

## AFMA - Transport Protocol Assessment Matrix

| Question  | Regulation  | Verification  |
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| <b>1. AFMA's Competition Law Disclaimer</b>   |   |   |
| 1.1. Does the company have a policy on their commitment to full compliance to the Competition Act?                | AFMA Competition Law disclaimer stipulates <b>"AFMA and its members are committed to full legal compliance and, in particular, to absolute compliance with the Competition Act, 1998 as amended. All activities of AFMA will thus be carefully measured against the prevailing competition laws of South Africa."</b> | Document review   |
| 1.2. Does the company have a procedure to ensure that management is aware of the AFMA Competition Law disclaimer? | AFMA Competition Law disclaimer stipulates "It is accordingly obligatory for each member of AFMA to immediately familiarise himself/herself with the contents of the Competition Act.   | Document review, verify if the disclaimer is readily available<br>Interview with management |
| <b>2. Rating of companies</b>   |   |   |
| 2.1. Is there a commitment to ensure that the transporter do audits on all their vehicles on a regular basis?     | No 3. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires that "members should do audits of all their transport companies on a regular basis."   | Document review, check audit schedules<br>audit reports                                     |
| <b>3. Transport / Contractor procedures</b>   |   |   |
| 3.1. Does the transporter have a "GMP Transport file"?  | No 5. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires "procedures to be developed by the Transport Contractor. All procedures must be documented and all these documents will be part of the transporters "GMP Transport file".  | Document review   |
| 3.2. Do all vehicles have at all times a copy of the GMP Transport file available?                                | No 5. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires "a copy of this file must be available in each vehicle at all times."  | Vehicle inspection, review operating procedures   |
| 3.3. Does the transport file provide examples and some "ready to use" worksheets?                                 | No 5. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires "a copy of this file must be available in each vehicle at all times. This document provides examples and some "ready to use" worksheets that might be of assistance."  | Document review   |

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| 3.4. Do the procedures include step by step work instruction?   | No 5.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires "that the procedure will indicate the following information: step by step work instruction"                         | Document review |
| 3.5. Does the procedure include reference of worksheets to be used and completed?   | No 5.2. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires "that the procedure will include reference of worksheets to be used and completed"                                  | Document review |
| 3.6. Does the procedure include the frequency that procedures need to be carried out?                                     | No 5.3. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires that "the procedure will include the frequency that procedures need to be carried out"                              | Document review |
| 3.7. Does the procedure include responsibilities of employees/drivers?  | No 5.4. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires "that the procedure will include responsibilities of employees/drivers"   | Document review |
| 3.8. Does the procedure include products and equipment to be used?  | No 5.5. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires that "the procedure include products and equipment to be used"  | Document review |
| 3.9. Does the procedure include standards which must be defined?  | No 5.6. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires that "the procedure include standards which must be defined"  | Document review |
| 3.10. Does the procedure include preventative measures and corrective action procedures, when a non-conformance is found? | No 5.7. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA, requires that the procedure include preventative measures and corrective action procedures, when a non-conformance is found" | Document review |

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| <b>4. Preventative measures to avoid contamination of products if undesirable substances have been transported</b>                      |  |  |
| 4.1. Is there a record of consignment notes held to record the previous load in all vehicles for bulk transport?                        | No 7.a.1.i of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA “requires a procedure to avoid contamination of products if undesirable substances have been transported.<br>1. Determine procedures required based on the guidelines below:<br>i. For bulk transport, the previous loads must be recorded by the driver in a consignment note held in the vehicle”  | Document and record review                                 |
| 4.2. Is there a cleaning policy that addresses cleaning and disinfection of the vehicle?  | No 7.a.1.i of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA “requires a procedure to avoid contamination of products if undesirable substances have been transported.<br>1. Determine procedures required based on the guidelines below:<br>i. For bulk transport, the previous loads must be recorded by the driver in a consignment note held in the vehicle and a cleaning procedure must be established, complying with the requirements and supplementary standards for cleaning (and disinfection) of the vehicles.”   | Document and record review                                 |
| 4.3. Are there cleaning procedures to ensure compliance with the cleaning and disinfection of the vehicle?                              | No 7.a.1.iii of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA “requires a procedure to avoid contamination of products if undesirable substances have been transported.<br>1. Determine procedures required based on the guidelines below:<br>i. For bulk transport, the previous loads must be recorded by the driver in a consignment note held in the vehicle and a cleaning procedure must be established, complying with the requirements and supplementary standards for cleaning (and disinfection) of the vehicles.” | Document and record review                                 |
| 4.4. Is there a checking procedure for the driver before each consignment of raw material to ensure that the load compartment is clean? | No 7.a.1.ii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the general requirement is that the load compartment must be clean and try: free of residues and, odours from previous loads. The driver must visually check this before each consignment of raw materials.”  | Document and record review, driver interview & observation |

