

# Transport of goods - Imports

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Kvalitetshåndbok / Drift / Transport / Transport of goods - Imports

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## 1. PURPOSE, SCOPE AND RESPONSIBILITY

**Purpose:** The purpose of this procedure is to ensure that BAMA's products are transported in accordance with the company's requirements and official regulations.

**Scope:** This procedure covers transport of BAMA's goods from collection at suppliers to delivery at BAMA's distribution centres and at warehouse at Nyland Syd.

**Target group:** Carriers, own and hired-in drivers, logistics officers/transport coordinator, suppliers who deliver to the Sourcing division or distribution centres.

**Responsible parties:** Logistics Manager

## 2. GENERAL REQUIREMENTS

All carriers must have signed a written agreement with BAMA

### 2.1 Transport temperature requirements

#### 2.1.1 Temperature list

Requirements for product-specific transport temperatures are defined in BAMA's temperature list. The temperature list shall be enclosed as an Appendix to the Transport Agreement.

#### 2.1.2 Perishable foodstuffs

Perishable goods are processed products with a defined storage temperature of 1-4°C.

Examples of perishable goods: processed/cut salads, peeled/processed potatoes/vegetables, sliced mushrooms, tapas products, sprouts/shoots, meat, chicken, fish, cooked pasta and sandwich products.

Perishable goods must always be transported at temperatures between 1-4°C.

### 2.2 Quality systems and approvals

All carriers must be registered with relevant national food safety authorities.

Transport means used for international transport of perishable foodstuffs must be approved in accordance with the ATP regulation.

All carriers must have an up-to-date and operative food safety and quality systems, including HACCP, in accordance with the applicable regulations.

All carriers must adhere to the requirements of the Regulation of Hygiene of Foodstuffs (Regulation (EU) no. 852/2004) along with BAMA's internal requirements.

If a carrier uses subcontractors, the main carrier is responsible for ensuring that subcontractors comply with the applicable regulations as well as BAMA's requirements.

The refrigeration unit must operate in accordance with the EN12830 standard.

## **2.3 Training for drivers**

The carrier is responsible for training the drivers. Drivers who transport BAMA's products must be familiar with BAMA's requirements as described in this procedure.

## **2.4 Cleaning transport equipment**

Transport means/containers used to transport BAMA's goods must be kept in a clean and orderly condition to prevent foods from being contaminated.

Transport means/containers must be hygienically designed so that they can be easily cleaned and disinfected.

The cleaning agents must be suitable for foodstuff. A certificate or receipt must be obtained from the washing station for all cleaning performed.

Plants, flowers and bags of soil must be wrapped and covered in film if transported together with foodstuffs.

## **2.5 Temperature recording**

### **2.5.1 Temperature recording requirements**

The temperature sensors must be calibrated annually and positioned so that they show the correct temperature in the cargo compartment.

Manual thermometers used to check the product's temperature must be clean, hygienically stored and calibrated annually.

The temperature in the cargo compartment must be monitored continuously throughout the transport.

The unit must be set to continuous operation during the entire transport.

The vehicle's cargo compartment must have the correct temperature in accordance with the BAMA temperature list, before loading. The unit must be turned off during loading.

If loading of goods with a higher temperature than specified in the temperature list is approved, the unit must be set to the temperature measured in the warmest product.

The measurements must be easily traced to the relevant shipment/transport. Documentation of the transport temperature must be made available to BAMA when required.

Measured loading temperature at the producer/packing plant must be entered on the consignment note and signed by the driver and a representative of the consignee. If the loading

temperature of the product is not entered and signed, the carrier will be fully liable for any future claims.

The driver must measure the temperature of all pallets when goods are loaded. If a laser thermometer is used, only an approved model is accepted. The core temperature must as a minimum be measured for the first, middle and last pallet loaded. If the temperature difference between measurements using a laser thermometer and an insertion thermometer is more than +/- 1oC, the core temperature of all pallets must be measured with an insertion thermometer.

