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|  <small>Getreide, Ölsaaten, Futtermittel Céréales, oléagineux, matières premières</small> | Lagerhalter-Bedingungen_englisch | |
| | Qualitätsmanagement | Arbeitsanweisung 8422.04 |
| | | Version 3.0 |

Working Instructions

1. Objective and Purpose

To guarantee that the fenaco quality management stipulations are implemented by its warehouse keepers, that no goods reach the market or production unless they comply with the stipulated regulations and that no loss of quality or composition of the goods placed in storage can occur due to incorrect storage or handling.

2. Responsibilities

fenaco is responsible for the stipulations and instructions. The warehouse keepers are responsible for implementing them.

3. Provisions

3.1. Staff

Appropriate manner and presentation of the warehouse staff towards customers and suppliers (honesty, friendliness, punctuality, discretion). Meticulous attention must be paid to personal hygiene (clean hands, clothing, etc.).

3.2. Technical state

The faultless technical and hygienic state of the warehouse premises, the machinery and equipment and of the measuring instruments is a basic requirement.

The technical equipment must, in the case of loose goods, permit them to be preserved in a way that is healthy and customary in the trade, to move around, have representative samples taken, be treated expertly against pests and, within the allotted time, be retrieved from storage in the means of transport provided.

3.3. Prohibited preliminary storage products are:


Slaughterhouse waste products, meat and bone meal, radioactive substances, asbestos or substances with asbestos components and mineral oil. (Applies to both loose goods and to goods bagged in sacks).

3.4. Critical preliminary storage products are:

Garden/potting compost which is mixed with animal manure, metal waste and lathe filings, toxic substances and packagings consisting of them, mineral clay which is used for decontamination, seeds which have been treated with toxic substances, sludge, household waste, untreated food residue, glass and glass splinters, fertilizers, nano-particles and all products declared as containing GMOs.

Placing goods into storage following a critical preliminary storage requires the prior agreement of fenaco (applies both to loose goods and to goods bagged in sacks).

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| Erstellt von: Eisenhut Andreas [fenaco GOF] Erstellt am: 12.11.2014 08:36:19 | Freigegeben: Schmid Fortunat [fenaco GOF] 20.05.2020 18:01 | Seite 1 von 4 |
| Pfad: https://gof.intranet.fenaco.com/QM/Handbücher/QMH/Zielbibliothek%20QM/Forms/AllItems.aspx | | |

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| | | Version 3.0 |

3.5. Residue from preliminary storage

If residue from the previous warehoused goods could contaminate or otherwise spoil the new warehoused goods, the warehouse space must be thoroughly cleaned, if necessary wet-cleaned, and if need be disinfected/gas-treated before the new warehouse goods are placed into storage. The measures taken must be documented in a cleaning report. The warehouse keeper is liable for defects in the warehoused goods which may arise due to prohibited or critical preliminary storage operations as well as inadequate warehouse hygiene.

3.6. Inspection criteria for loose goods:

| | Weight | Odour | H ₂ O | kg/hl | Foreign objects | Ergot | Live pests | Number of cases |
|-----------------------|--------|-------|------------------|-------|-----------------|-------|------------|-----------------|
| Grain for milling | x | x | x | x | x | x | x | (x)* |
| Forage cereal | x | x | x | x | x | x | x | |
| Oilseeds | x | x | x | | x | | x | |
| Maize | x | x | x | | x | | x | |
| Coarse oilseed grains | x | x | x | | x | | x | |
| Other viscous goods | x | x | x | | x | | x | |


* agreed from case to case between warehouse keeper and fenaco.

3.7. Inspection of goods on receipt

Goods coming in must always be inspected on receipt, based on the inspection criteria, to ensure that they are in good condition in accordance with the regulations. At the same time, the quality of the delivered goods must be verified with the quality parameters declared in the release (approval for market) from fenaco and with the readings indicated by the supplier on the delivery papers. If, on unloading, defects or differences from the indicated readings of the supplier or of the release are ascertained, their storage must be suspended, fenaco must be informed immediately and action must be taken according to fenaco's instructions. If defects in the goods are not ascertained until after they are placed into storage, the warehouse keeper is liable for the ascertained decrease in value of the goods. Freight and delivery papers, and weighbridge certificates must be checked and passed onto fenaco immediately. fenaco may ask for a sample to be provided when the goods are placed in storage.

