



# DTAS 10<sup>th</sup> ANNUAL CONFERENCE 2020

---

## *Administrative update*

Ian Wakeling

*DTAS Scheme Administrator*





# MEMBERSHIP FEES 2020 - 2021

---

	2011/12	2020/21
<b>Haulier Members</b>		
• Per Depot	£250	£250
<b>Associate Members</b>		
• Dairy UK Milk Purchasers	£250	£250
• Non-Dairy UK Milk Purchasers	£350	£350
• Industry suppliers	£150	£150



# SCHEME STATISTICS

	2011/ 12	2012/ 13	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21
<b>Associate Members</b>									
Milk Purchasers									
Dairy UK Members	5	7	5	5	5	6	5	5	5
Dairy UK Non-Members	1	1	1	1	1	1	2	2	2
Industry Suppliers	5	8	7	9	13	17	16	17	17
<b>Haulier Members</b>									
Hauliers	27	33	35	50	54	56	58	62	61
Depots	62	63	65	82	84	82	85	89	85
<b>Assessments</b>									
Standard	55	59	59	78	81	72	83	80	
Random	0	2	3	4	4	3	4	4*	
<b>Active Assessors</b>	19	19	19	17	19	22	20	20	

COVID-19 outbreak led to unprecedented pressure on supply chains.

- Application for temporary relaxation of enforcement of drivers' hours granted  
Derogation issued from 23 March to 21 April for both GB and EU Drivers' Hours rules
- Application for extension of temporary relaxation of enforcement of drivers' hours rules granted  
Extension to derogation issued from 22 April to 31 May for both GB and EU Drivers' Hours rules
- Final extension issued to 14 June for GB Drivers Hours rules
- Application granted for temporary suspension of requirement to include a medical examination report (D4) signed by a doctor when submitting an application to renew a lorry or bus licence at age 45 or over.  
Relaxes pressure on pool of available drivers by allowing them to continue working.
- Temporary suspension of DTAS physical audits introduced from 19<sup>th</sup> March and extension to expiry dates of certificates granted – audits to re-commence from 1 September.



## MEMBERS WHO LEFT SCHEME IN 2019/20

---

### 5 members left during 2019/20

BB's Transport

Bibby Distribution Ltd

Montgomery Tank Services Ltd

ST Services (Shropshire) Ltd

Ulpha Dairy Transport Ltd

### 2 Associate Members left during 2019/20

Hygiena International

Maisonneuve Tankers



## MEMBERS WHO JOINED SCHEME IN 2019/20

---

### 9 new members joined during 2019/20

Dale Farm Cooperative

Frazer Haulage Ltd

John Mackirdy Ltd

MilkTrans

M. J. Refrigeration Transport Ltd

M Keys Transport Ltd

Sitra UK

Suttons Group

Welch Hire

### 3 new Associate Members joined during 2019/20

ADL Associates

Bridgwater Tankwash Ltd

GEA Process Technologies Ireland Ltd



## MEMBERS LEAVING SCHEME IN 2020/21

---

**4 members leaving during 2020/21**

Arran Haulage Services Ltd

Chetwynd Farms

Sitra UK

Suttons Group



## MEMBERS JOINING SCHEME IN 2020/21

---

**3 new members joining during 2020/21**

Hayfields Dairy

Lancashire Farm Dairies

Montgomery Tank Services Ltd





## NON-COMPLIANCE DATA

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Depots Inspected	55	61	60	69	82	81	75	89	82
Non Conformances	335	187	266	276	268	264	252	209	196
Non-Conformance Rate	<b>11.3%</b>	5.5%	<b>7.6%</b>	6.9%	5.6%	5.5%	5.4%	3.7%	<b>3.8%</b>

# NON-COMPLIANCE DATA (1)

## Scheme Year 2018/19

Standard		% non-compliant
C2.1	Milk Measurement or metering equipment	16.1
D5.1	Securing unattended tankers	<b>12.6</b>
D1.3	Tanker hygiene monitoring	11.5
C5.2	CIP flow rates	10.3
A2.4	Load rejection procedures	9.2
A4.4	On site CIP	9.2
A4.6	Third party CIP	9.2
B1.4	Training review	9.2
A1.4	Self audits	8.0
C2.2	Hand held temperature gauges	8.0
C2.3	Calibration of temperature probes	8.0
A2.7	Contingency procedure re emergencies	6.9
B2.1	Health screen/staff at risk policy	6.9
C1.3	Foodstuff only marking	6.9

