



Guidance

# S9.10 - Common daily practice company documents

Version EN: 1 March 2021



## Index

<b>1. INTRODUCTION</b> .....	<b>3</b>
<b>2. EXPLANATORY INFORMATION</b> .....	<b>4</b>
<b>3. SAMPLE DOCUMENTS</b> .....	<b>5</b>
3.1. PALM OIL PROTOCOL .....	5
3.1.1. CERTIFICATE OF ANALYSIS .....	6
3.1.2. CERTIFICATE OF OF LADING .....	7
3.1.3. FOSFA, CERTIFICATE OF COMPLIANCE, CLEANLINESS AND SUITABILITY OF SHIP'S TA .....	8
3.1.4. SALES CONTRACT .....	9
3.1.5. CERTIFICATE .....	10
3.2. LOAD COMPARTMENTS INSPECTIONS .....	17
3.3. PURCHASE OF UNPROCESSED AGRICULTURAL PRODUCTS FROM GROWER / GROWER-COLLECTOR .....	20
3.3.1. SUPPLIER ASSESSMENT .....	20
3.3.2. QUALITY ASSURANCE AGREEMENT WITH GROWER / GROWER-COLLECTOR .....	21
3.4. COMPLAINT FORM – GENERIC .....	22
3.5. FSDS – FEED SAFETY DATA SHEET .....	23
3.6. APPENDIX TO GATEKEEPER PROTOCOL TRANSPORT OF HAY AND STRAW .....	30

# 1. Introduction

An essential part of the Feed Safety Management System is documented information. In this GMP+ document, examples of different documents have been gathered. These sample documents may support a company in the implementation and daily operation of the Feed Safety Management System. The information in this document is exclusively intended for illustrative purposes and as a tool. If the company wishes to include additional matters (for instance about feed safety or about any other topic) it is free to change this or to leave out certain elements

It is emphasized that – in the end – every company is responsible for its own correct and complete implementation of the GMP+ Feed Safety Management System, and is required to demonstrate this in the context of the certification. The use of these examples does not mean that the GMP+ requirements are being met. It is and shall remain up to the certification body to assess whether the requirements are being met.

## 2. Explanatory information

These examples do not cover all situations. Additions to and improvements of this document are always welcome. If a company has additional information regarding the implementation and maintenance of the Feed Safety Management System, it can notify GMP+ International of this. In consultation it shall be determined how this document can be supplemented with examples and explanation.

The sample documents are often made available by the GMP+ Community. In no way can GMP+ International be held liable for the use of the information provided.

## 3. Sample documents

### 3.1. Palm oil protocol

GMP+ R 1.0 states that a GMP+ certified company is permitted to purchase products or services if they

- a. fall under a GMP+ FSA certificate, or
- b. fall under a certificate which is accepted as equivalent

Some feed materials can also be purchased from a company with a specific certificate or from a non-certified company under specific conditions, the so called gatekeeper conditions. This also applies to palm oil.

In par. 4.3.5 of GMP+ TS 1.2 Purchase additional requirements for the purchase of palm oil of non-certified origin under gatekeeper conditions are provided and explained.

As a tool with par. 4.3.5, this document provides a number of sample documents that need to be present when delivering palm oil base on the gatekeeper requirements relating to palm oil.

### 3.1.1. Certificate of Analysis

#### CERTIFICATE OF ANALYSIS (ON ARRIVAL)

COA No.	-
Supersedes	-
COA Date	18-06-2012
Contact Person	Client Services
Page 1 of 1	

--

Received from	
Received date	18-06-2012
Project number	
Purchase order	

#### Sample Description

No. 5089610

Sample said to be	: CRUDE PALM OIL
Sampled date/time	: 18-06-2012
Start Date	: 18-06-2012
Sampled by	: Client
Condition Received	: Not cooled
Vessel	: Freja Lupus voy.
Ref.	: F12-1295
Load port	: Panjang, Indonesia
Disch. Port	: Rotterdam, The Netherlands
Sample	: Quality
Commodity	: CRUDE PALM OIL
Quantity	: 2.137,500
Buyers	:
Shippers	:
Contract	: Fosfa
Bs/l	: PJG/RDM-21-53-54-71-72-75-76-94-95 ← *
Place / Date	: Rotterdam, The Netherlands, 18-06-2012
Sealed	: Stamps:
Packed	: Plastic bottle (Abt. 250ml.)
Packaging condition	: Unopened

#### Analytical Results

Q	Parameter	Value	Unit	Standard	Date
Q	Free fatty acids (palmitic acid; M=256)	4,62	%	In accordance with ISO 660	18-06-2012
Q	Insoluble impurities	0,01	%	equivalent to ISO 663	18-06-2012
Q	Water and volatile components	0,07	%	In accordance with ISO 662	18-06-2012
	Sample treatment and disposal cost	+	-		18-06-2012

### 3.1.2. Certificate of of Lading

**Tanker Bill of Lading**

Shipped in apparent good order and condition by \_\_\_\_\_  
 Shipper \_\_\_\_\_  
 B/I/L NO. PJG/RDM-53

Consignee/Order of \_\_\_\_\_  
 TO ORDER

Notify Address \_\_\_\_\_

2<sup>nd</sup> ORIGINAL

On board the tanker MT. FREJA LUPUS V.1201	Flag DENMARK	Master CAPT. NAVIN BADWAL
Loaded at the port of PANJANG, INDONESIA	To be delivered to the port of ROTTERDAM	

A quantity in bulk said by the Shipper to be:

COMMODITY (Name of Product) CRUDE PALM OIL IN BULK	QUANTITY (lbs., tonnes, barrels, gallons) 237.500 MT
--	--

CLEAN ON BOARD  
 FREIGHT PREPAID

OCEAN CARRIAGE STOWAGE: 2P,2S,3P,3S,6P AND 6S

This shipment of 237.500 Metric tons was loaded on board the Vessel as part of one original lot of 23,037.500

\* → Metric tons stowed in 2P,2S,3P,3S,6P AND 6S with no segregation as to parcels. For the whole shipment 97 sets Of Bill of Lading have been issued for which the Vessel is relieved from all responsibilities to the extent it would be if one set only would have been issued. The Vessel undertakes to deliver only that portion of the cargo actually loaded which is represented by the percentage that the total amount specified in the Bill(s) of Lading bears to the total of the commingling shipment delivered at destination. Neither the Vessel nor the owners assume any responsibility for the consequences of such commingling nor for the separation thereof at the time of delivery.

