



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 1 / 20

Company:

FID No.:

Audit date:

Audit list transport companies

- 1. General information about the company**
- 2. Personnel**
- 3. Quality management**
- 4. Cleaning procedures for tanks**
- 5. Cleaning in external cleaning stations**

SGF coding:



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 2 / 20

Company:

FID No.:

Audit date:

AUDIT LIST TRANSPORT COMPANIES

1.1 General information about the company

Name of the company:	
Street address:	
P.O. box:	
Postcode / city:	
Phone:	
E-mail:	
Website:	

1.2 Responsibilities (name, phone/fax, e-mail):

Company management:

Quality management/quality assurance:

SGF point person:

Organisation diagram



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 3 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
1.3	Membership in organisations / associations - national - international	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks: <input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	—	
1.4	Company brochure <input type="checkbox"/> Website	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> available, enclosed <input type="checkbox"/> yes <input type="checkbox"/> no	—	
1.5	- Number of employees: - Number of drivers: a) Permanent staff b) Temporary staff - Number of towing vehicles - Number of tank semitrailers - Number of tank trailers - Number of fixed tanker vehicles - Number of tank containers (not IBC)	_____ _____ _____ _____ _____ _____ _____	—	



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 4 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
1.6	<u>Type of available tanks:</u> Single chamber systems Multiple chamber systems (2, 3, 4 chambers) Suitable for low-germ shipments Tank insulation If so, max. temperature losses per day?	<u>Quantity:</u> <input type="checkbox"/> yes <input type="checkbox"/> no _____ <input type="checkbox"/> yes <input type="checkbox"/> no _____ <input type="checkbox"/> yes <input type="checkbox"/> no _____ <input type="checkbox"/> yes <input type="checkbox"/> no _____	—	
1.7	<u>Discharging facilities</u> Own pump Own compressor	<u>Quantity:</u> <input type="checkbox"/> yes <input type="checkbox"/> no _____ <input type="checkbox"/> yes <input type="checkbox"/> no _____	—	



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 5 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
1.8	<p>Which type of goods are transported?</p> <p>Food products <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Non-food products (separation available or exclusion; If so, which?) <input type="checkbox"/> yes <input type="checkbox"/> no _____</p> <p>Dangerous goods <input type="checkbox"/> yes <input type="checkbox"/> no</p>		—	
1.9	<p>Has the company specialised in a special type of goods? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If so, which? _____</p>			
1.10	<p>Does a separate fleet exist? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If so, is the separation plausible? <input type="checkbox"/> yes <input type="checkbox"/> no</p>			
1.11	<p>Current permits available? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Declaration of conformity semitrailer valid until: _____</p>			



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 6 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
1.12	Current confirmation available from the product liability insurance Valid until: _____	<input type="checkbox"/> yes <input type="checkbox"/> no		

2. Personnel

			Score / N.A.	Corrective action
2.1.	Do your drivers require minimum training? Which? Doc <input type="checkbox"/> <ul style="list-style-type: none"> - Minimum hygiene? - BKrFQG (Professional Driver Qualification Act) - ADR certificate for dangerous goods? 	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 7 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
2.2	<p>Do the employees go through further training and is there a training plan?</p> <p>Doc <input type="checkbox"/></p> <ul style="list-style-type: none"> - internal - external <p>At which intervals?</p> <p>Which training content?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <hr/> <hr/>		
2.3	<p>Are the drivers provided with a personal quality manual?</p> <p>Doc <input type="checkbox"/></p> <p>If so, does it describe all relevant work steps to be completed or supervised by the driver?</p> <p>Is the manual kept in the vehicle?</p> <p>Foreign languages?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Remarks:</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>		
2.3.1	<p>Is there also a process description for dispatchers?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p>		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 8 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
2.4 Doc <input type="checkbox"/>	How do you ensure that the driver follows these work instructions?	Remarks:		
2.5 Doc <input type="checkbox"/>	Are the employees instructed to remove jewellery, watches and any items that could fall out of a breast pocket for example, during loading, discharging and cleaning procedures?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		
2.6	Do the employees wear headgear and work shoes during loading and discharging procedures?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		
2.7 Doc <input type="checkbox"/>	Are the employees instructed not to eat, drink or smoke during loading, discharging and cleaning procedures?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 9 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
2.8 Doc <input type="checkbox"/>	Are there any other hygiene-related instructions (e.g. washing hands before loading and discharging procedures, hygienic behaviour, clean workwear, notification of infectious diseases)?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		
2.9 Doc <input type="checkbox"/>	If the driver ascertains any hygiene deficiencies, are these reported to the employer, e.g. as a deficiencies list?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		
2.10	Is the driver provided with a mobile phone to contact the office in case of problems?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		
2.11	Is there a positioning system?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 10 / 20

Company:

FID No.:

Audit date:

3. Quality management

			Score / N.A.	Corrective action
3.1	<p>Is the company certified?</p> <p>Standard / Institution / Date:</p> <p>Doc <input type="checkbox"/></p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>_____</p> <p>_____</p> <p>_____</p>		
3.2	<p>Does the company have an HACCP concept and is this checked regularly to ensure it is up-to-date?</p> <p>If so, when was the last independent audit?</p> <p>Institution / Date:</p> <p>Doc <input type="checkbox"/></p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>_____</p> <p>_____</p>		
3.3	<p>AUDITS</p> <p>Are internal and external audits carried out (external e.g. by customers) and have detected deficiencies been remedied?</p> <p>If so, which?</p> <p>Doc <input type="checkbox"/></p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>_____</p>		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 11 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
3.4	If a quality management manual exists, does it contain written instructions for ...			
3.4.1	- all work steps for tank cleaning?	<input type="checkbox"/> yes <input type="checkbox"/> no		
3.4.2	- all work steps for loading and discharging?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		
3.4.3	- staff response to technical problems and complaints?	<input type="checkbox"/> yes <input type="checkbox"/> no		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 12 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
3.4.4 Doc <input type="checkbox"/>	<p>- intervals and completion of maintenance work (and corresponding verification) for</p> <p>-valves?</p> <p>-all seals / screwed connections?</p> <p>-hoses?</p> <p>-rigid lines?</p> <p>-tank chambers?</p> <p>-connections?</p> <p>-temperature probes?</p> <p>-sterile filters?</p> <p>-pumps?</p> <p>-compressors?</p> <p>Are the seals etc. suitable for food products (verification available)?</p>	<p><u>At least twice a year:</u></p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>		
3.5 Doc <input type="checkbox"/>	<p>Does a logbook/documentation exist for every transport vehicle?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Remarks:</p>		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 13 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
3.5.1	<p><u>If so, is it used to note</u></p> <ul style="list-style-type: none"> - which freight was carried? <input type="checkbox"/> yes <input type="checkbox"/> no - name of the client? <input type="checkbox"/> yes <input type="checkbox"/> no - the loading times (date, from – to)? <input type="checkbox"/> yes <input type="checkbox"/> no - the discharging times (date, period from – to)? <input type="checkbox"/> yes <input type="checkbox"/> no - the loading sites? <input type="checkbox"/> yes <input type="checkbox"/> no - the discharging sites? <input type="checkbox"/> yes <input type="checkbox"/> no - the cleaning times? <input type="checkbox"/> yes <input type="checkbox"/> no - the cleaning programme used in each case? <input type="checkbox"/> yes <input type="checkbox"/> no - the cleaning site? <input type="checkbox"/> yes <input type="checkbox"/> no - the name of the cleaning station? <input type="checkbox"/> yes <input type="checkbox"/> no - which maintenance work was carried out? <input type="checkbox"/> yes <input type="checkbox"/> no - repairs? <input type="checkbox"/> yes <input type="checkbox"/> no - technical problems? <input type="checkbox"/> yes <input type="checkbox"/> no - the name of the driver? <input type="checkbox"/> yes <input type="checkbox"/> no 			



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 14 / 20

Company:

FID No.:

Audit date:

4. Cleaning procedures for tanks

			Score / N.A.	Corrective action
4.1	Are cleaning procedures carried out in the company's own cleaning station?	<input type="checkbox"/> exclusively <input type="checkbox"/> occasionally <input type="checkbox"/> primarily <input type="checkbox"/> never Remarks:		
4.2	Are cleaning procedures carried out in a cleaning station audited by the transport company or by customers?	<input type="checkbox"/> exclusively <input type="checkbox"/> occasionally <input type="checkbox"/> primarily <input type="checkbox"/> never Remarks:		
4.3	Are cleaning procedures carried out in externally certified cleaning stations?	<input type="checkbox"/> exclusively <input type="checkbox"/> occasionally <input type="checkbox"/> primarily <input type="checkbox"/> never Remarks:		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 15 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
4.4	<p>Are the cleaning programmes specially rated to the <u>previously transported</u> goods?</p> <p>Is the last freight noted on the cleaning certificate?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Remarks:</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Remarks:</p>		
4.5	<p>Are the cleaning programmes specially rated to the <u>goods that are going to be transported</u>?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Remarks:</p>		
4.6	<p>Has the company defined different cleaning programmes in the event that no stipulations are made by the customer?</p> <p>If so, number of different programmes</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>_____</p>		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 16 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
4.7	In multiple chamber vehicles, are all chambers always cleaned if necessary?	<input type="checkbox"/> yes <input type="checkbox"/> no		
4.8	Which details of the cleaning procedures are recorded? - cleaning site? - cleaning date? - cleaning time? - cleaning type? - cleaning programme? - water consumption? - concentration of the cleaning agent? - temperature? - heat holding time? - with steaming? - without steaming? - which cleaning agent was used?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no		
4.9	Is drinking water used for the cleaning processes? Exclusion criterion	<input type="checkbox"/> yes <input type="checkbox"/> no		

Doc



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 17 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
4.10	Where are these records kept?	Remarks:		
4.11	<p>Are all tank openings (e.g. manhole cover, outlet, vent pipe) sealed after cleaning with numbered seals (with reference to the cleaning certificate)?</p> <p>If not, why not?</p> <p>Exclusion criterion</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <hr/>		
4.12	<p>Is there a visible, permanent sign on the tank itself stating: "FOOD PRODUCTS ONLY?"</p> <p>Exclusion criterion</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p>		
4.13	<p>If there are pumps and hoses, are these cleaned?</p> <p>Doc</p> <p><input type="checkbox"/> Are corresponding records kept?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>		



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 18 / 20

Company:

FID No.:

Audit date:

			Score / N.A.	Corrective action
4.14	Are cleaned hoses sealed correctly?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:		

5. Cleaning in external cleaning stations

			Score / N.A.	Corrective action
5.1	Are the vehicles cleaned in external cleaning stations?	<input type="checkbox"/> yes <input type="checkbox"/> no		
5.2	If so, how does the driver check and keep records of completed cleaning procedures? - visual inspection of the tank - presentation of a certificate?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no		

Doc



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 19 / 20

Company:

FID No.:

Audit date:

--	--	--	--	--

Place/date

Name SGF point person in
the company

Signature SGF point
person in the company

Name of the
SGF/IRMA inspector

Signature of the
SGF/IRMA inspector

Final assessment by the SGF/IRMA office

Remarks:

passed

not passed



SGF Checklist TRANSPORT COMPANIES

Status: 15.07.2016

Page 20 / 20

Company:

FID No.:

Audit date:

Place, date

Signature SGF/IRMA Technical Director/stamp