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| 4.5. Is there a checking procedure for the driver before each consignment of raw material to ensure that the load compartment is dry?              | No 7.a.1.ii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the general requirement is that the load compartment must be clean and dry: free of residues and, odours from previous loads. The driver must visually check this before each consignment of raw materials.” | Document and record review, driver interview & observation |
| 4.6. Is there a checking procedure for the driver before each consignment of raw material to ensure that the load compartment is free of residues? | No 7.a.1.ii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the general requirement is that the load compartment must be clean and dry: free of residues and, odours from previous loads. The driver must visually check this before each consignment of raw materials.” | Document and record review, driver interview & observation |
| 4.7. Is there a checking procedure for the driver before each consignment of raw material to ensure that the load compartment is free of odours?   | No 7.a.1.ii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the general requirement is that the load compartment must be clean and dry: free of residues and, odours from previous loads. The driver must visually check this before each consignment of raw materials.” | Document and record review, driver interview & observation |
| 4.8. Is this procedure recorded in the consignment note?   | No 7.a.1. iii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the cleaning and disinfection actions for each bulk load must be noted and initialled (signed) in the consignment note by the driver and the responsible person at the cleaning facility”                  | Document and record review, driver interview & observation |
| 4.9. Is the consignment note signed by the driver?   | No 7.a.1.iii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the cleaning and disinfection actions for each bulk load must be noted and initialled (signed) in the consignment note by the driver and the responsible person at the cleaning facility”                   | Document review, observe cleaning activities               |
| 4.10. Is the consignment note signed by the responsible person at the cleaning facility?   | No 7.a.1.iii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the cleaning and disinfection actions for each bulk load must be noted and initialled (signed) in the consignment note by the driver and the responsible person at the cleaning facility”                   | Document review, observe cleaning activities               |
| 4.11. Is there a procedure to avoid load contamination from outside influences like water, rain and bird droppings after loading?                  | No 7.b.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that there must be a “procedure to avoid load contamination through water (rain) and bird droppings.”   | Document review  |

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| 4.12. If the vehicle is contaminated by water or bird droppings are there procedures to ensure that actions are taken?   | No 7.c. 1.ii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that in the event “that rainwater or bird droppings contaminate a vehicle a procedure must be drawn up to deal with this eventuality. Actions taken and the results thereof must be recorded.”   | Document review, driver interview                |
| 4.13. If the vehicle is contaminated by water or bird droppings are the results of the actions recorded?   | No 7.c.1.ii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that in the event “that rainwater or bird droppings contaminate a vehicle a procedure must be drawn up to deal with this eventuality. Actions taken and the results thereof must be recorded”   | Document review, driver interview                |
| 4.14. Are loads covered by a clean tarpaulin?  | No 7.b.2. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “loads must be covered by a clean tarpaulin and tied down if not transported in a Taut liner type vehicle or a closed container.”<br>No 7.b.3. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “tarpaulins and/or containers should be 100% effective in keeping out potential contaminants. Tarpaulins must not have holes or tears in them and containers must not be damaged in any way.” | Observation<br>Inspection                        |
| 4.15. Are load compartments covered even if the compartments are empty to prevent rain penetration and bird droppings or are they cleaned before the next cargo? | No 7.c.1.ii. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates “the load compartments must be covered even if the compartments are empty to prevent rain penetration and bird droppings. If covering of the load compartments is not possible, the compartments must be cleaned (even through hosing) and wiped dry before the next cargo is loaded  | Procedure review, driver interview               |
| 4.16. Are loads tied down if not transported in a Taut liner type vehicle or a closed container?   | No 7.b.2. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “loads must be covered by a clean tarpaulin and tied down if not transported in a Taut liner type vehicle or a closed container.”   | Procedure review, driver interview & observation |

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| <b>5. Hygienic Operation of a truck</b>   |  |                               |
| 5.1. Is there a procedure to control the quality of the hygiene when types of goods other than raw materials, finished feed and premixes, with different microbiological quality are transported? | No 7.c.1.i. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “transportation shall be such that basic quality can be maintained with regard to hygiene. This must be ensured particularly when types of goods other than raw materials, finished feed and premixes, with different microbiological quality are transported. A procedure must be established in which it is stated how this will be controlled. “ | Document review & observation |
| 5.2. Is the procedure recorded and are records kept?  | No 7.c.1.i. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “transportation shall be such that basic quality can be maintained with regard to hygiene. This must be ensured particularly when types of goods other than raw materials, finished feed and premixes, with different microbiological quality are transported. A procedure must be established in which it is stated how this will be controlled. “ | Document review               |
| <b>6. Cleaning and disinfecting of trucks prior to loading</b>  |  |                               |
| 6.1. Does the transporter have a procedure to determine the product category of preceding loads before loading bulk compartments?   | No 7.d.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “before loading bulk compartments, the product category of preceding loads must be determined”  | Document review               |
| 6.2. Does the transporter have a procedure to record when very high risk loads from category 1 (PROHIBITED) have been transported in a compartment?   | No 7.d.3 Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “transporters must be able to demonstrate that no very high risk loads from category 1 (PROHIBITED) have been transported in a compartment in the past. Following the transport of a prohibited load, no raw materials and premixes may be transported.”   | Document review               |
| 6.3. Is there a procedure to ensure that no raw materials and premixes may be transported following the transport of a prohibited load?   | No 7.d.3 Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “following the transport of a prohibited load, no raw materials and premixes may be transported.”  | Document review               |
| 6.4. Does the transporter have a procedure to identify the product category HIGH RISK (microbiological contaminated) for preceding bulk loads?  | No 7.d.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “before loading bulk compartments, the product category of preceding loads must be determined”  | Document review               |

