

# Records Required for DTAS Assessment



*Not all of these records are necessarily applicable in all cases.*

- Local authority evidence of registration as food handler and transporter
- Sub contractors' DTAS certificate
- Historic self-audits against DTAS Standards
- Drivers' Handbook
- Documented procedures for:
  - Drivers dealing with incidents and complaints
  - Drivers being approached by enforcement authorities
  - Load rejections (farm & delivery site)
  - Notifiable disease outbreaks (to include list of location / suppliers of resources)
  - Heat treatment orders
  - Use of lay-bys in emergencies only
  - Personal hygiene
  - Exterior cleaning of tankers
  - Automatic samplers
  - Milk / milk fractions collection
  - Milk / milk fractions transhipment / discharge
- Incident / complaints records
- Contingency procedures to include site plan and emergency contact list
- Business continuity plans
- Traceability records for all loads
- Pest control records
- CIP service / maintenance records
- CIP instructions and procedures
- List of all CIP providers used during the last twelve months
- Evidence to demonstrate that all non-dairy third party CIP providers are compliant with the Dairy UK Tanker Cleaning CoP
- Evidence of Global Food Safety Initiative (GFSI) certification e.g. BRC Global, for any dairy based CIP providers
- HACCP (current and evidence of annual review)
- Access to Dairy UK Industry Guide to Good Hygiene Practice: Milk and Dairy Products
- Training records and evidence of review / training needs analysis
- Health screening procedures
- Vehicle defect procedures and records
- Tanker external cleaning records
- Flow meter calibration / replacement records
- Flow meter sealing and calibration label in backbox of all tankers fitted with flowmeters
- Records of calibration / replacement of hand held thermometers
- In line temperature probe reference check / replacement records
- Declarations / history for second-hand / hired in tankers
- CIP Chemical list and manufacturer's safety data sheets
- Tanker inventory
- Evidence to confirm compliance with Dairy UK Tanker Specification (for tankers manufactured after October 2011)
- Records of initial CIP and inspection for tankers entering the fleet
- CIP records
- Tanker monitoring (swabbing) records
- Sample fridge temperature records
- Tanker security procedures and records
- Records of simulated security breaches (except for secure sites)
- Risk assessments for out-based reload sites, roadside collections, lay-by transhipment (fixed draw bar / drags) and emergency lay-by use
- Authorisation from local authority for the use of nominated lay-bys for transhipment (fixed draw bar / drags)

*Copies and examples of some of these documents are available to download off the DTAS website at*

<http://www.dairytransport.co.uk/dtas/documents.eb>