

Department of Agriculture

National Directorate Animal Health

Notice No. VPN/25/2007-01

To: STATE VETERINARY OFFICERS

Subject: Export of raw hides and skins from South Africa.

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Dr. Mpho Maja
Director: Animal Health.



Date: 29th March 2007.

PART I

DEFINITIONS

Abattoir origin hides and skins (Gold or Silver status):

A hide or skin is deemed to be of abattoir origin if it complies with one of the following conditions:

- 1) Is machine flayed. By virtue of the flaying method it can be assumed to have originated from an abattoir.
- 2) Is a hand flayed hide or skin that has been stamped with the sourcing abattoir's registration number. This stamping is to be done at the abattoir under the supervision of the person who will issue the health attestation.

Gold status hides and skins:

An abattoir hide or skin that has been sourced from an approved registered abattoir where ante and post mortem examinations are routinely performed. The hides and skins must not originate from the OIE recognised Foot and Mouth Disease controlled areas of the Limpopo, Mpumalanga and Kwazulu Natal provinces or from the Kruger National Park.

Silver status hides and skins:

An abattoir origin hide or skin that has been sourced from an approved registered abattoir, anywhere in South Africa, where at least a post mortem examination is routinely performed.

Bronze status hides and skins:

Hides / skins that have not received any official veterinary public health examinations and / or that are sourced from unregistered / unapproved abattoirs and / or the hides / skins original status has been compromised and / or the hides and skins have potentially been exposed to contagion.

Registered inspector:

A person contemplated in section 11 (1)(c) of the Meat Safety Act (Act 40 of 2000) who has the required qualification and is registered with the provincial executive officer under regulation 111 to do a meat inspection service in a particular abattoir. This person is "appointed" to sign the Health attestation (Annexure 2) for hides and skins, sourced from that abattoir, in the same way they are appointed to do the ante and post mortem inspection.

Inspection Personnel:

All personnel (Registered Veterinarians and Meat Inspectors) registered to do meat inspection at an abattoir.

Ante-mortem inspection

The Red Meat Regulations: Part VI: Meat Inspections states that "A registered inspector doing ante mortem inspection at a -

(a) rural abattoir, must be at least a meat inspector or, provided exemption has been granted by the provincial executive officer, a meat examiner;

(b) low and high throughput abattoirs, must at least be a meat inspector."

To qualify as an ante-mortem inspection the above points must have been complied with. If a pre-slaughter inspection is done by anyone who does not meet the above regulation requirement, then such an inspection is not an ante mortem inspection but is strictly a "pre-sacrifice" inspection. This does not qualify for gold status.

PART II

ABATTOIR

1) Abattoir approval

All abattoirs that are to be used as a source of hides or skins for export must be registered by the National Director of Animal Health.

- The abattoir must:
 - correctly complete section A of the application form '**APPLICATION FOR APPROVAL OF AN ABATTOIR TO BE USED AS A SOURCE OF HIDES/SKINS FOR EXPORT**' (Annex 1).
 - have section B completed by all inspection personnel who will issue Health Attestations for hides and skins that are sourced from the abattoir. If the abattoir makes use of an independent meat inspection provider where the inspection personnel are rotated, then this is to be indicated on the form. This independent meat inspection provider must then provide the required information and specimen signatures to the abattoir for submission together with the application form.
 - submit the application form to their provincial Veterinary Department.

Please note: This approval is to be renewed on an annual basis and it is the abattoir's responsibility to ensure that this is complied with.

- The Provincial Veterinary Department must:
 - indicate if the application is recommended.
 - confirm that the abattoir routinely performs either an ante **and** post mortem inspection or **only** a post mortem inspection.
 - forward the application to the Import / Export Policy Unit (IEPU) of the National Directorate of Animal Health (DAH) in Pretoria.
- The Import / Export Policy Unit (IEPU) of the National Directorate of Animal Health (DAH) must:
 - maintain an updated national database of all the abattoirs that are approved to be a source of hides and skins for export. This database must include:
 - the abattoir name and approval number,
 - the species that the abattoir is approved to slaughter,
 - if ante **and** post mortem or **only** post mortem inspections are performed,
 - information on the personnel who will be issuing the health attestations,
 - contact person details,
 - registration and expiry dates of the abattoir.

2) Auditing and inspection of abattoirs

All abattoirs that are approved as a source of hides and skins are to be audited on a regular basis.

These audits are to take the form of:

- Official bi-annual audit inspections.
 - These are to be done by an official employed by either the Veterinary Administration or Authority, or an independent auditing body appointed in writing by the National Director of Animal Health.
 - The auditing official is to complete a compliance audit document at the time of the audit. This document must be approved by the national Director of Animal Health. Please see Annex 12: '**Compliance with the protocol for the export of hides and skins: Abattoir**' for an example of such an approved document.
 - The completed audit form is to be submitted to the IEPU **within one calendar month** of the date of the audit.