## Scheme Year 2019/20

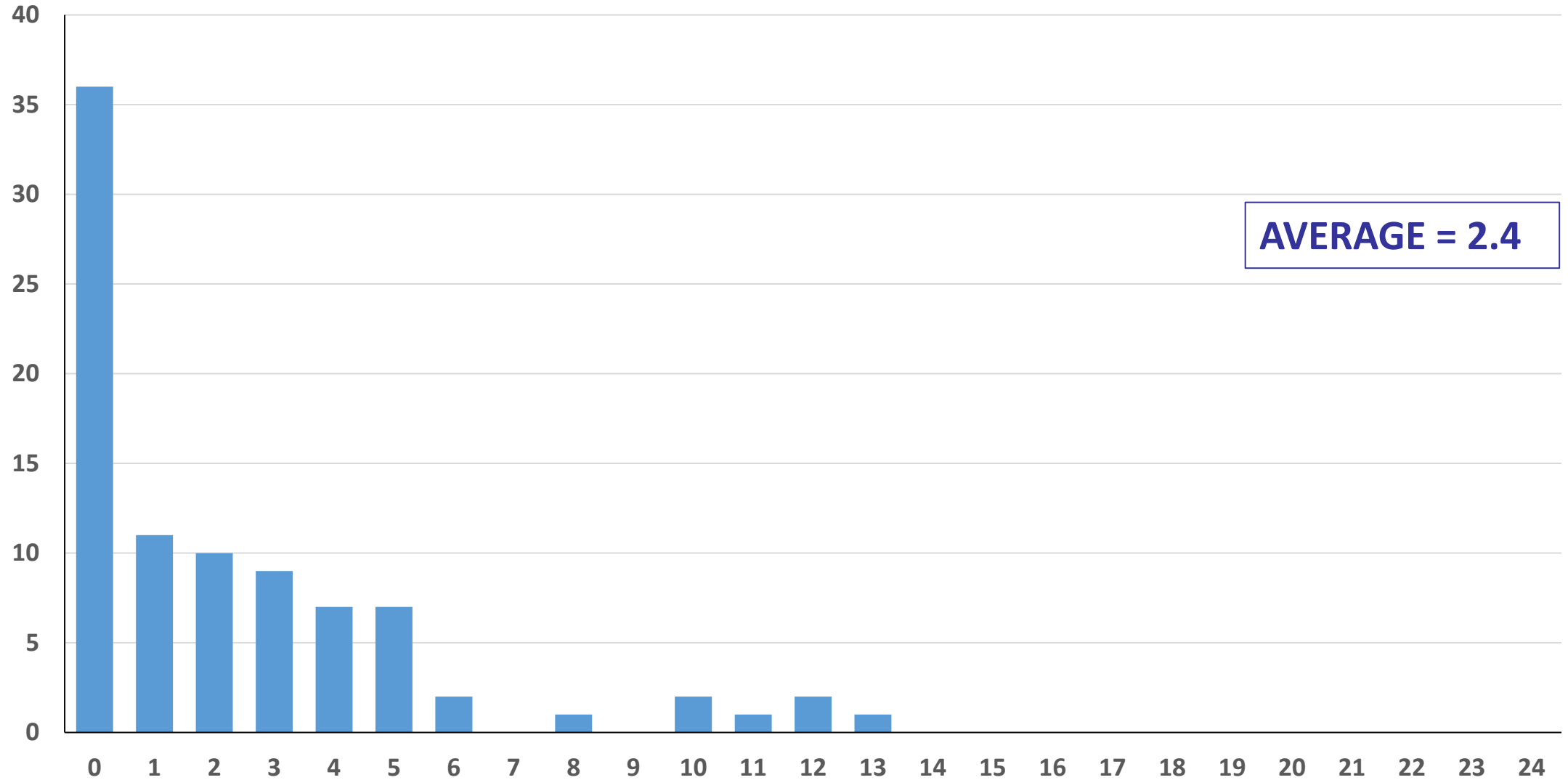
Standard		% non-compliant
A3.1	Comprehensive traceability for all loads	16.1
D5.1	Securing unattended tankers	<b>15.9</b>
D2.1	Sample handling and storage	12.2
D1.3	Tanker hygiene monitoring	11.0
C2.1	Metering equipment	9.8
A4.5	Onsite CIP procedures re tanker cleaning	8.5
A1.4	Self audits	7.3
A4.2	Provision of hygiene facilities on site	7.3
B1.3	Staff training	7.3
B1.4	Training review	7.3
C2.3	Calibration of temperature probes	7.3

