agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

National Directorate: Animal Health

Notice No. VPN/20/2010-04/2024-11

TO: STATE VETERINARY OFFICERS

SUBJECT: Standards for the registration of a veterinary approved dairy facility for export

……Maja……
Director: Animal Health

PART I

LEGISLATIVE REFERENCES

The following Acts are listed and reference is also made to the regulations, as amended, promulgated in terms of each Act

Animal Diseases Act, 1984 (Act No 35 of 1984)

Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)

Regulation 638: Regulation Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters (No R.638 22 June 2018) in terms of Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)

https://www.gov.za/sites/default/files/gcis_document/201806/41730gon638.pdf

Regulation 961: Regulation Relating to Hygiene Requirements for Milking Sheds, the Transport of Milk and Related Matters(No R.961 23 November 2012) in terms of Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)

https://www.gov.za/sites/default/files/gcis_document/201409/35905rg9861gon961a.pdf

Regulation 1555: Regulation relating to milk and other dairy products. Regulation in terms of the Foodstuffs, Cosmetics & Disinfectants Act,1972 (Act 54 of 1972)

https://archive.gazettes.africa/archive/za/1997/za-government-gazette-regulation-gazette-dated-1997-11-21-no-18439.pdf

https://dairystandard.co.za/wp-content/uploads/2024/02/Regulations-Relating-To-Milk-And-Dairy-Products-R1555-of-21-November-1997.pdf

South African National Standard, SANS 10049:

Food safety management – Requirements for Prerequisite programmes (PRPs) for HACCP

1https://sampa.org.za/wp-content/uploads/formidable/2/SANS10049.pdf

PART II

DEFINITIONS

FOR THE PURPOSES OF THIS STANDARD DOCUMENT

Dairy export facility	means a facility where milk is pasteurized and/or processed further, which complies with the requirements as stipulated in this standard document and addendums were applicable.
Raw dairy export facility	means a facility that collects milk only from certified TB and CA free herds and exports the milk unpasteurized.
Export approved dairy farm	means a farm, which complies with the requirements for export of dairy, supplying milk to an approved dairy facility.
Veterinary Approved	A facility approved and registered by the Central Competent Authority.
Official Veterinarian	A veterinarian employed by the state or government under National or Provincial Government and duly authorised by the applicable Registrar to perform certain designated official tasks.
Assignee	SAATCA registered auditors that are veterinarians who assist the Provincial Authority to conduct audits of the dairy facilities.
Portable water	Water that is suitable for human consumption.

PART III

PROCEDURES FOR REGISTRATION OF A VETERINARY APPROVED DAIRY EXPORT FACILITY

1. REGISTRATION FOR EXPORT STATUS

The applicant must apply in writing to the Provincial Veterinary Authority, using Annex A of this document, if he/she wishes to register for a veterinary approved dairy facility for export purposes.

The below listed documents must be presented to the Provincial Director Veterinary Services on application for registration:

1.1 Annex A - Application form, completed and signed by the applicant and the official veterinarian responsible for supervision and certification at the dairy facility.

1.2 Detailed plan – The detailed plan must include the structures of the facility, particularly those referred to in the structural requirements (Part III of this VPN). The plans must also indicate the flow pattern of the product, from raw receipt to dispatch of the final product. It must also indicate drainage.

NB: The detailed plan(s) must be endorsed by the inspecting veterinary official to confirm the existence of structures and the flow patterns.

1.3 Annex B - Inspection Report completed by the veterinary authority following inspection of the dairy facility, including any supportive documentation required therein.

2. INSPECTION TO APPROVE A VETERINARY APPROVED DAIRY EXPORT FACILITY

2.1 An authorised official veterinarian will inspect the dairy facility.

2.2 The owner of the dairy facility and the veterinary official will agree upon a suitable date for the inspection. The official veterinarian will inform the owner of the conditions under which the inspection will be carried out.