The quantity, measurement, weight, gauge, quality, nature and value and actual condition of the cargo unknown to the Vessel and the Master, to be delivered to the port of discharge or so near thereto as the Vessel can safely get, always afloat upon prior payment of freight as agreed. Cargo is warranted free of danger to Vessel except for the usual risks inherent in the carriage of the commodity as described.

This shipment is carried under and pursuant to the terms of the Charter dated 05TH APRIL 2012

Between \_\_\_\_\_ as Disponent Owner and \_\_\_\_\_ As Charterers, and all conditions, liberties and exceptions whatsoever of the said Charter apply to and govern the rights of the parties concerned in this shipment. The Clause Paramount, New Jason Clause and Both to Blame Collision Clause as set out on the reverse of this Bill of Lading are hereby incorporated herein and shall remain in effect even if unenforceable in the United States of America. General Average payment according to the York-Antwerp Rules 1974, as amended 1994.

The Master is authorized to act for all interests in arranging for salvage assistance on terms of Lloyd's Open Form. The freight is payable discountless and is earned concurrent with loading, ship and/or cargo lost or not lost or abandoned.

The Owners shall have an absolute lien on the cargo for all freight, Deadfreight, demurrage, damages for detention and all other monies due under the above mentioned Charter or under this Bill of Lading, together with the costs and expenses, including attorneys fees, of recovering same, and shall be entitled to sell or otherwise dispose of the property liened and apply the proceeds towards satisfaction of such liability.

The contract of carriage evidenced by this Bill of Lading is between the shipper, consignee and/or owner of the cargo and the owner or demise charterers of the Vessel named herein to carry the cargo described above.

It is understood and agreed that, other than said shipowner or demise charterer, no person, firm or corporation or other legal entity whatsoever, is or shall be deemed to be liable with respect to the shipment as carrier, bailee or otherwise in contract or in tort. If, however, it shall be adjudged that any other than said shipowner or demise charterer is carrier or bailee of said shipment or under any responsibility with respect thereto, all limitations of or exonerations from liability and all defences provided by law or by the terms of the contract of carriage shall be available to such other.

All of the provisions written, printed or stamped on either side hereof are part of this Bill of Lading Contract.

In Witness Whereof, the master has signed 3 (THREE) ORIGINALS

Bills of Lading of this tenor and date, one of which being accomplished, the others will be void.

Dated at PANJANG, INDONESIA this 09<sup>TH</sup> day of MAY 2012



With Authority for and on behalf of Master  
 As Agent: "CAPT. NAVIN BADWAL"

### 3.1.3. FOSFA, Certificate of Compliance, Cleanliness and suitability of ship's tank

ITS-F-0000-19 REV. 1

**FOSFA CERTIFICATE OF COMPLIANCE, CLEANLINESS  
AND SUITABILITY OF SHIP'S TANK**  
Effective 1 September 2011

Ship MT. FREJA LUPUS Ship's Tank 2P  
 Owner \_\_\_\_\_  
 Operator \_\_\_\_\_

Inspected for cleanliness at port PANJANG, INDONESIA Berth D  
 On (Date) 05/05/2012 At (Time) 01.42 hours.

1. We have sighted a statement in the form of the FOSFA Combined Master's Certificate signed by the Captain/First Officer or an equivalent statement signed by the ship's owner/authorized agent certifying that the above named ship complies with the FOSFA Qualifications and Operational Procedures.
2. Prior to inspection we were informed by ship's ~~Captain~~/First Officer that the tank was :-  
 \* ~~Stainless steel~~  
 \* Mild steel coated with (description of coating) EPOXY  
 \* ~~Mild steel~~
3. We received a copy of a statement signed by ship's captain, owners or authorized agent certifying that :  
 \*a. The immediate previous cargo in the tank was not a substance appearing on the FOSFA List of Banned Immediate Previous Cargoes in force at the date of the Bill of Lading and the tank complies with the Restrictions beyond the Immediate Previous Cargo as set out in the FOSFA List of Banned Immediate Previous Cargoes. The three previous cargoes carried are stated to have been :  
 Last Cargo \_\_\_\_\_  
 Second Last Cargo \_\_\_\_\_  
 Third Last Cargo \_\_\_\_\_  
 \*b. The immediate previous cargo in the tank was a substance on the FOSFA List Acceptable Previous Cargoes in force at the date of the Bill of Lading and the tank complies with the Restriction beyond the immediate Previous Cargo as set out in the FOSFA List of Acceptable Previous Cargoes. The three previous cargoes carried are stated to have been :  
 Last Cargo MAIDEN VOYAGE  
 Second Last Cargo MAIDEN VOYAGE  
 Third Last Cargo MAIDEN VOYAGE  
 \*c. Applicable to mild steel tanks only - The three previous cargoes were oils and fats for edible and oleo-chemical use and/or molasses and were stated to have been :  
 Last Cargo \_\_\_\_\_  
 Second Last Cargo \_\_\_\_\_  
 Third Last Cargo \_\_\_\_\_
4. We sighted ship's log which confirmed the above information as to the last three cargoes and the percentage of the immediate previous cargo in the tank, which was not less than 60 percent by volume of the tank.
5. We were informed by ship's CHIEF OFFICER that the tank had been cleaned after the last cargo by using the following cleaning procedure :

PIPES ARE BLOWN THROUGH IN ORDER TO CLEAN PIPING SYSTEM, ALL IG LINE BLOWN THROUGH IN AIR, PIPE LINES CHECKED ALL CARGO LINES DROP, DISCHARGE LINE WELL, MOPPING UP CARRIED WITH FRESH WATER OF ALL TANK, DROP LINES, SUCTION WELL & PUMPEASING WHILE FRESH WATER MOPPING.