# STANDARD A3.1

Section	Standard	Guidance	Assessor Guidance
A3.1	<p>Procedures must be in place to ensure comprehensive traceability for all loads.</p> <p><b>R</b></p>	<p>Records must include:</p> <ul style="list-style-type: none"> <li>The description of the product.</li> <li>Date and time of the collection.</li> <li>Volume or quantity.</li> <li>Names and addresses of 'Consignor' and 'Consignee'.</li> <li>Name and address of the food business operator to whom the food is being sent.</li> <li>Reference enabling the lot, batch or consignment, as appropriate, to be identified.</li> <li>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.</li> <li><b>D600/BCT55 should include confirmation of Red Tractor assurance status if applicable.</b></li> </ul> <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 &amp; 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"> <li>Producer I.D. (name and no.)</li> <li>Collection time.</li> <li>Collection temperature.</li> <li>Volumes collected.</li> <li><b>Milk type being RT followed by any other individual company required information. The haulier must maintain an index of any abbreviations used.</b></li> </ul> <p>Question managers on treatment of exceptions.</p>

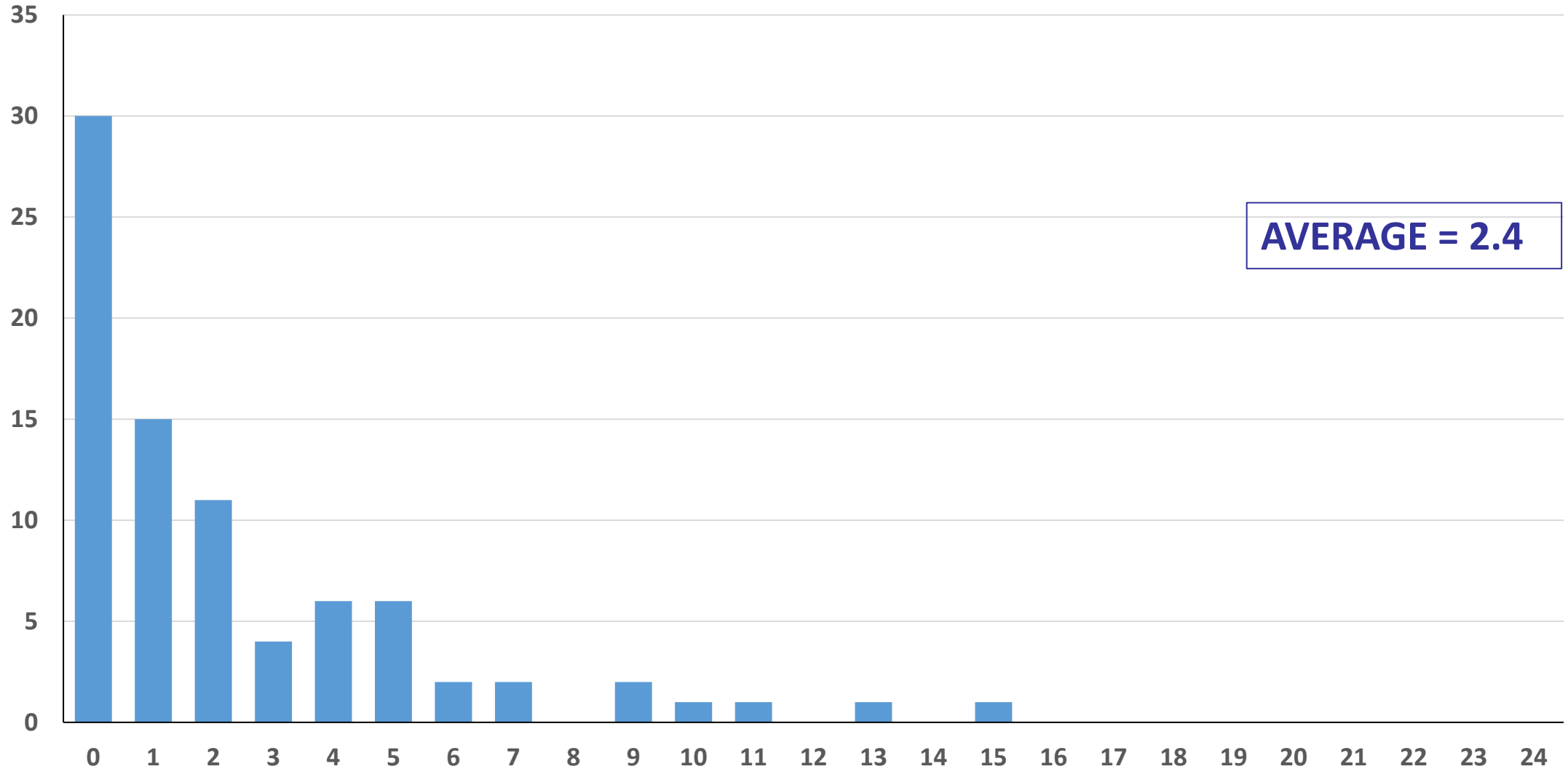
## NON-COMPLIANCE DATA (2)