2.3 The basis for registration will be the requirements as described in this document.

2.4 The official veterinarian will be responsible for the following actions/procedures:

a. Acquaint himself/herself with the minimum requirements for a veterinary approved dairy facility.

b. Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.

c. Inspect the dairy facility and complete Annex B with appropriate comments, upon receipt of the properly completed application form.

d. If the dairy facility does not comply with the requirements in Part III of this VPN, the official veterinarian must provide the owner with a detailed report with the reasons why the facility cannot be approved. The report must correspond in form and content to the model in Annex B.

e. Arrange for another inspection when the owner indicates that all the deficiencies have been rectified.

f. Registration will only be considered if an inspection and supervision service by the official veterinarian is possible at the facility.

g. Keep the original application document on file.

h. Submit a copy of the application and all supporting documents to the National Director Animal Health, Department of Agriculture. The National Directorate Animal Health contact information will be published on the official Departmental Website.

i. Receive the original registration certificate, keep a copy thereof on file and give the original certificate to the applicant.

3. ANNUAL RE-REGISTRATION

3.1 Registration is only valid for one year, where after the dairy facility must be re-registered. Re-registration is also necessary where there has been a change in ownership and management or physical address of the facility.

3.2 For re-registration purposes, the facility must be inspected, and Annex A and Annex B submitted. Copies of site plans need not be submitted annually, unless there are structural changes or changes to the flow of production that have taken place.

3.3 Facilities will only be re-registered once the application for re-registration has been received, evaluated and approved by the National Director Animal Health.

4. LISTING OF A VETERINARY APPROVED DAIRY EXPORT FACILITY

4.1. All veterinary approved dairy export facilities must be listed in an official “List of Approved Veterinary Facilities” to be compiled and regularly updated by the Veterinary Authority. An updated list of all approved facilities will be kept by the National Directorate Animal Health.

4.2. The list must contain the following information for each veterinary approved dairy export facility.

a. Registration / ZA number
b. Name of owner

c. Registered name of veterinary approved dairy export facility
d. Postal address
e. Telephone number
f. Email address
g. Province
h. District/municipality
i. GPS co-ordinates
j. Physical address of dairy export facility

4.3 The list will be made available upon request to interested parties or persons.

4.4 Following registration or re-registration of a facility, the National Directorate Animal Health will issue a certificate of registration, which will be valid for a maximum of 12 months. The original certificate will be sent to the official veterinarian who submitted the application. The official veterinarian must supply the original to the applicant and keep a copy of the certificate on file. A copy of the certificate will also be kept on file at the National Directorate Animal Health.

5. DE-REGISTRATION

5.1 Applications for re-registration must reach the office of the Director Animal Health, National Department of Agriculture, before the date of expiry of the registration certificate. Failing this, the facility will be de-registered.

5.2 The registration of the facility can be withdrawn at any time without warning, at the discretion of the Director Animal Health, if any shortcomings are detected.

6. PROCEDURE FOR TRACEABILITY OF PRODUCT BETWEEN PROVINCES

6.1 The attached procedure (Annex C) applies when products are exported via a storage facility in a province other than the province where the supplying facility is located.

6.2 State veterinarians at the point of export can sign final certificates based on the veterinary certificate from origin. For logistical/time constraint reasons, state veterinarians can accept a digital copy directly from the Veterinary Services of other provinces. Such documentation cannot be accepted if supplied via the client.

6.3 Clients must indicate that they wish to export a certain product at the time of despatch from the dairy facility and obtain a health certificate of origin at the time. If a health certificate from origin was not issued, the state veterinarian at the storage/final export facility may not sign the export certification.

PART IV

REQUIREMENTS OF A VETERINARY APPROVED DAIRY EXPORT FACILITY

1. CATEGORISATION OF FACILITIES

1.1 Applicants must indicate clearly, on application to register a dairy export facility, which of the following categories they wish to apply for:

a. Export of pasteurised dairy products to countries where the requirements can be met.
b. Export of raw milk.

1.2 For the purposes of this document, the definitions as given in Part I apply. All references/recommendations by the applicant and recommending veterinarian must be in terms of these definitions.

1.3 The inspecting and recommending veterinary official must evaluate the information supplied and indicate the category of the facility clearly on the application. The category must be considered when assessing the facility in terms of the requirements provided hereunder.