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| 6.5. Is there a procedure to ensure that disinfection always take place following the transportation of products from the high risk category, prior to the next shipment? | No 7.d.4. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “disinfection must always take place following the transportation of products from category 2 (HIGH RISK), prior to the next shipments.”   | Document review                    |
| 6.5 Is this procedure recorded and are records kept?  | No 7.d.4. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “disinfection must always take place following the transportation of products from category 2 (HIGH RISK), prior to the next shipments.”   | Document review, cleaning schedule |
| 6.6. Does the transporter have a procedure to identify the product category MEDIUM RISK (Physical/Chemical )risk for preceding bulk loads?                                | No 7. d.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “before loading bulk compartments, the product category of preceding loads must be determined”  | Document review                    |
| 6.7. Is there a procedure to ensure that cleaning with water must take place following the transport of a medium risk category, prior to the next shipment?               | No 7.d.5. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that” it must be verified whether, since the previous wet cleaning, products from category 3 (MEDIUM) RISK) have been transported. If this is the case, cleaning with water must take place.”   | Document review, cleaning schedule |
| 6.8. Is this procedure recorded and are records kept?   | No 7.d.5. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that” it must be verified whether, since the previous wet cleaning, products from category 3 (MEDIUM) RISK) have been transported. If this is the case, cleaning with water must take place.  | Document review, cleaning schedule |
| 6.9. Does the transporter have a procedure to identify the product category LOW RISK (Neutral Raw Material) risk for preceding bulk loads?                                | No 7.d.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “before loading bulk compartments, the product category of preceding loads must be determined”   | Document review                    |
| 6.10. Is there a procedure to ensure that dry cleaning must take place following the transportation of products from the low risk category, prior to the next shipment?   | No 7.d.6. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “prior to every animal feed material consignment, a visual check must be carried out as to whether the load compartment is clean, which means completely emptied and free of material residue and odour from previous loads, and dry or dried to ensure that the next load will be dry.” | Document review, cleaning schedule |

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| <p>6.11. Is this procedure recorded and are records kept?</p> | <p>No 7.d.6. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “prior to every animal feed material consignment, a visual check must be carried out as to whether the load compartment is clean, which means completely emptied and free of material residue and odour from previous loads, and dry or dried to ensure that the next load will be dry.”</p> | <p>Document review, cleaning schedule</p> |
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| <b>7. Procedures for dry cleaning Regime A</b>       |   |  |
| 7.1. Is the vehicle cleaned after unloading by?<br>* |   |  |
| - 7.1.1. vacuuming                                   | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “dry cleaning involves the vehicle being cleaned after unloading by vacuum, blowing or sweeping.” Vacuuming is preferred as it does not spread the dirt” | Document review<br>Observation<br>Interviews |
| - 7.1.2. blowing                                     | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “dry cleaning involves the vehicle being cleaned after unloading by vacuum, blowing or sweeping.”  | Document review<br>Observation<br>Interviews |
| - 7.1.2.3. sweeping                                  | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “dry cleaning involves the vehicle being cleaned after unloading by vacuum, blowing or sweeping.”  | Document review<br>Observation<br>Interview  |
| 7.2. Are difficult to reach areas cleaned by?<br>*   |   |  |
| - 7.2.1. A brush                                     | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “places that are difficult to reach should if necessary be brushed or otherwise cleaned by hand. “   | Document review<br>Observation<br>Interviews |
| - 7.2.2. By hand                                     | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “places that are difficult to reach should if necessary be brushed or otherwise cleaned by hand. “   | Document review<br>Observation<br>Interviews |
| 7.3. Is the dry cleaning procedure satisfactory?     | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “if the result is unsatisfactory after dry cleaning, wet cleaning will have to follow.”  | Document review<br>Observation<br>Interviews |