- Official unscheduled audits/inspections.
These inspections are to be carried out as required, in addition to the above bi-annual audit inspections, by an official employed by either the Veterinary Administration or Authority, or the appointed auditing body. Circumstances requiring such inspections include, but are not limited to, the following:
 - To determine if non conformities identified at the time of the bi-annual inspection have been corrected.
 - Inspections performed by the National Audit Team of South Africa's Veterinary Services.
 - Spot checks to verify continued compliance to the protocol.

3) Inspection documentation issued at the abattoirs

- All consignments of hides or skins that leave the abattoir are to be accompanied by a "VETERINARY / HEALTH AUTHORITY ATTESTATION" (Annex 2)
- This attestation may only be issued by one of the inspection personnel designated at section B on the form 'APPLICATION FOR APPROVAL OF AN ABATTOIR TO BE USED AS A SOURCE OF HIDES/SKINS FOR EXPORT' (Annex 1).
- Copies of all health attestations that have been issued are to be retained by the abattoir inspection personnel for record and audit purposes.

4) Transport of hides and skins between approved abattoirs and the intermediate / export approved stores.

Hides and skins of different status types (gold, silver and bronze) are to remain separated at all times. This implies that they must be transported on separate trucks, trailers or be separated by an impervious barrier (e.g. plastic sheet).

PART III

INTERMEDIATE STORES.

1) Approval of Intermediate stores.

Please see Annex 4 "REQUIREMENTS TO BECOME A VETERINARY APPROVED INTERMEDIATE STORE FOR HIDES AND SKINS"

All establishments, which are neither on the abattoir grounds or registered as an export approved hides and skins store, that handle and store hides / skins are considered to be intermediate stores. All intermediate stores are to be registered by the Director Animal Health.

- The Intermediate store must:
 - Correctly complete the application form "**APPLICATION FOR APPROVAL AS AN INTERMEDIATE HIDES AND SKINS STORE**" (Annex 3).
 - Submit the application form, together with the required supporting documentation, to their regional provincial Veterinary Department. The required supporting plans need not be submitted on an annual basis if there have been no alterations to the facility.

Please note: This approval is to be renewed on an annual basis and it is the intermediate stores responsibility to ensure that this is complied with.

- The regional Provincial Veterinary Department must:
 - Indicate if approval is recommended.
 - Forward these applications to the Import / Export Policy Unit (IEPU) of the National Directorate of Animal Health (DAH) in Pretoria.
- The Import / Export Policy Unit (IEPU) of the National Directorate of Animal Health (DAH) must:
 - Maintain an updated national database of all approved intermediate stores. This database is to include:
 - the store name and approval number,
 - contact person details,
 - registration and expiry dates of the store

2) The Auditing and inspection of intermediate stores

These stores are to be managed in such a way that compliance with the protocol for the export of hides / skins is complied with. This entails that GOLD hides and skins, SILVER hides and skins and BRONZE hides and skins are kept separate from each other at all times. This requires that hides and skins of different status are transported, off loaded / loaded, handled and stored separately.

All health attestation documentation that accompanies the various Gold and Silver consignments, present in the store, must be kept in such a manner so as to enable easy correlation with these consignments.

All intermediate stores are to be audited on a regular basis to ensure compliance with the following points:

- facility is currently registered as an approved intermediate store,
- the required structural/physical facilities exist to ensure the required separation between the various statuses of hides / skins,
- the required management capability to enable compliance with the requirement that separation between the various statuses of hides / skins is maintained at all times exists, and
- the required management practises and procedures are in place, and are being followed, to ensure compliance with the record keeping and separation requirements.

These audits are to take the form of:

- Official bi-annual audit inspections.
 - These are to be done by an official employed by either the Veterinary Administration or Authority, or other auditing body appointed in writing by the Director Animal Health
 - The auditing official is to complete a compliance audit document at the time of the audit. This document must be approved by the Director Animal Health. Please see Annex 13: **'Compliance with the protocol for the export of hides and skins: Intermediate Store'** for an example of such an approved document.
 - The completed audit form is to be submitted to the IEPU **within one calendar month** of the date of the audit.

- Official unscheduled audits/inspections.

These inspections are to be carried out as required, in addition to the above bi-annual audit inspections, by an official employed by either the Veterinary Administration or Authority, or the appointed auditing body. Circumstances requiring such inspections include, but are not limited to, the following:

 - To determine if non-conformities identified at the time of the bi-annual inspection have been corrected.
 - Inspections performed by the National Audit Team of South Africa's Veterinary Services.
 - Spot checks to verify continued compliance to the protocol.

3) Documentation at the intermediate store

- Health Attestations.

All consignments originating from abattoirs must be accompanied by a health attestation (Annex 2). The consignment is to be stored in such a manner, and its documentation filed in such a way, to ensure that this correlation is maintained.
- Covering Movement Certificate.