Products controlled with an insertion thermometer must be removed from the D-pack, and the packaging must be marked to indicate that products have been removed for temperature controls. If it is not possible to remove the products, the packaging should be marked to indicate that a temperature check has been carried out. The thermometer must be cleaned using a disinfecting tissue before each measurement.

The driver completes and signs the loading checklist together with the consignee (Appendix 10).

## **2.6 Execution of transport assignments**

### **2.6.1 Loading**

The number of pallets for each product is checked against the consignment note at the producer/packing plant.

The packaging must be checked for visible damage.

It must be ensured that the goods are safely and appropriately palleted for transport.

The driver must check that the SSCC code is clearly displayed in the right-hand corner of the short side of the pallet. Pallets used to deliver combi cargos to multiple distribution centres must show each customer's name. Full loads delivered to a single customer only need to show the SSCC code.

There must be adequate air circulation for the products. The following rules must be adhered to: The maximum permitted pallet height is 2.40 m. It must be ensured that the cargo is not touching the side walls. When using partition walls there must be a minimum of 4 cm clearance between the partition wall and the cargo.

The pallets must be clean and intact. Unclean pallets must not be loaded.

Smoking and taking snuff are not permitted in warehouses/the loading area.

### **2.6.2 Transport**

The driver is responsible for ensuring good ventilation. Ventilation hatches must be opened if the external temperature is equal to or higher than the set-point according to BAMA's temperature list.

The temperature of all pallets must be measured on reloading. The temperature is noted on the consignment note. Any breakages or damage must also be recorded. Notes must be signed by the driver.

Ferries may only be used if it has been verified that a power supply is available throughout the transport.

### **2.6.3 Unloading at terminals/distribution centres**

The carrier is responsible for ensuring that the goods are delivered to the correct customer.

The driver unloads the vehicle and places the pallets in the indicated position in the correct temperature zone. If there is not enough room to place the pallets in the correct temperature zone, this must be documented in the consignment note.

When unloading at the consignee, the temperature and any discrepancies are noted on the consignment note. The consignment note must be signed by the consignee and the driver. The driver is responsible for ensuring that the consignment note accurately reflects the actual cargo. If the cargo contains perishable goods (see section 2.1.2) the temperature of this product group must always be measured and the unloading temperature entered on the consignment note. When unloading during dispatch office hours, the consignee must as a minimum measure the temperature of the first, middle and last pallet in the load. If there are any discrepancies, the temperature must be measured for all pallets. When unloading outside dispatch office hours, the driver is responsible for measuring the temperatures.

## **2.7 Deviation handling**

**Loading:** In the event of temperature deviation or delays the driver must immediately contact the charterer/BAMA's Transport Coordinator. After 22.00 hrs the QC office at Nyland Syd must be contacted on tel. +47 95824461.

**Unloading:** In the event of temperature deviation or delays the driver must immediately contact the charterer/BAMA's Transport Coordinator. After 22.00 hrs the QC office at Nyland Syd must be contacted on tel. +47 95824461.

The driver must then await further feedback/instructions.

All deviations such as temperature differences, missing items, breakages, packaging/palleting problems etc. must be entered on the consignment/delivery note and be signed by both parties during loading/unloading.

In the event of disagreement between the driver and personnel at the loading/unloading location, the driver must contact his/her manager and await further instructions.

## **2.8 Claims**

All claims must be confirmed (not approved) within 24 hours or during the next working day. If the carrier has not confirmed the claim by the expiry of the deadline, the claim will be regarded as approved.

It must be possible to document that the transport has been carried out as specified for all claims. If there is any doubt about the actual transport temperature, the carrier must obtain a temperature printout from the unit within 24 hours or during the next working day. The printout must include a clear description of the temperature output, set point and return air. Sensor logs must also be documented. It is important that the printout can be easily traced to the correct cooling unit.

