



# S9.8 - How to develop traceability systems

Version EN: 1 March 2021



## Index

<b>1. INTRODUCTION</b> .....	<b>3</b>
<b>2. GENERAL GUIDELINES</b> .....	<b>4</b>
2.1. MINIMUM TRACEABILITY GUIDELINES FOR TRADE .....	4
2.2. MINIMUM TRACEABILITY GUIDELINES FOR STORAGE & TRANSSHIPMENT .....	5
2.3. MINIMUM TRACEABILITY GUIDELINES FOR TRANSPORT .....	5
2.4. MINIMUM TRACEABILITY GUIDELINES FOR THE PRODUCTION OF COMPOUND FEEDS, PREMIXTURES, FEED MATERIALS AND FEED ADDITIVES .....	6

# 1. Introduction

Within the R 1.0 *Feed Safety Management Systems Requirements* and the TS 1.1 *Prerequisite program* requirements are set regarding the traceability of feed throughout the whole feed chain process. This document will give a guideline on how to do this.

The information in this document can be used as input and guidance. A record should be made in each business situation of which process steps apply and consequently which record requirements are applicable. For more information on the definitions used in this document consult the document F 0.2 *Definition list*.

## 2. General guidelines

In general some guidelines can be given on how to interpret the requirements from the GMP+ normative documents:

- a. The name and address data of loading and unloading addresses are allowed to be recorded in code, provided that in the administrative system an insight into the data behind the codes used can be given.
- b. The batch number can be designated using the batch number of the manufacturer, a reference number, an own batch number or other number.
- c. Applicable for production activities In R 1.0 chapter 8.3 it is described that a company should take retained samples. In case of certification for trading activities (the company does not physically receive a product), there can be made use of the retained samples that are taken by the suppliers.
- d. Applicable for storage activities: If the GMP+ certified company stores feed as a service then he should consider suppliers and customers as the originators of the feed.
- e. Applicable for transport activities: There is a suitable identification of each load compartment and the sequence of transported products in each load compartments. For example codes to identify each load compartment and journey sheets of each load compartment, whether or not in electronic form, registering all products transported.

### 2.1. Minimum traceability guidelines for trade

The following actions should be carried out by the company and/or the following information should be recorded by the company.

<b>A1. Purchase or feed</b>
• Record of the quantity and type of feed
• Record of the name and address data for the supplier
• Record of the purchasing contract number for the batch
• Record of the date and place of shipment
• Demonstrable separation of suspected batches of feed and a record of all deviations observed before shipping
• The registration of the combination of batches data
• Record of the results of organoleptic checking of all purchased feed
• The taking of samples of all batches of feed
<b>A8. Sales or feed</b>
• The allocation of a unique batch of feed to a delivery address
• Records of the delivery of necessary information to the client: information about the product – delivery method, transport conditions, storage conditions – and also information about the seller.

- The size of a recall in 1<sup>st</sup> instance is done on the basis of the recall of the product on the basis of the unique batch identification and data. If applicable on the basis of FIFO delivery from the product silo / tank with a safety margin of 30%. A lower margin should be set by the company on the basis of its own research.

## 2.2. Minimum traceability guidelines for storage & transshipment

<b>A5. Transshipment or feed</b>
• Record of the loading and transport sequences
• Record of the route from unloading to embarkation / storage in silo / tank
• Record of reporting empty routes and means of transport
<b>A6. Storage or feed</b>
• The allocation of a unique code to every storage location and silo / tank.
• Identification of the stored batch using a unique code.
• Record of the pumping over or turnover of feed to other silos
• Record of the storage and transport sequences
• Record of deviations during storage
• Record of date of silo reported empty in the event of a change of product

## 2.3. Minimum traceability guidelines for transport

<b>A2. Loading of feed (FOB purchase)</b>
• Identification of the loaded batch by using a unique code.
• Record of unloading vessel's hold number changes related to batches of feed
• The allocation of a unique code to all production resources
• Records of checks on agreement between loading specifications and purchasing specifications;
• Record of embarkation date and bill of lading date
• Record of the storage and transport sequences
• Record of the route from unloading to embarkation
• Record of complications during loading activities
<b>A3. Transport of feed (FOB purchase)</b>
• Registration of name and address details of carrier
• Record of loading vessel's hold number changes related to batches of feed
• Record of the planned and actual port of unloading
• Record of the owner of the batch of feed
• Registration and copies of all bills of lading and LCIs

<ul style="list-style-type: none"> <li>Record of deviations during loading, unloading and transport of feed (captain's logbook)</li> </ul>
<b>A7.1 Delivery of feed via road transport</b>
<ul style="list-style-type: none"> <li>Registration of name and address details of carrier carrying out the actual transport</li> </ul>
<ul style="list-style-type: none"> <li>Identification of the delivered batch using a unique code. In the event of delivery to a livestock farmer the (legal) mandatory registration of the livestock farmer.</li> </ul>
<ul style="list-style-type: none"> <li>Records of the delivered batches and which identified load compartments were used.</li> </ul>
<b>A7.2 Delivery of feed via inland waterway transport</b>
<ul style="list-style-type: none"> <li>Registration of name and address details of carrier carrying out the actual transport</li> </ul>
<ul style="list-style-type: none"> <li>Identification of the delivered batch using a unique code.</li> </ul>
<b>A7.2 Delivery of feed via rail transport</b>
<ul style="list-style-type: none"> <li>Registration of name and address details of carrier carrying out the actual transport</li> </ul>
<ul style="list-style-type: none"> <li>Identification of the delivered batch using a unique code</li> </ul>

