



AIC

International Trading & Shipping Module



January 2010

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This standard allows AIC scheme participants to meet the assurance requirements of the import and export of combinable crops and feed materials. This module is to be read in conjunction with the following AIC assurance codes of practice:-

1. UFAS (Universal Feed Assurance Scheme) Merchant Code of Practice.
2. TASC (Trade Assurance Scheme for Combinable Crops) Code of Practice for Merchanting of Bulk Combinable Crops.

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SECTION	REQUIREMENT	GUIDANCE
1.0	Trading Operations	
1.1	Food/feed ingredients must be traded in accordance with specifications and defined contractual terms. Food/feed ingredient specifications and terms must be confirmed in a contract confirmation and be precise and unambiguous. (R)	Contractual terms often include a recognised industry contract as well as companies own terms and conditions. Contractual terms and detailed product specifications should be made available on request between counter parties.
1.1.1	Contract confirmations must clearly state the following (R) : i) Contract counterparties ii) Food/Feed ingredient name. iii) Assured or non-assured status iv) Food/Feed ingredient specification. v) Quantity. vi) Collection / delivery period.	Full product specifications need not be detailed on contract confirmations but the confirmation should be clear in the type and grade of ingredient as identifiable by the specification eg protein content, Where goods have assured status (i.e. have been produced under a recognised assurance scheme) this must be clearly stated on the contract/delivery note. The assured status of supplier(s) must be confirmed. Assured and non-assured commodities must be identified as such and kept separate at all times. The assured status of the goods must be passed on to the buyer with evidence where required. Where assured and non-assured goods are combined, the entire bulk must be classified as being non-assured.
1.1.2	Participants must be able to demonstrate appropriate methods for confirming: checking and recording contracts. (R)	
1.1.3	Only food/feed ingredients produced by a member of a source assured / producer scheme recognised by AIC can be described as assured.	A list of recognised schemes can be found in the UFAS Merchants code of practice (Section B, Page 6) and the TASC Scheme manual (Section 3, Page 7)
1.1.4	When food/feed ingredients are not sourced directly from an assured producer these can only be described as assured when the whole supply chain is approved in accordance with the participants assurance scheme.	This is as per the rules of the participants assurance scheme.
1.1.5	Contractual parties must be made aware of any specific transport, storage or usage requirements / conditions necessary to maintain the Food/feed ingredients' characteristics. Counterparties must also be aware of and comply with any differing legal requirements when importing / exporting food/feed ingredients	
1.1.6	Participants must have a system to ensure that all Food/feed ingredients supplied meet specifications. All related delivery or transport documentation must clearly state the ingredient:	

	its identifiable specification and assurance status. (R)	
1.2	Trading and forwarding teams must be familiar with port facilities and operations for loading and discharge before making transport arrangements	HACCP Risk Assessment will need to cover previous cargos, port facilities and equipment.
1.3	The parties must agree and identify precisely the intended place of loading and/or discharging of the goods.	
1.4	Where additional information is to be provided after the conclusion of a contract, the date and time by which any additional information must be provided, and by which party, shall be clearly agreed and stated. (R)	
2.0	Weighing	
2.1	Parties must agree the method of weighing and this may be incorporated into the contract. (R)	Where a discrepancy is found, these need investigating as they can contribute to traceability and food/feed issues.
3.0	Transport by Sea, Waterway or Rail	
3.1	All means of transport (whether by ship, barge, road vehicle, rail, container or other transport system) whether owned or contracted by participants to carry food/feed ingredients, whether in bulk or packed, must be appropriate and adequately controlled with specific regard to hygiene and potential contamination. Although participants need not hold all relevant records, they must be capable of accessing such records if required to do so. (R)	
3.1.1	In the case of transporting food/ feed ingredients in sealed containers or packaging, risk assessments must consider any potential hazards and ensure that controls effectively preclude any serious risk of contamination.	
3.1.2	When the participant is responsible for arranging transport of food/feed ingredients to purchasers, any transport requirements specified by the purchaser must be met. Such requirements should form part of the contract agreed with the purchaser.	Purchasers may have particular requirements as required by assurance schemes or similar programmes.
3.1.3	Cargoes being carried concurrently with food/feed ingredients must not adversely affect the safety of the food/feed ingredients.	
3.1.4	To facilitate traceability where transport is used to carry food/feed ingredients, the individual load compartments used must be recorded. For road / rail vehicles this may be the trailer / car number or, where load compartments are split into sections, the individual section must be recorded. For water transport, where load compartments are split into holds, the individual hold numbers must be recorded. (R)	
3.2	Owned and Contracted Land Transport Participants must adopt procedures that reflect the different risks associated with the carriage of packaged and bulk goods. (R)	