3.8. Warehouse supervision

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|---|---|---------------|
| Erstellt von: Eisenhut Andreas [fenaco GOF] Erstellt am: 12.11.2014 08:36:19 | Freigegeben: Schmid Fortunat [fenaco GOF] 20.05.2020 18:01 | Seite 2 von 4 |
| Pfad: https://gof.intranet.fenaco.com/QM/Handbücher/QMH/Zielbibliothek%20QM/Forms/AllItems.aspx | | |

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The warehouse premises must be supervised continually and the periodical inspections (sensory check, temperature) recorded in a daybook. If defects are ascertained in the goods, fenaco must be notified of the findings immediately and action must be taken according to fenaco's instructions. The warehouse keeper is liable in full for defects in the warehoused goods which have arisen due to inadequate supervision of the warehoused goods.

Reduction in value as a result of mixing and/or of other violation of the duty of care (negligence) by the warehouse keeper is chargeable to the latter.

3.9. Pest monitoring and control

The warehouse keeper guarantees suitable pest monitoring and documents preventative as well as any acute measures in a daybook. Pest control, in particular treating the goods with gas (for loose goods), may be carried out only by trained staff authorised to do so. The warehouse keeper is liable for all damage or losses which have arisen due to pest control measures being carried out too late or being carried out incorrectly or contrary to the regulations.

3.10. Inspection of goods on retrieval from storage

The retrieval must be carried out as ordered by fenaco (release/approval of goods for market). The goods must always be inspected on retrieval based on the inspection criteria to ensure that they are in a good condition in accordance with the regulations and must be documented for each loading unit (lorry, railway goods wagon, container, etc.) on the delivery papers. If defects are ascertained on loading, the loading operation must be suspended, fenaco must be informed immediately and action must be taken according to fenaco's instructions. The delivery papers must, immediately after completion of the loading, be sent electronically to fenaco and, unless otherwise noted on the release, also to the consignee of the goods.

3.11. Reserve samples:

Each time loose goods are retrieved from storage, a reserve sample of at least 0.5 litres must be taken for each loading unit and kept cool, dark and dry in a sealed container for at least 6 months. Labelling: release number, wagon/cell numbers, loading weight, description of goods, consignee and date/signature with initials, etc.


For bagged goods, a reserve sample is taken only on the basis of separate instructions from fenaco.

3.12. Traceability:

The warehouse keeper guarantees complete traceability at all times. This comprises records (identification, time, quantity. etc.) of the origin of the goods, in-house warehouse location, any transfers and loading origin on retrieval of the goods. The goods placed in storage must be identifiable and checkable at all times. In particular in the case of silo goods, this requires a complete cell inspection and documentation thereof (warehouse accounting).

3.13. Reporting/Notification system

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| Erstellt von: Eisenhut Andreas [fenaco GOF] Erstellt am: 12.11.2014 08:36:19 | Freigegeben: Schmid Fortunat [fenaco GOF] 20.05.2020 18:01 | Seite 3 von 4 |
| Pfad: https://gof.intranet.fenaco.com/QM/Handbücher/QMH/Zielbibliothek%20QM/Forms/AllItems.aspx | | |

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The following signed documents must be sent to fenaco:

On placing goods in storage, a warehouse certificate with the following details: type of goods, weight, origin, date received and inspection criteria recorded depending on the order.

On retrieval from storage, a document: (dock receipt, delivery note, dispatch advice, etc.) with details regarding type of goods, weight, consignee, date sent off, fenaco dispatcher's number, and inspection criteria recorded depending on the order.

3.14. Insurance:

Unless the warehouse keeper is otherwise instructed, the goods are insured by fenaco.

3.15. Order of importance of validity:

In the event of contradictions, these terms and conditions governing warehouse keeping for fenaco are deemed to be higher in importance and take precedence over all other provisions in contracts and their appendices between the warehouse keeper and fenaco.

4. Other documents that apply:

- **Hygiene Ordinance 817.024.1**
- **Contaminants Ordinance 817.022.15**
- **Animal Feedstuffs and Feedstuffs Book Ordinance incl. Appendices 916.307.1**
- Animal Epidemics Ordinance 916.401
- swiss granum quality assurance programme for domestic oilseeds
- swiss granum acceptance conditions for bread grain and forage cereal

5. Final provisions:

fenaco may order further measures or stipulations or ones that depart from these Working Instructions. These must be set out in writing.

In the event of repeated non-compliance with these Working Instructions and with the other documents that also apply respectively, fenaco may introduce special measures.

The warehouse keeper confirms the validity of these Working Instructions and that he has instructed the relevant employees about their correct implementation.

Place/Date:

Stamp and legally binding signature:

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| Pfad: https://gof.intranet.fenaco.com/QM/Handbücher/QMH/Zielbibliothek%20QM/Forms/AllItems.aspx | | |