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| <b>8. Procedures for cleaning with water, Regime B</b>                                     |   |   |
| 8.1. Are open vehicles cleaned with?   |   |   |
| - 8.1.1. a high pressure hose  | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “with open vehicles it is best to use a high pressure hose, with a flat nozzle with at least 25 bar pressure, or higher if necessary.”                             | Process review<br>Document review<br>Inspection |
| - 8.1.2. the pressure hose has a flat nozzle   | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “with open vehicles it is best to use a high pressure hose, with a flat nozzle with at least 25 bar pressure, or higher if necessary.”                             | Process review<br>Document review<br>Inspection |
| - 8.1.3. the pressure is at least 2.5 bar  | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “with open vehicles it is best to use a high pressure hose, with a flat nozzle with at least 25 bar pressure, or higher if necessary.”                             | Process review<br>Document review<br>Inspection |
| - 8.1.4. Are the water temperature at least 60°C when chemicals need to be removed?        | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “if chemicals need to be removed, (e.g. chemical fertilizers) warm water should be used at a temperature of at least 60°C, to dissolve the chemicals more easily.” | Process review<br>Document review<br>Inspection |
| - 8.1.5. Are areas that are difficult to reach cleaned separately by brushing?             | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “areas that are difficult to reach should if necessary be cleaned separately with additional means such as brushing.”  | Process review<br>Document review<br>Inspection |
| - 8.1.6. Is the water thoroughly drained to ensure drying take place before the next load? | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “it is important that the water is thoroughly drained.”  | Process review<br>Document review<br>Inspection |
| 8.2. What process is used for the drying of the vehicle to take place?                     |   |   |
| - 8.2.1. the vehicle is left to dry with adequate ventilation                              | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “depending on the nature of the next load, drying can take place either by leaving the vehicle to dry with adequate ventilation or by a hot air blower.”           | Process review<br>Document review<br>Inspection |
| - 8.2.2. hot air blower  | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “depending on the nature of the next load, drying can take place either by leaving the vehicle to dry  | Process review<br>Document review<br>Inspection |

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|   | with adequate ventilation or by a hot air blower.”  |  |
| 8.3. Is the cleaning with water Regime B, procedure satisfactory? | No 7.d.6. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “prior to every animal feed material consignment, a visual check must be carried out as to whether the load compartment is clean, which means completely emptied and free of material residue and odour from previous loads, and dry or dried to ensure that the next load will be dry.” |  |

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| <b>9. Procedures for cleaning with water and cleaning agent, Regime C</b>   |  |                              |
| 9.1 Does the procedure for cleaning with water and a cleaning agent include that residues from previous load should be removed by Dry Cleaning? | No 7.d.7.1.a. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “remove as much residues from the previous load as possible by Dry cleaning”  | Process review               |
| 9.2 Is the vehicle pre-rinsed with warm water with a temperature not more than 60°C?  | No 7.d.7.1.b. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “pre-rinse with warm water (max 60°C)”  | Process review<br>Inspection |
| 9.3 Are areas that are difficult to reach cleaned by hand?  | No 7.d.7.1.b. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “...and clean difficult places by hand.”  | Process review<br>Inspection |
| 9.4 Are foam /gel cleaning agents used in open vehicles?  | No 7.d.7.1.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “apply foam or gel cleaning agent in the case of open vehicles “  | Process review               |
| 9.5 Are spray balls used for cleaning tanks?  | No 7.d.7.1.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “in the case of tank cleaning with spray balls, no foaming agent may be used. It is better to use a Cleaning In Place (CIP) agent for spray balls at a high temperature.” | Process review               |
| 9.5.1 Is there a procedure to ensure that no foaming agent is used with spray balls?  | No 7.d.7.1.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “in the case of tank cleaning with spray balls, no foaming agent may be used. It is better to use a Cleaning In Place (CIP) agent for spray balls at a high temperature.” |                              |
| 9.6. Is the temperature of the water at least 80°C when spray balls are used?   | No 7.d.7.1.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “rinse with CIP cleaning agent at 80°C in case of tanker cleaning”  | Process review<br>Inspection |
| 9.7. Is the temperature of the water that is used for rising at least 60°C?   | No 7.d.7.1.d. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “rinse with warm water approximately 60°C.”   | Process review<br>Inspection |
| 9.8. What process is used for drying the vehicles after wet cleaning took place?  |  |                              |
| - 9.8.1. the vehicle is left to dry with adequate ventilation   | No 7.d.7.1.e. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “if necessary, dry through ventilation or hot air dryer.”   | Process review               |
| - 9.8.2. hot air dryer  | No 7.d.7.1.e. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “if necessary, dry through ventilation or hot air dryer.”   | Process review               |

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| <p>9.9. Are the cleaning procedures with water and cleaning agent, Regime C, satisfactory?</p> | <p>No 7.d.6. Of the GMP Transport protocol for Raw material ingredients as prescribe by AFMA stipulates that “prior to every animal feed material consignment, a visual check must be carried out as to whether the load compartment is clean, which means completely emptied and free of material residue and odour from previous loads, and dry or dried to ensure that the next load will be dry.”</p> |  |
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| <b>10. Procedures for cleaning with water, cleaning agent and disinfection, Regime D</b>                              |   |                                 |
| 10.1. Are dry forms of disinfection used?   |   |                                 |
| 10.2. Is there proof of the efficacy of the dry forms of disinfection?  | No 7.d. 7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the dry form of disinfection may only be applied if its efficacy has been established”   | Process review                  |
| 10.3. Are only SABS approved disinfectants for the food industry used?  | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “only SABS approved disinfectants may be used in the indicated dosage....for feed material transport vehicles, use of a disinfectant approved for the food industry is the only alternative.”  | Process review<br>Documentation |
| 10.4. Is there a procedure to ensure that the indicated dosage is used?   | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “only SABS approved disinfectants may be used in the indicated dosage.”  | Process review<br>Documentation |
| 10.5. Are records kept and available?   | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “only SABS approved disinfectants may be used in the indicated dosage.”  | Documentation<br>Record keeping |
| 10.6. Is there a procedure to ensure that the disinfectants have a contact time of at least 5 minutes to take effect? | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “disinfectants must be given a contact time of at least 5 minutes to take effect.”   | Process review<br>Documentation |
| 10.7. Is the cleaning procedure with water, cleaning agent and disinfection for Regime D satisfactory?                | No 7.d.6. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “prior to every animal feed material consignment, a visual check must be carried out as to whether the load compartment is clean, which means completely emptied and free of material residue and odour from previous loads, and dry or dried to ensure that the next load will be dry.” | Process review                  |

