



DTAS ANNUAL CONFERENCE 2018

Proposed Changes to the DTAS Scheme Standards for 2018-19

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STANDARDS REVIEW GROUP

- A review of the 2017-18 DTAS Scheme Standards Version 7 (April 2017 to March 2018) was carried out by:
 - Alan Wells Müller Milk & Ingredients
 - Adrian Yates Dairy UK
- Recommendations discussed by DTAS Management Committee and proposed changes circulated to members on 16th March.

SECTIONS TABLE ON FRONT COVER

Sections

A	General management	This section is designed to cover the overall running of the site and operation.
B	Personnel and Training	This section is designed to cover the Management and training of all staff.
C	Fleet and equipment	This section is designed to cover specific items including ancillary equipment and the integrity of the fleet.
D	Milk quality, hygiene and security.	This section is designed to cover all aspects of milk collection, sampling and CIP.
E	Outbased reload sites, <u>roadside collections and use of lay-bys.</u>	This section is designed to cover all outbased reload facilities.

Addition of “**roadside collections and use of lay-bys**” into title of Section E

RED TRACTOR TRACEABILITY REQUIREMENTS



Red Tractor
Assurance

Dear
Membership Number:

RE: RED TRACTOR TRACEABILITY CHALLENGE PROGRAMME 2017- 2018

I am writing to let you know that we will be starting the 2017-18 Traceability Challenges on the 1st of April 2017. Acoura will continue to deliver the programme.

As you are aware, the challenges check that products being marketed as Red Tractor meet the required assurance criteria right back to farm. This includes any product you are making a Red Tractor claim against, whether you physically use the logo on pack or not.

As in the previous years, the auditors will be checking that you have the following systems in place:

1. If you are buying direct from farm / grower to process/pack, you are checking the assurance status of all incoming livestock / product
2. If you are buying in Red Tractor product from other companies, you are specifying your requirements for Red Tractor with those companies in a written product specification
3. If you are buying in Red Tractor product from other companies, you regularly validate those companies are supplying Red Tractor through your own challenges back to farm
4. If you are sourcing from Trading Companies/ Agents these suppliers hold their own current and valid Red Tractor licence
5. The assurance status of all product on site is clearly labelled at all times (If you are buying in Red Tractor product, you must also ensure that your supplier supplies labelled product)
6. All paperwork relating to the product such as delivery documentation, intake checks, invoices, etc. includes the detail of its Red Tractor / assurance status
7. Staff in areas that are key to delivering the traceability system / protecting the integrity of the Red Tractor logo (e.g. Intake checkers in abattoirs) are trained / aware of Red Tractor and the importance of the tasks they are employed to undertake
8. Systems to ensure the correct labels / packaging are taken to packing lines
9. Licensees producing dairy products carrying the logo only use milk that has been collected from farm by a Dairy Transport Assurance Scheme (DTAS) member

Red Tractor requirement that on any route summary documents the type of milk should be clearly identified to demonstrate that products being marketed as Red Tractor meets the required assurance criteria right back to farm.

5. The assurance status of all product on site is clearly labelled at all times (If you are buying in Red Tractor product, you must also ensure that your supplier supplies labelled product)

6. All paperwork relating to the product such as delivery documentation, intake checks, invoices, etc. includes the detail of its Red Tractor / assurance status.



STANDARD A3.1 - Comprehensive traceability for all loads

	Standard	Guidance	Assessor guidance	Notes
A3.1	<p>Procedures must be in place to ensure Comprehensive traceability for all loads.</p> <p>R</p>	<p>Records must include:</p> <ul style="list-style-type: none"> The description of the product. Date and time of the collection. Volume or quantity. Names and addresses of 'Consignor' and 'Consignee'. Name and address of the food business operator to whom the food is being sent. Reference enabling the lot, batch or consignment, as appropriate, to be identified. Data relevant to customer specifications for the type of milk or milk fraction being delivered e.g. geographical region; specialist; farm assured status; cream grade etc. <u>DC600/BCT55 should include confirmation of Red Tractor assurance status if applicable.</u> <p>Farm collection data must be transferred to the relevant customer within the agreed time period and in the format requested by the customer. Checks must be in place to verify that this is achieved.</p> <p>The customer may have additional requirements for certain specific operations.</p> <p>The haulier must also have procedures for dealing with breakdowns in traceability.</p>	<p>Questioning managers and drivers; documentation check including tracing a load.</p> <p>Check random sample of recent reload deliveries & trace loads against guidance.</p> <p>If no reload deliveries then check ex-farm route summaries.</p> <p>Questioning of management: an example may be if the measurement system on the ex-farm tankers breaks down and cannot print a route summary; determine what are the procedures for providing traceability for that load.</p> <p>Check download tickets and select one downloaded route for presence of:</p> <ul style="list-style-type: none"> Producer I.D. (name and no.) Collection time. Collection temperature. Volumes collected. <u>Milk type being RT followed by any other individual company required information. The haulier must maintain an index of any abbreviations used.</u> <p>Question managers on treatment of exceptions.</p>	<p><u>It is recognised however, that the software in all vehicles will need to be updated to comply with this so a derogation has been put in place until 31st March 2019 to allow any such software changes required to be made.</u></p>



