

<b>DIVISION AGRICULTURE</b> Place: Česká republika	<b>MP002</b> Methodical Instruction:  <b>Codex - transport</b> Good transport procedures	Issue No.. <b>4</b> Page No. <b>1 z 11</b>
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Methodical Instructions:  
**GOOD TRANSPORT PROCEDURES**

**Authorization**

Procedure	First name and surname	Function	Date	Signature
<b>Prepared by:</b>	Ing. Adam Kovařík	Commodity manager	26. 8. 2015	
	Mgr. Klára Píšková	Quality and Safety Specialist	26. 8. 2015	
<b>Verified by:</b>	Adina Šlechtová	Managing Director	1. 9. 2015	
<b>Verified by:</b>	Sébastien Hanssens	Area Director of PL&CZ, Head of Innovative Solutions	1. 9. 2015	

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Issue No.	First name and surname	Function	Signature
1	Mgr. Klára Píšková	Quality and Safety Specialist	
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## **1 AREA OF APPLICATION**

The procedure provides the guidelines and minimum requirements for loading of bulk food and feed products and their subsequent road and rail transport to the customer.

It is intended for:

- Employees of the company SOUFFLET AGRO a. s., who are responsible for ensuring the loading and control of the accompanying documents.
- Carriers who are hired to transport human food and animal feed products. This procedure is part of the contractual terms and conditions.
- Suppliers of human food and animal feed products. This procedure is part of the contractual terms and conditions (farmers).

The document is processed according to the requirements of the GMP+ Standard by transport and transported materials database (IDTF) and serves as a basis for the training of employees of the company SOUFFLET AGRO a. s..

The company SOUFFLET AGRO a. s. does not operate its own transport of bulk products. The company hires external carriers or the transport is insured by the customer. Employees of the company shall carry out supervision of cleanliness of the loading area of the vehicle prior to loading and control of the accompanying documents of carriers transporting raw materials (form: *consignment note, cleaning modes*).

- Employees of the company SOUFFLET AGRO a. s. who are responsible for ensuring the loading and control of the accompanying documents, are trained in this procedure.
- The carrier of the transported feed raw materials under the GMP+ Standard is obliged to deliver to the company SOUFFLET AGRO a. s. a duly completed consignment note.
- The carrier shall note for certain types of previously transported goods **the code of the goods (according to the IDTF)**.
- Every undesirable event (non-conformity) discovered by an employee of the company shall be recorded in writing. The customer, or even the carrier, shall be informed about any disagreements, adverse events or non-conformity.

## **2 PURPOSE**

According to the GMP+ Standard, suppliers and carriers of raw materials for the human food and animal feed products should always be aware of their responsibility for the safety of the human food and animal feed products (safety for humans and consumers of animal products). The supplier, carrier and warehouse keeper are involved in the food chain.

This document aims at defining the risks and establishing the rules for the loading of human food and animal feed products as arising out of the GMP+ Standard.

### **1A – Packed Products**

The transportation of packed products is provided by own or hired vehicles, which are controlled under the public health and sanitation rules being a part of the rules as set forth in the respective guideline:

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The transportation of products is provided by own vehicles under the following conditions (in accordance with requirements of the Czech and EU laws). If such service shall be hired, provider of the transportation services shall be made familiar with the following requirements:

- Animal feed products shall be transported in a transportation unit dedicated for such purpose, which has been built and equipped so that it is easily cleanable, disinfected and capable of protecting the transported food products against deterioration, pollution and contamination.
- The transportation unit to be used for the transport of human food and animal feed products
  - should be properly ventilated, maintained in good working condition, disinfected at regular intervals; this shall apply, in particular, to the vehicle's loading area;
  - it may not be used for the transportation of persons, live animal cargo, furred or feathered game and unsafe food of animal origin, anorganic or organic waste or other raw materials and products of non-food nature, which might cause contamination of the cargo compartment.
- When loading and unloading the transportation unit and during the transportation itself, exposure of the feed products to adverse effects of the ambient environment, which might cause deterioration of their quality or harmlessness, should be avoided.
- During the handling, food products in cardboard boxes or bags may not be put onto or moved around the ground
- Vehicle drivers:
  - should have a health certificate with them every time
  - should follow the rules of personal hygiene