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| <b>11. Cleaning protocol</b>  |  |  |
| 11.1. Are there cleaning procedures available for each type of vehicle in the protocol? | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the transporter must develop a cleaning protocol for each vehicle. This must describe in detail how the various cleaning regimes are carried out, depending on the previous load”  | Documentation<br>Record keeping  |
| 11.2. Is each cleaning protocol checked for effectiveness (validation)?                 | No 7.d.7.1. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “each cleaning protocol drawn up for a certain transport space must be checked for effectiveness (validation). Then the cleaning protocol can be adopted as the official cleaning method for each similarly constructed transport space.”   | Documentation<br>Records of results  |
| 11.3. What validation process is used?  |  |  |
| - 11.3.1. ATP (Adenosine Tri Phosphate) measurements                                    | <p>No 6.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that ATP (Adenosine Tri Phosphate) measurements can be used to assess cleaning. ATP is present in all animal and vegetable cells and can thus be used as an indicator for the extent of biological contamination left on surfaces.</p> <p>The ATP measurement itself is straightforward and can yield a result within minutes.</p> <p>The result of cleaning will be acceptable if the ATP measurement is no higher than 1000 RLU</p> | <p>The ATP test is a process of rapidly measuring actively growing microorganisms through detection of adenosine triphosphate, or ATP. ATP is a molecule found in and around living cells, and as such it gives a direct measure of biological concentration and health. ATP is quantified by measuring the light produced through its reaction with the naturally occurring firefly enzyme luciferase using a luminometer. The amount of light produced is directly proportional to the amount of living organisms present in the sample.</p> <p>ATP tests can be used to:</p> <p>Control biological treatment reactors</p> |

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|                       |  | <p>Guide biocide dosing programs</p> <p>Determine drinking water cleanliness</p> <p>Manage fermentation processes</p> <p>Assess soil activity</p> <p>Determine corrosion / deposit process type</p> <p>Measure equipment or product sanitation</p>   |
| - 11.3.2. Agar stamps | <p>No 6.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates “in order to verify the effectiveness of a particular disinfection technique in use, agar stamps can be used, which can determine the numbers of surviving microorganisms. This technique takes a day to produce results, which means that any necessary adjustments to the disinfection process can only be made afterwards”</p> | <p>Microbiological Test for Environment:</p> <p>Viable bacterial count including inactivate agent</p> <p>Clean Stamp is a prepared agar medium for Stamp method, on which agar stands up slightly above the rim of special Petri dish of 25 cm<sup>2</sup>. Take off the cap of Clean Stamp and gently press the medium against the surface of specimen. The surface of agar is elastic enough to be pressed firmly against the specimen. Press against the different parts of the specimen when several kinds of Clean Stamps are tested simultaneously. Put the cap again immediately after pressing. This Clean Stamp is designed to measure and detect the degree of pollution of the specimen which surface has been processed with chemicals or disinfectants.</p> |



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| - HPLC              | No 6.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates For checks on chemical residues and pesticides, more advance measurement methods, such as HPLC and Mass Spectrometry (MS) must be used, with a frequency determined in conjunction with the companies receiving the feed raw material. |  |
| - Mass Spectrometry | No 6.c. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates For checks on chemical residues and pesticides, more advance measurement methods, such as HPLC and Mass Spectrometry (MS) must be used, with a frequency determined in conjunction with the companies receiving the feed raw material. |  |
| - 11.3.5. other     |  |  |