2. MINIMUM REQUIREMENTS FOR A VETERINARY APPROVED DAIRY EXPORT FACILITY

2.1 MANAGEMENT REQUIREMENTS:

a. The manager/owner of the facility must complete the application form, Annex A, for registration or re-registration of the facility, and attach the following:
   - A list of farms supplying milk to the facility
   - A list of products produced at the facility
   - Site plan and detailed plans of the facility
   - Proof of registration by the municipal authority
b. There must be a valid Certificate of Acceptability issued and displayed at the facility. (R638)
c. Once the facility has been registered with the Directorate Animal Health, the certificate of registration must be prominently displayed at the facility.
d. The facility must be re-registered on an annual basis and the onus of application for re-registration rests with the owner of the facility. The owner of the facility must arrange for re-inspection for annual re-registration at least 3 months before the current registration expires.
e. Good housekeeping standards of premises and equipment are to be maintained at all times. The SANS 10049 standard should be used as the norm.
f. There must be good co-operation and communication with the Veterinary Official.
g. The registration of the dairy export facility can be withdrawn at any time without warning, at the discretion of the Director Animal Health, if any shortcomings are detected.

2.2 STRUCTURAL REQUIREMENTS:

2.2.1 Access control:

a. The facility must be surrounded by a minimum of 1,8m high security fence/wall to restrict access of unauthorised persons to the premises.
b. There must be lockable gates, which are locked when not in use.
c. A sign “Restricted Area. No unauthorised entry allowed.” must be posted at all entrances.

2.2.2 Premises:

a. The grounds must be kept free from uncut grass and weeds, waste, litter and miscellaneous materials.
b. Drainage must be adequate to prevent pooling and stagnant water on the premises.
c. Buildings and equipment must be maintained on an ongoing basis.
d. Building and equipment must be designed so as not to create health hazards, also with regards to prevention of foreign material in the product.

2.2.3 Ablution/staff facilities

a. There must be dedicated areas for eating, drinking, resting, smoking, etc.
b. Ablution facilities must be adequate for the number of personnel, clean and away from the production areas.
c. Ablution facilities must have toilet paper, hot or cold water, antibacterial soap, paper towels, bins and lockers.

2.2.4 Processing equipment:

a. Equipment must be in good working order and maintained well.
b. Equipment must be able to reach the processing requirements, and this must be recorded in a way which is auditable.

2.2.5 Separation of raw and processed product:

There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes:

a. An established production flow that proceeds from raw to processed products in such a manner so as to ensure no cross-flow between products that are raw/unprocessed and products that have undergone further processing,
b. Separate stores for raw and finished products,
c. Personnel handling raw milk may not enter processing areas or handle processed product without implementing appropriate sanitation procedures and putting on clean protective clothing. Personnel handling final packaged products may not enter production areas without implementing appropriate sanitation procedures and putting on clean protective clothing. Where the production process includes areas of high food safety risk, as identified by the food safety team, such areas and personnel practices shall be handled according to the principles outlined in the latest edition of SANS 10049, for high risk areas.
d. Separate colour-coded cleaning equipment for areas of different food safety risk status.

2.2.6 Cold storage:

a. Cold storage facilities must be adequate for raw and processed products.
b. Interior walls, floors and ceilings must be smooth, washable and easy to clean.
c. Evidence of mould growth or dripping condensate must be addressed if detected.

d. Product should not be placed directly on floor surfaces.
e. A temperature of 4°C or less must be maintained in the cold storage areas.
f. Chilling and freezer facilities must be provided with thermometers and temperature records must be kept on a daily basis.
g. First-in-first-out principles must be maintained.
h. Provision must be made for a dedicated area to accommodate returned goods.

2.2.7 Storage and packaging:
a. Storage areas must be enclosed and designed in a way to protect packaging material from contamination.
b. All final products must be properly labelled and coded, to ensure traceability to production date and batch number
c. All chemicals must be stored in a way that complies with the SANS 10049 standards.

2.2.8 Dispatch of final product
a. Vehicles must be clean and have equipment to ensure that the cold chain is maintained.

