instructing party (or, if applicable, the owner of the goods) shall, before loading, have the load compartments inspected by their own loading inspector, or by an approved inspection body. Of course, the carrier should stick to the (additional) requirements imposed by the instructing party.

#### **Work Plan 3, 4 and 5 – Hygiene and cleaning**

Requirements in terms of hygiene are not only set for the product in itself, but also for the staff handling them. They may come into contact with raw materials, semi-finished and finished products and as a result may constitute an important source of contamination by micro-organisms. The boatman/captain should ensure that the hygiene and safety rules which are required on board are observed. Breakable accessories or fragile instruments (e.g. glass) must not be used. In order to ensure hygiene on board, two work plans have been drawn up, namely Work plan 3 (personal hygiene) and Work plan 4 (general hygiene).

The load compartments shall be cleaned in accordance with the guidelines (for animal feed see work plan 9 (b), annex 2) (see 'AT-01: Legislation'). The registration as regards the cleaning will be done by using Work plan 14. Any equipment coming into contact, or might come into contact with products

(e.g. sampling material), should be cleaned on a regular basis (see 'AT-01: Legislation'). Cleaning products should consist of 'food grade' items. [Work plan 5](#) has been developed for the cleaning of load compartments.

## **2.3. Control**

**How will the safety as regards feed be managed during the transport process?**

### **Work Plan 6, 7 and 8 - Loading, transport and unloading**

The products must be transported and transshipped in a way so as to prevent any pollution and contamination (see 'AT-01: Legislation'). As mentioned before, the transport process consists of three steps, whereby each step has their own specific critical control points. These critical control points shall be sufficiently under control, if checked and recorded. The following work plans will indicate the location of the critical control points as well as the way to control them: [Work plan 6](#) (loading), [Work plan 7](#) (transport) and [Work plan 8](#) (unloading).

### **Work plan 9 and 10 – Previous loads and prescribed temperatures**

One should stick to the established standards and limit values as well as taking into account the rejection limits laid down in laws and contracts. Particularly in case of contamination by external sources (e.g. other loads) and damage to the product itself (due to inadequate temperatures) (see 'AT-01: Legislation'). To this end the following plans have been drawn up: [Work plan 9](#), ([previous authorized loads](#)) and [Work plan 10](#) (required temperatures). The cleaning of load compartments and the registration of the temperatures are CCP's.

### **Work plan 11 - Identification and traceability**

For the identification of potentially contaminated products, an average sample of each batch should be taken. If the interested parties are not taking the samples, the boatman can do it. These samples should be kept for a period of 6 months (if sealed) and 3 months (if not sealed), so that, if a problem should occur as regards food safety (humans and animals), it will always be possible to check the product batches. [Work plan 11](#) has especially been developed for the sampling of products.

### **Work plan 12 – Protest letter / Notification requirement**

Regular controls should be performed to ensure that critical control points are compliant with standards and limit values relating to food safety. These controls, should be performed by an inspection body, approved by OVOCOM, as per request by the owner or persons involved with the loading.

The boatman is responsible for possible contamination of the product, which may occur during transportation, thereby compromising the safety of food and feed. In absence of these expert auditors, the boatman may introduce a protest letter and notify his instructing parties. [Work Plan 12a](#) includes such protest letter.

Furthermore, it could happen that a product which has been imported, produced, cultivated, processed, manufactured or distributed, may prove to be harmful to the health of humans, animals or plants. In this case, the law requires that an official notification is sent to the Federal Agency for the safety of the food chain (FASFC).

The [Work Plan 12b](#) includes the procedure as regards the notification requirement which is to be followed in this case.

### **Work plan 13 – Handling of complaints**

The boatman is responsible for any corrective measures, to be taken upon the detection of abnormalities. Work Plans 6, 7 + 8 refer to these corrective measures. An important part of these corrective measures is the handling of internal and external complaints. The complaints may be handled by means of a specific form, provided for this purpose. The Hygiene Code uses a form for improvement of the quality, included in Work Plan 13.

## **2.4. Registration**

### **How will the safety as regards food be registered and inspected during the transport process?**

The area of responsibilities should be described. All agreements shall be performed in writing. As regards inland waterway transport, the captain or boatman is responsible for the maintaining of food safety during transport. All documents shall be established according to Work Plans 14-15 (registration, documentation and verification). Work Plan 16 specifies the maintenance as regards the systems. Control of the entire system is guaranteed if, the captain or boatman, performs the registration in conformity with procedures and instructions included in the Hygiene Code for inland waterway transport.

### **Work plan 14 - Registration and documentation**

Data, necessary for the establishment of an adequate traceability, shall be in writing (see 'AT-01: Legislation') In addition, the instructions describing the way to proceed, should be present on the work floor. Documents which should be registered are included in Work Plan 2 (inspection of load compartments), Work Plan 11 (Monitoring of products) and Work Plan 12 (quality improvement form). These registrations are legal requirements. The procedure regarding registration and documentation is included in Work Plan 14.

### **Work plan 15 – Verification**

The verification will ensure that the Code is respected. The functioning of the Code should be checked on a regular basis. Though investigation one can make sure that the system is working as it should. This can be done by consulting the reports. Such verification is performed in compliance with the requirements from Work Plan 15.

### **Work plan 16 – Control**

This last step will ensure that in case of a modification as regards the product to be transported, the system shall be adapted. The investigation, as provided in Work Plan 15, will prevent certain irregularities in the hygiene Code. Any changes relating to the safety of animal feed (such as the legal requirements) shall be registered by OVOCOM. Changes in the Hygiene Code shall be made available to all users of the Code. Procedures, for the amendment of procedures and instructions of the Hygiene Code, is included in Work Plan 16

## **2.5. Overview of the different work plans**

### **Work Plan 1**      Dedicated transport

General information on transported product groups, and arrangements related to 'dedicated transport'.

