

## 9.1.1. Loading and Delivery Procedures for Bulk and Bagged Product.

### Standard

Are there loading and delivery procedures for bulk and bagged products which ensures loading of delivery vehicles with the correct product, without risk of damage, unintended mixing or contamination?

*Delivery vehicle emphasis is on the trailer carrying feed. Refer to [Grain Industry, Transport Code of Practice](#)*

### Purpose

To ensure loading and delivery procedures are implemented.

The purpose of loading and delivery procedures are to ensure the quality and safety of bulk or bagged products are maintained. The products shall not be compromised in the process and should be free of contaminants.

### Reason

Procedures for loading and delivery of bulk and bagged product are intended to:

1. Set the minimum requirements according to FeedSafe® Standards.
2. Ensure all operators are carrying out their responsibility in a correct and safe manner according to procedure.
3. Ensure the risk of damage, unintended mixing and contamination is eliminated.
4. Ensure products continue to meet the feed safety and quality expectations of manufacturer.
5. Adhere to any biosecurity precautions on farm.

It is essential that these products remain uncompromised and are free from contaminants.

### What is Acceptable?

Loading and delivery procedures aim to uphold the quality and safety of both bulk and bagged product. Operators shall consider the following topics when creating procedures:

1. Loading instructions.
  - a. These shall be broken down into requirements prior to loading, during, and before leaving the mill.
2. Out-loading requirements.
  - a. Ensure to include information required from feed client.
  - b. Sequencing.
3. Delivery instructions at feed client.
  - a. The bins shall be inspected to ensure there are no broken parts, holes, or leaks.
  - b. Ensure identification of bins is clear and visible.
4. Unloading Instructions.
  - a. Instructions shall be determined by mill manager and delivery note assessed.
  - b. What to do if destination silo is full or inaccessible.

Example procedure below

# TRANSPORT PROCEDURE

## 1. PURPOSE

[Insert company name] encourages good and safe practice when transporting grain and feed products to minimise any post-production unintended mixing or contamination risk.

This procedure is designed to satisfy the requirements of Good Manufacturing Process for Feed Milling Industry and Grain Transport Code of Practice.

[Insert company name] recognises that the Grain Transport Code of Practice is a voluntary code and will use it as a guideline to assist with good and safe practice of transport, cleanliness standards and regulatory responsibilities.

## 2. SCOPE

The procedure is applicable to all road transportation of grain, raw materials and feed products.

## 3. TERMS & DEFINITIONS

**Carrier:** For the purpose of this procedure, carrier is defined as the operator of any vehicle during transportation.

**Out-loading storage bins:** A clearly identified storage bin holding feed ready for delivery/dispatch.

**Subcontractor:** is defined as any carrier that is engaged by the road transport company to transport the grain, raw material, or feed product/s.

## 4. PROCESS

### Training and Competence

It is the responsibility of [Insert name/position] to ensure all personnel are appropriately trained/qualified to be involved in the loading, delivery, transport and unloading process.

Drivers shall be trained in delivery procedures and actions to take if bulk silos are unacceptable, delivery instructions are inadequate, or feed cannot be fully unloaded. Drivers shall also be trained in biosecurity procedures.

### Carrier Safety Acknowledgement

The operator responsible for communicating with carrier shall ensure:

- Licenses are current and valid. Class on license is correct for Vehicle/Trailer type.
- Fatigue Management is carried out and records maintained.
- Safe loading and unloading practice understood.
- All [Insert name/position] site inductions complete.
- Safety precautions met including but not limited to: Safety equipment, control of vehicle, proper conduct, PPE.
- Hazard control: all carriers shall ensure previous loads are recorded and provided to operator.
- Current Insurance.

### Loading

All out-loading storage bins and transport vehicles/trailers shall be clearly identified and documented by operator. Ensure to:

1. Inspect transport vehicle.
  - a. See requirements of Class 2 vs Class 3 products listed below.
2. Is transport vehicle suitable?
  - a. Bulk tipping vehicles and trailers should be fitted with tarp system and operated from ground level. This ensures feeds are kept dry and free of contamination (Fact Sheet 9.2.1 & 9.2.2).

3. Provide Transport Driver Declaration to Mill Manager.
  - a. Previous loads declared. This can also be cleared prior to arrival on site (Fact Sheet 9.3.4 and 9.2.1 & 9.2.2).
4. Ensure previous load or details of prior content is cleared by management and determine if further cleaning action is required.
5. Ensure any post-maintenance cleaning record is inspected and cleared.