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| <b>12. Procedure for Pre-Loading inspection of vehicles (Inspection after each cleaning)</b>             |   |   |
| 12.1. Is there a procedure to ensure that a visual inspection is carried out after each cleaning regime? | No 7.d.7.e. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that” after each cleaning regime, a visual inspection must be carried out. The result of this inspection must be recorded in the logbook, together with the record of the transported loads and the applied intervening cleaning regimes with the cleaning and disinfecting agents used.” | Document review<br>Process review<br>Inspection |
| 12.2. Are records kept of inspections that were done?  | No 7.d.7.e. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that” after each cleaning regime, a visual inspection must be carried out. The result of this inspection must be recorded in the logbook, together with the record of the transported loads and the applied intervening cleaning regimes with the cleaning and disinfecting agents used.” | Document review                                 |
| 12.3. Are the following inspection areas included in the visual inspection after each cleaning regime?   | * No 7.d.7.1.6a. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “ areas for inspection must include at least:   | Process review<br>Inspection                    |
| - 12.3.1. foot boards  | *   |   |
| - 12.3.2. pedals   | *   |   |
| - 12.3.3. boots  | *   |   |
| - 12.3.4. cabin  | *   |   |
| - 12.3.5. top of bars  | *   |   |
| - 12.3.6. bottom sides of bars   | *   |   |
| - 12.3.7. the support points for the bars  | *   |   |
| - 12.3.8. door hinges  | *   |   |
| - 12.3.9. whole door opening   | *   |   |
| - 12.3.10. grain chute / discharge opening   | *   |   |
| - 12.3.11. gaps in between discharge opening   | *   |   |
| - 12.3.12. rubbers around the doors  | *   |   |
| - 12.3.13. under side and upper side of the tarpaulin  | *   |   |
| - 12.3.14. load compartment and corners  | *   |   |
| - 12.3.15. mudguards   | *   |   |
| - 12.3.16. chassis   | *   |   |
| 12.4. Walking floor vehicles   |   |   |
| - 12.4.1. seams in the floor   | *   |   |
| - 12.4.2. tail gate and flap   | *   |   |
| - 12.4.3. headboard  | *   |   |
| - 12.4.4. all the items specified for the tipper   | *   |   |

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| <b>13. Logging of Data</b>  |   |                                   |
| 13.1. Is there a procedure to ensure that there are documents to prove that the cleaning between successive bulk consignments have been successful?                         | No 7.d.7.1.f. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “a business undertaking the bulk transport of raw materials, finished feed and premixes must have the necessary approved documents in place to show that the cleaning between successive bulk consignments has been successful.”   | Document review<br>Record keeping |
| 13.2. Are documents available in triplicate that proves that the cleaning between successive bulk consignments has been successful?   | No 7.d.7.1.f. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “the document shall be in triplicate. One copy shall remain with the business undertaking the transport, one copy with the supplier of the raw materials, finished feed and premixes and one copy with the client receiving the raw materials, finished feed and premixes.”  | Document review<br>Record keeping |
| <b>14. Driver and loaders hygiene and training</b>  |   |                                   |
| 14.1. Is there a training policy to ensure that all drivers and personnel that handle raw material are trained on the AFMA requirements for transportation of raw material? | No 7.d.7.1.g. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “Drivers that transport raw materials in the industry must be trained in respect of the requirements of AFMA regarding the transportation of products to its members. Drivers must understand the basic principles of bio security, biological, contamination and personal hygiene. This also applies to personnel offloading raw materials. Record of training must be kept and may be required for audit proposes. Drivers must at all times adhere to these standards and ensure that the standards and procedures as set out above are enforced. | Document review                   |
| 14.2. Are there procedures to ensure that all personnel are trained on the AFMA requirements for transportation of raw material?  | No 7.d.7.1.g. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “Drivers that transport raw materials in the industry must be trained in respect of the requirements of AFMA regarding the transportation of products to its members. Drivers must understand the basic principles of bio security, biological, contamination and personal hygiene. This also applies to personnel offloading raw materials. Record of training must be kept and may be required for audit proposes. Drivers must at all times adhere to these standards and ensure that the standards and procedures as set out above are enforced. | Process review                    |

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| 14.3. Does the training include the following?  |  |   |
| 14.3.1. Basic principles of bio security (preventative measures to reduce the risk of contamination)                      | No 7.d.7.1.g. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “drivers must understand the basic principles of bio security, biological contamination and personal hygiene.”                    | Document review<br>Training manual review                           |
| 14.3.2. Basic principles of biological contamination  | No 7.d.7.1.g. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “drivers must understand the basic principles of bio security, biological contamination and personal hygiene.”                    | Document review<br>Training manual review                           |
| 14.3.3. Basic principles of personal hygiene  | No 7.d.7.1.g. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “drivers must understand the basic principles of bio security, biological contamination and personal hygiene.                     | Document review<br>Training manual review                           |
| 14.4. Are there procedures to ensure that drivers adhere to these standards at all times?                                 | No 7.d.7.1.g. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “ drivers must at all times adhere to these standards and ensure that the standards and procedures as set out above are enforced” | Document review<br>Internal audit results<br>External audit results |
| 14.5. Specify the controls that are in place to ensure that drivers adhere to these standards and procedures at all times |  |   |
| Internal audits   |  |   |
| Supervisor checks   |  |   |
| Checklists  |  |   |
| Surveillance cameras  |  |   |
| other   |  |   |
| 14.6 Are raw material training records kept?  | No 7.d.7.1.g. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “record of training must be kept and may be required for audit proposes.”   | Document review   |