- Work Plan 2**     Load compartment inspection (LCI)  
Information & Inspection related to products and to load compartments  
(form to be completed)
- Work Plan 3**     Personal hygiene  
General requirements for personal hygiene on board
- Work Plan 4**     General hygiene  
General procedure for hygienic work on board
- Work Plan 5**     Cleaning  
General procedures for cleaning load compartments
- Work Plan 6**     Loading  
General procedure for loading
- Work Plan 7**     Transport  
General procedure for transport
- Work Plan 8**     Unloading  
General procedure for unloading
- Work Plan 9**     Previous loads  
Procedure for previous authorized loads
- Work Plan 10**    Prescribed temperatures  
Procedure for minimum & maximum temperatures of the cargo
- Work Plan 11**    Identification  
Sampling procedure for products to be transported  
(form to be completed)
- Work Plan 12**    Protest letter / Notification requirement  
Procedure for the lodging of a protest / Procedure for notifying a feed safety  
issue to the FASFC
- Work Plan 13**    Handling of complaints  
Procedure for improving the quality and the handling of complaints
- Work Plan 14**    Registration and documentation  
Procedure for registration and documentation
- Work Plan 15**    Verification

Procedure for verification

**Work Plan 16** Control

Procedure relating to changes as regards the hygiene code

**HACCP- WORK PLAN 1**  
**PRODUCTS AND PRODUCT GROUPS**

**GOAL** To obtain information on products to be transported, in order to establish the potential hazards, to identify these hazards, and to avoid possible contamination. The fact of transporting only compound feed or premixtures leads to 'dedicated' transport. Vessels, operating in this way are already respecting (in principle) several of the requirements included in the HACCP approach.

**SPECIALIZATION** : Transport via inland waterway vessel  
**NAME OF VESSEL** : .....  
**BOATMAN** : .....

**DECLARATION** CERTIFIES THAT THE ABOVE-MENTIONED VESSEL, AFTER HAVING RECEIVED AN IN-DEPT CLEANING AND AFTER HAVING BEEN INSPECTED BY AN EXPERT (MORE THAN 6 MONTHS, ACCORDING TO A REGULAR FREQUENCY), TRANSPORTING PRODUCTS AS DESCRIBED BELOW, MAY THEREFORE, BE TAKEN INTO ACCOUNT FOR THE MENTION:

**«ONLY FOR FEED , AGRI-ONLY»**

Or similar terms

**PRODUCTS** IN PRINCIPLE, COMPOUND FEED, FEED MATERIALS AND BULK PREMIXTURES, IN LIQUID AND SOLID FORM, EXCEPT FOR THE ENTIRE LOADS OF ADDITIVES OR OTHER PRODUCTS ONLY ADDED TO FEED, IN VERY SMALL PERCENTAGES.

**PRODUCT NAMES** : .....  
.....  
.....

**BOATMAN/OWNER**  
(stamp+ name + signature)

**INSPECTION BODY**  
(stamp+ name + signature)

.....

**HACCP- WORK PLAN 2A**

**LOAD COMPARTMENT INSPECTION (LCI) - TANK TRANSPORT**

**GOAL** Through information & inspection as regards the condition of the load compartments, establish potential hazards, identify these hazards and avoid potential contamination.

**NAME VESSEL** : ..... **BOATMAN** : .....

**PLACE OF LOADING** : ..... **DATE** : .....

**PRODUCT DESCRIPTION** : ..... **TEMP** : ..... (CCP1)

**GENERAL CHARACTERISTICS OF LOAD TANKS**

- \* Number of load compartments ..... (CCP4/6)
- \* Empty (free of loading residues) YES/NO ..... (CCP3)
- \* Clean (free of pollution) YES/NO ..... (CCP5)
- \* Dry (free of liquids) YES/NO ..... (CCP5)
- \* Odorless (free of strange odors) YES/NO .....
- \* Sealable (covering of goods) YES/NO .....

**MICROBIOLOGICAL, CHEMICAL & PHYSICAL CHARACTERISTICS**

- \* 3 previous loads (CCP3) 1 .....  
2 .....  
3 .....
- \* Type of heating steam / hot water / thermal oil
- \* Cleaning procedure YES/NO ..... (CCP2)
- \* Presence of harmful pest YES/NO .....
- \* Metal YES/NO .....
- \* Glass YES/NO .....
- \* Others YES/NO .....

**APPROVED** YES/NO .....

**NAME OF INSPECTOR** : .....

**SPECIFICS** : .....

.....

.....

**HACCP- WORK PLAN 2B**

**LOAD COMPARTMENT INSPECTION (LCI): DRY BULK**

**GOAL**

Through information & inspection as regards the condition of the load compartments, establish potential hazards, identify these hazards and avoid potential contamination.

Document " *Load Compartment Inspection report (LCI)*" can be found on the next page

**LOAD COMPARTMENT INSPECTION REPORT (LCI)**

INSTRUCTING PARTY: Opdrachtgever: Donneur d' ordre:			
TYPE OF VESSEL: Type schip: Type bateau:		NAME OF VESSEL: Naam schip: Nom bateau:	
NAME OF BOATMAN: Naam vervoerder: Nom battelier:		TELEPHONE.: Telefoonnummer : Numéro de téléphone:	
NUMBER of LOADING SPACES: Aantal laadruimtes: Nombre espaces chargement:		EUROPE NUMBER: Europanummer: Numéro européen:	
PRODUCT: Product: Produit:		PLACE AND DATE OF LOADING: Date et endroit du chargement Laadplaats en datum	
PLACE OF INSPECTION: Plaats van inspectie: Lieu de l' inspection:		DESTINATION: Bestemming: Destination:	
DATE OF INSPECTION: Datum inspectie: Date d' inspection:	STARTED: Begin: Début:		COMPLETED: Einde: Fin:

		<del>GMP</del> FCA-ALLOWED <del>GMP</del> FCA-toegelaten <del>GMP</del> FCA-admis
PREVIOUS BULK LOADS: Vorige bulkkladingen: Charges précédentes en vrac:	LAST / Laatste / Dernier	YES Ja / Oui      NO Nee/Non
	2ND / 2de / 2ème	YES Ja / Oui      NO Nee/Non
	3RD / 3e / 3ème	YES Ja / Oui      NO Nee/Non
INTERMEDIATE NON-BULK LOADS: Tussentijdse niet bulkkladingen: Charges non-vrac intermédiaires		YES Ja / Oui      NO Nee/Non
		YES Ja / Oui      NO Nee/Non
		YES Ja / Oui      NO Nee/Non



FINAL CLEANING: Laatste Reiniging: Dernier 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
	WATER + DETERGENT + DESINFECTION water + detergent + désinfectie / eau + détergent + désinfection	YES Ja / Oui	NO Nee/Non