Number of non-conformances per depot 2018/19



# NON-COMPLIANCE DATA (3)

## Number of non-conformances per depot 2019/20





## CHANGES TO OPERATING PROTOCOL

---

# *DTAS Operating Protocol Version 8 (effective from 1 April 2020)*

## *Changes made from Version 7*

## ADDITION OF SUB-DEPOTS TO WHAT IS COVERED BY STANDARDS

---

19. The standards cover:

- General Management
- Personnel and Training
- Fleet and Equipment
- Milk quality, Hygiene and Security
- **Sub-depots**, outbased reload sites, roadside collections and use of lay-bys
- Records
- Complaint procedure
- CIP Flow Rate and Pressure
- Sample jewellery policy

## REVISED DEFINITION OF A FULL MEMBER

---

22. Full members are those organisations operating tankers involved in the transportation of milk and its liquid milk fractions (e.g. cream, skim, skim concentrate, whey and whey concentrate).



## DEPOT CERTIFICATES INCLUDE SUB-DEPOTS AND OUTBASED RELOAD SITES

---

29. Certification means that individual haulage depots have been assessed and deemed compliant with the scheme standards. It is the certification status of depots, **sub-depots and outbased reload sites** that is recorded on the scheme website.

## SUB-DEPOTS AND OUTBASED RELOAD SITES TO BE VISITED DURING ASESSEMENTS

---

56. The assessor will use their discretion as to whether further visits to all, **or any**, of the sub-depots or outbased reload sites are required.

## RE-DEFINITION OF SECTION

---

- Certification Process covers items 42 to 49
- Certification Process **following completion of audit** covers items 61 to 74

## AUDITING SAME SITE FOR WHICH PRE-AUDIT ADVICE HAS BEEN PROVIDED

---

65. On request, assessors may provide a mentoring role, and/or pre-audit advice, and/or assistance with preparation for an audit, **which may be** on a commercial basis.

The assessor must declare this to the Management Committee so a decision can be taken as to whether the assessor can also carry out the subsequent audit.

## NON-ELIGIBILITY FOR PRODUCT ASSURANCE IF DEPOT IS NOT CERTIFIED

---

74. Any product hauled by this depot will no longer be eligible to use the Red Tractor logo for as long as it is not certified.
74. If the depot is not DTAS certified, it is not possible to assure the status of any product that has been produced using milk delivered by that haulier during the period the depot was not certified.