## 2.1 Products in Bulk

### **Conditions for the transportation of human food and animal feed products:**

- a) Human food and animal feed products shall be transported in a transportation unit, which should be built and equipped so that it is easily cleanable, disinfected and capable of protecting the transported products against deterioration, pollution and contamination by undesirable substances.
- b) It is generally accepted for the human food and animal feed products that before the loading is started, cargo compartment should be empty, clean, dry and free of any residues, rests or odours coming from the previous cargo, in order to avoid any contamination during the loading and the follow-up transportation of the products.  
These measures include, in particular:
  - Elimination of any potentially adverse elements such as residues of previous cargo or residues after the cleaning procedures;
  - Removal of pests and vermin (insects and vermin dead or alive).
- c) Hygienic conditions shall be preserved on a continual basis during the transport to ensure the transported product remains unchanged.
- d) The transportation unit may not be used for the transport of persons, live animals, game and hides.
- e) The transportation unit shall be protected by tarp to protect the transported product against weather effects.

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- f) During the loading and unloading of the transportation unit, exposure of the human food and animal feed products to adverse effects of the ambient environment should be avoided.
- g) Cleaning and disinfection shall be carried out in accordance with the sanitation regimes (GMP+), using approved cleansing agents (material safety data sheet).
- h) These rules and procedures shall also apply to the loading of human food and animal feed products into railway wagons.
- i) The carrier of human food and animal feed products shall allow the customer to conduct inspection of the transportation unit prior to loading at any time.
- j) The carrier of human food and animal feed products shall prepare a written record of the vehicle cleaning (goods consignment note) for each shipment of the transported products.

The transportation unit designated for the transportation of human food and animal feed products should comply with the GMP+ requirements for the cleaning and disinfection and the carrier should preserve hygienic conditions during the transport and ensure that the transported product remains unchanged.

### **3 RISKS**

- Extraneous odours, or residues of the previous cargo,
- Disrupted tarp,
- Partially or fully deteriorated cargo due to weather conditions (rain, snow) prevailing **during the loading or unloading of goods,**
- Occurrence of warehouse pests from the residues of the previous contaminated cargo,
- Identifying that the sanitation regimes as specified in the Vehicle Cleaning Report were not followed properly and the GMP+ requirements (cleaning modes database) have not been met.

#### **Steps to be followed in case of identifying risks during the vehicle inspection before the loading of human food and animal feed products**

- a) **Extraneous odours, or residues of the previous cargo identified during the inspection of the transportation unit prior to the loading of human food and animal feed products:**
  - Loading of the animal feed products will not be started;
  - Person arranging the transportation, or as the case may be, the carrier shall be notified immediately;
  - A method of remedy for the undesirable event will be proposed and a written record of the event shall be made.
- b) **Damaged tarp that might cause a partially or fully deteriorated cargo due to weather effects:**
  - Loading of the human food and animal feed products will not be started or will be terminated;
  - Person arranging the transportation, or as the case may be, the carrier shall be notified immediately;
  - A method of remedy for the undesirable event will be proposed and a written record of the event shall be made.

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- c) **Loading of the products during poor weather conditions (rain, snow), which may cause a partial or full deterioration of the cargo:**
- Loading of the human food and animal feed products will not be started or will be terminated without delay;
  - Cargo compartment shall be covered up with a tarp;
  - Person responsible for handling such situations will be notified immediately and adequate method for the loading of human food and animal feed products will be proposed (postponed loading, change in bringing the vehicle to the loading site, etc./;
  - If any delay in the agreed delivery of the human food and animal feed products occurs, receiver of the products shall be notified thereof without delay.
- d) **Occurrence of warehouse pests from the residues of the previous contaminated cargo:**
- Loading of the human food and animal feed products will not be started or will be terminated;
  - Receiver of the animal feed products, or as the case may be, the carrier shall be notified immediately;
  - A method of remedy for the undesirable event will be proposed and a written record of the event shall be made.
- e) **Sanitation regimes as specified in the Vehicle Cleaning Report were not followed properly and the GMP+ requirements (cleaning modes database) have not been met:**
- Loading of the human food and animal feed products will not be started or will be terminated;
  - Receiver of the animal feed products, or as the case may be, the carrier shall be notified immediately;
  - A method of remedy for the undesirable event will be proposed and a written record of the event shall be made.

#### **4 CONCLUSION**

- Once the loading of animal feed products is completed, cargo compartment of the transportation unit shall be covered up with a tarp.
- In case of necessity, need or customer's requirement, the cargo shall be secured using a seal.
- Furthermore, maintenance of constant hygienic conditions during the transport as well as keeping the transported material unchanged should be ensured.
- A written record shall be made for each undesirable event (non-conformity). Receiver of the animal feed products, or as the case may be, the carrier shall be notified of any such non-conformities and undesirable events.
- The staff of the parties involved (supplier, carrier, warehouse keeper – a staff member conducting inspection of the cargo compartment before loading) are trained by applying this binding procedure.