6. Tank was examined internally for cleanliness and as far as could be seen was found to be clean and dry and free from harmful material and, in our opinion, in this respect based on our visual inspection and at the time of our inspection, was in a fit state to receive a cargo of CRUDE PALM OIL IN BULK in bulk
7. From our inspection we found the tank construction was :  
 \*a. ~~Stainless Steel~~  
 \*b. ~~Mild steel coated~~ and as far as could be seen the coating appeared to be in sound condition with minimal mild steel exposure, without loose scale or closed blisters.  
 \*c. ~~Mild steel~~ and as far as could be seen appeared to be in sound condition without loose scale.
8. Ship's cargo pumps and fixed pipelines were inspected as far as possible in-situ and based on visual inspection found to be clean and dry with no significant odour.
9. We witnessed an application of live steam / hot-water to tank coils and / or heat-exchangers to not less than 7 (SEVEN) kpa KG/CM2 bars for a period of 20 MINUTES and were found tight.
10. As far could be seen from our visual inspection, the hatch covers and jointing appeared to be in sound condition, the seals and packing did not appear to contain copper or copper alloy and there was no copper or copper alloy in the pipelines, pumping system or tank internal fittings where they were in contact with the cargo.

Issued By : ITS TESTING SERVICES (M) SDN BHD (FOSFA Member Superintendent) MT. FREJA LUPUS  
 Signed \_\_\_\_\_  
 Inspection completed at 03.20 hours on 05/05/2012 (Time) \_\_\_\_\_ CHIEF OFFICER

NB. ONE REPORT PER TANK TO BE COMPLETED

\*Deletes which is inapplicable



### 3.1.4. Sales Contract

#### SALES CONTRACT

DATE : 29/04/2013  
 CONTRACT NO : 7720007907  
 BROKER :  
 BROKER REF. :  
 BUYER REF. :

---

COMMODITY : CRUDE PALM OIL  
 ORIGIN : MALAYSIA/INDONESIA, IN SELLER'S OPTION  
 QUANTITY : 30,000 MT  
 SPECIFICATION : FFA (AS PALMITIC) 5% MAX AT TIME OF SHIPMENT. BASIS 5% AT TIME OF ARRIVAL, RECIPROCAL ALLOWANCE 1:1. M&I BASIS PURE AT TIME OF ARRIVAL, ALLOWANCE 1:1.  
 PRICE : USD 825.00 PMT  
 ( US DOLLARS EIGHT HUNDRED TWENTY-FIVE ONLY )  
 PARITY : CIF ROTTERDAM  
 CUSTOM STATUS : DUTY UNPAID (T1)  
 PACKING : IN BULK  
 SHIPMENT : JULY/2013  
 PAYMENT : 99% CASH AGAINST DOCUMENTS BEFORE ARRIVAL OF VESSEL AT PORT OF DESTINATION OR 45 DAYS AFTER B/L DATE, WHICHEVER IS EARLIER.  
 BALANCE TO BE SETTLED AFTER DETERMINATION OF LANDED WEIGHT AND QUALITY.  
 OTHER TERMS : 1. TERMS AND CONDITIONS AS PER FOSEFA 80 (WITH STICKER AS9 & EU-1 AND ARBITRATION) CONTRACT.  
 2. TITLE TO THE CARGO SHALL REMAIN WITH THE SELLERS AND SHALL NOT PASS TO THE BUYER UNTIL PAYMENT IN FULL FOR THE SAME HAS BEEN RECEIVED.

PLEASE CONFIRM THAT THIS SALES CONTRACT CORRECTLY SETS FORTH THE TERMS OF THE AGREEMENT BY RETURNING AN EXECUTED COPY BY FACSIMILE. IF YOU DO NOT DO THIS OR DO NOT OBJECT TO ANY OF ITS CONTENTS WITHIN TWO BUSINESS DAYS FROM RECEIPT, THEN THIS SALES CONTRACT SHALL BE DEEMED BINDING AND CONCLUSIVE. IF YOU DO NOTIFY BUYER OF ADDITIONAL OR DIFFERENT TERMS, THOSE TERMS SHALL BE CONSTRUED ONLY AS PROPOSALS FOR AMENDMENTS AND SHALL NOT BECOME PART OF THIS SALES CONTRACT UNLESS EXPRESSLY AGREED TO BY BUYER IN A SUPPLEMENTAL WRITTEN CONFIRMATION.



CERTIFICATE NO.: ITSPGI/0342-02/A/2012 (A)  
PHOENIX NO.: MY01105-0000669

10 May 2012

SHIP'S TANKS AFTER LOADING HAS BEEN COMPLETED

On completion of loading, soundings and temperature were taken from ship's tanks nos. 2P,2S,3P,3S,6P AND 6S. The total quantity loaded on board was calculated with reference to ship's calibration table and density/temperature chart provided at the loading port are as follows :-

SHIP'S CALCULATIONS

SHIP'S TANK NO.	ULLAGE IN METRES	TEMP IN °C	SPECIFIC GRAVITY AT OBSD. TEMP	VOLUME IN CUBIC METRES	QUANTITY IN MTS
2P	2.200	46.0	0.8931	4,539.998	4,054.672
2S	2.180	45.5	0.8935	4,525.094	4,043.171
3P	1.750	46.0	0.8931	4,120.896	3,680.372
3S	1.770	46.0	0.8931	4,116.728	3,676.650
6P	1.330	45.5	0.8935	4,253.237	3,800.267
6S	1.280	45.5	0.8935	4,246.351	3,794.115
					23,049.247
					=====

DRAFT OF VESSEL (AT TIME OF GAUGING)

FWD : 9.50 M

AFT : 9.50 M

LIST : NIL

REMARKS

1. There was no spillage of cargo noted throughout the entire loading operation.
2. Ship's lines were checked and inspected from accessible points and found to be visibly empty before and on completion of loading at time and place of inspection.
3. This parcel was loaded into ship's tanks via ship's manifold.
4. At time of gauging, no freewater was noted by visual observation from real bottom sample drawn.
5. Ship's quantity on board per ship's tank is for reference purpose only (non-governing weights).