## 2.4. Minimum traceability guidelines for the production of compound feeds, premixtures, feed materials and feed additives

<b>B1. Reception of raw materials/ ingredients</b>
<ul style="list-style-type: none"> <li>Record of the name, quantity, batch number, actual delivery date and best before date of incoming product</li> </ul>
<ul style="list-style-type: none"> <li>Record of the time of delivery (if more than one batch of the same product will be delivered per day)</li> </ul>
<ul style="list-style-type: none"> <li>Record of the name and address data for the supplier</li> </ul>
<ul style="list-style-type: none"> <li>Record of the charge number</li> </ul>
<ul style="list-style-type: none"> <li>Record of the verification of the received raw materials/ingredients against the purchased specification</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrable separation of non-conforming products and a record of all deviations observed</li> </ul>
<ul style="list-style-type: none"> <li>Registration of the name and address details of the transport company</li> </ul>
<ul style="list-style-type: none"> <li>Record of received external returns, record of the product's intended species and the amount of feed</li> </ul>
<ul style="list-style-type: none"> <li>Identification of the received batch using a unique code</li> </ul>
<ul style="list-style-type: none"> <li>Record of the date of the silo or tank empty measurement</li> </ul>
<b>B2. Storage of raw materials / ingredients</b>
<ul style="list-style-type: none"> <li>The allocation of a unique code to every storage silo and storage tank.</li> </ul>
<ul style="list-style-type: none"> <li>Record of which silo/ tank was used to store each batch of received raw material/ ingredient.</li> </ul>
<ul style="list-style-type: none"> <li>Record of which silo/ tank was used to store each batch of external returns of raw material/ ingredient/ products.</li> </ul>
<ul style="list-style-type: none"> <li>Record of the pumping over or turnover of product to other silos / tanks.</li> </ul>
<ul style="list-style-type: none"> <li>Record of the storage and transport sequences</li> </ul>

<ul style="list-style-type: none"> <li>Record of observed deviations during storage</li> </ul>
<b>B3. Dosage and weighing</b>
<ul style="list-style-type: none"> <li>Record of dosage/weighing of raw materials/ ingredients/ processing aids, including date and time, from silo / tank numbers (source) for each product batch.</li> </ul>
<ul style="list-style-type: none"> <li>Record of the allocation of product use (which ones and the amount from which silo / tank numbers) and production destination (article number or production run number)</li> </ul>
<b>B4. Production</b>
<ul style="list-style-type: none"> <li>The allocation of an article number per (end) product per production date before the start of the (daily) production</li> </ul>
<ul style="list-style-type: none"> <li>Record of time when a new recipes (with unique code) is getting into production</li> </ul>
<ul style="list-style-type: none"> <li>The allocation of an article number to a grinding line (number) by the production date</li> </ul>
<ul style="list-style-type: none"> <li>Record of dosage of the addition of other products and the mixing in of internal return flows (what, from which silo / tank and the quantity)</li> </ul>
<ul style="list-style-type: none"> <li>Record equipment parameters for the production of the batch</li> </ul>
<ul style="list-style-type: none"> <li>Record of the batches production order</li> </ul>
<b>B8. Bagging of finished product</b>
<ul style="list-style-type: none"> <li>Record of silo / tank number by packaging line</li> </ul>
<ul style="list-style-type: none"> <li>The labeling of the end product with article number and bagging date and/or specification of use-by date</li> </ul>
<b>B9. Storage of finished product</b>
<ul style="list-style-type: none"> <li>Record of article number / production date by finished product silo / tank (number)</li> </ul>
<ul style="list-style-type: none"> <li>Record of date of silo / tank empty report</li> </ul>
<ul style="list-style-type: none"> <li>Samples should be taken from each batch or, in the event of continuous production, from each production segment (max. the daily production) .</li> </ul>
<b>B10. Distribution</b>
<ul style="list-style-type: none"> <li>Record of the name and address details of the transporter carrying out the transport</li> </ul>
<ul style="list-style-type: none"> <li>The recording of a loading silo number to customer number / delivery address with the (legal) mandatory registration number of the livestock farmer.</li> </ul>
<ul style="list-style-type: none"> <li>The recording of a loading silo / tank number to the license number of the truck</li> </ul>
<b>B11. The manufacturer's whole business process</b>
<ul style="list-style-type: none"> <li>The necessary information – from customer to article number / production date – should be available within 4 hours (recall 1<sup>st</sup> instance).</li> </ul>
<ul style="list-style-type: none"> <li>The required information – from article number / production date to raw materials to article number / production date should be available within 24 hours (recall 2<sup>nd</sup> instance).</li> </ul>
<ul style="list-style-type: none"> <li>The retrieved data should be handed over in writing on paper or in digital form within the time limit set</li> </ul>
<ul style="list-style-type: none"> <li>The size of a 2<sup>nd</sup> instance recall is based on the recall of all article numbers with raw materials from the faulty article number / production date. This is done on the basis of FIFO for raw materials from the raw materials silos with the</li> </ul>

safety margin set for this purpose of 30%. A lower margin should be set by the company on the basis of its own research.



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.