

## Work Instruction Transport

### 1. Aim and purpose

Ensure that the transport company (assigned by the fenaco GOF directly or indirectly) knows and implements the requirements of the fenaco GOF quality management and that no goods get in the trade and in the production that do not meet the defined requirements.

### 2. Responsibilities

For the specifications and instructions is the fenaco GOF, for the implementation is the transport company responsible.

### 3. Terms

#### 3.1. Staff

Proper behavior of the personnel towards customers and suppliers (honesty, friendliness, punctuality, discretion).

#### 3.2. Technical condition

Immaculate technical and hygienic condition of the means of transportation

#### 3.3. Forbidden pre-storages are:

Offal, animal meal, radioactive materials, asbestos or materials with asbestos components and mineral oil.

#### 3.4. Critical pre-storages are:

Garden / potting soil that is mixed with animal manure, metallic waste and lathe chips, toxic materials and packaging, mineral clay that is used for detoxification, seeds treated with toxic materials, sewage sludge, household waste, untreated food residues, glass and glass fragments, organic fertilizers as well as all GMO products.

#### 3.5. Residues from pre-storage

If residues of the previously loaded products may contaminate or affect the new load, the means of transportation must be thoroughly cleaned, if needed wet and if necessary also disinfected / fumigated. The measures taken must be documented in the logbook.

#### 3.6. Hygiene confirmation

By road transport of bulk goods the consignment should be accompanied by the document [8422.02](#) "Hygiene confirmation of bulk transports". This document should be filled out by each driver and handed over to the consignee. The document [8422.02](#) can be replaced by an own document which has been approved by fenaco.

#### 3.7. Deadlines

In order to inform the parties in advance fenaco is to be informed in all cases where the deadlines for loading or unloading fixed by fenaco cannot be met.

#### 3.8. Defects

If during loading of the products defects are observed, the loading must be stopped, the clients must be informed immediately and the further actions have to be performed according to their instructions.

#### 3.9. Shipping documents

 <small>Getreide, Olsaaten, Futtermittel Céréales, oléagineux, matières premières</small>	<b>Transport-Bedingungen_englisch</b>	
	Qualitätsmanagement	Arbeitsanweisung 8422.01
		Version 3.0

Shipping documents, delivery notes and weighing receipts must be checked and forwarded immediately to the client

**4. Applicable Documents:**

- document [8422.02](#) "Hygiene confirmation of bulk transports"
- Hygiene Regulation (EG) No. 852/2004
- EU legislation

**5. Final Provisions**

Cargo insurance:

- Ship/barge: covered by client
- Rail: Swiss/EU Transport law
- Truck: covered by the transport company

The transport company assigned by fenaco is responsible for the completion of the assignment even if itself cannot provide the service and should ensure that this work instruction has been observed by third-parties. The transport company shall be liable for damages resulting from non-compliance with this work instruction.

In case of repeated non-compliance with this work instruction or the applicable documents, fenaco may initiate special measures.

The transport company confirms the acceptance of this work instruction and that the co-workers and third parties have been informed accordingly.

Place / Date:

Company stamp and binding signature:

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