When a consignment is moved between 2 approved intermediate stores the store manager at the dispatching store must:

 - complete the **"COVERING MOVEMENT DOCUMENT FOR THE MOVEMENT OF RAW HIDES AND SKINS BETWEEN APPROVED INTERMEDIATE STORES"** (Annex 11),
 - attach all the original health attestations, that are relevant to the specific consignment, to this covering movement document,
 - ensure all this original documentation accompanies the consignment to the receiving intermediate store.

4) Transport

Hides and skins of varying status are to remain separated at all times. This implies that they must be transported to and from the intermediate and export stores on separate trucks, trailers or be separated by an impervious barrier (e.g. plastic sheet).

PART IV

EXPORT APPROVED HIDES AND SKINS STORES.

These must consist of 3 separate stores.

GOLD and SILVER stores must comply with the "REQUIREMENTS TO BECOME A VETERINARY APPROVED EXPORT HIDES AND SKINS STORE" (Annex 6).

A third separate store is to be designated to store BRONZE hides and skins.

1) Approval of export hides and skins stores

All stores that wish to export hides and skins must be registered as Export Approved Hides and Skins Stores by the Director Animal Health.

- The store must:
 - Correctly complete Annexure A "APPLICATION FOR APPROVAL AS AN EXPORT APPROVED HIDES AND SKINS STORE" (Annex 5)
 - Submit the application form, together with the required supporting documentation, to the Official State Veterinarian who is responsible for the signing of export certification, for consignments that arise from the store, and monitoring of the store. The required supporting plans need not be submitted on an annual basis if there have been no alterations to the facility.

Please note: This approval is to be renewed on an annual basis and it is the export approved hides and skins stores responsibility to ensure that this is complied with.

- The responsible Official State Veterinarian must:
 - Inspect the store to ensure compliance with the listed requirements indicated in "REQUIREMENTS TO BECOME A VETERINARY APPROVED EXPORT HIDES AND SKINS STORE" (Annex 6)
 - Complete a descriptive report (detailing the store's compliance with these requirements) recommending approval (see Annex 7 for an example).
 - Forward the required application form, plans and report to the Import / Export Policy Unit (IEPU) of the National Directorate of Animal Health (DAH) in Pretoria.
- The Import / Export Policy Unit (IEPU) of the National Directorate of Animal Health (DAH) must:
 - Maintain an updated national database of all the Export approved Hides and Skins Stores. This database is to include:
 - the store's name and approval number,
 - what the store is approved to export (both hides and skins or just hides/skins),
 - contact person details,
 - registration and expiry dates of the Export approved Hides / Skins Store.

2) Auditing and inspection at Export Approved Hides and Skins stores

In order to comply with the requirements for the export of hides and skins the following protocol is to be implemented at these stores.

- Arrival of consignments
 - No consignments may be off loaded at the store unless inspected and approved by an authorised official of the supervising veterinary services who will:
 - Inspect a minimum of 3% of the hides and skins, during off loading, to ensure that they are all abattoir hides and skins.
 - Ensure that the unloaded tally corresponds with the tally indicated by the accompanying health attestation/s

- If satisfied, “book” the consignment into the designated store by completing the designated information block at the bottom of the relevant health attestation (Annex 2) and completing the “**Record of received consignments**” register (Annexure 8).
- **Export / Removal of consignments**

No consignment may be removed from its designated store without the knowledge, supervision and approval of the authorised official of the supervising veterinary services. Situations requiring this include the removal of a consignment for exportation, for placing into production, sale to another approved export store for export or for sale for consumption within South Africa. Each of these situations will require a different approach by the supervising veterinary officials.

 - **Consignments for export**

At the time of export the authorised inspection official will:

 - Inspect at least 1 pallet/bale while loading a 6m container and at least 2 pallets/bales while loading a 12m container to ensure that they are all abattoir skins.
 - “book” out the consignment by completing the “**Export consignment record**” (Annex 9).
 - Provide this information to the Certifying Veterinarian to enable completion of the relevant export certification.
 - **Consignments to be moved to another Export Approved Hides and Skins Store**

The authorised inspection official will:

 - “book” out the consignment by completing the “**Export consignment record**” (Annex 9).
 - The Supervising / Certifying State Veterinarian is to issue a **Veterinary Movement Certificate** (Annex 10) that is to accompany the consignment to the other Export Approved Store. A copy of the movement certificate is to be retained for record purposes.

Note: The original health attestations are to remain at the originating Export Approved Hides and Skins Store.
 - **Consignments to be placed into production / sale for consumption within South Africa**
 - “book” out the consignment by completing the “**Export consignment record**” (Annex 9).
 - Once removed from the premises of the Export approved hides and skins store, the consignment may not be returned unless the supervising veterinary officials are convinced that its specific disease status has not been compromised.
- **Auditing / Stock taking**

This is to be performed on a monthly basis.