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| <b>15. Reliability</b>  |   |                                   |
| 15.1. Does the transport company have procedures to ensure reliability of all the vehicles? | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that "transport company will ensure that his vehicles are always roadworthy and in a good condition, without any oil leaks, never overloaded and always reliable. A procedure to ensure the above must be implemented." | Document review<br>Process review |
| 15.2. Does the reliability procedures address the following :                               |   |                                   |
| - 15.2.1. roadworthiness of all vehicles  | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that "transport company will ensure that his vehicles are always roadworthy and in a good condition, without any oil leaks, never overloaded and always reliable. A procedure to ensure the above must be implemented." | Process review<br>inspection      |
| - 15.2.2. all vehicles are in a good condition  | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that "transport company will ensure that his vehicles are always roadworthy and in a good condition, without any oil leaks, never overloaded and always reliable. A procedure to ensure the above must be implemented." | Process review<br>inspection      |
| - 15.2.3. vehicles are without oil leaks  | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that "transport company will ensure that his vehicles are always roadworthy and in a good condition, without any oil leaks, never overloaded and always reliable. A procedure to ensure the above must be implemented." | Process review<br>inspection      |
| - 15.2.4. never overload of vehicles  | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that "transport company will ensure that his vehicles are always roadworthy and in a good condition, without any oil leaks, never overloaded and always reliable. A procedure to ensure the above must be implemented." | Process review<br>inspection      |
| 15.3. Are all the reliability procedures recorded?  | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that "transport company will ensure that his vehicles are always roadworthy and in a good condition, without any oil leaks, never overloaded and always reliable. A procedure to ensure the above must be implemented." | Process review<br>inspection      |

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| 15.4. Are all the reliability records available?  | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “transport company will ensure that his vehicles are always roadworthy and in a good condition, without any oil leaks, never overloaded and always reliable. A procedure to ensure the above must be implemented.” | Process review<br>inspection      |
| 15.5. Does the company have an oil leak procedure to prevent contamination of the client’s premises in case the vehicle develops an oil leak? | No 7.d.7.1.h. Of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “ if for whatever reason a vehicle develops an oil leak, steps must be taken to avoid contamination of client premises or of product with oil. A procedure to avoid contamination must be documented”              | Document review<br>Process review |
| 15.6. Does the company have an oil leak procedure to prevent contamination of the product?  | No 7.d.7.1.h. of the GMP Transport protocol for Raw material ingredients as prescribed by AFMA stipulates that “ if for whatever reason a vehicle develops an oil leak, steps must be taken to avoid contamination of client premises or of product with oil. A procedure to avoid contamination must be documented”              | Document review<br>Record review  |
| 15.7. Does the company have a break down procedure?   |   |                                   |
| 15.8. Are the following aspects included in the procedure?  |   |                                   |
| 15.8.1. visibility  |   |                                   |
| 15.8.2. parking   |   |                                   |
| 15.8.3. change of wheel   |   |                                   |
| 15.9. Does the company have an accident procedure?  |   |                                   |
| 15.9.1. how to protect the scene  |   |                                   |
| 15.9.2. clean up  |   |                                   |
| 15.9.3. reporting   |   |                                   |
| 15.9.4. mobile first aid kit in truck   |   |                                   |
| 15.10. Do the drivers receive “Anti - Hijacking” training?  |   |                                   |

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| <b>16. Working hours</b>  |  |  |
| 16.1. Does the company have a policy on drivers working hours?  | No 7. Of the Basic Conditions of Employment Act. 1997, stipulates “ Every employer must regulate the working time of each employee”                                      | Document review  |
| 16.2. Do drivers work 45 ordinary hours per week?   | No 9. Of the Basic Conditions of Employment Act of 1997, stipulates “ An employer may not require or permit an employee to work more than 45 ordinary hours in any week” | Verify the actual working hours, review timesheets, driver schedules |
| or  |  |  |
| Do drivers work a total of 56 hours per week?   | As per the “European Union Rules on Drivers’ Hours , Regulation (EC) No. 561/2006), 56 hours per week “  | Verify the actual working hours, review timesheets, driver schedules |
| 16.3. Other: specify hours<br>*   | As per sectoral determination  | Verify the actual working hours, review timesheets, driver schedules |
| 16.4. Is there a procedure to determine the ordinary hours worked?  | No 7. Of the Basic Conditions of Employment Act. 1997, stipulates “ Every employer must regulate the working time of each employee”                                      | Document review  |
| 16.5. What process is used to record ordinary hours worked?   | No 7. Of the Basic Conditions of Employment Act. 1997, stipulates “ Every employer must regulate the working time of each employee”                                      |  |
| - Manual attendance register  |  | Process review<br>Record review                                      |
| - Clock cards   |  | Process review<br>Record review                                      |
| - Bio metrics   |  | Process review<br>Record review                                      |
| - Access control  |  | Process review<br>Record review                                      |
| - Time sheets   |  | Process review<br>Record review                                      |
| - Tags  |  | Process review<br>Record review                                      |
| - Logbook   |  | Process review<br>Record review                                      |
| - other   |  | Process review<br>Record review                                      |
| 16.5 Does the daily logbook include the registration number of each vehicle to which the driver is assigned to? | “The European Union Rules on Drivers’ Hours require that a driver record sheet is kept “   | Review logbook   |
| 16.6. Does the daily logbook include the start time of the first journey for the day?                           | “The European Union Rules on Drivers’ Hours require that a driver record sheet is kept “   | Review logbook   |

