

**TASCC Storage, Testing and Merchants Code of Practice
DOCUMENTS LIKELY TO BE REQUIRED DURING AUDIT**

TASCC assessors will require access to key quality records and written procedures. The following lists are not necessarily exhaustive, but identify the main documents that should be made available. Documents should either be assembled in one place for reference or identified during the tour of the facility; whichever is more convenient for the Auditee.

Page 1 – Storage, Page 2 – Testing, Page 3 – Merchants

A1	Terms and Conditions	E6.3	Records of pesticide use (including desiccant dusts)
A3.2	Management commitment	E7.1	Scope of HACCP to include drying, cleaning etc.
A5.1/A5.2/A5.3	Evidence of previous use and appropriate cleaning	E7.2	Assurance status of screenings/cleanings
A5.4	Food allergens storage	E8.1	Check of vehicle previous 3 loads at outloading
A6	Renewable Energy Directive	E8.2	Outloading instructions
B2	Food Hygiene Regulation Registration	E8.4	Passport requirements
B3	Feed Hygiene Regulation Registration	E8.5	Containers
B4	Registration of Storekeepers under TSE Regulations	E9.1	Calibration of weighbridges
B5	Allergens	E9.2	Calibration of store monitoring equipment
B6	Undesirable substances in food stuffs	F1.2	Cleaning records (including between different groups of commodities)
B7	Undesirable substances in feed stuffs	F2.1/F2.2	Cleaning and maintenance of handling equipment
C	Hazard Analysis and Critical Control Points (HACCP)	F2.3	Cleaning chemicals used
D1	Store construction	F3.1	Cleaning and inspection of tanks
D5	Control of glass	F3.2	Inspection and cleaning of filters
E1.1	Intake	G1/G4	Pest control programme (including reference to avoiding contamination of goods)
E1.2	Grain passports for goods at intake	G3	Responsible person for pest control
E1.3	Sampling procedures	H1	Sub-contract storage
E1.4	Unloading instructions	J1.2	Visitor hygiene
E1.5	Containers	J2.2/J2.3	Training records
E2.1	Notification of new store	J4	Designated person
E2.2/G1	Store identification and plan including bait map	J5	Procedures
E2.4	Visitor signing of site rules	J6	Organisational chart
E2.5	Sources of ignition	K1	Security
E2.9	Store aeration	L1/L3	Internal audits/ HACCP review
E2.10	Equipment in store	M1	Product recall
E3.1	Traceability records	N1	Complaints procedure and records
E3.2	Record of assurance status of goods	P	Insurance
E3.3	Record of GM status of goods		Appendix 12 Temporary Holding of Combinable Crops
E4	Record of weekly/ fortnightly checks and actions/reports		Module 1 Simple processing of UK combinable crops
E5.1/E5.2	Liquid heating equipment records		Module 2 -
E6.1	Records if insect infestation is discovered		2.1.1/2.2.1/2.2.3/2.2.4/2.2.5/2.2.6/2.7.4/2.7.5/2.8.1
E6.2	Use of Defra approved pesticides		Requirements for food/feed ingredients packing operations

Due to the nature of individual stores, other records may also be necessary.

**TASCC Testing Code of Practice
DOCUMENTS LIKELY TO BE REQUIRED DURING AUDIT**

A2	Testing facility manual
B1.2	Corrective actions to remedy external factors
B2.1	Equipment maintenance records
B2.2	Evidence of accurate and consistent operation of equipment also calibration and IQC records
B2.4	Identification of equipment not in use
B2.5	Testing equipment logbooks
C1	Designated person
C4	Approved suppliers list
C5	Waste grain procedure
D1/D2/D3	Training records
E1	Sampling procedure
E2.1/E2.2	Sample handling procedure
E3.1	Test methods
E4.1	Contaminants
E5.2	Test records
E6.1	IQC check records
E6.2	Records of replicate testing for in house IQC samples
E6.3	Balances and Dispensers checked regularly
E6.4	Procedure/Corrective actions for out of specification IQC results
E7.1	Evidence of participation in proficiency test scheme
E7.1	Confirmation scheme complies with App 2 if not on AIC list
E7.3	Evidence of review of ringtest reports by designated person, and action if appropriate
F1/F3	Internal audit records
G1	Complaints procedure/ records
H2	Records

Due to the nature of individual businesses, other records may also be necessary.

**TASCC Merchants Code of Practice
DOCUMENTS LIKELY TO BE REQUIRED DURING AUDIT**

A3.2	Management commitment	E4.5.1/E4.5.2/E4.5.3	Cargo superintendent sub-contractors
A9	Renewable Energy Directive	E4.6	Sub-contractor/supplier audits
B2	Salmonella	E4.7	Import/export/shipping/facilities
B3	Food Hygiene Regulation registration	F1/F2/F3/F4/F5	Traceability records
B4	Feed Hygiene Regulation registration	G1	Crop sampling plan
B5	Allergens	G2	Competent testing facilities
B6	Undesirable substances in food stuffs	G3/G4	Review/action for hazardous impurities
B7	Undesirable substances in feed stuffs	G5	Monitoring product
C1	Hazard Analysis and Critical Control Points (HACCP)	H1	Rejected product
D1.1	Customer terms and conditions	H2	Rejections procedures/records
D1.2/D1.3/D1.4	Contract specifications	I1	Identification of designated person
D2.1/D2.2	Customer delivery/collection requirements	I2	Designated person to notify authorities
D2.3	Allocations	I3	Investigations notification
D2.5	Remote Merchant sites	I4	Notification of authorities
E1	Supplier assurance status	J1	Product recall procedure
E2.1/E2.2	Crop producers	L1/L2	Training
E2.3	Source-assured supplies	L3	Training records
E3.2	Merchant suppliers	L5	Designated person
E4.1	Sub-contractor/supplier approval	L6	Procedures
E4.2	Wholly contracted hauliers	L7	Organisational chart
E4.2.1	Containers	M1/M3	Internal audits/HACCP review
E4.3.1	Storage sub-contractors	N1	Complaints procedure and records
E4.3.2	New Stores	O	Insurance
E4.4	Testing facility sub-contractors		

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