2.3 HYGIENE/HOUSEKEEPING/SANITATION

2.3.1 Protective clothing:
a. Must be provided to all personnel working and visitors entering the production areas. This should include footwear, hair covers (including beard nets)
b. These clothes should be colour coded to visually distinguish personnel working in the raw/contaminated area. Note point 2.2.5(c)
c. Provision must be made for change-over areas before entering processing and clean areas.
d. Staff should not wear protective clothing outside processing areas.
e. Protective clothing must be designed so that food cannot come into contact with any part of the body and must cover personal clothes.
f. Protective clothing must be laundered in-house or by a service provider and may not be taken home by personnel.
g. There must be appropriate signage to inform all persons entering the food handling areas to adhere to the protective clothing policy.

2.3.2 Cleaning, hygiene and sanitation of structure and equipment:
a. Surface swabs of food contact surfaces must be taken on a risk based frequency to verify the effectiveness of the cleaning programmes. The frequency should start at a weekly interval and should thereafter be based on performance (i.e. frequency may be decreased if acceptable results are confirmed on a regular basis)
b. The facility must have a good sanitation programme.
c. Master cleaning schedules must be in place per area and frequency of cleaning specified must be adhered to.
d. Cleaning equipment must be in good working order and must be stored in designated areas.
e. There must be adequate wash-up facilities with hot and cold water, provide and correctly placed to facilitate cleaning and disinfection of equipment.
f. Cleaning-in-place equipment must be appropriately designed to facilitate cleaning and to verify water temperature during cleaning and disinfection.

g. Footbaths must be installed where appropriate and managed according to a validated procedure.
h. Surfaces inside the facility must be easy to clean and disinfect. Buildings, walls and floors must be smooth, maintained, free from cracks and debris.
i. All chemicals used in the cleaning and disinfection of the facility must be officially registered for use in food processing facilities.

2.3.3 Personal hygiene:
a. There must be a personal hygiene code of conduct formalised by management and signed by all workers in the facility.
b. There must be procedures for reporting illness by staff members and record-keeping of medical certificates.
c. There must be a plaster/blood spillage policy and procedure.
d. There must be adequate hand washing facilities in change-over and production areas, with warm and cold water, soap supplied in soap dispensers and disposable paper towels. Taps should be knee or foot operated.

2.3.4 Waste removal:
a. There must be an effective waste removal programme for solid and liquid waste.

2.3.5 Pest control:
a. An effective pest control system must be documented and implemented.
b. Building must be adequately sealed to limit pest infestation.
c. Waste disposal must be handled in such a way that insect and odour control is effected and pest infestation prevented.

2.3.6 Water quality:
a. Only potable water may be used if included as an ingredient in the product.
b. Water used in the facility must undergo the following: (i) Chemical testing done annually. (ii) Microbiological testing done monthly initially and frequency of testing can then be adapted depending on test results.
c. If water is chlorinated, chlorination must be controlled and records kept of routine checking.

2.4 RECORDS:

2.4.1 The following standard operating procedures and records must be kept:
a. SOP for cleaning and sanitation, including verification of the effectiveness thereof
b. Surface swabs

2.4.2 Traceability:
a. Production records must be kept of all products manufactured and must be sufficient to ensure that traceability can be proved for all products manufactured.
b. Forward tracing linked to batch numbers and production dates must be in place.

2.4.3 Checks/tests at receipt of milk:
Management must have proof that the following tests/checks are done to ensure quality assurance at receipt of milk at the facility:
a. At least one test to determine acidity of milk [Ethanol or Alizarol test (minimum 68%), pH, , resazurin test, clot-on-boil, titratable acidity] (R1555)
b. Milk received at the facility must be at a temperature of less than 8°C.

c. Testing must be done to check for harmful additives and drug residues. (R1555). The official veterinarian can suggest specific testing if indicated for valid reasons. This can include import conditions of specific countries or concern regarding frequent misuse of specific products in an area.
d. Rejection criteria for milk tests at reception must be in place.

2.4.4 Supporting documents to confirm safety of the final product, cold chain maintenance, cleaning and hygiene, traceability, etc. must be available for inspection by any veterinary official.

