



Western Cape
Government

Agriculture

DEPARTMENT OF AGRICULTURE, WESTERN CAPE

DIRECTORATE: VETERINARY SERVICES: EXPORT CONTROL

STANDARD OPERATING PROCEDURE

SOP FOR VETERINARY PUBLIC HEALTH OFFICERS FOR INSPECTING, LOADING AND OFF-LOADING ANIMAL PRODUCTS AND ANIMAL BY-PRODUCT CONSIGNMENTS OF EITHER MOVEMENT OR EXPORTED PRODUCTS

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1. PURPOSE AND APPLICATION

To provide competent personnel to perform export load out inspections by RSA and the importing countries requirements.

To provide assurance such that credible certification can proceed.

To ensure sufficient staff is available for that purpose.

2. PERSONNEL

Chief State Veterinarian (CSV), Control Veterinary Public Health Official (CVPHO), Veterinary Public Health Official (VPHO), Administrative Clerk (AC).

3. HEALTH AND SAFETY

4. EQUIPMENT AND SUPPLIES

Electrical drill and bit, Thermometer and Protective Clothing

Annex A or B with Invoicing Form

5. DEFINITIONS

CSV means Chief State Veterinarian

CVPHO means Control Veterinary Public Health Official

VPHO means Veterinary Public Health Officials

AC means Administrative Clerk

6. PROCEDURE

The CVPHO will design a roster to indicate which VPHO will avail themselves for particular companies for movement and / or export product inspections, loading and off-loading duties for the day.

The exporter must send in an application (Annex A or B) for inspection, loading or off-loading to the State Veterinary Office before 2pm the day before to obtain this service.

The VPHO will contact the company or a person responsible for exports at the company must telephonically contact the State Veterinary Office to arrange time that service will be delivered on the day.

NB (If the company or person responsible cannot be contacted; it becomes the company's responsibility to follow-up on the time arranged for the inspection with the inspector. The company must contact the State Veterinary Office after 08H30 a.m. in the case where the VPHO have not made contact yet.)

The VPHO must log his/her specific departure time and kilometers on the Annex A or B.

The VPHO must complete an invoice for the company for services rendered each time.

7. PROCEDURE AT FACILITIES OR COLD STORES

Vehicle Inspection:

- The VPHO will inspect the transport vehicle to ensure it is clean and suitable for use – clean, insulated, leak proof, sealable and in good repair.
- The VPHO must ensure the refrigeration system (compressor) is working and effective prior to allowing loading (for thermal control). The VPHO's should use their own discretion when this system must be effective prior to, throughout or after loading depending on current temperature of the product.
- The VPHO will take internal temperatures of the container / vehicle (fixed body) or trailer (horse and trailer) by at least three places within the container.
- The VPHO must record the registration number of the container / vehicle (fixed body) or the trailer (horse and trailer).
- The VPHO must check that the thermographic cab recorder is working (if the vehicle is sophisticated enough) or check the thermal recorder on the side of the vehicle.
- In the case of a mixed consignment loading, the VPHO must ensure separation and assess the risk of cross contamination either aerosol or direct, of the product he/she is signing for. (i.e transporting solvents with the meat consignment is not allowed).
- The VPHO must examine the vehicle to determine that the internal and external dimensions of the vehicle are proportionate so that there is no possibility of a hidden compartment.

Product Inspection:

The following procedure will be followed by the VPHO for frozen or chilled product

- If palletized, count the number of boxes per pallet multiply by the number of pallets and the approximation of the carton number is gained.
- Check the end panel labelling of the carton, which must contain the following as a minimum – Description of Product (Batch Codes/Expiry, Best Before or Production Date, Weight, Storage Temperature Requirements, Producers Details, Name, Address and ZA Number).
- Select at random product/s for checking – Attention is paid to the Packaging, Means of Sealing, Labelling, Confirm the Contents, Take Thermal Reading. On resealing the product the VPHO must indicate that the product was subjected to VETERINARY INTERVENTION, either by use of intervention tape or hand written with a stamp of the AUTHORITY.

- Thermal values for frozen product –12°C for RSA specification or (minus) –18°C for specific importing countries specifications. Chilled product at 7°C or below (for poultry meat 4°C or below). Where the permit does not specify thermal requirements, then the RSA specification will be used.

IF THERMAL SPECIFICATIONS ARE NOT MET THEN THE PALLET CAN BE REPLACED OR THE CONSIGNMENT IS DENIED IN TOTAL, BUT MORE PALLETS MUST BE CHECKED.

- No broken or damaged or soiled cartons will be loaded.
 - Supervise rapid loading of the consignment to ensure that no delay results in thermal abuse problems.
 - Using an official veterinary service seal, the container / vehicle are sealed and the seal numbers recorded on the Annex A or B along with the container number / registration numbers of the truck and trailer. Please record the commercial seal number if present.
 - Once satisfied that all movement / export requirements are met, the Annex A or B and Invoice must be signed.
 - The original Annex A or B and Invoice are handed to the company representative, this document must be attached to the movement / export application for the CSV's attention.
- NB. Ensure that no other animal products are loaded with these consignments that was not permitted and certified. Products which are not correctly certified can contaminate those that are properly certified and lead to rejection of the whole consignment by the importing country.

Product Inspection (At the Cold Store):

- Please check the Goods Received Voucher and the Goods Dispatch Voucher to make certain that the product did not leave the cold store at any time since received. This information is crucial to the CSV's as he/she has to endorse the VHC assuring that the products were under veterinary supervision all the time. This can only be done by ensuring that the full traceability of the products from time received to time the VPHO loads and seal the consignment, is accounted for.

Product Inspection (For Mauritius):

- Please check that the following information is on the cartons and on individual pieces of meat as it is required for Mauritius;
 - Name of manufacturer/packer
 - Production date/slaughter date/packing date
 - Expiry date (must have at least 8 month shelf-life at time of landing in Mauritius – consider 2 weeks shipping time)
 - Type of product on Product List must match Import Permit
 - Frozen product at -18°C; not exceeded at any time

- Chilled product below 7°C; not exceeded at any time
- Chilled poultry meat never to exceed 4°C at any time

Product Inspection (Off-loading):

- Ensure that the consignment matches the description on the movement certificate.
- Check temperature of products and record on Annex B. Supervise rapid off-loading of the consignment to ensure that no delay results in thermal abuse problems.
- Check vehicle thermograph records / printout to verify that cold chain was maintained throughout the transportation of the products.
- Ensure that vehicle was in a satisfactory hygienic state and no harmful products were transported with the consignment inspected.
- For EU product a copy the thermograph, reflecting the entire journey must be kept on record.

8. Records, references and training will be addressed in the next revised version of this SOP.