N.B. Previously only referred to use of Red Tractor logo and now refers to any product.

## CONFIRMATION THAT 28-DAY RECTIFICATION PERIOD CANNOT RUN OVER THE EXPIRY DATE

---

76. To renew the certificate hauliers must ensure that ~~another assessment is undertaken~~ before the expiry date on the current certificate.
76. To renew the certificate hauliers must ensure that **Part C of the following year's Certification Report has been signed** before the expiry date on the current certificate.

Clarification that the current year's audit, i.e. rectification of any non-compliances, must be completed before the current certificate expires.

If the date on the current certificate is before the end of the 28-day period for rectification of any non-compliances, the expiry date on the current certificate will take precedence.

## CONFIRMATION THAT 28-DAY RECTIFICATION PERIOD CANNOT RUN OVER THE EXPIRY DATE

81. If assessments were undertaken more than 28 days before the old expiry date, ~~then the expiry date of the new certificate will be the anniversary of the date the Certification Report is signed by the assessor.~~ **the 28-day period for completion of any non-conformances still applies and does not extend to the expiry date of the current certificate. The expiry date of the new certificate will be the anniversary of the date the Certification Report is signed by the assessor.** (If, however, there are no non-conformances, and the Certification Report can be signed off on the date of the assessment, then the haulier may request that the expiry date of the new certificate runs from 28 days from the assessment).

**Clarification that the current year's audit, i.e. rectification of any non-compliances, must be completed before the current certificate expires.**

**If the date on the current certificate is before the end of the 28-day period for rectification of any non-compliances, the expiry date on the current certificate will take precedence.**

## DOCUMENTS AVAILABLE TO MANAGEMENT COMMITTEE

---

97. With the exception of individual appeals, **Random and Verification Audits**, all the information collected by Dairy UK on non-conformances against individual standards will remain confidential and only aggregate management information will be passed to the DTAS Management Committee.



## RATIFICATION OF SCHEME STANDARDS

---

99. The scheme standards will be reviewed by the DTAS Management Committee on an annual basis accompanied by a consultation process (pre and post review). Queries and suggestions will be compiled by Dairy UK. The review will be initiated in October each year with revised standards notified to scheme members in January/February for implementation ~~from 1<sup>st</sup> April~~ following ratification at the Annual Conference.

104. All Full Members of DTAS are entitled to use the DTAS logo either electronically or on paperwork, signage, vehicle livery or by any other means to demonstrate their membership of the Scheme.

Associate Members, however, must obtain the express permission of the Management Committee should they wish to display the logo.

**PART B: NON-COMPLIANCE REPORT**

DTAS Standard Number	Detail of non-compliance	Corrective action required - can be photograph, documentary evidence or revisit.	Evidence of action taken

Completion date for N/C's or date of expiry of the current certificate (whichever is the sooner): \_\_\_\_\_

I understand that any non-conformances must be completed within 28 days of the audit date. Failure to do so may affect the continuing assured status of the haulier site.

Signed by Haulier \_\_\_\_\_

Signed by Auditor \_\_\_\_\_

Date: \_\_\_\_\_

**PART C: CONFIRMATION OF COMPLIANCE**

I warrant that adequate evidence has been provided to demonstrate that [ \_\_\_\_\_ ] depot, its associated sub-depots and outbased reload sites are now fully compliant with the requirements of DTAS and can be certified as such.

Signature: \_\_\_\_\_

Date form signed: \_\_\_\_\_

Please email form on completion of Part C to [iwakeling@dairyuk.org](mailto:iwakeling@dairyuk.org) or post to Ian Wakeling, Dairy UK, 6<sup>th</sup> Floor, 210 High Holborn, London WC1V 7EP

N.B. An additional, handwritten, version of the Certification Report must be completed on the day of the audit. Part B must be signed by both the assessor and the haulier, to agree to the non-compliances listed and the deadline for their rectification, and (if applicable) Part C can be signed by the auditor. A copy of the (signed) handwritten document must be retained by both parties.