RESULTS: Resultaten / 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 ODOR / Geurloos / Sans odeurs	YES Ja / Oui	NO Nee/Non
	FREE FROM VERMIN / Vrij van ongedierte / Exempt de vermine	YES Ja / Oui	NO Nee/Non
	FREE FROM RESIDUES OF PREVIOUS LOADS / Vrij van vorige ladingresten / Sans restes de chargements antérieurs	YES Ja / Oui	NO Nee/Non
	COMPARTMENTS IN GOOD VISUAL CONDITION AND EQUIPPED WITH APPROPRIATE CLOSURES Visueel heel en sluitbaar / Compartiments en bon état visuel et pourvus de fermetures (écrouilles) adéquates	YES Ja / Oui	NO Nee/Non

FINAL RESULT: Resultaat / Résultat:	APPROVED FOR LOADING Goedgekeurd om te laden / Approuvé pour le chargement	YES Ja / Oui	NO Nee/Non
REMARKS / Opmerkingen / Remarques			
INSPECTOR'S NAME: De controleur / Le contrôleur:	THE CAPTAIN: De kapitein: Le capitaine:		

**HACCP- WORK PLAN 2C**

**LOAD COMPARTMENT INSPECTION TRANSPORT (CONTAINERS)**

**GOAL** Through information & inspection as regards the condition of the load compartments, establish potential hazards, identify these hazards and avoid potential contamination.

**NAME OF VESSEL** : ..... **BOATMAN** : .....

**PLACE OF LOADING** : ..... **DATE** : .....

**PRODUCT DESCRIPTION** FOOD/FEED .....

**GENERAL CHARACTERISTICS**

CONTAINER NUMBER(S) : .....

TEMP. OF REFRIGERATED CONTAINER : ..... (CCP1)

PHYSICAL STATE (EXTERIOR) : .....

- 3 PREVIOUS LOADS (CCP3) 1 .....
- 2 .....
- 3 .....

**MICROBIOLOGICAL, CHEMICAL & PHYSICAL CHARACTERISTICS**

Given that the products are delivered and transported already packaged, it is therefore, not possible to determine the microbiological, Chemical, and/or physical characteristics during transshipment and transport.

**APPROVED** YES/NO .....

**NAME OF INSPECTOR** : .....

**SPECIFICS** : .....

.....

.....

**HACCP - WORK PLAN 3**

**PERSONAL HYGIENE ON BOARD**

**GOAL**

Avoid a negative impact on the food safety of products to be transported, by the application of a good personal hygiene on board.

The boatman/captain must ensure that the necessary hygiene and safety on board is respected.

**HACCP - WORK PLAN 4**

**GENERAL HYGIENE PROCEDURE**

**GOAL**

Avoid a negative impact on the food safety of products to be transported.

1. The boatman/captain as well as his staff must have knowledge of the Legislation relating to the hygiene compliance during activities such as loading, transport and unloading of the goods (see 'AT-01: Legislation')
2. The boatman/captain must supervise his staff during their activities on board.
3. Working hygienically aboard means avoiding:
  - a) An accumulation of dust in the load compartments;
  - b) Pollution or contamination from previous loads;
  - c) Pollution or contamination due to simultaneous loads;
  - d) Mould growth in the load compartments;
  - e) Contamination due to oil or water from other load compartments, or ballast water;
  - f) Defects on board of the vessel such as cracks and holes through which harmful pets or wash water may penetrate.

The golden rule is: "An ounce of prevention is worth a pound of cure"

## HACCP - WORK PLAN 5A

### GENERAL PROCEDURE FOR CLEANING TANK VESSELS

#### GOAL

Avoid potential contamination of feed by undesirable particles, through proper and professional cleaning of the load compartments.

#### PROCEDURE

If necessary (depending on the previous load), tanks vessels shall be cleaned using the following procedure (**CCP3/5**):

1. The load compartments shall be washed with cold or warm water, depending on the loaded product;
  - For non-solidifying products: use of cold water;
  - For solidifying products or mass products: use of warm water;
2. The water shall be sprayed into the load compartments by means of a "butter wash" installation', or by high pressure (approx. 6 bar);
3. The washing water must be sucked by means of a pump and discharged into the "slop tanks");.
4. It is prohibited to use cleaning agents other than "Food Grade" products;
5. Before loading, always perform an inspection of the load compartments. This inspection must be performed by an approved inspection body.

**HACCP - WORK PLAN 5B**

**GENERAL PROCEDURE FOR CLEANING DRY BULK VESSELS**

**GOAL**

Avoid potential contamination of feed by undesirable particles, through proper and professional cleaning of the load compartments.

**PROCEDURE**

If necessary (depending on the previous load, see Work Plan 9 (b) Annex 2) the load compartments shall be cleaned using the following procedure (**CCP3/5**):

1. The load compartments shall be completely empty and clean.  
Depending on previous load, they will be swept, cleaned with water or water + detergent. It is prohibited to use cleaning agents other than "Food Grade" products;
2. When the compartments are dry, the vessel is ready for a new load;
3. Before loading, always perform an inspection of the load compartments. This inspection must be performed by an approved inspection body.

**HACCP - WORK PLAN 5C**

**GENERAL PROCEDURE FOR CLEANING CONTAINER VESSELS**

**GOAL**

Avoid potential contamination of feed with undesirable particles, through proper and professional cleaning of the load compartments.

**PROCEDURE**

Since the containers arrive and are supplied filled and sealed, there is no cleaning procedure applicable to the transportation of containers.

An exception to this rule is possible upon explicit request and in consultation with the parties concerned (loading).

## HACCP - WORK PLAN 6

### HACCP- PLAN FOR LOADING

#### GOAL

Through control and corrective measures to ensure that there is no contamination of feed by undesirable particles.