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| 16.7.  | Does the daily logbook include the time of any vehicle change?                          | "The European Union Rules on Drivers' Hours require that a driver record sheet is kept "  | Review logbook                    |
| 16.8.  | Does the daily logbook include the odometer reading at the start of the journey?        | "The European Union Rules on Drivers' Hours require that a driver record sheet is kept "  | Review logbook                    |
| 16.9.  | Does the daily logbook include the odometer reading at the end of the journey?          | "The European Union Rules on Drivers' Hours require that a driver record sheet is kept "  | Review logbook                    |
| 16.10. | Does the company have a policy on overtime?   | No 10. Of the Basic Conditions of Employment Act. 1997, stipulates " An employer may not require or permit an employee to work overtime except in accordance with an agreement"                         | Review documentation              |
| 16.11. | Is there a written agreement regarding overtime that is required to be worked?          | No 10. Of the Basic Conditions of Employment Act. 1997, stipulates " An employer may not require or permit an employee to work overtime except in accordance with an agreement"                         | Review documentation              |
| 16.12. | Is there a procedure to record overtime worked?   | No 7. Of the Basic Conditions of Employment Act. 1997, stipulates "Every employer must regulate the working time of each employee"  | Review records                    |
| 16.13. | Are drivers exceeding the 10 hours of overtime per week?                                | No 10. Of the Basic Conditions of Employment Act. 1997, stipulates "b) to work more than (i) three hours' overtime a day; or (ii) ten hours' overtime a week.   | Review records<br>Review payslips |
| 16.14. | Are there any drivers whose overtime hours exceed 40 hours per month?                   | No 10. Of the "Basic Conditions of Employment Act. 1997, stipulates " An employer may not (b) permit a worker to work more than (i) three hours' overtime a day; or (ii) ten hours' overtime a week."   | Review records<br>Review payslips |
| 16.15. | Specify the highest amount of monthly overtime hours worked for the previous 12 months? |   |                                   |
| 16.16. | Is there a policy that address break periods?   | No 15. Of the Basic Conditions of Employment Act. 1997, stipulates " An employer must give an employee who works continuously for more than five hours a meal interval of at least one continuous hour" | Document review                   |
| 16.17. | Do drivers take a break after 5 hours of driving?                                       | No 15. Of the Basic Conditions of Employment Act. 1997, stipulates " An employer must give an employee who works continuously for more than five hours a meal interval of at least one continuous hour" | Document review<br>Process review |
| 16.18. | Do drivers take a break after 4.5 hours of driving?                                     | As per the "European Union Rules on Drivers' Hours , Regulation (EC) No. 561/2006, drivers must take a break after every 4.5 hours of driving"  | Document review<br>Process review |
| 16.19. | Is there a procedure to ensure that drivers adhere to break periods?                    | No 7. Of the Basic Conditions of Employment Act. 1997, stipulates "Every employer must regulate the working time of each  | Document review<br>Process review |



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|   | employee”   |  |
| 16.20. Are the break periods recorded?  | No 7. Of the Basic Conditions of Employment Act. 1997, stipulates “Every employer must regulate the working time of each employee”  | Review records                                       |
| 16.21. Are drivers given a rest period of at least 12 consecutive hours between ending and recommencing work?   | No 15. Of the Basic Conditions of Employment Act. 1997, stipulates “ ( 1 ) An employer must allow an employee—(a) a daily rest period of at least twelve consecutive hours between ending and recommencing work   | Document review<br>Driver schedules<br>Log book      |
| 16.22. Are drivers given weekly rest period of at least 36 consecutive hours which must include Sunday?   | No 15. Of the “Basic Conditions of Employment Act. 1997, stipulates ( 1 ) An employer must allow an employee) a weekly rest period of at least 36 consecutive hours which must include Sunday, unless otherwise agreed”   | Document review<br>Driver schedules<br>Log book      |
| or  |   |  |
| Do drivers have a daily rest period of 11 hours in the first 24 hours after the end of their last daily or weekly rest period and a regular weekly rest period of 45 hours? | As per the “European Union Rules on Drivers’ Hours , Regulation (EC) No. 561/2006, drivers must take a daily rest period of 11 hours in the first 24 hours after the end of your last daily or weekly rest period and a regular weekly rest period of 45 hours” | Document review<br>Driver schedules<br>Log book      |
| 16.23. Is there another overtime agreement in place?  | If yes specify  | Document review                                      |
| 16.24. Are drivers paid as per the sectoral determination or union agreement?   |   | Verify remuneration details in agreement<br>Payslips |