 - The physical stock level present in the store is to be determined by a physical stock check performed by the store management and verified by the authorised veterinary inspector.
 - The theoretical stock level is to be determined by balancing the “**Received consignment record**” (Annex 8), the “**Export consignment record**” (Annex 9) and the previous months stock level. This result should closely correspond with the result obtained during the physical stock check. Due to practical logistical reasons it is recognised that it is not necessary that these two tallies are identical. However any deviation should be slight and its reason easily recognised.
 - The supervising / certifying Veterinarian is to retain all the original health attestations and is to also maintain up to date records of all exports and stock reconciliations performed.
 - Spot inspections, to check / monitor the daily working of the store, are to be done by the supervising personnel as frequently as possible / required.

[Please note that electronic versions of Annex 1 – 13 (in original format) are available from the National Directorate Animal Health]

Annex 1

(Logo of Controlling Authority)

APPLICATION FOR APPROVAL OF AN ABATTOIR AS A SOURCE OF HIDES AND SKINS FOR EXPORT.

Reference no

A. GENERAL INFORMATION ON THE ABATTOIR

DATE	
NAME OF ABATTOIR	
APPROVAL NUMBER	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
POSTAL CODE	
CITY / TOWN	
PROVINCE	
TELEPHONE NUMBER	
FAX NUMBER	
NAME OF THE MANAGER / OWNER	
E-MAIL ADDRESS OF MANAGER / OWNER	
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND CERTIFICATION	
NAMES OF AUTHORISED PROVINCIAL OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS	
NAME OF MOST SENIOR MEAT INSPECTOR RESPONSIBLE FOR INSPECTION AND CERTIFICATION (IN THE ABSENCE OF A VETERINARIAN)	
TYPE OF MEAT INSPECTION SERVICE PERFORMED AT THE ABATTOIR (1):	
1) Ante and post-mortem inspection is routinely performed	(1) Please indicate either 1) OR 2) by checking the applicable block.
2) Only a post mortem inspection is routinely performed	
SPECIES	CATTLE
	SHEEP
	GOATS
	PIGS
	HORSES
	WILD GAME
	OTHER (SPECIFY)

B 1. DECLARATION BY AUTHORISED VETERINARIAN / MOST SENIOR MEAT INSPECTOR *

I _____ the veterinarian / meat inspector responsible for providing an inspection and certification service at the abattoir mentioned above hereby declare that:

I will perform and provide all the necessary inspections, certification and record keeping required to ensure the validity and traceability of the hides/skins sourced from the above abattoir; and

I agree to abide by all the conditions set by the Department of Agriculture for the export of the hides/skins obtained from this abattoir.

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

Telephone number:.....

Fax number:..... (Signature of authorised veterinarian/ most senior meat inspector)

e-mail address:..... (Name in capital letters, title and qualification)

B 2. DECLARATION BY AUTHORISED VETERINARIAN / MOST SENIOR MEAT INSPECTOR *

I _____ the veterinarian / meat inspector responsible for providing an inspection and certification service at the abattoir mentioned above hereby declare that:

I will perform and provide all the necessary inspections, certification and record keeping required to ensure the validity and traceability of the hides/skins sourced from the above abattoir; and

I agree to abide by all the conditions set by the Department of Agriculture for the export of the hides/skins obtained from this abattoir.

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

Telephone number:.....

Fax number:..... (Signature of authorised veterinarian/ most senior meat inspector)

e-mail address:..... (Name in capital letters, title and qualification)

B 3. DECLARATION BY AUTHORISED VETERINARIAN / MOST SENIOR MEAT INSPECTOR *

I _____ the veterinarian / meat inspector responsible for providing an inspection and certification service at the abattoir mentioned above hereby declare that:

I will perform and provide all the necessary inspections, certification and record keeping required to ensure the validity and traceability of the hides/skins sourced from the above abattoir; and

I agree to abide by all the conditions set by the Department of Agriculture for the export of the hides/skins obtained from this abattoir.

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

Telephone number:.....

Fax number:..... (Signature of authorised veterinarian/ most senior meat inspector)

e-mail address:..... (Name in capital letters, title and qualification)

* All officials at the abattoir, who will be authorised to sign the "Veterinary / Health Authority Attestation", must complete the declaration. Only these officials' signatures will be accepted at the export approved stores.

Annex 2

LETTER HEAD

CERTIFICATE NUMBER:

Abt. code	Year	Month	Consignment

VETERINARY / HEALTH AUTHORITY ATTESTATION

ANIMAL HEALTH CERTIFICATE FOR ABATTOIR HIDES AND SKINS OF UNGULATES INTENDED FOR EXPORT

(**Note:** This certificate must be issued by the official / supervising veterinarian or in the absence of a veterinarian the most senior ranking meat inspector.)

