



WESTERN DEPARTMENT OF AGRICULTURE POPI ACT COMPLIANCE NOTICE

The Western Cape Department of Agriculture (WCDoA) as a public service institution is required to collect process and store information from members of the public for the purpose of rendering of services to the citizens of this province. The POPI Act, Act 4 of 2013 regulates and controls the processing, use and storage of personal information. In order to be compliant with POPI ACT, Act 4 of 2013, the WCDoA commit not to share your information with any third party outside Provincial & National Departments of Agriculture, implementing agencies, co-workers and associates / partners as per our business approval and evaluation processes. We at the Western Cape Department of Agriculture respect your privacy and will always continue to do so. By signing this form, you are giving us a consent to collect process and store your information for the purpose of rendering a service to you as a citizen.

NAME & SURNAME:

LEGAL ENTITY/ SOLE PROPRIETOR:

DATE:



CLIENTS QUESTIONNAIRE

This form must be completed by all clients prior to entering the Agro-Processing on wheels Production Facility

Surname		Name	
Contact no.		Company Name	
Date		Accompanied By:	
Reason for entering food preparation area			

Please mark the following Questions as Yes/No

	YES/NO
1. Have you now, or have you over the last seven days, suffered from diarrhea and/or vomiting?	
2. At present, are you suffering from skin trouble affecting hands, arms or face?	
3. At present, are you suffering from boils, styes or septic fingers?	
4. At present, are you suffering from discharge from eyes, ears or gums/mouth	
5. Do you suffer from recurring skin or ear trouble?	
6. Do you suffer from a Recurring bowel disorder?	
7. Have you ever had, or are you now known to be a carrier of typhoid or paratyphoid?	
8. In the last 21 days have you been in contact with anyone, at home or abroad, who may have been suffering from typhoid or paratyphoid?	
9. No visitor may enter any section of the restricted area unless accompanied by a designated employee of the department. <ul style="list-style-type: none"> - All visitors must wear the appropriate protective clothing as required. - A hairnet must be worn and it must cover all hair. - A beard cover must be used to cover beards. - Suitable footwear must be worn. - No watches or jewelry allowed in the production facility. - No eating or drinking allowed in preparation areas. - Smoking is only permitted in designated areas. - No cell phones allowed in the production areas. - No glass objects may be taken into the production areas. 	

Declaration

I declare that all statements on this form are true and correct to the best of my knowledge. I recognize **Western Cape Department of Agriculture Agro-Processing on wheels'** hygiene code of conduct and will abide by it. Should my standard of health not be acceptable, I understand that the Department has the right to refuse access to the preparation areas and I enter the area at my own risk.

Signature	
Manager Signature	



CODE OF CONDUCT

GOOD PRACTICE FOR PEOPLE WORKING IN AREAS WHERE FOOD IS HANDLED:

1. Wear clean departmental issued protective clothing, including appropriate hair covering.
2. Wash, dry and sanitize your hands, gloves and boots at appropriate times and intervals and when entering the facility.
3. Report any illness to the management.
 - Do not work if you are suffering from diarrhoea and/or vomiting.
 - Do not handle food if you have scaly, weeping or infected skin, which cannot be totally covered during food handling.
4. Ensure cuts and abrasions on exposed areas are totally covered with a distinctively coloured waterproof dressing.
5. Always behave in an appropriate manor.
 - Do not spit in food handling areas.
 - Do not smoke in food handling areas.
 - Do not eat or chew gum in food handling areas
 - Or any other action that may compromise the safety of the products.
6. Safety clothing and equipment may not be removed from the premises.
7. Gloves and aprons may not be removed from the processing area.
8. Ensure work areas are maintained in clean and hygienic manner and surfaces and utensils are clean.
9. Always apply clean as you go principals.
10. Always maintain food at the correct temperature.
11. Jewelry and adornments may not be worn in the facility.

Client Signature



Agri-processing Support: Needs assessment questionnaire

BUSINESS INFORMATION

Name of the business

Registration number.....

Address

Line of business.....

Product range.....

Legal entity: Yes No

.....

Legal structure: Sole proprietorship Private company Trust Co-operative

Structure of business and shareholding

Beneficiaries name and surname	Role in the business	Race	% of shareholding

BBBEE status.....

BUSINESS OPERATIONS INFRASTRUCTURE AND MARKETS

Production facilities: Kitchen Own production facility Rented/leased facility

Community facility

Processing equipment: Non-existent Not adequate Full equipment



Condition: Excellent Good Bad

Delivery vehicle: Yes No

Markets: Formal Informal Both

Industrial compliance/requirements/ norms and standards/ all acceptable certificates

(based on market requirements): COA HACCP FSSC 2200 BRC GFSI

Other.....

BUSINESS GENERAL CHECKLIST

Does your business have the following if yes please provide a copy

Business plan Yes No

Production records Yes No

Financial records Yes No

Tax clearance certificate Yes No

EIA approvals Yes No

Employee registration Yes No

Proof of all market contracts/intent letters Yes No



BUSINESS REQUIREMENTS AND FUTURE PLANS

Are you happy with the current performance of the business? Yes No

If no please explain

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What short and long-term goals do you have for your business?

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What immediate assistance you require in your business?

Need critical assistance in the following: (please list)

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Require specific agro-processing related training. (Please mention)

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Want to grow or expand my business (Please explain how)

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Other (please specify)

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AGRO-PROCESSING COMMODITY SUPPORT REQUIRED

Meat Processing

Date of service required:

Meat processing Red Meat Poultry Other

Has meat passed all Ante mortem inspections through a registered abattoir according to *MEAT SAFETY ACT, 2000 (ACT No. 40 OF 2000)*

Yes No

If not, reasons:

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Production required:

Fresh Meat Products

Processed meat products

Meat quantity in KG to be processed (Meat block).....

Product range required (Sausage, mince, hamburgers, fresh cuts, Vienna's, polonies, etc.)

Please specify

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Packaging requirements:

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Other please specify:

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