STANDARD A3.1 – Comprehensive traceability for all loads

- Addition to Guidance section that DC600/BCT55 should include confirmation of Red Tractor assurance status if applicable.
- Addition to Assessor Guidance that Milk type being RT followed by any other individual company required information. The haulier must maintain an index of any abbreviations used.

It is recognised however, that the software in all vehicles will need to be updated to comply with this so a derogation has been put in place until 31st March 2019 to allow any such software changes required to be made.

STANDARD A4.4 – On-site CIP

	Standard	Guidance	Assessor Guidance
A4.4	<p>The on-site and any sub depot CIP set must be maintained in a safe and effective working manner and repaired if damaged or faulty.</p> <p>R</p>	<p>The Dairy UK CIP CoP must be available and personnel responsible for CIP should be familiar with appropriate guidance. The site must be able to demonstrate that the procedures employed meet the requirements of the CoP as covered by the following:</p> <ul style="list-style-type: none"> • The CIP unit must be secured when not in use. • CIP unit operating instructions must be available. • All Chemicals must be correctly stored: <ul style="list-style-type: none"> ○ chemicals in use must be locked away, ○ suitable separation of acid and alkaline chemicals. This may require physical separation to prevent any possibility of a chemical reaction, ○ all containers must be clearly and correctly labelled, ○ COSHH data sheets and instructions available at points of use and storage, ○ suitable (PPE) Personal Protective Equipment must be available. This includes emergency eye washing and shower facilities. ○ documented procedures of actions to be taken in the event of any chemical spillage. 	<p>Determine presence of on-site and sub depot CIP and individuals with operational responsibility.</p> <p>Check availability of CIP CoP. There is no requirement to assess directly against the CIP CoP.</p> <p>When Questioning Managers on the principles of the Dairy UK CIP CoP determine that they can reference the appropriate areas against their own procedures.</p> <p>Check:</p> <ul style="list-style-type: none"> • Security procedures (Sufficient to prevent access to main control panel & chemicals). • Availability of operating instructions. • Suitability of chemical storage • Presence of eye washing & working shower facilities. • Presence of data sheets for the chemicals in use at the emergency wash facilities. • Availability of appropriate PPE (safety goggles, rubber gloves and occasionally full face mask) and use when CIP in operation. • Presence of documented spillage procedures.

Inclusion of **“and any sub-depot”** into Standard and Assessor Guidance

STANDARD A4.6 – Third party CIP

	Standard	Guidance	Assessor Guidance
A4.6	<p>Where third party CIP cleaning companies are used the haulier must annually seek to obtain evidence that the cleaning company complies with the Dairy UK Tanker Cleaning COP.</p> <p>R</p>	<p>Third parties are operations not audited by DTAS assessors or under the direct management of the Haulier.</p> <p>Where the CIP is contracted with an independent commercial Road Tanker CIP provider, then the haulier is required to obtain evidence of compliance with the Dairy UK Tanker Cleaning COP.</p> <p>Where the third party is a Dairy the haulier delivers to, then the haulier is required to demonstrate that they had attempted at least twice to obtain the evidence, and failing that, referred the matter to the customer for whom the milk was being delivered.</p> <p>-</p> <p>Evidence must include and should be obtained by requesting CIP providers complete the DTAS Quality Assurance Questionnaire for Milk-Tanker CIP</p> <p>-</p> <p>-Operations:</p> <ul style="list-style-type: none"> • That key cleaning parameters of adequate contact time, contact surface, cleaning agents circulation temperature and concentration are met as in standard C10-A4.5 • That the third party CIP company is retaining tank cleaning records for a minimum period of 6 months. 	<p>Documentation check and questioning managers.</p> <p>Check management aware that cleanliness of tankers is their responsibility even if vehicles have CIP at third party sites and dairies.</p> <p>Check that depot undertakes regular internal vehicle checks after CIP.</p> <p>Check that random traceability checks are carried out on third party CIP. This may include checks on volume of water used, detergent concentration, temperature and time etc.</p> <p>Examine ATP results.</p>

- Guidance section now shows “Third parties are operations not **audited by DTAS assessors or** under the direct management of the haulier.”
- Sections related to dairy-owned CIP have been removed as the Management Committee has agreed that these are outside the scope of DTAS.
- Guidance section amended to show all operations audited have to comply with Standard **A4.5** – Onsite procedures re tanker cleaning.