2.4.5 Laboratory:
a. Microbiological testing of raw milk and final products must be conducted routinely to establish the bacterial standard of the dairy product. These tests may be done in-house.
b. Each batch of raw milk consignment must be tested and final products on a daily basis.
c. Routine testing must include standard plate count, as well as testing for *E coli* and coliforms.
d. Testing for specific pathogens (*Listeria*, *S aureus*, Salmonella must be done at least once a month.
e. Verification tests are conducted minimally on a monthly basis at an accredited laboratory to confirm the accuracy of in-house testing.
f. Corrective actions must be implemented and recorded for all products not complying with product specifications.
g. Records of tests conducted must be kept for at least 6 months.

2.4.6 Training
a. There must be initial and ongoing training for staff.
b. Technically competent staff must be appointed at critical areas, including raw product receipt, pasteurisation process, laboratory, cleaning schedules, maintenance of equipment and pest control.

3. MINIMUM REQUIREMENTS OF PROCESSING

3.1 For all export facilities, with the exception of facilities exporting raw milk, the product exported must have undergone a pasteurisation process.
3.2 Dairy facilities must either pasteurise milk, use only pasteurised milk or milk that has undergone an equivalent process in the manufacturing of their end product.
3.3 Heat treatment requirements for milk and other dairy products are as per R1555: (due to various specs and definitions on heat treatment of milk and other dairy products it may be necessary to refer directly to R1555)
3.4 Equipment necessary to perform pasteurization and other processing must be in good working order and regularly monitored, to ensure that the requirements of processing can be met on a continuous basis. There must be a continuous thermograph, an alarm system and a person regularly checking the heating system. (SANS 10049)
3.5 The pasteurizer must be equipped with a flow diversion valve and the device must be in working order. (R961, SANS 10049)
3.6 Continuous monitoring of the processing must be done, with immediate corrective actions if problems are detected.

3.7 In the case of export facilities applying to export raw/unpasteurised milk, the minimum requirements of processing do not apply. However, the stricter requirements pertaining to farms of origin must be complied with (see point 4.4g hereunder)

3.8 Where problems are identified with the pasteurisation process, a report with agreed corrective actions must be put in place.

3.9 All records regarding pasteurization must be maintained for 6 months, or until the last product expires.

3.10 The thermometers must be verified on a monthly basis, to ensure correctness of the pasteurization process. (R1555)

3.11 The phosphatase test must be done on all batches where pasteurisation has been identified as the CCP for the production process.(R1555)

4. REQUIREMENTS OF FARMS SUPPLYING MILK TO THE EXPORT FACILITY

4.1 The owner/manager of the dairy export facility must provide a list of all farms supplying milk to the export facility.

4.2 All farms on the list must comply with the minimum requirements stipulated hereunder and this must be audited by the inspecting veterinary official. The veterinary official may check the details of every supplying farm, or, if the list of supplying farms is extensive, the veterinary official may audit a representative sample of the farms.

4.3 Milk shed registration:

a. All farms must have a valid Certificate of Acceptability from the local health authority in terms of R961.

b. Veterinary officials may accept a certificate of acceptability as proof that a milking shed complies with R961 and does not have to visit all supplying farms.

b. Should a veterinary official visit a milking shed and find that the facility does not meet the requirements of R961, in spite of having a valid Certificate of Acceptability, the veterinary official may insist that such a facility is excluded from the list of supplying farms to an export approved dairy facility.

d. The detail of R961 is provided as a link.

4.4 Tuberculosis (TB) and Brucellosis (CA) status:

a. Proof of TB and CA testing as described in 4.4.c and d of all supplying farms must be provided.

b. Testing for TB and CA can be performed by either a private veterinarian or a state veterinarian. However, declarations of freedom from these diseases must be given by the state veterinarian.

c. In the case of TB, the farm must be tested every second year.

d. For CA, negative herd status can be declared on either 10 consecutive milk ring tests or annual blood tests as recommended in the species being tested.

e. If TB or CA positive animals are identified, the decision whether to include or exclude the farm from the list of supplying farms will depend on the further processing done at the export facility. However, milk from individual TB or CA positive animals must be excluded from the export chain in all cases.

f. If the facility exports pasteurised milk, TB or CA positive farms do not have to be excluded from supplying milk for export. The positive farms should be followed up by the Provincial Veterinary services in terms of the Animal Diseases Act regulations.

g. In the case of facilities exporting raw milk, only farms that are declared TB and CA free may be included on the list of supplying farms.
h. If positive reactions are found during testing at collection points, this should be reported to and followed up by the Provincial veterinary services in terms of the Animal Diseases Act regulations.