Approval Certificate Number : _____

Expiry Date : _____

I. IDENTIFICATION OF CERTIFYING OFFICIAL AND ABATTOIR

Name and designation of certifying official: _____

Contact telephone number of certifying official: _____

Place of origin: _____

Name of abattoir: _____

Abattoir registration number: _____

Identification stamp (if applicable): _____

II. TYPE OF INSPECTION PERFORMED AT THE ABATTOIR⁽¹⁾

Ante-mortem **AND** post-mortem (AM & PM): _____ **OR**
ONLY post-mortem inspection (only PM): _____

⁽¹⁾ Please indicate the type of inspection performed at the abattoir by signing next to the applicable choice.

III. DESCRIPTION OF CONSIGNMENT

Type and quantity of skins / hides		
Species	Total	Total amount written out in words
*Bovine: Beef		pieces
*Ovine: Sheep		pieces
*Caprine: Goat		pieces
*Equine: Horse		pieces
*Wild Game		pieces
*Ostrich		pieces

*** NOTE:** Species that are not applicable must be deleted. Failure to comply with this will result in the certificate being rejected.

Period of slaughter from date _____ to _____

IV. IMMEDIATE DESTINATION OF THE CONSIGNMENT

Name of Intermediate Store or Export Store : _____

V. ATTESTATION

I, the undersigned official, certify that the hides/skins described above have been obtained from animals slaughtered at the above abattoir, where they received the inspection indicated at point II above and were found to be free of serious diseases

communicable to man or animals and were not killed in order to eradicate epizootic diseases.

Signature _____ Date _____

NAME PRINT: _____

For official use by the veterinary official at the export approved hides and skins store.

Name of export approved hides / skins store : _____

Date of arrival at the export approved hides/skins store : _____

Veterinary registration number of export approved hides/skins store : _____

RECEIVING OFFICIAL: _____

DATE: _____

Consignment Number : _____

Annex 3

APPLICATION FOR APPROVAL AS AN INTERMEDIATE HIDES AND SKINS STORE

The owner of the establishment must complete this application form. The Provincial Veterinary Services must forward this application form as well as the required plans to the Director, Directorate of Animal Health.

1. Full name of facility:

2. Physical address of facility:

3. Postal address:

4. Name and address of contact person:

5. Tel: _____ Fax: _____ Email: _____

6. Provincial State Veterinarian: _____
(name and area)

7. Please supply:

- A plan, indicating surrounding structures and neighbouring activities.
- A detailed plan of the facility indicating the various flow patterns, and handling and storage areas for the different status types of hides and skins handled at the facility.

I, _____, the responsible person for the above mentioned facility hereby agree to abide by all the conditions set by the Department of Agriculture for the approval of this facility. I further acknowledge that it is my responsibility to ensure that the facility is re-approved on an annual basis.

Signature _____ Date _____

Capacity _____

Annex 4

REQUIREMENTS TO BECOME A VETERINARY APPROVED INTERMEDIATE STORE FOR HIDES AND SKINS

1. Site and location must be approved by the Director Animal Health.
2. The following plans must accompany the application for approval:
 - A plan, indicating surrounding structures and neighbouring activities.
 - A detailed plan of the facility indicating the various flow patterns and storage areas for the different status types of hides and skins handled at the facility.
3. The premises of the facility must be properly secured by a fence or wall, and must have lockable gates at the entrance/exit, which are locked when unmanned. The fence/wall and gates must be secure enough to prevent access of any livestock and unauthorised visitors to the facility.
4. Only authorised persons may enter the premises and a notice to this effect must be displayed at all entrances and exits to the store.
5. The intermediate store must have the necessary facilities and structures in place to ensure compliance with the protocol, for the export of hides / skins, by preventing cross flow between hides and skins of the various status types. There must also be no cross flow or contact with any other animals or animal products. GOLD hides and skins, SILVER hides and skins and BRONZE hides and skins are to be kept separate from each other (and other animals or animal products) at all times (i.e. during transportation, off loading / loading, handling and storage). The various storage areas must be physically separated by at least a sturdy fence. The handling, loading and offloading areas, for the various status types, must preferably be separate places (i.e. separated by space). Where this is not possible the various status types must be separated by time. This entails that the different status types may be handled in the same area but at different times. This area must be cleared and cleaned before handling hides / skins of a superior status (i.e. after handling BRONZE product or if GOLD product is to be handled after SILVER). The area must be cleared, but not necessarily cleaned, if a product of lesser status is to be handled (i.e. SILVER product after GOLD or BRONZE after GOLD or SILVER).
6. Management requirements:
 - Good co-operation with all veterinary officials and any other auditing body, appointed in writing by the Director Animal Health, tasked with the management of the protocol for the export of hides and skins.
 - Management quality/capability must be sufficient to ensure compliance with the requirements of the protocol for the export of hides and skins.
 - Good standard of housekeeping is to be maintained at all times.
 - An inventory register is to be kept of all hides and skins, which enter and leave the store. All health attestation documentation that accompanies the various Gold and Silver consignments, which are present in the store, must be kept in such a manner so as to enable easy correlation with these consignments. The register and documentation must be available for inspection by any veterinary official or other auditing body appointed in writing by the Director Animal Health.
 - The facility must be re-approved on an annual basis and the onus of application for reapproval rests with the owner of facility.