STANDARD C2.3 – Calibration of temperature probes

	Standard	Guidance	Assessor Guidance
C2.3	<p>All vehicle systems used to measure and record the temperature of milk or fractions at the point of collection must be calibrated on an annual basis and records kept. Maximum acceptable tolerances are +/- 0.5 degree centigrade.</p> <p>R</p>	<ul style="list-style-type: none"> Ensure that temperature probes are inspected, serviced and calibrated at least annually, or as per manufacturers specification, and records kept 	<ul style="list-style-type: none"> Check vehicle history files for annual calibration certificate and new certificate if faulty probes have been replaced, or re-calibrated, during the year. <u>Certificates should also be present for new vehicles and new flowmeters acquired directly from the manufacturer.</u>

Addition to Assessor Guidance to confirm that **calibration certificates “should also be present for new vehicles and new flowmeters acquired directly from the manufacturer.”**

STANDARD C3.3 – Use of QAC's

	Standard	Guidance	Assessor Guidance
C3.3	<p>The use of Quaternary Ammonium Compounds must be removed from the supply chain and suitable alternatives used.</p> <p>R</p>	<p>Chemicals such as disinfectants and sanitisers can contain QAC's.</p> <p>All chemicals that may come into contact with either the product or the internal surfaces, such as cleaning agents, disinfectants and sanitisers, cannot contain QAC's.</p>	<ul style="list-style-type: none"> • Review list of chemicals used onsite and during tankers wash functions • Look for evidence of use during onsite inspection. • Look for evidence to confirm that products being used are QAC free and that they are not present on site or being used.

Clarification of the existing guidance that **“All chemicals that may come into contact with either the product or the internal surfaces, such as cleaning agents, disinfectants and sanitisers, cannot contain QAC's.”**



STANDARD D5.1 – Securing unattended tankers

	Standard	Guidance	Assessor Guidance
D5.1	<p>Procedures must be in place for when a tanker is left unattended at an unsecured site in that all access points to the milk and milk contact surfaces must be secured to prevent tampering or to detect tampering.</p> <p>R</p>	<p>Unsecured sites are those locations where unauthorised access to the vehicle is easily practical. The drivers' handbook or documented haulier procedures must set out clearly which locations are to be regarded as unsecured sites and the action to be taken. Securing is achieved by the fitment of seals, locks or end caps.</p> <p>Seals and/or locks must be fitted to:</p> <ul style="list-style-type: none"> • Manway covers or manlids and associated pipe work. • Vulnerable Exposed Pipe work and Valves. Any joints in exposed pipe work (either milk or CIP) must also be secured. • Rear Compartments. Any doors in daily use must be able to be secured. • Hoses. Unless carried wholly within a secure rear compartment, all hoses must be stowed in lockable hose tubes that are capable of being secured by a seal or lock. <p>Any exposed outlet valves must be secured.</p> <p>Where numbered seals are used to secure pipes, hoses, doors etc. the numbers from the seals must be recorded to allow the driver or other relevant persons to check the seal numbers correspond to the vehicle.</p> <p>Seals must be fit for purpose and applied effectively.</p> <p>Simulated security breaches should be undertaken at a minimum of once a month.</p>	<p>Documentation and equipment check and questioning drivers, in particular checking that sealed items cannot be accessed without breaking the seal.</p> <p>When determining whether or not a site is secure, the haulier must carry out a risk assessment.</p> <p>That assessment will be based on a review of:</p> <ul style="list-style-type: none"> • Manning levels on the site – 24 hour, part unattended etc. • Security of perimeter fencing • Entry / exit points and the opportunity for unobserved entry. • Records of any incidents – have there been any incidents? <p>A copy of that risk assessment must be available at the time of the audit. If the risk assessment determines that the site is not secure, all tanker security procedures must be in place.</p> <p>They must look at recent food safety audits undertaken by the customer. Check a sample of food safety security sheets.</p> <p>Look for evidence of simulated security breaches and random paperwork checks by the depot and rectification of any deficiencies detected. Simulated security breaches are not required at secured sites.</p>

Clarification in the assessor guidance section that **“simulated security breaches are not required at secured sites”**



SECTION E

SECTION E: OUTBASED RELOADS, ROADSIDE COLLECTIONS AND USE OF LAY-BYS				
Section	Standard	Guidance	Assessor guidance	Notes
E1	OUTBASED RELOADS, ROADSIDE COLLECTIONS AND USE OF LAY-BYS.			