Where sub-contractors are used, a transport driver declaration shall be provided. The minimum information a declaration should contain is dot points 1 to 2 listed above.

Class 1 Products are prohibited prior loads. Class 2 Products require removal of all physical and chemical remnants by high pressure water wash with sanitiser or steam. Class 3 Products require all physical remnants removed by being blown out, swept, or washed as required (The Grain Transport Code of Practice). Additionally, ALL RAM or medicated products previously loaded, shall be clearly documented and provided to [insert company name], before loading commences. Evidence of sequencing or flushing shall be provided (Fact Sheet 9.3.2).

Class 1	Class 2	Class 3
Toxic and corrosive materials (including asbestos) and any packaging used for these materials.	Asphalt (fresh) and asphalt rubble.	Untreated Bulk Grains (e.g. when changing grain types).
Animal/poultry wastes (including manures/litter) and soil containing animal manure (peat).	Milk & milk products, gelatine, amino acids, dicalcium phosphate, dried plasma and any other blood products.	Untreated Fertilisers (e.g. Super phosphates etc).
Radioactive materials.	Tallows.	Inert Mineral Material (e.g. road base, sand, lime, gypsum etc).
Unprocessed animal matter wet offal, animal manure or dead stock.	Mineral clays which have been used for detoxification purposes.	Untreated Wood Chips
Mammalian protein, e.g. meat & bone meal, meat meal, cull cake and other mammalian-based products.	Coal and coal products.	Salt.
Metal flakes or metal product.	Composts (including green plant material).	
Glass.	Treated Bulk Grains (e.g. Pickled Grain) .	
Sludge from sewage plants treating waste waters (biosolids).	Treated Fertilisers (e.g. Intake etc).	
Solid urban waste, such as household waste.	Treated Wood Products.	
Materials contaminated with salmonella or other pathogens.	Medicated Stock Feeds.	
Untreated waste from eating places.	Insect Infested Grain Products.	
Other materials as determined by the parties.	Hides treated with tanning substances and associated waste.	

Extracted from *Grain Industry, Transport Code of Practice within the Australian Grain Supply Chain, 1<sup>st</sup> ed., May 2021.*

### Transport

All transport vehicles/trailers shall be kept in a clean and well maintained, roadworthy condition. All loads shall be covered during transport (See fact Sheet 9.2.1 & 9.2.2).

The carrier shall ensure any incident that may result in unintended mixing or contamination is recorded and provided to operator.

Delivery instruction/note shall be provided to carrier for the transportation of grain and feed products. Instructions shall contain information of loads in each compartment and destination for delivery of each product.

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	

**Information for recipient**

The operator shall remind the recipient of their responsibilities by providing:

- [Silo Safety Alert](#) advice.

**Delivery**

Prior to completing a delivery, the recipient of a given consignment must be contacted for delivery arrangements and notify of any delays. They must also acknowledge the guidelines above. The recipient must provide safe and unobstructed facilities for unloading. If these conditions are not met, the carrier must not unload and contact the mill manager. The recipient shall also notify of any quarantine or biosecurity requirement for the carrier.

Deliveries of grains or finished goods must take the following into consideration:

- Management of Gross Vehicle Mass (GVM) must not be exceeded<sup>1</sup>.
- Present delivery notes when reporting to weighbridge.

If delivery is to a quarantine area - due to risk of notifiable or emergency disease, the Authorised personnel, [insert name and position], must assume responsibility for truck movement and hygiene. A chain of custody must be completed.

**Unloading**

Where safe and unobstructed facilities are provided for unloading, the carrier shall begin to unload as per instructions of mill manager. The recipient shall ensure clear and visible identification of all their storage facilities (silos, bins, etc.).

Ensure:

- Completed delivery ticket with time and date of discharge/unloading. The delivery ticket shall also include:
  - If delivering to a farm, a farmer signature is required.
  - Record estimated spillage<sup>1</sup> and initiate customer complaint process, if required.
  - Record any deviations such as returned feeds, inability to empty trailer, inability to empty into silo/bins as instructed and unacceptable facilities.
- All feed products shall be unloaded into the correct farm storage facility without risk of contamination.
- The carrier shall ensure complete emptying of truck compartments.

<sup>1</sup>Bulk and bagged product delivery

## 5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Supplier assurance program
- Truck/Trailer inspection checklist

## 6. DOCUMENT HISTORY

Version	Date	Description of changes	Author
1	dd/mm/yy	Created original document.	name

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