Page No. 2

CERTIFICATE NO.: ITSPG/0342-02/A/2012 (A)  
 PHOENIX NO.: MY01105-0000669

10 May 2012

**B. PARTICULARS OF THE TIME AND PLACE OF LOADING, SAMPLING AND ESTABLISHMENT OF SHIPPED WEIGHT.**

**TIME LOG**

<u>DATE</u>	<u>TIME</u>	<u>OPERATION</u>
03/05/2012	0542	Vessel arrived at Pilot Station, Panjang, Indonesia
04/05/2012	2354	* Pilot On Board – for berthing
05/05/2012	0142	* Vessel alongside and all fast
05/05/2012	0320	Ship's tank inspected and accepted
05/05/2012	0642	Hose connected
05/05/2012	0730	Commenced loading
09/05/2012	0254	Completed loading
09/05/2012	0310	Hose disconnected

\* As per information received

**SAMPLING**

Shipment samples were drawn from shore tanks nos. A2,A3,A5,A6 and A10 prior to loading and ship's tanks nos. 2P,2S,3P,3S,6P AND 6S on completion of loading. The samples so obtained individually were then filled into clean glass bottles, labeled, sealed and distributed as follows :-

<u>SHORE</u>	<u>SHIP</u>	
25	12	Retained by this Company
-	12	Retained on board vessel for receivers at destination
-	6	Retained on board for vessel's retention
-	6	Submitted to FOSFA recognised laboratory at Country of Origin for quality analysis

10                      12                      Retained by shipper  
 25 representative pre-shipment samples have been taken from the individual shore tank(s) prior to loading and will be kept with us for a period of 6 months from the date of the Bill of Lading.

Samples are representative for the ship's tank bulk.

Sampling was carried out in accordance with method laid down in the contract, the FOSFA INTERNATIONAL STANDARD CONTRACTUAL METHODS LIST.

Sampling has been carried out in accordance with FOSFA INTERNATIONAL – SAMPLING AND ANALYSIS CLAUSE.

**Page No. 3**

**CERTIFICATE NO.: ITSPG/0342-02/A/2012 (A)**  
**PHOENIX NO.: MY01105-0000669**

**10 May 2012**

NOTE

1. All samples drawn ex. shore/ship's tanks were sealed with our official wax seal.
2. All samples under our retention will be kept for a period of 6 months unless otherwise instructed in writing.
3. Seven (7) samples were drawn from shore tank and eight (8) samples were drawn from each ship's tank.

ESTABLISHMENT OF SHIPPED WEIGHT

The cargo delivered from shore tanks nos. A2,A3,A5,A6 and A10 were gauged under our supervision before and after loading destined for ROTTERDAM. The cargo was stowed in ship's tanks nos. 2P,2S,3P,3S,6P AND 6S.

The total quantity delivered being :-

**23,037,500MTS**

This Certificate issued covers the parcel of **10,000MTS** which forms part lot of the total weight loaded indicated above.

- C. THAT THE PRE-SHIPMENT AND CONTRACTUAL LOADING SAMPLES WERE DRAWN IN ACCORDANCE WITH THE SAMPLING AND ANALYSIS CLAUSE OF FOSFA AND QUOTING DETAILS OF THE SEALS APPLIED.**

SHORE

25 representative pre-shipment samples has been taken individually from the shore tank(s) prior to loading and will be kept with us for a period of 6 months from the date of the Bill of Lading.

Samples are representative for the ship's tank bulk.

Sampling was carried out in accordance with method laid down in the contract, the FOSFA INTERNATIONAL STANDARD CONTRACTUAL METHODS LIST.

Sampling has been carried out in accordance with FOSFA INTERNATIONAL – SAMPLING AND ANALYSIS CLAUSE.

**Page No. 4**

**CERTIFICATE NO.: ITSPG/0342-02/A/2012 (A)**  
**PHOENIX NO.: MY01105-0000669**

**10 May 2012**

**NOTE**

Two (2) samples were taken at the commencement of loading at origin (locations) :-

- i) a line sample at the deck (manifold) of each cargo loaded.
- ii) a first one-foot sample drawn from each ship's tank loaded.

These samples so drawn were then visually inspected for appearance and odour. We certified that the drawn samples were free of foreign appearance and odour at time and place of inspection survey.

**SHIP**

On completion of loading, shipment samples were drawn from each ship's tank. These samples so drawn were carried out in accordance with method laid down in the contract, the FOSFA INTERNATIONAL STANDARD CONTRACTUAL METHODS LIST.

The samples so obtained were then filled into clean plastic bottles, labeled with full details of the shipment particulars and sealed with our official wax seal bearing the inscription "ITS TESTING SERVICES (M) SDN BHD."

Six (6) such shipment samples drawn from each ship's tank were submitted to a FOSFA recognised laboratory at Country of Origin for quality analysis and testing was carried out in accordance with FOSFA analysis clauses.

**WE CERTIFYING THAT THE PRE-SHIPMENT AND CONTRACTUAL LOADING SAMPLES WERE DRAWN IN ACCORDANCE WITH THE SAMPLING AND ANALYSIS CLAUSE OF FOSFA AND QUOTING DETAILS OF SEALS APPLIED.**

THE FOREGOING represents our findings at the places and dates of our attendance only. This intervention has been carried out to the best of our knowledge and ability and this REPORT/CERTIFICATE does not relieve the contracting parties from their contractual obligations.