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Persons conducting inspection before the loading shall examine the accompanying documents on vehicle cleaning to check adherence to the GMP+ requirements - [www.gmpplus.org](http://www.gmpplus.org) (in the database for transport and transported materials - IDTF)

## 5 TYPES AND METHOD OF CLEANING

The records should comply with these rules – examples of cleaning regimes

Type of cleaning	
Abbreviation	Meaning
<b>A</b>	Dry cleaning
<b>B</b>	Cleaning with water
<b>C</b>	Cleaning with water and a cleansing agent (detergent)
<b>D</b>	Disinfection after one of the previously applied cleaning regimes A,B or C

### 5.1 Description of the Cleaning Modes

Designation	Type of cleaning	Application	Cleaning procedure
<b>A</b>	<b>Dry cleaning</b>	After dry neutral cargo	<ul style="list-style-type: none"> <li>a) Extraction, blowing out, sweeping</li> <li>b) Manual cleaning of poorly accessible areas</li> <li>c) If there are still remains after dry cleaning then additional wet cleaning should be used</li> </ul>
<b>B</b>	<b>Cleaning with water</b>	After occurrence of dust, transportation of sticky substances or potentially harmful chemicals	<ul style="list-style-type: none"> <li>a) Removal of residues of the previous cargo as much and as dry as possible</li> <li>b) Rinsing with cold water, or with warm water, if necessary, including difficult places</li> <li>c) Manual cleaning</li> <li>d) High-pressure cleaning with water</li> <li>e) Drying through ventilation or hot air dryer</li> </ul>

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Designation	Type of cleaning	Application	Cleaning procedure
<b>C</b>	<b>Cleaning with water and a cleansing agent</b>	In case of cargo containing protein or grease	<ul style="list-style-type: none"> <li>a) Removal of residues of the previous cargo as much and as dry as possible</li> <li>b) Rinsing with hot water (no more than 60°C) and cleaning difficult places by hand</li> <li>c) Cleaning with cleansing foam or gel; flushing with CIP cleansing agent at 80°C in case of tanks</li> <li>d) Rinsing with hot water at approx. 60°C</li> <li>e) Application of drying through ventilation or hot air dryer, if necessary</li> </ul>
<b>D</b>	<b>Cleaning with water and a cleansing agent followed by disinfection Disinfection immediately after the previously applied cleaning regime (A,B or C)</b>	If the previous cargo is microbiologically unacceptable (signs of decay, or if it is known that it carried pathogenic micro-organisms such as Salmonella)	<ul style="list-style-type: none"> <li>a) Cleaning in accordance with regime A, B or C</li> <li>b) Disinfection using a disinfection agent that has been approved for the use in food industries at a dosage as given in the instructions for use</li> <li>c) Application of wet rinsing, if necessary</li> <li>d) Application of drying through ventilation or hot air dryer, if necessary</li> </ul>

## 5.2 Cleaning Techniques

### **Dry method**

*Work tools:* a broom, a dustpan and a shovel, an industrial vacuum cleaner, a dust cloth and a brush for removing deposits.

*Workflow:* sweeping, dusting, vacuuming and removing deposits. Parts of the vehicle which still remain dirty after the dry cleaning may be cleaned locally using a wet cleaning process.

### **Wet method**

It is carried out at a high-pressure wash facility, separately from the washing of exterior parts of the vehicles.

*Work tools:* pressure water of at least 25 bar, water temperature from 60 °C to 80 °C, brushes + auxiliary tools before cleaning with pressure water - a bucket, a cloth, a broom, a brush and a dustpan or a mop.

When applying sanitation measures - wet method - the following sequence of operations should be followed:



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- Remove coarse dirt from the areas to be cleaned – by dry cleaning,
- Dampen the surface with water,
- Use a solution of the cleansing agent -pressure water of 25 bar at a predefined temperature,
- If necessary, clean any difficult places by hand
- Rinse with water - pressure water of 25 bar at a predefined temperature of at least 60 °C
- Use a disinfectant solution and observe exposure time of at least 5 minutes, unless an agent with both degreasing and disinfection effect was used
- Rinse all surfaces to be disinfected with water - cold pressure water
- Drying out (or drying with hot air).

Depending on the nature of the contamination, steps 1 to 2, 1 to 4 or 1 to 6 should be applied.