## **2.9 HSE requirements**

The transport means must be of a high technical standard and be equipped for the Norwegian weather conditions, see Section 13 of the Norwegian Road Traffic Act. All vehicles must be equipped with a minimum of seven snow chains that fit the vehicle's tyres during the (six months) winter period. A motor vehicle with a maximum authorized mass of more than 3 500 kg must have winter tires of the "3 peak mountain snowflake" type on drive axles and front steering axles. On other axles you can use tires of the type "Mud and snow" or "3 peak mountain snowflake" and have a tread of at least 5 mm.

The current rules for driving and rest time must be followed.

It is not permitted to consume or be under the influence of alcohol or drugs at BAMA's terminals/distribution centres.

Drivers must always wear a hi-vis jacket and protective shoes when they arrive at BAMA's premises.

The engine and unit must be turned off when unloading at terminals to reduce noise levels for neighbours.

In case of a fire alarm, the driver must immediately leave the building and await further instructions.

## **2.10 Special import requirements**

### **2.10.1 Wooden pallets**

Wooden pallets must be marked in accordance with ISPM 15, the international regulation of wood packaging.



### **2.10.2 Customs documents**

It must be ensured that the goods have been customs-cleared in the country of consignment and that the T document has been issued for the cargo before leaving the EU. This document must be delivered to BAMA before goods are unloaded.

If required, the exporter must issue a Phytosanitary Certificate and Certificate of Origin (EUR.1 movement certificate). These documents must accompany the goods and be delivered together with the T document to BAMA before the goods are unloaded.

### **2.10.3 Temperature recordings**

The carrier must accept the temperatures measured using TempTale 4 RF or TempTale Geo Eagle as approved documentation of transport temperature.

The trailer must be ATP-approved.

### **2.10.4 Transshipment terminals – general requirements**

All transshipment terminals must be registered with the relevant national food safety authorities.

Transshipment terminals must be internally registered and approved by BAMA.

Transshipment terminals must comply with BAMA's temperature requirements. In addition, they must have effective routines for cleanliness and tidiness and a functional pest control system. Temperature recordings from the terminals must be presented on demand.

BAMA Sourcing by the Transport Coordinator must be contacted before reloading takes place.

The reason for reloading must be cleared with BAMA Sourcing in each individual case.

The following must be documented in the consignment note on reloading: Place, time, unloading and loading temperature, and any breakages. It must be possible to measure the temperature of all pallets and document these on a separate form. The form must be sent to BAMA when required.

Pallets with TempTale devices must be placed on the furthest row back (closest to the door).

### 3. REGULATIONS

[Regulation 22 December 2008 no. 1623 on hygiene of foodstuffs \(Regulation on Hygiene of Foodstuffs\)](#)

[Regulation 15 December 1994 no. 1187 on internal control to satisfy foodstuff legislation](#)

[Regulation 27 June 1980 no. 9645 on international carriage of perishable foodstuffs](#)

### 4. AMENDMENTS SINCE THE PREVIOUS VERSION

Version	Date amended	Amendments
1	02.11.15	The following routines have been merged: <ul style="list-style-type: none"> <li>• Transport of goods – imports</li> <li>• Transport of goods – collection of goods from Norwegian producers</li> <li>• Transport of goods – onward transport</li> </ul>
2	25.01.16	2.5.1g – loading at producers 2.5.1i – re-written 2.6.1a – at producers 2.6.1e – deleted 400-800mm above floor level 2.6.2d – (imports) 2.6.3a – re-written 2.6.3d – consignment note =the cargo 2.9c – negligence
3	26.09.2017	Requirements for carriers to have HACCP have been included under section 2.2.
4	06.09.2018	Included in requirement in section 2.5.1 g) for carriers to measure the core temperature when loading bananas at the banana ripening facility.
5	23.08.2021	The original transport procedure has been split into two separate procedures, one for import and one for domestic

		transport. Text updated throughout the procedure.
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