ITS TESTING SERVICES (M) SDN BHD  
MANAGER



**Page No. 5**

**CERTIFICATE NO.: ITSPG/0342-02/A/2012 (A)**  
**PHOENIX NO.: MY01105-0000669**

**10 May 2012**

**CERT OF ANALYSIS**

=====

REPRESENTING :  
Name of Vessel : MT. FREJA LUPUS  
Port of Loading : PANJANG, INDONESIA  
Dates of Sampling : 9 MAY 2012  
Commodity : CRUDE PALM OIL IN BULK  
Stowage : 2P,2S,3P,3S,6P AND 6S  
Destination : ROTTERDAM

---

Shipment sample was drawn from the ship's tanks nos. 2P,2S,3P,3S,6P AND 6S on completion of loading. These samples so obtained were then filled into clean plastic containers, labeled and sealed with our official seal.

Six (6) shipment samples drawn from ship's tanks were submitted to 3<sup>rd</sup> party laboratory for quality analysis.

**Page No. 1**



**CERTIFICATE NO.:** ITSPG/0342-02/A/2012 (A)  
**PHOENIX NO.:** MY01105-0000669

**10 May 2012**

Results of the tested quality made known to us and reproduced here are as follows :-

<u>SPEC:</u>	<u>TESTED RESULT</u>	
<u>SHIP'S TANK NO.</u> :	<u>2P</u>	<u>2S</u>
FFA :	3.99%	3.93%
MNI :	0.13%	0.12%
FLASH POINT :	284 DEG C	284 DEG C
<u>SHIP'S TANK NO.</u> :	<u>3P</u>	<u>3S</u>
FFA :	3.95%	3.94%
MNI :	0.11%	0.12%
FLASH POINT :	282 DEG C	284 DEG C
<u>SHIP'S TANK NO.</u> :	<u>6P</u>	<u>6S</u>
FFA :	3.96%	3.96%
MNI :	0.11%	0.12%
FLASH POINT :	284 DEG C	286 DEG C

THE FOREGOING represents our findings at the places and dates of our attendance only. This intervention has been carried out to the best of our knowledge and ability and this REPORT/CERTIFICATE does not relieve the contracting parties from their contractual obligations.

ITS TESTING SERVICES (M) SDN BHD  
 MANAGER

**Page No. 2**



## 3.2. Load compartments inspections

Load compartment inspections are an important element in the context of assuring safe transport by ships and trains. Below you'll find several examples of inspection reports.

ORIGINEEL		ID. LCI 01-02-2012 versie:04	
<b>LOAD COMPARTMENTS INSPECTION REPORT (LCI) ACCORDING TO GMP+ FEED SAFETY ASSURANCE SCHEME</b>			
DELIVERED EX (NAME) ontvangen uit (naam) / reçu de (nom) / empfangen aus (Name):			
INSTRUCTING PARTY / Opdrachtgever / Commandeur d'ordre / Auftraggeber			
VESSEL/BARGE + YELF. / Naam schip + taal / Nom du Bateau + tél. / Schiffnamen + Tel. Nr.:			
PLACE OF LOADING / Laadplaats / Lieu de charge / Ladestelle:	DESTINATION / Bestemming / Destination / Bestimmung:	ANIMAL FEED / Diervoeder / Alimentation animale / Tierfutter*	* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
NOMINATED WEIGHT / Te laden gewicht / Poids à charger / Einzelnetto Gewicht:	PRODUCT / Product / Produit / Warenart:	Verificatie door de controleur / Verification avec le controleur / Verifikation des Kontrolleur	
PREVIOUS CARGOES : Vorige ladingen : Chargements précédents :	LAST / Laatste / Demier		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	2ND / 2de / 2ème		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	3RD / 3e / 3ème		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
LAST CLEANING : Laatste reiniging : Demier nettoyage : Letzte Reinigung:	A DRY / droog / sec / Trocken		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	B WITH WATER / met water / avec de l'eau / mit Wasser		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	C WATER + DETERGENT / water + detergent / eau + détergent / Wasser + detergent		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	D WATER + DETERGENT + DESINFECTION / water + detergent + desinfectie / L'eau + détergent + désinfection / Wasser + Detergents + Desinfection		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
RESULTS : Bevindingen / Résultats/ Befindungen: (AS FAR AS VISUALLY OBSERVED/ voorzover visueel waarneembaar / aussi loin que perceptible / soweit visuell festzustellen)	EMPTY / Leeg / Vide/ Leer		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	CLEAN / Schoon / Propre/ Sauber		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	DRY / Droog / Sec / Trocken		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	FREE FROM ODEUR / Reukloos / Sans odeur / Frei vom Geruch		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	FREE FROM VERMIN / Vrij van ongedierte / Exempt de vermine/ Frei von Ungeziefer		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	FREE FROM REMNANTS OF PREVIOUS CARGOES / Vrij van vorige ladingresten / Sans restes de chargements antérieurs		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
	VISUAL : TOTALLY INTACT AND CLOSABLE Visueel heel en sluitbaar / visuel en bon état et fermant / Visuell In Ordnung und schliessbar		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
HOLD BOTTOM / Bulkdenning / fond du cale / Schiffsboden*	* IRON/ ijzer / du fer / Eisen	* HARD WOOD/ hard hout / bois dur / Hartholz	
TYPE OF HATCHES / Afdekking/ Couvert / Abdeckung*	* Mc. GREGOR / Schuifluiken / panneau / Schiebeluiken.	* TARPULINS / dekkleden/ de baches / Deckkleider	* ALUMINIUM / Aluminium / Aluminium / Aluminium
		* WOOD / hout/ du bois/ Holz	* PONTOON/ ponton/ponton/porton
FINAL RESULT / Resultaat / Resultat/ Resultat:	ACCEPTED FOR LOADING Goedgekeurd om te laden / Acepté à charger/ zur Beladung akzeptiert		* YES / Ja / Ouf/ Ja * NO / Neen/Non/Nain
HOLD(S)/ Ruim(en)/ Cale(s)/ Raum(e)	ALL OR NUMBER(S)/Alle of Nummer(s)/ Alle oder Numme(s)/Touts ou Numero(s)		** All ***
DATE + TIME OF INSPECTION/ Datum + tijd inspectie / Date + heure d'inspection / Datum + Zeit der Inspektion:	DATE + YEAR Datum+jaar / Date + année / Datum + Jahr	TIME / tijdstip / heure / Uhrzeit	
NAME+SIGN SURVEYOR Naam + handtekening controleur / Nom + signature du controleur / Namen und Unterschrift des Kontrolleur:	REMARKS / Opmerkingen / Remarques/ Bemerkungen		
* OMCIRKEL HETGEEN WAT VAN TOEPASSING IS ** ALLE OF *** RUIMNUMMERS NOTEREN			
Dit rapport geeft alleen de bevindingen weer op het moment en de plaats van de LCI en ontslaat partijen niet van contractuele verplichtingen"			