#### **Cleansing agents:**

- *Alkali-based preparations* – to remove dirt of protein and grease nature;
- *Acid-based preparations* — to remove mineral deposits;
- *Neutral agents* – for areas that are less exposed to contamination, where it is appropriate to use good dispersion and washing properties of the agent.

These cleansing agents require approval by the Ministry of Health for the use in direct contact with foodstuffs and animal feed. Therefore, a central registry of such agents, including copies of relevant material safety data sheets is maintained.

### **5.3 Examples of Cleaning**

#### **Cleaning of the tipping body**

- Dry method – sweeping out the residues of the cargo with broom – this should be done after every emptying of the cargo
- Wet method – to be applied if any clinging deposits occur and to meet the cleaning level requirements
- Disinfection – wet method with the use of a disinfectant agent – to be done once per month

#### **Cleaning of the special transport containers**

- Dry method – blowing out with air and sweeping out the residues of the cargo with broom, including screw and collection point, which shall be blown out with air again – this should be done after every emptying of the cargo
- Dry cleaning of the feeder (turnstile) is to be done with brush inside the cells; have the material fall out by slight turning and blow the cells with air
- Wet method – to be applied if any clinging deposits occur and to meet the cleaning level requirements
- Disinfection – wet method with the use of a disinfectant agent – to be done once every 6 months

#### **Tarps and how to clean them**

Cargo compartments should be permanently covered with a waterproof tarp – regardless whether they are full or empty. The aim is to protect the product during the transportation against

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moisture, other weather effects and pests. Empty compartments shall also be protected against pests (and their droppings), moisture and penetration of dirt.

Tarps should also be kept clean - using mostly dry cleaning method by sweeping, or a wet method, if necessary.

### **Washing of the vehicle exterior parts**

It is done as necessary at a high-pressure wash facility - external supplier.

This washing process is separated from the washing of the loading area – special cleansing agents and disinfectants, water temperature to be at least 60 °C and water pressure to be 2.5 atp.

## **5.4 Emergency Situations**

### **Handling the emergency situations during transportation**

This chapter defines in detail the term “emergency situation” in relation to endangering the health safety of the transported product.

#### **Emergency situations:**

- Contamination through external source
- Entry into the area of infection or measures take during epidemics
- Damage of the protective tarp during transport
- Fire of the vehicle
- Accident of the vehicle
- Stealing of the vehicle

For the handling of emergency situations an internal written procedure (crisis management) should be set up to lay down the procedure, functional competencies and necessary resources.

#### **If such emergency situations occur, you should:**

- Follow the defined procedure
- Notify competent staff members of the company
- Assess / analyze the risk of occurrence of any hazards to the product every time
- Always adopt in writing a measure for the handling of the product that has been involved in emergency situation

#### **Examples:**

- A product that is affected by the oil products should be disposed of
- A product that has been spilt on the roadway or onto the ground should be disposed of
- If a damage of the protective tarp occurs, the product shall be subjected to laboratory analysis
- In case of fire of the vehicle, the product shall be subjected to laboratory analysis; it should be disposed of in most cases
- In case of epidemics, covering with protective tarp and cleaning of the loading area, chassis and surface of the transportation unit using a disinfectant agent shall be strictly observed.

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**The responsible person** (the loading supervisor) for the individual workplaces:

Place	Function
Headquarters in Prostějov	Middle office worker (other commodities)
Silo in Skalice nad Svitavou	Laboratory technician
Silo Řeporyje	Laboratory technician
Seed station Litovice	Laboratory technician
Seed station and silo Kojetín	Laboratory technician

## **6 DEFINITIONS AND ABBREVIATIONS**

Abbreviation	Term	Meaning
---	means of transport	truck, tractor with trailer, lorry, tank truck, train, boats and other means of transport suitably marked
---	carrier	the supplier of transportation services, obliged under a contract to meet this Code and abiding legislation and professional standards and norms
---	lessor of the transport	the company, for which the products are transported (the Group SOUFFLET in the Czech Republic)
---	products	agricultural commodities (cereals, oilseeds, legumes), feed crops and crop of fodder and raw materials
<b>COCERAL</b>	The European Association Representing the Trade in Cereals, Oilseeds, Legumes, Feedstuff and Agro-supply	
<b>HACCP</b>	Hazard Analysis and Critical Control Points	a systematic approach that identifies, evaluates and controls significant risks using critical points
<b>QMS</b>	Quality Management System	the management system for the organization and management of the company with regard to the quality