#### PLAN FOR LOADING

CONTROL POINTS	No	STANDARDS	CONTROL	CORRECTIVE ACTIONS
SPECIFICATION OF MISSION	PA 1	Documenting (Work Plan 2a,b,c)	On receipt of the Mission	Inform customer
PRODUCT TEMPERATURE	CCP 1	Authorized temperatures (Work Plan 10a,b,c)	Before loading	Heating of batch before reception & Inspection (Work Plan 2a,b,c)
GENERAL HYGIENE OF TRANSPORT MEANS	CCP 2	Cleaning procedure (Work Plan 5a,b,c)	Before loading	Clean again & Inspection (Work Plan 2a,b,c)
GENERAL CONTAMINATION - SUCCESSIF TRANSPORT	CCP 3	Previous loads (Work Plan 9a,b,c)	Before loading	Cleaning procedure (Work Plan 5a,b,c) & Inspection (Work Plan 2a,b,c)
SEPARATION OF DIFFERENT PRODUCTS	CCP 4	Stored separately in the vessel	Before loading	Inform customer & Inspection (Work Plan 2a,b,c)
SPECIFIC CONDITION - LOAD COMPARTMENTS	CCP 5	Dry and clean	Before loading	Cleaning procedure (Work Plan no. 5a,b,c) & Inspection (Work Plan 2a,b,c)
CONTAMINATION DURING LOADING	CCP 6	Proper separation	During Loading	Inform customer & Inspection (Work Plan 2a,b,c)



**HACCP- WORK PLAN 7**

**HACCP- PLAN FOR TRANSPORT**

**GOAL**

Through control and corrective measures to ensure that there is no contamination of feed by undesirable particles.

**PLAN FOR TRANSPORT**

CONTROL POINTS	No	STANDARDS	CONTROL	CORRECTIVE ACTIONS
PRODUCT TEMPERATURE	PA 2	Authorized temperatures (Work Plan 10a, b, c)	During transport	Inform customer
CONTAMINATION DURING TRANSPORT	PA 3	Proper separation	During transport	Inform customer

**HACCP- WORK PLAN 8**

**HACCP- PLAN FOR UNLOADING**

**GOAL**

Through control and corrective measures to ensure that there is no contamination of feed by undesirable particles.

**PLAN FOR UNLOADING**

<b>CONTROL POINTS</b>	<b>No</b>	<b>STANDARDS</b>	<b>CONTROL</b>	<b>CORRECTIVE ACTIONS</b>
PRODUCT TEMPERATURE	PA 4	Authorized temperatures (Work Plan 10a, b, c)	Before unloading	Inform customer
CONTAMINATION DURING LOADING	PA 5	Separate unloading	During unloading	Inform customer

**HACCP- WORK PLAN 9A « FEED »**

**PREVIOUS LOADS AUTHORIZED FOR TANK VESSELS**

**GOAL**

To prevent, by way of directives, any contamination of feed by undesirable previous loads.

These guidelines are applicable to tank vessels, not complying with the requirements for 'dedicated transport' – in accordance with Work Plan 1.

1. Guidelines intended for products which have yet to undergo a processing/manufacturing stage:
  - a. Tank vessels equipped with load compartments in stainless steel or covered with a suitable coating:  
After a thorough cleaning, performed by a specialized company (*tank cleaning*), these vessels should, on a regular basis during the first 6 months, only transport products intended for feed. These products must not be used directly in the feed industry.
  - b. Tank vessels equipped with load compartments made of mild steel:  
After a thorough cleaning, performed by a specialized company (*tank cleaning*), these vessels should, on a regular basis during the first 6 months, only transport products intended for feed. These products must not be used directly in the feed industry. Subsequently, an analysis shall be performed in order to demonstrate that there are no more residues left behind from previously transported products (before the cleaning operation).
2. Guidelines for products, not required to undergo a processing/manufacturing stage:
  - a. Tank vessels equipped with load compartments in stainless steel or covered with a suitable coating:  
After a thorough cleaning, performed by a specialized company (*tank cleaning*), these vessels should, on a regular basis during the first 6 months, only transport products intended for feed. These products must not be used directly in the feed industry.
  - b. Tank vessels equipped with load compartments made of mild steel:  
All previous loads must have consisted of products intended for feed. Or, the vessel should have load compartments which, since their construction, have only been used for transportation of products, intended for feed.

**The above-mentioned guidelines do not exempt vessels from the usual inspection and cleaning procedures**

## HACCP- WORK PLAN 9B

### PREVIOUS LOADS AUTHORIZED IN TRANSPORT BY VESSEL (DRY BULK)

<b><u>GOAL</u></b>	To prevent, by way of directives, any contamination of feed by undesirable previous loads.
--------------------	--

These guidelines are applicable to inland waterway vessels, not complying with the requirements for “dedicated transport” – in accordance with Work Plan 1;

1. If the previous three loads consisted of products intended for feed, a “broom cleaning” may be sufficient to ensure food safety of products to be loaded. However, an inspection of the load compartments must still be performed.
2. If one of the three previous loads did not consist of products intended for feed, the vessel shall be cleaned in accordance with Work Plan 5b, and an inspection of the load compartments must be performed (Work Plan 2b).
3. In case of microbiological contamination, the load compartments in question, must be disinfected.
4. If previously transported products, appear on the list of «Prohibited previous loads» (see Annex 1), the vessel is no longer suitable for transport of products intended for feed.

After transport of a prohibited load, a load compartment may, however, be reused provided compliance with the following procedure:

- a. A water cleaning ( with cleaning agent and, if necessary, disinfection) adapted to the nature of the prohibited load, performed according to a protocol established in advance by the contractor;
- b. After the above-mentioned cleaning and disinfection, an assessment of the load compartment shall be performed by an approved controlling body, on behalf of the contractor;  
The controlling body will, based on a log book (travel sheet) inspect the type of previous loads as well as the type of cleaning and disinfection applied. The load compartments will be visually inspected in order to detect any presence of residues, including areas hard to clean.
- c. A certificate issued by the controlling authority, certifying that the load compartment may be re-used for transport.

## Appendix 1

### **LIST OF PROHIBITED PREVIOUS LOADS**

This list is given for illustrative purposes only and refers to a number of prohibited 'previous loads'. The list is not exhaustive. Even if the vessel has been cleaned conforming the code, it is necessary to gather the necessary information regarding the potential danger of previous loads.

- Skins and waste hereof, treated with tanning extracts;
- Seed, plants or any other plant material which is treated with plant protection products;
- Wood or sawdust treated with wood preservation products;
- Sludge originating from water purification plants and sewage sludge;
- Household waste;
- Packaging materials from products originating from the food industry;
- Slaughterhouse waste;
- Garden soil/potting soil fertilized with animal products;
- Metal scrap and turnings (not degreased, washed and dried);
- Toxic oxidizing materials and their packaging materials;
- Radioactive materials;
- Asbestos or materials containing asbestos;
- Mineral clay used for detoxification;
- Food remains untreated;
- Animal manure;
- Microbiologically contaminated products (salmonella, mycotoxins, etc.)
- Glass waste in vessels with a wooden bottom (permitted in vessels with steel bottom (if washed));
- Processed animal proteins as defined in the applicable laws and regulations (meat bone meal, animal meal, bone meal, blood meal, dried plasma and other blood products, hydrolyzed proteins, hoof meal, horn meal, meal from poultry, poultry offal meal, feather meal, dried greaves, fish meal, fish soluble, dicalcium phosphate, gelatin and all other comparable products, including mixtures, animal feed, additives and premixtures containing such products.