4.5 The following records from each farm of origin must be checked by the owner of the facility, to ensure that the requirements of R961 and R1555 are adhered to.

a. Temperature of raw milk in the bulk tank must be under 5°C. This must be checked on farm at collection and records thereof must be provided at the facility on arrival of the milk. (R961)
b. Somatic Cell count tests must be routinely done. (R1555)
c. Monthly microbiological verification of the effectiveness of the cleaning and sanitation programmes must be done on the collection tankers and containers. (961)
d. Samples collected must be traceable so that results can be linked to a specific farm (R*961*)
e. The Ethanol or Alizarol test (minimum 68%) must be done on individual samples before accepting milk into the tanker. (R961)

ANNEX A (VPN/20/2010-01/2024-10)

(Logo of Controlling Authority)

APPLICATION FOR EXPORT REGISTRATION

FOR A DAIRY EXPORT FACILITY

Provincial Reference no

A. GENERAL INFORMATION ON THE FACILITY

DATE OF INSPECTION		
NAME OF REPORTING VETERINARY OFFICER		
NAME OF HOLDING		
GPS COORDINATE		
REGISTRATION / ZA NUMBER		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
POSTAL CODE		
TOWN		
DISTRICT / MUNICIPALITY		
PROVINCE		
TELEPHONE NUMBER		
EMAIL ADDRESS		
NAME OF THE MANAGER / OWNER TELEPHONE NUMBER CELL NO.		
E-MAIL ADDRESS OF MANAGER / OWNER		
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION		
NAMES OF AUTHORISED VETERINARY OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS		
CATEGORY OF FACILITY	DAIRY EXPORT (GENERAL)	
	EXPORT OF UNPROCESSED MILK	

B: DECLARATION BY OWNER/MANAGER OF THE FACILITY

I, _____, the owner/manager of the facility mentioned above, hereby agree to comply with all the requirements set by the Department of Agriculture or the registration of this facility and I agree to co-operate with the veterinary officials in this regard.

I understand that the registration of the facility can be withdrawn at any time if any shortcomings are detected.
I am aware that the facility must be re-registered on an annual basis and that the onus for the application for re-registration rests with the owner of the facility.

Signed at (place)_____on (date) _____

_____
Signature of owner/manager

C. DECLARATION BY OFFICIAL VETERINARIAN AT THE FACILITY

I, _____ the official veterinarian responsible for providing an inspection and certification service at the facility mentioned in the preceding pages hereby agree to abide by the conditions set by the Department of Agriculture and importing countries (where applicable) for the registration for this facility.

This application is for registration of this facility for: (*(indicate as applicable):*

☐ export of processed dairy products to countries other than the EU

☐ export of raw (unprocessed) milk to countries other than the EU

A comprehensive inspection report (Annex B) is attached to this application and, in case of a new registration, all supporting documents are provided.

The suggested date of re-registration is _____.
If this date is not the same as the expiry date of the current registration, please supply supporting reasons
_____

_____
Official Veterinarian

Designation: _____

Official stamp

Name: _____

Address: _____

_____

_____

Cell No..: _____

Email address: _____

D: DECLARATION BY STATE VETERINARIAN OF THE AREA (where applicable, if different from official state veterinarian at the facility)

I, _____*(Name)*

of _____*(Department)*

hereby certify that the necessary veterinary control will be provided in the district/municipality where the above described facility is located.

_____
Official Signature

Designation: _____

Official stamp

Name: _____

Address: _____

_____

_____

Fax No: _____

Email address: _____

ANNEX B

INSPECTION REPORT FOR A VETERINARY APPROVED DAIRY EXPORT FACILITY

This report must be completed by the veterinary official at the time of inspection of the facility. The required standard is stipulated in Part III of this VPN.

