

Department of Agriculture, Forestry and Fisheries

Veterinary Services.

Notice No. VPN/01/2019-01

To: STATE VETERINARY OFFICERS

Subject: Procedures for registration and deregistration of approved meat export establishments.

**PART I: A. Procedures to register establishments as approved to export
B. Procedures to deregister an establishment that was approved to export meat**

ANNEX A: Application for export approval: meat

ANNEX B: Example of recommendation for registration by the PEO

ANNEX C: Certificate for veterinary approved meat establishment

This VPN/01/2019-01 REPLACES VPN/01/2007-01



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Dr Mphane Molefe
Director: Veterinary Public Health

2019 -04- 29

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Date

PART I

A. PROCEDURES TO REGISTER AN ESTABLISHMENT AS APPROVED TO EXPORT MEAT

1. The owner of an existing abattoir, cutting plant or processing plant that seeks approval to export meat must apply to register as a approved meat export establishment through the Provincial Executive Officer (PEO) of the province where his plant is situated. Owners building new plants must submit design drawings to the PEO for approval. Once these design drawings are approved they may commence building. The PEO will supervise the building of the new plant and do a final inspection and trial slaughter on completion.
2. The PEO must forward the following documentation to the National Executive Officer (NEO):
 - the application form (see Annex A)
 - the completed standardised Hygiene Assessment System Checklist/Report or inspection report to indicate compliance with requirements set by South African legislation, as well as any structural, operational and managerial requirements set by importing country.
 - a recommendation signed by the PEO of the province that the plant be registered for export (see Annex B)
3. The management of establishments approved to export must submit drawings of any intended structural changes to the PEO for approval. The PEO must supervise building and do a final inspection on completion. The PEO must inform the NEO of the approval of these structural changes.
4. The NEO reserves the right to do a final inspection before plants are approved for export.
5. The NEO will open an export file for successful applicants and a certificate for a veterinary approved meat establishment (see Annex C) with an export number (ZA number) will be issued. This certificate will be forwarded to the PEO who in turn will forward the certificate to the owner of the establishment, keeping a copy on record.
6. The owner of the establishment must negotiate with the PEO or NEO for the services of a certifying official veterinarian.
7. The owner of the establishment must procure a meat inspection service. Only official meat inspector or if not available employees of assignees may perform this function. Staff employed auxiliaries (meat examiners) may assist with meat inspection but only under the direct supervision of the meat inspector.
8. The NEO will do the negotiation and provision of export certification. A copy of the health certificate will be provided to the official veterinarian at the establishment. Health certification must be done in accordance with the SA export certification policy, (VPN/17).

9. The PEO must inform the NEO of persistent non-compliance with requirements set and recommend the suspension or even withdrawal of the registration certificate
10. If the NEO deems it necessary to suspend exports from an approved establishment the owner must be informed in writing that export certification had been temporarily suspended. The owner will then be provided with a comprehensive inspection report. The owner must submit a list of corrective actions proposed with time schedules in response to each deficiency reported. If the owner fails to comply with the given deadlines and is unable to give a full account or a reasonable reason for doing so, the export number of the establishment will be retracted by the NEO.
11. Application for re-registration of plants where the export number has been retracted will have to be done in the same manner as specified in paragraph 1.
12. The NEO will keep a list of establishments approved for export up to date.
13. Registrations will be valid for a maximum of 2 years, subject to a comprehensive inspection being done on a yearly basis. Frequency of inspections will be based on performance.

B. PROCEDURES TO DEREGISTER AN ESTABLISHMENT THAT WAS APPROVED TO EXPORT MEAT

1. The NEO may withdraw a registration certificate in respect of an approved export establishment if the establishment:
 - i. no longer complies with any condition subject to which the registration certificate was issued,
 - ii. is not operated in accordance with the essential national standards;
 - iii. no longer complies with the requirements of the importing country
2. If the PEO has knowledge or information that an establishment which was approved for export is no longer active, he/she must notify the NEO in writing.

(Logo of Controlling Authority)

**ANNEX A (VPN/01)
APPLICATION FOR REGISTRATION OF AN
ESTABLISHMENT AS APPROVED FOR EXPORT OF
MEAT**

A. GENERAL INFORMATION ON THE ESTABLISHMENT

DATE						
NAME OF ESTABLISHMENT						
REGISTRATION CERTIFICATE NUMBER						
PHYSICAL ADDRESS						
POSTAL ADDRESS						
POSTAL CODE						
TOWN						
PROVINCE						
TELEPHONE NUMBER						
FAX NUMBER						
NAME OF THE OWNER						
E-MAIL ADDRESS OF OWNER						
NAME OF THE MANAGER						
E-MAIL ADDRESS OF MANAGER						
NAME OF THE HYGIENE MANAGER						
E-MAIL ADDRESS OF HYGIENE MANAGER						
IMPORTING COUNTRIES						
DOCUMENTED HYGIENE MANAGEMENT SYSTEM IN PLACE	YES			NO		
TYPE OF ESTABLISHMENT	ABATTOIR		DEBONING		COLD STORE	
	OTHER (SPECIFY)					
DAILY THROUGHPUT	CATTLE		PIGS		POULTRY	
	SHEEP		HORSES		OSTRICH	
	GOATS		WILD GAME		CROCODILE	
	OTHER (SPECIFY)					

B. DECLARATION AND SIGNATURE OF OWNER/ AUTHORISED SIGNATORY OF THE ESTABLISHMENT

I (Full name of owner/signatory) _____

agree to comply with requirements set by the Controlling Authority as well as the importing countries, for the export of _____ obtained from this facility.

Signed at (place) _____ on, (date) _____

Signature of owner/ authorised signatory

Signature of witness

LETTERHEAD AND LOGO
PEO

This is to confirm that *(Name of plant)*

Provincial Reg. N° _____

situated at *(Address of plant)*

**has been inspected and found to comply with current requirements pertaining to export of meat /
meat products obtained from the following species:**

In my capacity as PEO of _____ (name of Province)
I hereby recommend this plant to be registered as a approved meat export establishment.

DIRECTOR VETERINARY SERVICES (Name of Province)

LETTERHEAD AND LOGO
NEO

**CERTIFICATE FOR A VETERINARY
APPROVED MEAT ESTABLISHMENT**

This is to certify that

_____ (Name of plant)
Provincial Reg. N° _____
situated at (Address)

**complies with current requirements pertaining to export of meat / meat products obtained from
the following species:**

Registration number (ZA no.) :
Registration date :
Expiry date :

DIRECTOR VETERINARY PUBLIC HEALTH

1. This certificate is not transferable and is issued subject to compliance by the holder with requirements set by SA legislation.
2. The facility must be re-approved on an annual basis.
3. Failure of the holder to comply with requirements set by SA legislation indemnifies the state against any claim instituted.
4. The approval of the facility may be withdrawn at any time, in case of non-compliance.