3.2.1	<p>Transport of Bulk Goods</p> <p>Where participants own or contract land transport to carry food/feed ingredients in bulk, internal procedures and contractual agreements must include provisions that preclude the use of transport whose construction or previous use may adversely affect the safety of any food/feed ingredients.</p> <p>Unless risk assessment specifically establishes that no potential hazards exist from the carriage of previous loads, records must be available showing the previous three loads carried by bulk transport and any cleaning subsequently undertaken as a consequence. In such cases, participants' procedures must confirm that previous loads and cleaning methods are compatible with the food/feed ingredients to be carried subsequently.</p> <p>Any terms for hiring bulk transport must clearly specify the controls required and include a similar obligation for any subcontractors used. (R)</p>	
3.2.2	<p>Land Transport Contracted by Third Parties</p> <p>Where the means of land transport is contracted by a third party, participants must take reasonable precautions to avoid potential hazards.</p> <p>Where food/feed ingredients are to be loaded into transport contracted by the purchaser of the food/feed ingredients, participants must ensure that any transport offered is suitable to receive the food/feed ingredients supplied.</p> <p>Should participants be instructed by a purchaser to load transport that is considered unsuitable by the participant, participants must advise the purchaser of any concerns in writing and obtain written confirmation of such instructions from the purchaser, prior to loading. Copies of associated correspondence must be retained.</p> <p>For bulk loads, the three previous loads carried must be recorded and assessed for compatibility by a competent person prior to loading.</p> <p>Where suppliers of food/feed ingredients provide the means of transport, participants must ensure that such transport complies with the requirements of this standard. (R)</p>	
3.2.3	<p>Inspections of Land Transport Prior to Loading</p> <p>For all means of land transport loaded by the participant (whether contracted by the participant or a third party), physical checks must be undertaken by an authorised person to confirm cleanliness prior to loading.</p> <p>Checks must ensure that load compartments are free of contaminants.</p> <p>Any covers (e.g. sheets or tarpaulins) must be checked as clean and in good condition.</p> <p>Records of inspections must be maintained. (R)</p>	

3.3	<p>Water-borne Transport</p> <p>Where participants are responsible for loading food/feed ingredients into vessels and / or discharging food/feed ingredients from vessels, they must designate a competent person (designated inspector) to ensure that the safety of any food/feed ingredients is maintained. Such controls must apply whether the participant or a third party contracted the vessel.</p>	
3.3.1	<p>Cargo Superintendents</p> <p>The designated inspector must be either:</p> <ul style="list-style-type: none"> i) A member of a recognised inspection firm, performing under internationally recognised standards, or ii) A Cargo Superintendent assigned by the participant, who is recognised as a qualified loading inspector. 	
3.3.2	<p>Control of Incoming Food/Feed Ingredients at Discharge from Water-borne Transport</p> <p>Where participants receive food/feed ingredients by water, the participant must designate an inspector to supervise the discharge of food/feed ingredients from vessels. The Cargo Superintendents duties must include:</p> <ul style="list-style-type: none"> i) Confirmation that the safety of food/feed ingredients has not been adversely affected during transit. (R) ii) Unless risk assessment specifically establishes that no potential hazards exist from the carriage of previous cargoes, participants' must confirm from ship's records the previous three cargoes carried in each hold used (and any cleaning subsequently undertaken) and their compatibility with food/feed ingredients as the subsequent cargo. (R) iii) Unless risk assessment specifically establishes that no potential hazards exist from the handling of previous cargoes, recorded inspections of handling equipment (grabs, conveyors, hoppers, dock transport, etc.) must be undertaken to confirm their cleanliness and suitability, prior to discharge. (R) 	<p>This information can be found in the ships log book .</p>
3.3.3	<p>Control of Food/Feed Ingredients on Loading into Water-borne Transport</p> <p>It is essential for the safety of food/feed ingredients that a Loading Compartment Inspection (LCI) of the cargo-hold be done before loading commences and security be constantly maintained during the loading process. LCI and security measures must be controlled by a designated inspector. Designated Cargo Superintendents must ensure that:</p>	