## Appendix 2

### For inland waterway transport of feed materials, compound feed and premixtures

Cleaning code	Type of cleaning
A	DRY CLEANING
B	CLEANING WITH WATER
C	CLEANIN WITH WATER +DETERGENT
Minimum cleaning regime	Loading or loading group
A	Cereals and seeds
A	Vermiculite.
A	Cellulose
A	Products and by-products from copra, palm kernal, citrus fruit, groundnut, etc.
B	Phosphate
B	Soda
B	Potash
B	Sulfur
B	Sand(construction)
B	Fly ash (wet)
B	Ashes
B	Gravel
B	Mineral sands ( rutile, zircon, nepheline).
B	Borax
B	Ferro-Alloy( ferromanganese, ferrochrome, Ferro nickel, etc)
B	Spars
B	Quartz
B	Fluorspar
B	Pyrite
B	Barite
B	Pig iron
B	Stone chippings
B	Portland Cement
B	Granite
B	Basalt
B	Mine stone
B	Gypsum (natural)
B	Anhydrite
B	Ammonium nitrate
B	Calcium ammonium nitrate
B	Manganese sodium nitrate
B	Mono- and diammonium Phosphate (MAP & SAP
B	Mineral clays (used for detoxification)
B	Kaolin
B	china clay
B	Bentonite
B	Ammonium sulphate
B	Limestone

B	Talc
B	Magnesite (natural magnesium carbonate)
B	Bauxite (raw + calcined)
B	Alumina
B	Garden peat
B	Potting soil
B	Iron ore
B	Iron ore pellets
B	Ferrous – and non-ferrous metals (clean, degreased, dry)
B	Containers
B	General cargo (crates, boxes, sacks, bags, big bags)
B	Furnace slag
B	Tree bark and wood chips.
B	Wood pellets
B	Biomass
B	Car Tyres
B	Old paper
B	Salt
C	Coal
C	Anthracite
C	Extracite
C	Cokes
C	Ferrous – and non-ferrous metals (greased and/or oiled)
C	Petroleum coke
C	Metal Scrap & turnings (which are degreased, washed and dried)
C	non-ferrous concentrates/ores (zinc/lead/copper)
C	Peat (other than garden peat)
C	Potting compost containing chemical fertilizers
C	Shredder scrap (if particle size is larger than 10 mm and fat-free and oil-free)
C	Metal-/HMS-scrap (“heavy metal scrap”) degreased, washed and dried
C	Package scraps

**HACCP - WORK PLAN 9C**

**PREVIOUS LOADS AUTHORIZED IN TRANSPORT (CONTAINERS) BY INLAND WATERWAY**

**GOAL**

To prevent, by way of directives, any contamination of feed by undesirable previous loads.

1. Since the containers are supplied and delivered, filled and sealed, there is no cleaning procedure applicable to transportation of previous loads.
2. Previous loads (prescribed) for containers, are (in principle) performed in compliance with guidelines for tank vessels and dry bulk transportation (see Work Plans 9 a and b).
3. Extension to this rule is possible as per explicit request and in consultation with the parties concerned (cargo).



## HACCP - WORK PLAN 10A

### AUTHORIZED TEMPERATURES FOR TANK TRANSPORT

**GOAL**

To protect, by means of directives, those products sensitive to temperature differences against alterations or any other process undesirable for feed.

Upon loading and unloading of batches of oils & fats intended for human consumption, the IASC (International Association of Seed Crushers) have established minimum and maximum temperatures.

PRODUCT	Min. Temp.	Max Temp.	Control
Castor oil	30	35	
Coconut oil	40	45	
Fatty acids from coconut	40	45	
Cottonseed oil	20	25	
Fish oil	30	35	
Fatty acids from fish	35	40	
Ground nut oil	20	25	
Illipe butter	50	55	
Pig fat (lard)	51	54	
Line (seed) oil	15	20	
Maize oil	15	20	
Fatty acids of rapeseed	30	35	
Olive oil	15	20	
Palm oil	50	55	
Palm oleine	32	35	
Palm stearic acid	60	70	
Palm fatty acids	60	70	
Palm kernel oil	40	45	
Palm kernel olein	30	35	
Palm kernel stearin	35	40	
Palm kernel fatty acids	40	45	

Rapeseed oil	15	20	
Safflower oil	15	20	
Sesame seed oil	15	20	
Shea nut butter	50	55	
Soybean oil	20	25	
Fatty acids from soya/sunflower/maize	45	50	
Sunflower oil	15	20	
Plant/animal fat (tallow)	55	60	

**HACCP - WORK PLAN 10B**

**AUTHORIZED TEMPERATURES FOR TRANSPORT OF DRY LOADS**

**GOAL**

To protect, by way of directives, those products sensitive to temperature differences against alteration or any other process undesirable for feed.

For transport, loading and unloading of product batches intended for feed, the boatman shall comply with the instructions provided by the instructing party in terms of temperature control.

**HACCP - WORK PLAN 10c**

**AUTHORIZED TEMPERATURES FOR TRANSPORT IN CONTAINERS**

**GOAL**

To protect, by way of directives, those products sensitive to temperature differences against alteration or any other process undesirable for feed.

IT IS THE INSTRUCTING PARTY WHO SHALL TRANSMIT THE INSTRUCTIONS AS REGARDS  
MAXIMUM EN MINIMUM TEMPERATURS

AS WELL AS FOR A (POSSIBLE) MAXIMUM DURATION OF THE TRANSPORT

(in connection with shelf life)

DEVIATIONS MUST ALWAYS BE REPORTED TO THE INSTRUCTING PARTY.

**HACCP - WORK PLAN 11**  
**SAMPLING OF PRODUCTS**

**GOAL** To identify the batch and to detect the beginning of any contamination thus preventing any consequential damages, a sample may be taken of each batch both at the site of loading as well as unloading.