Please note that the approval of the facility can be withdrawn at any time, without warning at the discretion of the Director Animal Health, if any shortcomings are detected.

Annex 5

APPLICATION FOR APPROVAL AS AN EXPORT APPROVED HIDES AND SKINS STORE

The owner of the establishment must complete this application form. The Provincial Veterinary Services must forward this application form, together with the required plans and completed inspection report to the Director, Directorate of Animal Health.

1. Full name and type of facility

2. Physical address of facility:

3. Postal address:

4. Name and address of contact person:

5. Tel: _____ Fax: _____

E. mail: _____

6. Provincial State Veterinarian: _____
(name and area)

7. Please supply a site plan giving details of your immediate neighbours and a detailed plan of your facility, indicating production flow, where applicable.

I, _____, the responsible person for the above mentioned facility hereby agree to abide by all the conditions set by the National Department of Agriculture for the approval of this facility.

Signature _____ Date _____

Capacity _____

Annex 6

REQUIREMENTS TO BECOME A VETERINARY APPROVED EXPORT HIDES AND SKINS STORE

1. The Director, National Directorate Animal Health must approve the site and location.
2. A plan, indicating surrounding structures and a detailed plan of the facility indicating the flow pattern of product must accompany the application for approval.
3. The premises of the facility must be properly fenced, and must have secure lockable gates at all entrances/exits. The fence must be secure enough to prevent access of any livestock to the facility.
4. Only authorized persons may enter the premises.
5. There must be a one-way flow of production so that raw materials cannot contaminate processed products (this includes between raw and salted and between freshly salted and salted for in excess of 14 days). Abattoir hides / skins may not leave the premises for any further processes.
6. Hygienic standards of premises and equipment are to be maintained at all times.
7. A complete register is to be kept of all hides and skins that enter and leave the store. These records together with all stock taking records must be made available to any official of the Directorate Animal Health.
8. A notice must be prominently displayed on all exits and entrances to the facility stating "Approved Animal Health Export Store. No unauthorized entry allowed."

The facility must be re-approved on an annual basis. The onus of re-approval rests with the owner of the facility.

Please note that the approval of the facility can be withdrawn at any time, without warning at the discretion of the Director Animal Health, if any shortcomings are detected.

Annex 7

(Logo of Controlling Authority)

APPLICATION FOR EXPORT APPROVAL:

HIDES AND SKINS STORE

Reference no

A. GENERAL INFORMATION ON THE ESTABLISHMENT

DATE	
NAME OF REPORTING OFFICIAL	
NAME OF HOLDING	
APPROVAL NUMBER	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
POSTAL CODE	
TOWN	
PROVINCE	
TELEPHONE NUMBER	
FAX NUMBER	
NAME OF THE MANAGER / OWNER	
E-MAIL ADDRESS OF MANAGER / OWNER	
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION	
NAMES OF THE AUTHORISED VETERINARY OFFICIALS RESPONSIBLE FOR PERFORMING THE REQUIRED SUPERVISION AND CONTROL AT THE ESTABLISHMENT	
EXPORTING TO (COUNTRIES)	
TYPE AND CLASSIFICATION STATUS OF THE FACILITY	
TYPE OF ESTABLISHMENT	HIDES AND SKINS STORE
	ONLY A HIDES STORE
	ONLY A SKINS STORE
CLASSIFICATION STATUS OF THE FACILITY (Please note that an export store may consist of one or more individual stores of different statuses)	GOLD (sourced from approved abattoirs where an ante and post mortem meat inspection service is performed)
	SILVER (sourced from abattoirs where only a post mortem meat inspection service is performed)
	BRONZE (not sourced from approved abattoirs)
SPECIES	CATTLE
	SHEEP
	GOATS
	PIGS
	HORSES
	WILD GAME
	OTHER (SPECIFY)

B. DECLARATION BY STATE VETERINARIAN

I _____ the veterinarian responsible for providing an inspection and certification service at the facility mentioned in the preceding pages hereby declare that:

Drawings of the establishment and a comprehensive inspection report are attached to this application; and

I agree to abide by all the conditions set by the Department of Agriculture and importing countries for the export of hides and / or skins obtained from this facility.

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

(signature of official veterinarian)

Stamp

(name in capital letters, title and qualification)

INSPECTION REPORT

To be completed by the Provincial State Veterinarian or an inspector from the Department of Agriculture.

Note: All words in italics must be interpreted as defined in the OIE International Animal Health Code, see numbered annotations at the end of this document.