**Load Compartments Inspection Report (LCI)  
according to GMP + Certification Scheme for the  
Animal Feed Sector.**

We, (company name), herewith report on the loading Compartment inspection carried out for following cargo/shipment in accordance with the instructions received and relevant instructions and the stipulation of the GMP Transport code for The Netherlands

Shipment of		M.Tons/kilos			
To be loaded on board M/V		Flag		Year built	
Expected to be Loadready, date		At Place			
Principals		Acting as			
Sellers / Suppliers					
Start of loading Foreseen abt		Stev / Terminal			
Remarks					
Owner / Agent					
Type of vessel					

The cargo as described above has to be loaded in the following cargo compartments

Hold	Cargo tbi	Quantity tbi	Previously loaded cargoes			
			First last cargo	Second last cargo	Third last cargo	Fourth last cargo
1						
2						
3						
4						
5						
6						
7						
8						
9						

Load Compartments Inspection Report (LCI) according GMP+ Feed Certification scheme.

The following cargo compartments have been inspected in accordance with the GMP+ requirements.

Hold	Empty	Clean	Dry	Free of smell	Harmful Insect / vermin Dead/Alive	Undamaged and can be closed	Previously carried cargoes information checked and confirmed	Date accepted
1								
2								
3								
4								
5								
6								
7								
8								
9								

REMARKS:

Cleaning procedure as declared by ship's Master

CLEANING	Level A	Level B	Level C	Level D	YES / NO
	DRY	WITH WATER	WATER + DETERGENT	WATER + DETERGENT + DESINFECTANT	YES / NO

We herewith declare, that based on the findings that the cargo compartment(s) is (are) accepted, partially on the basis of of the information regarding previous cargoes, as being clean and dry, and suitable for loading with the cargo, in the aspect

The LCI was carried out at (place)	Date
Started	Finished

This LCI instruction was made out in accordance with the instructions as laid down in the procedures  
Only indicates the findings at time and place of the LCI and does not release the parties involved from contractual obligations

INSPECTOR

CHEF OFFICER

### 3.3. Purchase of unprocessed agricultural products from grower / grower-collector

GMP+ TS 1.2 Purchase, par. 4.3.1 contains the Gatekeeper protocol for the purchase of unprocessed agricultural products from grower /grower-collector

This concerns the purchase of unprocessed agricultural products for feed and byproducts of the harvest (such as straw and silage). These are purchased from the grower / grower-collector.

In this Gate keeper Protocol is mentioned that the GMP+ certified company must carry out an intensive entry check program, based on its own risk assessment and the quality assurance applied by the grower. Moreover, there must be a quality assurance agreement between the certified company and the grower / grower-collector.

#### 3.3.1. Supplier assessment

An example for documenting a supplier assessment is provided below.

Supplier assessment – Grower / grower-collector	
Version	

Grower / grower-collector
Contact
Address
City
Phone no./fax
E-mail address

<b>Assessment date</b>
------------------------

#### Farmyard

\* General impression approved / not approved

#### Storage

- \* General impression
- \* Pilotage clean and dry approved / not approved
- \* Foreign objects approved / not approved
- \* Pilotage leakage approved / not approved

#### Silage site

\* General impression approved / not approved

- \* Paved surface approved / not approved
- \* Cover sheeting undamaged approved / not approved
- \* Free from visible contamination approved / not approved

#### **Crops**

- \* Weeds visible in crops approved / not approved
- \* Visible contamination approved / not approved
- \* Cover sheeting undamaged approved / not approved
- \* Free from visible contamination approved / not approved

#### **Pest control**

- \* Pest/birds/pets approved / not approved
- \* Control plan approved / not approved

### **3.3.2. Quality assurance agreement with grower / grower-collector**

The following items should be covered in a quality assurance agreement with grower / grower- collector:

- a. The control measures which the grower / grower-collector should take.
- b. All deliveries of unprocessed agricultural products comply with the maximum levels for undesirable substances (e.g. poisonous plants as Colchium automnale or molds) applicable law and regulations for feed and they do not contain any forbidden products, such as: fertilizer, urine, pesticides, animal products, sludge.
- c. The grower / grower-collector will timely inform the certified company in writing in the event that batches of unprocessed agricultural products fail to meet the information and specifications provided, for instance as a result of a calamity, so that the certified company can take timely action and block batches.
- d. If any changes occur at the grower / grower-collector causing the above-mentioned to be incorrect, the grower / grower-collector immediately notifies the certified company.

In addition to the above-mentioned items, the certified company and the grower-collector agree at least on the following specific requirements:

- e. If products are also bought from growers in the area, the grower-collector takes the responsibility to coordinate these requirements with all relevant growers. Demonstrable evidence is provided by the certified company about the education provided to the grower-collector to assure the risks.
- f. Of all batches, retention samples are taken and retained, that, on request, are available for analysis in case of calamities.