**NAME OF VESSEL** \_\_\_\_\_:

**BOATMAN** \_\_\_\_\_:

**PLACE OF LOADING / UNLOADING** \_\_\_\_\_:

**DATE** \_\_\_\_\_:

**PRODUCT DESCRIPTION** \_\_\_\_\_:

**SAMPLING OF LOAD COMPARTMENTS**

Ex vessel compartments \_\_\_\_\_:

Number of "quality" samples \_\_\_\_\_ per B/L / average vessel / per batch

Number of "weight" samples \_\_\_\_\_ per B/L / average vessel / per batch

Number of open samples \_\_\_\_\_ per B/L / average vessel / per batch

Sealed \_\_\_\_\_:

**NAME OF PERSON TAKING SAMPLES** \_\_\_\_\_:

**STORAGE OF SAMPLES**

For each transported batch, samples must be kept for at least six months if sealed and at least three months if not sealed. Sample preservation should, whenever possible, be performed within the prescribed conditions (cool and dark) so as to not alter the status of the batch.

---

**PARTICULARITIES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HACCP - WORK PLAN 12A**

**PROTEST LETTER RELATING TO FEED SAFETY CONTROLS**

**GOAL**

By pointing out the risks as regards feed safety to the other parties, those hazards due to uncontrolled manipulation can be avoided.

**PROTEST LETTER**

**DATE** : .....

**TO** : .....

**FROM** : .....

**REGARDING.** : **Vessel** : .....

**batch** : .....

**Site** : .....

**Ex** : .....

.....  
.....  
.....

---

Sir/Madam,

We hereby wish to inform you that during the above mentioned loading/unloading there was no supervisor was present.

We, as owner/boatman/charterer of the above mentioned vessel cannot be held responsible for any possible delay and/or non-conformities in relation to quality and/or quantity of the transported batches

Signature

## HACCP - WORK PLAN 12B

### COMPULSORY NOTIFICATION FORM

#### GOAL

To notify the authorities if you consider, or have reasons to believe that a product which has been imported, produced, grown, cultivated, processed or distributed may be harmful to health of humans, animals or plants.

#### ***Royal Decree of 14 November 2003 as regards auto control, compulsory notification and traceability in the food chain.***

*Art. 8.*

*§ 1. Any operator shall immediately inform the Agency if he considers or has reason to believe that a product which he has imported, cultivated, processed, manufactured or distributed may be harmful to the health of humans, animals or plants. He shall inform the Agency of any measures taken on his part to prevent possible risks, and he shall not prevent or discourage anyone from cooperating with the Agency in accordance with the law and Legal practice, in this way preventing, limiting or eliminating any risks caused by such a product.*

*Any laboratory, inspection or certification body, or any professional, ensuring the sanitary supervision of cattle farms, and who has reasons to believe that a product placed on the market does not comply with the feed safety requirements, shall immediately notify the Agency.*

*§ 2. If an operator considers or has reasons to believe that a product which he has imported, produced, cultivated, processed, manufactured or distributed does not meet the food safety requirements, he shall immediately initiate procedures for the withdrawal of that product from the market when it is no longer under his direct control and shall notify the Agency. Where the product may already have reached the customer, the operator shall effectively inform the customer of the precise reasons for the withdrawal, if necessary by means of a press release, or if the measures to ensure a high level of health protection are insufficient, he shall recall those products already supplied to consumers.*

*Any operator responsible for activities such as retail or distribution, not affecting the packaging, labeling, safety and integrity of the product shall, within the scope of his activities, initiate procedures for the withdrawal of that product placed on the market not complying with the food safety requirements, and he shall contribute to food safety by transmitting any necessary information for the tracing of that product, while cooperating with those actions taken by producers, processors, manufacturers, and/or the Agency.*

*§ 3. The operators shall collaborate with the Agency regarding measures in order to avoid or limit any risks related to a product which they supply or have supplied.*

*Products not meeting the food safety requirements shall be destroyed, unless they comply otherwise with requirements imposed by the Agency.*

*§ 4. The provisions of §§ 1, 2 en 3 shall also apply to products obtained under conditions comparable to the covered products.*

*§ 5. The Minister shall determine the modalities for notification and cooperation as referred to in § 1 en § 3.*

*§ 6. Notification is not required if a hazard has been detected and generated within the company or*

*during the transformation process, while the Auto-control system provides internal corrective actions to eliminate or reduce the hazards to an acceptable as long as the traceability of these corrective actions are guaranteed.*

If any of these cases, as described in the Legislation, apply to the boatman, he shall:

- Immediately notify, by phone, the Provincial Control Unit (UPC) of the Federal Agency for the safety of the food chain (FASFC) of his province;
- At the same time fill out the form which can be found on the following pages, and send it by fax or email to the Provincial Control Unit. At least the fields marked with an asterisk (\*) shall be completed.