1. The provincial *veterinary authority*ⁱ must be able to apply *official veterinary control*ⁱⁱ in the area and at the facility.
Yes No
2. A plan indicating surrounding structures must accompany the application.
Plan attached: Yes No
Comments:
3. A detailed plan of the facility, showing flow patterns, must accompany the application. These plans must be endorsed by an *official veterinarian*ⁱⁱⁱ to confirm the existence of structures and the flow pattern.
Plan attached and endorsed: Yes No
4. A descriptive report about the management of the facility must also be supplied by the *official veterinarian*ⁱⁱⁱ.
Report attached: Yes No
5. The premises of the facility must be properly fenced, and must have secure lockable gates at all entrances/exits, which are locked when unmanned. The fence must be secure enough to prevent access of any livestock to the tannery.
Please describe the fence:
6. Only authorised persons may enter the premises.
Is there access control? Yes No
7. There must be a one-way flow of production so that raw materials cannot contaminate processed products. This includes between raw and salted material and between material that is freshly salted and salted for in excess of 14 days. Abattoir hides / skins may not leave the premises for any further processes.
Comments:
8. Hygienic standards of premises and equipment are to be maintained at all times.
Comments:
9. A complete register is to be kept of all hides and skins that enter and leave the store. These records together with all stock taking records must be made available to any official of the Directorate Animal Health.
Comment on the records currently available and outline what your recommendations are to improve the current record system.
10. A notice must be prominently displayed on all exits and entrances to the facility stating: "Approved Animal Health export store. No unauthorised entry allowed."
Is there a notice at the entrances and exits? Yes No
11. The owner must complete the application form (Annex A). The facility must be re-approved on an annual basis. The onus of re-approval rests with the owner of the facility.

12. Other comments:

I, _____
(Name)
of _____
(Department)
certify that I have today inspected the facility:
_____ (Name of facility)
at _____
(Physical Address)
and found the above detailed conditions.

**I recommend the registration of this facility as a Veterinary approved export
..... store.**

Official Signature
Designation:
Name:
Address:
Tel No:

Official stamp

Applicable OIE International Animal Health Code quotations:

ⁱ *Veterinary Authority*

means a Veterinary Service, under the authority of the *Veterinary Administration*, which is directly responsible for the application of animal health measures in a specified area of the country. It may also have responsibility for the issuing or the supervision of the issuing of *international veterinary certificates* in that area.

ⁱⁱ *Official veterinary control*

means that the *Veterinary Authority* knows the location of the *animals* and the identity of their owner or responsible keeper and is able to apply appropriate animal health measures, as required.

ⁱⁱⁱ *Official Veterinarian*

means a veterinarian authorized by the *Veterinary Administration* of the country to perform animal health and/or public health inspections of *commodities* and, when appropriate, perform certification in conformity with the provisions of Chapter 1.3.2. of this *Code*.

Annex 8

(Name and registration number of veterinary approved export hides and skins store)							
(Status of the veterinary approved export hides and skins store or individual store in an export approved store)							
Record of Received Consignments					Month & Year:		
	Date	Certificate no.	Name of approved source establ.	number of		Receiving Official *	Consignment no.
				hides	skins		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
Total							
<p>*The receiving official certifies that he/she has checked a minimum of 3% of the consignment and has satisfied him/her self that the hides / skins are of abattoir origin.</p>							

Annex 9

(Name and registration number of veterinary approved export hides and skins store)							
(Status of the veterinary approved export hides and skins store or individual store in an export approved store)							
Export Consignment Record					Month & Year:		Official *
Date	Description	Container No.	Seal No.	number of			
				hides	skins		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
				Total			
<p>* the official certifies that he/she has checked a minimum of 3% of the consignment and has satisfied him/her self that the hides / skins are sourced from an abattoir in accordance with the requirements for export.</p>							

Certificate Reference Number: _____

(Logo of Veterinary Authority)

(Address and contact details of the certifying Veterinarian)

Veterinary Movement Certificate
**FOR RAW HIDES AND SKINS BETWEEN EXPORT APPROVED HIDES AND SKINS
 STORES.**

Description of consignment

Hides and skins of: _____

Nature of packaging (e.g. pallets / loose): _____

Number of packages and pieces: _____

Means of transport (trailer numbers): _____

Origin of consignment

Name and address of the export approved hides and skins store: _____

Designated type of store (Gold or Silver): _____

ZA Approval number: _____

Destination of consignment

Name and address of the export approved hides and skins store: _____

ZA Approval number: _____

The undersigned Official Veterinarian certifies that the consignment described above complies with the following:

- 1) Was sourced from animals slaughtered at abattoirs approved as a source of hides and skins for export.
- 2) Do not originate from the OIE recognised Foot and Mouth Disease controlled areas of South Africa.
- 3) THE ANIMALS HAVE UNDERGONE:
 - 3.1) an ante **and** post -mortem inspection. **(NB delete which is not applicable)**
 - 3.2) **only** a post mortem inspection.
- 4) The animals were not slaughtered in order to eradicate any epizootic diseases.
- 5) The hides and skins have undergone all precautions to avoid recontamination with pathogenic agents and have not been in contact with any animal products or live animals presenting a risk of spreading a serious transmissible disease.

