

9.3.5. Documentation Provided to Transport Drivers

Standard

Are documents provided to transport drivers to identify the feed products in a given load (by compartment as applicable) and clear instructions as to the precise destination for delivery of each product?

Purpose

To ensure transport driver awareness of feed and delivery instructions. Documents shall capture the appropriate information to provide clear instructions for transport drivers.

Reason

Drivers shall be aware of the feed being loaded and delivered to avoid risks that compromise feed quality and safety. Awareness will reduce the risk of:

1. Incorrect unloading order.
2. Cross-contamination and unsafe carryover.
3. Knowledge of deliveries to complete any subsequent 'Transport Driver Declarations' (Fact Sheet 9.3.1).
4. Incorrect unloading into another silo which might be incompatible.

What is Acceptable?

The requirements as listed in Fact Sheet 9.1.1 shall remain the same for consistency and effectiveness of the process. Additional information regarding documentation provided to transport drivers can be found below:

Delivery Note

Delivery notes shall contain the information required by transport drivers to complete any subsequent Transport Driver Declarations. They shall specify which feeds are loaded into each compartment and if an order of out-loading is required. Out-loading order shall be specified as sequencing when medicated feeds are being transported.

Table 1. Example Delivery note provided to recipient.

Delivery Note	
Date	
Time	
Site Name	
Bulk Finished Product / out-loading bin ID	
Net weight loaded	
Truck Compartment No.	
Previous Load Location	
Previous Load (Name/formula)	
RAM	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medicated Feeds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clean/Flush/Sequence	<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> S
Loadout Personnel Sign off	

Delivery Instructions for Driver

The operator/mill manager shall contact feed client to prepare delivery arrangement. Information to record includes, but not limited to:

1. Date of arrival (time if applicable).
2. Name and address of recipient.
3. Person/s in charge or responsible at mill.
4. Specific instructions for out-loading.
 - a. Which silo/bin number (if known)?
 - b. Consideration shall be given to Biosecurity Risk Areas.

Information shall be documented and provided to Transport Driver. Ensure it is clear and legible.

Transport Driver Awareness

Drivers shall be aware of their responsibilities before out-loading, such as:

1. Report any incident during transportation that may result in unintended mixing or contamination.
2. Report any change to destination silo/bin used for unloading and who approved the change.
3. Safe and unobstructed facilities provided for out-loading.
4. Acknowledgement of load receipt from mill manager/person responsible.

Document Retention

For traceability purposes it is recommended the site keeps copies of the documents provided to drivers and any deviations.

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