	<ul style="list-style-type: none"> i) Before loading commences, the cargo-hold is suitable, free of any odours and in every way ready for loading food/feed ingredients. This must be recorded and, where the participant has chartered the vessel, the LCI Report must form part of the shipping documents provided with the cargo. (R) ii) The vessel's records confirm the previous three cargoes carried in each hold used (and any cleaning subsequently undertaken) and their compatibility with food/feed ingredients as the subsequent cargo. This must be recorded in the inspector's LCI Report. (R) iii) Handling equipment (grabs, conveyors, hoppers, dock transport, etc.) is clean and suitable prior to loading. This must be recorded in the inspector's LCI Report. (R) 	
3.3.4	<p>Control of Outgoing Food/Feed Materials at Discharge from Water-borne Transport</p> <p>Where sales contracts or company practices require participants to transport food/feed ingredients by water prior to receipt by the customer, the participant must designate an inspector to supervise the discharge of food/feed ingredients from vessels. The Cargo Superintendents duties must include:</p> <ul style="list-style-type: none"> i) Confirmation that the safety of food/feed ingredients has not been adversely affected during transit. (R) ii) Recorded inspections of handling equipment (grabs, conveyors, hoppers, dock transport, etc.) to confirm their cleanliness and suitability, prior to discharge. (R) 	
4.0	<p>Sampling</p> <p>Sampling schedules must be the responsibility of the designated Quality Manager. Details of the location, method and frequencies for sampling must be documented and appropriate for the food/feed ingredients concerned.</p> <p>All food/feed ingredients must be subject to a sampling regime. Sampling techniques and frequencies must be adequate to ensure the true representation of any food/feed ingredients supplied.</p> <p>The sampling regime must be appropriate to both the volume and nature of the food/feed ingredients concerned.</p> <p>Samples of food/feed ingredients must be retained for a minimum period of six months, unless risk assessment studies show that shorter periods are sufficient or longer periods required.</p> <p>Samples must be kept in appropriate, air-tight</p>	

	<p>containers and labelled in such a way as to assist traceability.</p> <p>Storage conditions for samples must be such that deterioration is minimised.</p> <p>Disposal of samples must be controlled under formal procedures and where they are incorporated back into food/feed ingredients, this must not create any potential hazard. (R)</p>	
5.0	GM and Organic Goods	
5.1	<p>GM Goods (EU only)</p> <p>Goods that have been genetically modified or have been produced from GM sources must be notified by the sellers to the buyers in a document accompanying the goods, or where agreed on the contract. The information regarding GM events must be provided from seller to buyer in accordance with the applicable legislation.</p> <p>GM and non-GM goods must be identified and kept separate at all times.</p> <p>Where GM and non-GM goods are combined, the entire bulk must be classified as being GM. (R)</p>	
5.2	<p>Organic goods</p> <p>Goods with 'Organic' status (i.e. have been produced under a recognised organic scheme), must be identified accordingly and kept separate at all times from non-organic goods.</p> <p>Where organic and non-organic goods are combined the entire bulk must be classified as non-organic. (R)</p>	