### 3.4. Complaint form – generic

An important part of the GMP+ Feed Safety Management System is the complaint handling. Complaints may give rise to improve procedures in the system. Below you'll find an example of a complaint form.

Complaint intended for:

Name:

Address:

City:

Date of complaint:

Date of handling:

Description of the complaint:
Cause of the complaint:
Proposed correction:
Corrective actions to be taken to prevent repetition:
Handling:
Response of supplier/buyer:

### 3.5. FSDS – Feed Safety Data Sheet

A Feed Safety Data Sheet is intended to provide information in a structured way about the product, the production process and the safety measures used. A model of this is shown below.

Note:

- The model shown is an example. The basic point is that the information should be registered systematically.
- Also other sheets or files may be used, as long as all relevant elements are addressed.
- Possibly not all the information has been provided by the manufacturer in full, certainly not if the feed comes to the end user via a trade channel. In that case each link can add to the information (for example with details of transport, interim storage, etc.).
- This sheet can also be used to report the audit results

FEED SAFETY SHEET			0.1. Product	
			0.2 Status	
			0.3. Version number	
			0.4 Version date	
1. Responsibility for the feed safety sheet				
1.1	Name of purchasing company (GMP+)	Name		
	Contact	Address:		
		Town:		
		Telephone		
		Fax		
		E-mail		
		Website		
1.2	Approved by (competent official company)			
1.3	Name of supplying company (non-	Name		

	GMP+ or equivalent)					
	Contact	Address:				
		Town:				
		Telephone				
		Fax				
		E-mail				
		Website				
1.4	Approved by (competent official company)					
<b>2. Identification of the product</b>						
2.1.	Product name					
2.2.	Trade name					
2.3.	Article code of the company					
2.4.	Permit number (if applicable, such as product number from TS 1.3 Product list, EU feed material catalogue or EU feed additive register)					
2.5.	Product description					
2.6.	Origin					
2.7.	Supplied by					
<b>3. Product description</b>						
3.1.	Production process					
3.2.	Raw materials and auxiliary substances used (including feed additives and processing aids)					
3.3.	Logistical process (transport, (interim) storage, packaging)					
3.4.	Storage life					
3.5.	Indicative analysis	Parameter	Unit	Average	Min.	Max.



4. Standards / Requirements						
4.1.	Relevant legislation and other requirements.					
4.2.	Relevant product standards / requirements (chemical, physical, microbiological)	Parameter	Unit	Statutory	Contractual	Internal
4.3.	Intended use + reason for destination feed					
4.4.	Processing of the product (indicate whether the (former) foodstuff needs further processing or has been processed into feed material)					
4.5.	Processing step and instructions for processing					
4.6.	Storage and retention conditions					
4.7.	Transport requirements					
5. Labelling						
6. HACCP						
6.1. Hazard	6.2. Risk assessment				6.3. Control measure	6.4. Reason
	Cat. (C, M, F)	Likelihood of occurrence	Severity	Risk		
7. Monitoring						
7.1. Parameter	7.2. Sampling moment / point				7.3. Frequency of analysis	

<b>8. Communication in case of non-conformities</b>		
In case the batch does not correspond with the FSDS or the suspicion exist that the health of animals or the food/feed safety is in danger than this must be actively reported to the GMP+ certified company.		
9. Remarks		
10. Signatures		
..... DD / MM / YY GMP+ company (Purchaser)	..... DD/ MM / YY Non-GMP+ (or equivalent) certified company (Supplier)	
<b>8. Communication in case of non-conformities</b>		
In case the batch does not correspond with the FSDS or the suspicion exist that the health of animals or the food/feed safety is in danger than this must be actively reported to the GMP+ certified company.		
9. Remarks		
10. Signatures		
..... DD / MM / YY GMP+ company (Purchaser)	..... DD/ MM / YY Non-GMP+ (or equivalent) certified company (Supplier)	

## Explanatory note to the feed safety sheet

Field	Subject	Explanation
<b>0.</b>	<b>Identification of the feed safety sheet</b>	Field 0 identifies the feed safety sheet. For the purposes of correct identification this field is repeated on each page of the feed safety sheet.
0.1.	Product	Product name
0.2	Status	The status of the document, for example 'in concept', 'authorized version', 'elapsed'.
0.3.	Version number	Version number of the feed safety sheet.
0.4.	Version date	Date on which the version was adopted and put into circulation.
<b>1.</b>	<b>Purchasing and supplying company, responsible for the feed safety sheet</b>	This field identifies the author of the feed safety sheet. This will generally be the producer of the product
1.1 / 1.2	Name, address etc.	Identify the organisation which is responsible for the feed safety sheet. Specify the full address, telephone number, etc. Preferably also specify the E-mail address and website.
1.3. / 1.4	Approved by	Specify the person who authorised the feed safety sheet.
<b>2.</b>	<b>Product identification</b>	Field 2 gives an accurate identification of the product.
2.1.	Product name	Identify the product. Use the designation as prescribed in the legislation.
2.2.	Trade name	State here the usual brand name of the product.
2.3.	Article code	Internal company article number. Specify "n/a" if no use is made of an internal company article number.
2.4.	Permit number	Statutory certification number. State "n/a" if the legislation does not recognise a permit number.
2.5.	Product description	Description of the product, preferably in accordance with the descriptions in the GMP+ Risk assessments.
2.6.	Origin	Describe the origin as accurately as possible. Possibilities are: <ul style="list-style-type: none"> <li>Name and address details of the producer</li> <li>Address details of the production location</li> <li>Country of origin</li> </ul>
2.7.	Supplied by	If different to 2.6.
<b>3.</b>	<b>Product description</b>	Field 3 describes the characteristics of the product.
3.1.	Production process	Brief but as accurate as possible description of the production process of the product including a flow chart.
3.2.	Used raw materials and auxiliary substances	All the raw materials and auxiliary substances used (including processing aids)