The heading of this section has been expanded to indicate it **now includes “roadside collections and use of lay-bys”**.

STANDARD E1.3 – Risk assessments for outbased reload site

	Standard	Guidance	Assessor Guidance
E1.3	<p>Risk assessments must be in place for all outbased reload sites, including the use of draw bar tankers and where collections are made whilst positioned on the public highway.</p> <p>R</p>	<p>Presence of up to date risk assessment</p> <p>Should include:</p> <ul style="list-style-type: none"> • Location of rivers/watercourses. • Access • Security • Employee safety • Yard surface quality • Location of livestock • Chemicals/fertilisers. • Public safety. 	<p>Review all relevant risk assessments and ensure there is one for each site.</p> <p>Check for presence of rivers/watercourses.</p> <p>Where draw bar trailers are used the transhipment point must be treated as an outbased reload site and a risk assessment is required.</p>

Addition of “**public safety**” to the list of elements that should be included in the risk assessment.

STANDARD E1.4 – Use of lay-bys

	Standard	Guidance	Assessor Guidance
E1.4	<p>Procedures must be in place to ensure that lay-bys are not used for milk transhipment other than in emergencies, and where local authority written permission has been granted.</p> <p>R</p>	<ul style="list-style-type: none"> • The procedures must include, and ensure, the safety of employees and the public and the non-spillage of product. • The date, time of use and location of the lay-by. • The reason for the emergency use of the lay-by. • A driver taking a rest break in a lay-by does not constitute an emergency. 	<p>Ask site Management if lay-bys have been used and review procedures/records.</p>

A further requirement added to the standard that **“local authority written permission has been granted”** for the use of lay-bys in an emergency.

STANDARD E1.5 – Risk assessment for lay-bys

	Standard	Guidance	Assessor Guidance
E1.5	Risk assessments must be in place for transshipping milk in lay-by's that have been granted written permission from local authorities.	<p>Presence of up to date risk assessment</p> <p>Should include:</p> <ul style="list-style-type: none"> • Location of rivers/watercourses. • Access • Security • Employee safety • Yard surface quality • Location of livestock • Chemicals/fertilisers • Public safety 	<p>Review all relevant risk assessments and ensure there is one for each site.</p> <p>Check for the presence of local authority written permission for each lay-by being used.</p>

- A new standard covering the “risk assessments that must be in place for transshipping milk in lay-bys **that have been granted written permission from local authorities.**”
- The guidance section states that the risk assessment should include “location of rivers/watercourses, access, security, employee safety, yard surface quality, location of livestock, chemicals/fertilisers and public safety”.
- The Assessor Guidance reminds the assessor that the presence of local authority written permission has to be granted for each lay-by being used.



USE OF LAY-BYS IN EMERGENCIES

NOTE:

Permission to use lay-bys in emergencies is currently the subject of discussion between the DTAS Management Committee and the relevant Local Authorities and further updates will be communicated when information is available.



APPENDIX 1: DEFINITIONS (1)

Annual: Within a period of 365 days (366 if a leap year) from the date in question.

Inclusion of definition of “annual” to signify (for example) that when an item needs to be reviewed or calibrated on an annual basis, and the last date that was done was April 18th 2018, then the next occasion this has to be done by is on or before April 18th 2019, **and not at any time during 2019.**



APPENDIX 1: DEFINITIONS (2)

Outbased reload: a location where milk is transferred from one vehicle to another at a site that is not a depot or a sub-depot. **Drivers are not based at these sites.**

Additional clarification of the definition of an **outbased reload site that it does not have any drivers based there.**



APPENDIX 1: DEFINITIONS (3)

Sub-depot: an operation, **which may have drivers and vehicles based at the site**, managed by a main depot and which does not have its own independent management **and/or supervisory** staff **(infrastructure in line with a main depot)**.

Further clarification of a **sub-depot** is that it is “an operation **which may have drivers and vehicles based at the site**, managed by a main depot and which does not have its own independent management **and / or supervisory** staff (infrastructure in line with a main depot).



APPENDIX 1: DEFINITIONS (4)

Third Party CIP: ~~CIP not under the direct management of the haulier including other dairies and commercial cleaning centres.~~ **CIP Operations not audited by DTAS assessors or under the direct management of the Haulier.**

Amendment to the existing definition of **Third Party CIP** to show these are **“CIP operations not audited by DTAS assessors or under the direct management of the haulier.”**



STANDARDS AVAILABLE ON WEBSITE

The current version of the Scheme Standards is available for view/download on the DTAS website.

<http://www.dairytransport.co.uk/dtas/documents.eb>



ANY QUESTIONS?