(Date)

(Official date stamp)

(Signature of the State Veterinarian)_____
(Name in print)

Letter head of intermediate store

COVERING MOVEMENT DOCUMENT
FOR THE MOVEMENT OF RAW HIDES AND SKINS BETWEEN APPROVED
INTERMEDIATE STORES

A) Description of consignment

Hides and skins of:

Nature of packaging (e.g. pallets / loose):

Number of packages and pieces:

Means of transport (trailer numbers):

B) Origin of consignment

Name and address of the approved intermediate hides and skins store:

Designated type of store (Gold or Silver):

Approval number:

C) Destination of consignment

Name and address of the approved intermediate hides and skins store:

Approval number:

I, the undersigned and manager of the approved intermediate store listed at point (B) above, do solemnly declare that the consignment described above:

- 1) Was sourced from animals slaughtered at abattoirs approved as a source of hides and skins for export. **(The original Veterinary / Health Authority Attestations must be attached as proof.)**
- 2) The hides and skins in the consignment have, at all times, been transported, handled and stored in such a manner so as to ensure that they have not been exposed to hides or skins of a lower disease status.

Signature

Date:

Printed name:

Contact telephone number:

 Declared before me at on this day of
(place) (month) (year)

The Deponent acknowledges that he/she knows and understands the contents of this affidavit.

 (Commissioner of oaths)

Province:

South African Meat Industry Company
318 The Hillside, Lynnwood, 0081
☒ 36802 Menlo Park 0102 Pretoria
Tel +27 (012) 361 4545
Faks +27 (012) 361 9837
e-pos trudiee@samic.co.za

COMPLIANCE WITH THE PROTOCOL FOR THE EXPORT OF HIDES AND SKINS

AUDITING : ABATTOIR	
ABATTOIR	Company : _____
NAME	_____
APPROVAL NUMBER	_____
ADDRESS	_____

PARAMETER DATE: _____	COMPLY OR NOT	REMARK	CORRECTIVE ACTION
<u>TRACEABILITY</u>			
1. <u>Documentation</u> *Application for Approval *Certificate of Registration			
2. Abattoir Registration Certificate			
3. <u>Inspector/Examiner</u> Registration			
4. <u>Health Attestation plus</u> Records			
5. Declaration of Origin			
6. Relief Procedures			
7. Stamping Procedures			
8. Abattoir Hygiene Nr.			
9. Inspection AM/PM or PM only (indicate)			
S.O.P.: HIDES / SKINS / GAME			

PARAMETER DATE: _____	COMPLY OR NOT	REMARK	CORRECTIVE ACTION
Condemnations			
ABATTOIR STORE			
1. Cross Flow			
2. Separation			
3. Salting			
ADDED VALUE:			
1. Ventilation			
2. Lighting			
3. Stacking			
4. Drainage			
GRADING NON CONFORMITIES:		RECOMMENDED STATUS:	
Critical		GOLD	
Major		SILVER	
Minor		BRONZE	
GENERAL REMARKS:			
Comply = (C)		Not Comply = (NYC)	
AUDITED BY:	Print Name	Signature	Reference:
SIGNED BY AUDITOR:			
SIGNED BY OWNER/MANAGER:			

MCSCQA/063



Province:

South African Meat Industry Company

318 The Hillside, Lynnwood, 0081

☒ 36802 Menlo Park, 0102 Pretoria

Tel +27 (012) 361 4545

Faks +27 (012) 361 9837

e-pos trudiee@samic.co.za

COMPLIANCE WITH THE PROTOCOL FOR THE EXPORT OF HIDES AND SKINS

AUDITING : INTERMEDIATE STORE

INTERMEDIATE STORE	CPC (CAPE PRODUCE COMPANY)	
	AFRICAN HIDE TRADING (PTY) LTD	
NAME		
APPROVAL NUMBER		
ADDRESS		

PARAMETER DATE:	COMPLY OR NOT	REMARK	CORRECTIVE ACTION
<u>TRACEABILITY</u>			
1. <u>Documentation</u> * Application for Approval * Certificate of Registration			
2. <u>Health Attestation</u> Records			
3. <u>Register</u> Hides/Skins			
<u>STORE</u>			
1. Cross-flow			
2. Separations			
3. Salting			
4. Hygienic Standards			
5. Pest Control			

PARAMETER DATE:	COMPLY OR NOT	REMARK	CORRECTIVE ACTION
6. Unauthorised People			
1. Ventilation			
2. Lighting			
3. Stacking			
4. Drainage			

GRADING NON CONFORMITIES:		RECOMMENDED STATUS:	
Critical		GOLD	
Major		SILVER	
Minor		BRONZE	

GENERAL REMARKS:

Comply = (C)		Not Comply = (NYC)	
AUDITED BY:	Print Name	Signature	Reference:
SIGNED BY AUDITOR:			
SIGNED BY OWNER/MANAGER:			