# ANNEX 1 – DTAS CERTIFICATION REPORT

Expiry date on the current certificate will take precedence over the 28-day period following the audit for rectification of non-compliances

**N.B. An additional, handwritten, version of the Certification Report must be completed on the day of the audit. Part B must be signed by both the assessor and the haulier, to agree to the non-compliances listed and the deadline for their rectification, and (if applicable) Part C can be signed by the auditor. A copy of the (signed) handwritten document must be retained by both parties.**

## ANNEX 2 - DTAS ASSESSOR CRITERIA: RECRUITING, TRAINING & PERFORMANCE MONITORING

---

### STEP 3: Witnessing and Approval to Assess

*The following sets out the approval process that trainee assessors must go through before they achieve DTAS Approved status.*

- Ideally, the trainee should observe a DTAS Visit by an experienced assessor before attempting to undertake their Witnessed Assessment
- The trainee's first DTAS Visit should be witnessed by a Witness Assessor approved by the DTAS Management Committee, as determined by the DTAS Witness Assessor Protocol (in the appendix)
- This visit would count as an official DTAS Visit subject to the final approval of the Witness Assessor
- The Witness Assessor must be independent of both the assessor being audited, and the depot being visited. In this instance, independence is defined as not being employed by the same organisation as either the assessor or the depot, and having no other vested interest in either entity.
- The Witness Assessor should be an established and experienced DTAS Assessor and considered by the DTAS Management Committee to possess the necessary skills to not only complete a thorough and robust assessment, but also to submit a sufficiently detailed report to the Management Committee.
- **This Witnessed Assessment needs to be completed within 3 6 months following the initial training course unless an extension is granted by the Management Committee**

## PART D: STANDARDS ASSESSMENT

### GENERAL MANAGEMENT (Section A)

#### WHAT GREEN LOOKS LIKE:

- Gains an understanding of the operation and management of the operation through observation and effective questioning
- Establishes whether there are any associated sub-depots / outbased reload sites, sub-contractors
- **Establishes all sites where CIP of tankers is undertaken and inspect any on-site CIP (including sub-depots)**
- **Where CIP is undertaken by dairy sites and/or third-party CIP providers, obtain evidence of compliance with the Dairy UK Tanker Cleaning Code of Practice.**
- Familiarise themselves with the depot and any associated sub-depots
- Uses audit trails to verify they have the necessary records and check that all such records are current and applicable
- Assessment of procedures to ensure their effectiveness and compliance with the DTAS Standards
- Effective validation of the correct implementation of procedures by relevant personnel as detailed e.g. in the Drivers' Handbook, through observation and effective questioning

#### SCORE

**Green (Good)**

**Amber (Improvement needed)**

**Red (Unacceptable):**

<p><b>PERSONNEL AND TRAINING (Section B)</b> WHAT GREEN LOOKS LIKE:</p> <ul style="list-style-type: none"> <li>• <b>Uses audit trails to verify that personnel (including non-directly employed personnel) have received the necessary training and are demonstrably competent to undertake their roles</b></li> <li>• Ensure presence and effectiveness of health screening procedures through questioning and observation, with particular emphasis upon the action taken in the event of a concerning screening</li> </ul>	<p><b>SCORE</b></p> <p>Green (Good)</p> <p>Amber (Improvement needed)</p> <p>Red (Unacceptable):</p>
<p><b>FLEET AND EQUIPMENT (Section C)</b> WHAT GREEN LOOKS LIKE:</p> <ul style="list-style-type: none"> <li>• Thorough assessment of tankers both externally and internally through observation and inspection</li> <li>• <b>Ensuring calibration procedures of flowmeters, handheld temperature probes and inline temperature probes (where they are in use) are in place, effective and complied with, through questioning and audit trails</b></li> <li>• Identification of potential contamination issues and the implementation of effective procedures to manage and minimise such risks</li> <li>• Ensure effective identification and inventory of tankers through observation and audit trails</li> <li>• Establish that procedures for management of tankers entering the fleet are in place, effective and are implemented</li> </ul>	<p><b>SCORE</b></p> <p>Green (Good)</p> <p>Amber (Improvement needed)</p> <p>Red (Unacceptable):</p>
<p><b>OUTBASED RELOAD SITES (Section E)</b> WHAT GREEN LOOKS LIKE:</p> <ul style="list-style-type: none"> <li>• <b>Establish whether outbased reload sites, roadside farm collection and /or lay-bys are being used and, if so, correctly identify all such sites and select at least one outbased reload site for a visit</b></li> <li>• Inspection of risk assessments for all above sites as applicable</li> <li>• If applicable, visit at least one outbased reload site and assess its suitability and adherence to correct procedures and DTAS Standards</li> </ul>	<p><b>SCORE</b></p> <p>Green (Good)</p> <p>Amber (Improvement needed)</p> <p>Red (Unacceptable):</p>