Field	Subject	Explanation
3.3.	Logistical process	Describe the logistical process gone through by the product from the (primary) production up to and including delivery to the end-user. State the method of transport of the product, any (interim) storage and the method of packaging in the various stages in the logistical process. NOTE: the standards and requirements with respect to storage, retention, packaging and transport conditions are described in fields 4.4 and 4.5.
3.4.	Storage life	Indication of the storage life (number of days, weeks, months) of the product (for example, after production).
3.5	Indicative analysis	This should include a number of relevant characteristics which classify the product. These will generally be non-binding nutritional parameters (such as dry-matter content, raw protein, raw fat, raw cellulose, ash) or the level of active substances (for example in feed additives).
<b>4.</b>	<b>Limits / Requirements</b>	Field 4 describes the limits and requirements.
4.1.	Relevant legislation and other requirements.	Summary of the relevant parts of the feed legislation. This may be the applicable European directives and regulations but may also be national legislation and regulations. 'Other requirements' may be specific requirements which apply within the framework of a specific feed safety system in which the customer participates. For example the GMP+ FSA module
4.2.	Relevant feed safety limits / requirements	This relates to the detailed data and not a reference to the legislation or to the GMP+ FSA module. The binding nutritional parameters are included here and also the parameters which are considered to be important in the risk assessment (such as heavy metals in minerals, mycotoxins in grains, PCBs in fats).
4.3.	Intended use	Describe the intended use of the product. For example <ul style="list-style-type: none"> <li>• processing in compound feeds</li> <li>• direct feeding to animals</li> <li>• only processing in premixes</li> <li>• possibly the animal type if this is important.</li> <li>• etc.</li> </ul>
4.4.	Processing instructions	The measures are indicated here which should be taken to be able to use the product correctly and safely. For example: <ul style="list-style-type: none"> <li>• to be used within x days of delivery</li> <li>• maximum processing percentage</li> <li>• minimum or maximum processing temperature</li> </ul>
4.5.	Storage and retention conditions	Binding requirements for storage and retention. For example: <ul style="list-style-type: none"> <li>• storage at a particular temperature</li> <li>• ventilation during storage</li> <li>• acidification before storage</li> <li>• air-tight closure</li> </ul>
4.6.	Transport requirements	Binding requirements for transport.

<b>Field</b>	<b>Subject</b>	<b>Explanation</b>
5.	<b>Labelling</b>	Statement of the way in which the product information is issued. This may be a sample label, a description of the legally-prescribed specifications or an accurate and specific reference to relevant legislation and regulations (a general reference to legislation or regulations is not enough).
6.	<b>HACCP</b>	This field provides a summary of the risk assessment for the product. At least the CCPs (Critical Control Points) are given and also general control measures.
6.1.	Hazard	Precise description of the hazard.
6.2.	Risk Assessment	For the risk assessment one should preferably use the system which is prescribed in the GMP+ FSA module. NOTE: If another system is used then you should indicate this explicitly (in field 8).
6.3.	Control measure	Description of the (specific) control measures which have been established by way of HACCP for the product.
6.4.	Reason	Motivation and argument for the risk assessment, especially with respect to the elements "Likelihood of occurrence" and "severity".
<b>7.</b>	<b>Monitoring</b>	This field provides a detailed description of the monitoring used in the company (checks, analyses) at the indicated critical points and control measures.
7.1.	Parameter	Describe the characteristic to be examined (for example Aflatoxin B1, Salmonella, Lead, Prussic Acid).
7.2.	Sampling moment / point	Describe the point in the production process where the sample is taken or the inspection takes place (for example free on wagon reception, check before delivery).
7.3.	Frequency of analysis	Describe the frequency at which the monitoring is carried out (for example every batch, 4 times per year, every 10 <sup>th</sup> batch).
<b>8.</b>	<b>Communication in case of non-conformities</b>	
<b>9.</b>	<b>Remarks</b>	
9.	Remarks	Other comments may be placed in this field which are important for this feed safety sheet If a different HACCP system is used than that which is described in the GMP+ FSA module, then this can be described in this field.

### 3.6. Appendix to Gatekeeper protocol transport of Hay and Straw

Below you will find an example of an agreement which you can use when applying the gatekeeper protocol Transport, for the transport of hay and straw (GMP+ TS 1.2 Purchase, par. 4.4.1).

<b>Shipper</b>	
<b>Name Shipper</b>	
I hereby declare that the loading compartment of this flatbed or curtainsider is free of smell and residue of previous loads.	
<b>Date and place</b>	
<b>Signature</b>	
<b>Transporter</b>	
<b>Name transporter</b>	
<b>Registration number/ truck- and trailer number</b>	
<b>Name driver</b>	
I hereby declare that the loading compartment of this flatbed or curtainsider is free of smell and residue of previous loads.	
<b>Date and place</b>	
<b>Signature</b>	
<b>Receiver</b>	
<b>Name recipient</b>	
I hereby declare that the loading compartment (space) of this flatbed or curtainsider is free of smell and residue of previous loads.	
<b>Date and place</b>	
<b>Signature</b>	

We enable every company in the  
feed chain to take responsibility for  
safe and sustainable feed.

**GMP+ International**

Braillelaan 9

2289 CL Rijswijk

The Netherlands

t. +31 (0)70 – 307 41 20 (Office)

+31 (0)70 – 307 41 44 (Help Desk)

e. [info@gmpplus.org](mailto:info@gmpplus.org)

Disclaimer:

This publication was established for the purpose of providing information to interested parties with respect to GMP+-standards. The publication will be updated regularly. GMP+ International B.V. is not liable for any inaccuracies in this publication.

© GMP+ International B.V.

All rights reserved. The information in this publication may be consulted on the screen, downloaded and printed as long as this is done for your own, non-commercial use. For other desired uses, prior written permission should be obtained from the GMP+ International B.V.