AGENCE FÉDÉRALE POUR LA SÉCURITÉ DE LA CHAÎNE ALIMENTAIRE		FEDERAAL AGENTSCHAP VOOR DE VEILIGHEID VAN DE VOEDSELKETEN		
Avis relatif aux points de contact dans les provinces pour la notification - Exécution de l'arrêté ministériel du 22 janvier 2004 relatif aux modalités de notification obligatoire dans la chaîne alimentaire.		Bericht over de notificatiemeldpunten in de provincies - Uitvoering van het ministerieel besluit van 22 januari 2004 betreffende de modaliteiten voor de meldingsplicht in de voedselketen.		
PCE / UPC	GSM	E-mail voor de meldingen / E-mail pour les notifications	E-mail voor info / E-mail pour les infos	Faxnummers / Numéro de fax
LIEGE LUIK	0478/87.62.13	<a href="mailto:notif.LIE@afscs.be">notif.LIE@afscs.be</a>	<a href="mailto:info.LIE@afscs.be">info.LIE@afscs.be</a>	04/252.55.53
LUXEMBOURG LUXEMBURG	0478/87.62.12	<a href="mailto:notif.LUX@afscs.be">notif.LUX@afscs.be</a>	<a href="mailto:info.LUX@afscs.be">info.LUX@afscs.be</a>	061/22.56.94
NAMUR NAMEN	0478/87.62.14	<a href="mailto:notif.NAM@afscs.be">notif.NAM@afscs.be</a>	<a href="mailto:info.NAM@afscs.be">info.NAM@afscs.be</a>	081/32.76.49
HAINAUT HENEGOUWEN	0478/87.62.15	<a href="mailto:notif.HAI@afscs.be">notif.HAI@afscs.be</a>	<a href="mailto:info.HAI@afscs.be">info.HAI@afscs.be</a>	065/36.16.82
BRABANT WALLON WAALS-BRABANT	0478/87.62.16	<a href="mailto:notif.BRW@afscs.be">notif.BRW@afscs.be</a>	<a href="mailto:info.BRW@afscs.be">info.BRW@afscs.be</a>	010/24.37.60
BRUXELLES BRUSSEL	0478/87.62.22	<a href="mailto:notif.BRU@afscs.be">notif.BRU@afscs.be</a>	<a href="mailto:info.BRU@afscs.be">info.BRU@afscs.be</a>	02/208.33.89
VLAAMS-BRABANT BRABANT FLAMAND	0478/87.62.17	<a href="mailto:notif.VBR@favv.be">notif.VBR@favv.be</a>	<a href="mailto:info.VBR@favv.be">info.VBR@favv.be</a>	02/768.01.05
LIMBURG LIMBOURG	0478/87.62.18	<a href="mailto:notif.LIM@favv.be">notif.LIM@favv.be</a>	<a href="mailto:info.LIM@favv.be">info.LIM@favv.be</a>	011/26.39.85
ANTWERPEN ANVERS	0478/87.62.19	<a href="mailto:notif.ANT@favv.be">notif.ANT@favv.be</a>	<a href="mailto:info.ANT@favv.be">info.ANT@favv.be</a>	03/20.22.811
OOST-VLAANDEREN FLANDRES ORIENTALE	0478/87.62.20	<a href="mailto:notif.OVL@favv.be">notif.OVL@favv.be</a>	<a href="mailto:info.OVL@favv.be">info.OVL@favv.be</a>	09/224.33.04
WEST-VLAANDEREN FLANDRE OCCIDENTALE	0478/87.62.21	<a href="mailto:notif.WVL@favv.be">notif.WVL@favv.be</a>	<a href="mailto:info.WVL@favv.be">info.WVL@favv.be</a>	050/30.37.12



**COMPULSORY NOTIFICATION FORM**

**GENERAL INFORMATION**

01*:	NOTIFYING COMPANY:  APPROVAL No:  COORDINATES OF CONTACT PERSON (Telephone, Fax, Email, Mobile):  DITTO OUTSIDE OFFICE HOURS:	
02*:	COMPANY RESPONSIBLE FOR PRODUCT: APPROVAL No:	
03:	COORDINATES OF CONTACT PERSON (Telephone, Fax, Email, Mobile):  DITTO OUTSIDE OFFICE HOURS:	
04*:	DATE AND TIME OF INITIAL NOTIFICATION:	

**PRODUCT**

05:	CATEGORY OF PRODUCT:	
06*:	NAME OF PRODUCT/COMMERCIAL DENOMINATION:  BRAND:	
07*:	IDENTIFICATION OF THE BATCHES IN QUESTION:	
08*:	DATE OF MINIMAL DURABILITY OR EXPIRY DATE (consumption) AND/OR DATE OF MANUFACTURE:	
09:	SALES PERIOD:	
10:	QUANTITY OR VOLUME CONCERNED:	
11:	QUANTITY OR VOLUME TO BE WITHDRAWN FROM THE MARKET, OR TO BE RECALLED:	
12*:	PRODUCT DESCRIPTION (conditioning, packaging, status, photo or representation):	
13:	LOCATION OF PRODUCTS:	

14:	THE IDENTIFICATION OF BATCHES, THE QUANTITY OR VOLUME OF PRODUCT OBTAINED IN SIMILAR CONDITIONS AND POSSIBLY CONCERNED BY THE PROBLEM:	
-----	--	--

**ORIGIN OF PRODUCT**

15*:	If other than product manager:  NAME AND ADDRESS OF MANUFACTURER/ PRODUCER AND HOLDER OF APPROVAL:  APPROVAL NUMBER:  COORDINATES OF CONTACT PERSON (Telephone, Fax, Email, Mobile):	
16:	NAME AND ADDRESS OF TRANSPORT OPERATOR:  COORDINATES OF CONTACT PERSON (Telephone, Fax, Email, Mobile)	
17*:	NAME AND ADDRESS OF IMPORTER/DISTRIBUTOR OR HOLDER OF APPROVAL:  COORDINATES OF CONTACT PERSON (Telephone, Fax, Email, Mobile)	
18:	COUNTRY OF ORIGIN OF PRODUCT:	
19:	REFERENCE AS REGARDS HEALTH CERTIFICATES FOR IMPORT	

**DISTRIBUTION (OR LOCATION) OF PRODUCT**

20:	DISTRIBUTION IN BELGIUM  IF YES: LIST OF DESINATIONS (Name and address), AND QUANTITY	Yes-no
21:	AT THE LEVEL OF USER OR CONSUMER  IF YES: QUANTITY	Yes-no

22:	DISTRIBUTION IN OTHER MEMBER STATES  IF YES: LIST (country, name and address of recipients), AND QUANTITY	Yes-no
23:	EXPORT TO THIRD COUNTRIES  IF YES: LIST (country, name and address of recipients), AND QUANTITY AS WELL AS CORRESPONDING HEALTH CERTIFICATES	Yes-no

### **NATURE OF THE PROBLEM**

24*:	NATURE OF HAZARD:	
25:	REASONS FOR INCIDENT:	
26*:	ANALYSIS RESULTS:	
27*:	DATE OF SAMPLING:	
28:	COORDINATES OF LABORATORY WHO HAS PERFORMED THE ANALYS:	
29:	METHOD OF ANALYSIS USED:	
30:	NATURE OF RISK (Implications for the health of humans, animals or plants):	
31:	NUMBER OF PATIENTS (age, health status, disease etc.) Or NATURE AND EXTENT OF DAMAGE  (ANIMALS – PLANT .....)	

### **ACTIONS TAKEN**

32*:	MEASURES PROVIDED:	
33*	MEASURES ALREADY APPLIED:	

### **ADVICE TO CONSUMERS OR USERS**

34:	WHAT TO DO WITH THE PRODUCT:	
35:	ADVICE TO CONSUMERS AND USERS:	
36:	PLACE OF RECALL OF PRODUCT AND DETAILS:	
37:	CONDITIONS FOR THE RECALL OF PRODUCT:	
38:	TELEPHONE NUMBER OF COMPANY RESPONSIBLE FOR THE PRACTICAL ISSUES:	

### **OTHER INFORMATION**

39*:	PERSON CONTACTED at the FASFC:	
40*:	OTHER INFORMATION:	
41:	CLOSING DATE OF NOTIFICATION:	

**HACCP – WORK PLAN 13**

**GOAL** To record all complaints and/or comments related to feed of transport, in view of improving any undesirable situation.