Annex 4 of Protocol now refers to Random / Verification audits.

### ***Random Audits:***

- Minimum of four a year – additional audit(s) may be required following notification of a significant failure to uphold the Scheme Standards
- Depots and auditor selected by DTAS Management Committee (or via delegation to Scheme Administrator)

### ***Verification Audits:***

- Held as required as part of the New Assessor approval process
- Depot will be that audited by the trainee assessor for their first unsupervised audit

**PART D: RANDOM / VERIFICATION AUDIT SUMMARY**

Detail of non-compliance

	N/C's which <u>could</u> have changed since initial visit	N/C's which <u>could not</u> have changed since initial visit
Nearly compliant	1.	1.
Definitely non-compliant	1.	1.

Auditor's comments on initial assessment:

Auditor's recommendations:

Comments/action taken by the Management Committee following review by the DTAS Management Committee

N.B. An additional, handwritten, version of the Random / Verification Audit Report must be completed on the day of the audit. Part B must be signed by both the assessor and the haulier, to agree to the non-compliances listed and the deadline for their rectification, and (if applicable) Part C can be signed by the auditor. A copy of the (signed) handwritten document must be retained by both parties.

# ANNEX 5 –DTAS RANDOM / VERIFICATION REPORT

Additional section added for "Comments / action taken by the Management Committee following review by the DTAS Management Committee"

**N.B. An additional, handwritten, version of the Certification Report must be completed on the day of the audit. Part B must be signed by both the assessor and the haulier, to agree to the non-compliances listed and the deadline for their rectification, and (if applicable) Part C can be signed by the auditor. A copy of the (signed) handwritten document must be retained by both parties.**



- HACCP Review Group met on May 4<sup>th</sup>
  - Tim Hampton                      Arla Foods
  - Jen Shelton                        OMSCo
  - Bill Campbell                      Wincanton
  - Marie Ballard                      Müller Milk & Ingredients (*now Arla Foods*)

Companies listed in the document can use the generic Dairy UK HACCP to comply with the DTAS Standards. Otherwise you have to generate your own HACCP plan to remain compliant.

A further HACCP review may take place in advance of UK's exit from the EU on 31st December 2020 to update legislation references.

Congratulations to:

- Robin Dearden                      Bibby Distribution
- Jackie Skelton                      Arla Foods

who have completed the training process to become certified DTAS Assessors.

## TRAINING FOR NEW ASSESSORS / INTERNAL AUDITORS

---

Two New Assessor and Internal Auditor courses held in 2019:

- 11<sup>th</sup> & 12<sup>th</sup> September at SJ Bargh, Lancaster
- 30<sup>th</sup> & 31<sup>st</sup> October at Gregory Distribution Ltd, North Tawton, Devon

Further course(s) to be held later this year when COVID-19 restrictions have been lifted.

Further **DTAS Awareness Courses** to be held when COVID-19 restrictions have been lifted.

## CPD TRAINING FOR 2020/21

---

- Assessors undertaking two or more assessments a year must attend an annual training event.
- Assessors undertaking only one assessment per year will be required to attend the training event at least once every two years.

CPD training is planned to be farm-based (concentrating on Red Tractor issues) and will be arranged following lifting of COVID-19 restrictions.



## RESUMPTION OF DTAS AUDITS

---

DTAS physical audits to resume from September 1<sup>st</sup> (subject to Local Government restrictions and individual company policies).