**QUALITY IMPROVEMENT FORM**

Number:.....

From (sender) :..... Date:.....

Name of customer - supplier :.....

Contact person :.....

Position :..... Tel:.....

DESCRIPTION AS REGARDS THE QUALITY PROBLEM Internal/ External  
.....  
.....  
.....  
.....

Relating to Department :.....

Vessel/file number :.....

Date of registration in the quality improvement register :.....

Initials for receipt of the quality improvement form :.....

Actions to be performed by :.....

Department :.....

DESCRIPTION OF ACTIONS UNDERTAKEN BY THE COMPANY  
.....  
.....  
.....

Date of completion of action :.....

Date of action communicated to the customer :.....

Initials :.....

---

Archiving date in Quality improvement register:.....

Initials for reception  
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## HACCP – WORK PLAN 14

### REGISTRATION & DOCUMENTATION

#### GOAL

To record and document all relevant information relating to the Hygiene Code in order to keep track of anything that has happened in the past.

#### General:

Registration, is the collection of all relevant data. Not only of procedures agreed upon, but also, and especially of data related to the inspection of vessels, and the sampling and registration of complaints. All of this should be recorded in a correct manner.

To document, is the inclusion of all recorded data into a documentation overview. It is essential that all information related to feed security during transport, is well documented. In this context, let's consider for example the control of the load compartments, measurement of temperatures as well as information on previous loads. Also the conditions of transshipment and transport as well as information on products should be recorded.

#### Procedure:

All relevant data must be kept on board of the vessel for a period of at least two years (unless stated otherwise in the national legislation). In case of inspections, all relevant data must be presented and explained. The captain/boatman must use a check-list and indicate those procedures applied for a particular route.

These procedures are:

Work plan 3,4	Hygiene;
Work plan 5	Cleaning of the load compartments;
Work plan 6,7,8	Transport process;
Work plan 9	Previous loads;
Work plan 10	minimum and maximum temperatures;
Work plan 15	Verification;
Work plan 16	Revision in case of modifications (monitoring)

With regards to information on products and circumstances during transshipment and transport, it is necessary to use the following documents:

Work plan 1	Information as regards 'dedicated' transport;
Work plan 2	Inspection of the load compartments;
Work plan 11	Sampling of products (identification & traceability);
Work plan 12	Protest letter/notification requirement;

Work plan 13

Registration of complaints.

These documents should also be kept on board for a minimum of two years and should be presented during any inspection.



**CHECKLIST RELATING TO PROCEDURES USED**

**NAME OF VESSEL** :..... **BOATMAN** :.....

**LOADING PLACE** :..... **DATE** :.....

**PRODUCT DESCRIPTION:**.....

**PROCEDURES USED:**

Work plan 3,4	-	Hygiene	YES/NO
Work plan 5	-	Cleaning of the load compartments	YES/NO
Work plan 6,7,8-		Transport process	YES/NO
Work plan 9	-	Previous loads	YES/NO
Work plan 10	-	minimum and maximum temperatures	YES/NO
Work plan 15	-	Verification	YES/NO
Work plan 16	-	Revision in case of modifications (monitoring)	YES/NO

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**PARTICULARITIES:**

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## HACCP – WORK PLAN 15

### VERIFICATION

#### GOAL

To ensure that the work plans relating to the Hygiene Code are, in practice, leading to food safe transport and that they comply with the Legislation in force.

### VERIFICATION PROCEDURES

#### General:

Verification, is to ensure compliance with the Code.

The audit shall be performed by an inspection body approved by OVOCOM according to a set frequency.

#### Questions that could be asked:

1. Are all work plans (16 in total) available and used?
2. Are all hazards identified and included in the work plans?
3. Are hazards controlled in an effective way?
4. Does the boatman in question have sufficient knowledge as regards the functioning and organization of the Work Plans?
5. Are work plans (in as far as applicable) duly completed?
6. Any deviations from the organization of the work plans?
7. Are corrective measures always executed?
8. Do all employees know the structure and functioning as regards the work plans?
9. Is the protest letter used?
10. In case of deviations is the quality improvement form used?
11. Is the system reviewed upon external changes?
12. Are audits documented and recorded.

### Content of work plans

<u>WP 1+2</u>	<u>GOAL:</u>	To obtain information as regards products to be transported, in order to establish potential hazards, acknowledge the risks and avoid possible contamination through inspections.
<u>WP 3+4</u>	<u>GOAL:</u>	To avoid, through personal and general hygiene on board, any negative influence on food safety.
<u>WP 5</u>	<u>GOAL:</u>	By cleaning the load compartments, avoid contamination of feed by undesirable substances.
<u>WP 6,7+8</u>	<u>DOEL:</u>	During transport make sure there is contamination of feed by components that may affect food safety.
<u>WP 9</u>	<u>DOEL:</u>	In order to avoid contamination of feed through previous unsafe loads, certain guidelines should be respected so as to exclude any contamination by previous loads.



## HACCP – WORK PLAN 16

### DISSEMINATION OF INFORMATION IN THE EVENT OF REVISION OF THE HYGIENE CODE

#### GOAL

For any changes in products to be transported, in transport processes, or in the Legislation in force, the Hygiene Code shall be adapted accordingly so that all parties concerned are informed timely of these changes.

#### General:

Changes may occur in many forms, such as for example in:

- Composition and origin of the products;
- Changed infrastructure;
- Processing methods or parts thereof;
- Environmental factors,
- Cleaning procedures;
- Types of cargo tanks;
- Conditions for storage and transshipment;
- Legislation;
- Quality Requirements.

If any changes relating to feed safety should occur, they shall be communicated to the users.

Particularly, those changes relating to the Legislation in force should be forwarded immediately to the users.

#### Procedure:

1. Maintenance of the Hygiene Code shall be performed by the holder of the Hygiene Code;
2. Any structural changes shall be made available to all parties concerned;
3. Any changes in the Legislation will be communicated to the users of the Hygiene Code.