1. MANAGEMENT REQUIREMENTS:

1.1 The management of the facility supplied the following, which is attached to this application:

- A list of farms supplying milk to the facility Yes / No
- A list of products produced at the facility Yes / No
- Site plan and detailed plans of the facility Yes / No
- Proof of registration by the municipal authority Yes / No

1.2 Is there a Certificate of Acceptability issued and displayed at the facility? Yes / No

1.3 In case of re-registration, is the current ZA certificate displayed at the facility? Yes / No

1.4 Remark on general housekeeping standards of premises and equipment.

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1.5 Comment in the management's co-operation with the veterinary officials and perceived level of commitment of the management to comply with the required standard for an export approved facility.

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2. STRUCTURAL REQUIREMENTS:

2.1 Access control:

a. Describe the fence around the facility (height, type) ……..

……

b. Are there lockable gates, which are locked when not in use? Yes / No

c. Is / are there a sign(s) "Restricted Area. No unauthorised entry allowed." at all entrances. Yes / No

2.2 Premises:

a. The grounds must be kept free from uncut grass and weeds, waste, litter and miscellaneous materials.

b. Drainage must be adequate to prevent pooling and stagnant water on the premises.

c. Buildings and equipment must be maintained on an ongoing basis.

d. Building and equipment must be designed so as not to create health hazards, also with regards to prevention of foreign material in the product.

Comment on the premises in general in terms of the above requirements:

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……

……

2.3 Ablution/staff facilities

a. Are there dedicated areas for eating, drinking, resting, smoking, etc?
b. Are ablution facilities adequate for the number of personnel?
c. Are they clean and away from the production areas?
d. Do they have toilet paper, hot or cold water, antibacterial soap, paper towels, bins and lockers?

Describe any non-compliance found at the ablution facilities and corrective measures agreed on, with time frames.

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2.4 Processing equipment:

a. Is equipment in good working order and maintained well?
b. Is equipment able to reach the processing requirements and is this recorded in a way which is auditable?

Describe any non-compliance found with the processing equipment and corrective measures agreed on, with time frames.

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2.5 Separation of raw and processed product:

There must be a one-way flow of production so that raw materials cannot contaminate the finished products.

a. Does production flow proceed from raw to processed products in such a manner so as to ensure no cross-flow between products that are raw/unprocessed and products that have undergone further processing?
b. Are there separate stores for raw and finished products?
c. Are there separate personnel for handling raw and finished products [Note point 2.25(c) under Part IV]?
d. Is there separate colour-coded cleaning equipment for areas of different food safety risk status?

Describe any non-compliance found with the separation of raw and processed product and corrective measures agreed on, with time frames.

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2.6 Cold storage:

a. Are there adequate cold storage facilities for raw and processed products?
b. Are interior walls, floors and ceilings smooth, washable and easy to clean?
c. Is there any evidence of mould growth or dripping condensate?

d. Is any product placed directly on floor surfaces?
e. What is the temperature of the cold storage area at the time of inspection? Is this below 4ºC for all cold storage areas?
f. Are chilling and freezer facilities provided with thermometers and are temperature records kept on a daily basis?
g. Is first-in-first-out principles maintained?
h. Is there a dedicated area to accommodate returned goods?

Describe any non-compliance found in the cold storage areas and corrective measures agreed on, with time frames.

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……

2.7 Storage and packaging:
a. Are storage areas enclosed and designed in a way to protect packaging material from contamination?
b. Are all final products properly labelled and coded, to ensure traceability to production date and batch number? Does the ZA number of the facility appear on the packaging?
c. Are chemicals stored in a way that complies with the SANS 10049 standards.

Describe any non-compliance found in the storage and packaging areas and corrective measures agreed on, with time frames.

……

……

2.8 Dispatch of final product
a. Vehicles must be clean and have equipment to ensure that the cold chain is maintained. Is this requirement checked and adhered to? Yes / No

3 HYGIENE/HOUSEKEEPING/SANITATION

3.1 Protective clothing:
a. Is protective clothing provided to all personnel working and visitors entering the production areas?
b. Are the clothes colour coded to visually distinguish personnel working in the raw/contaminated area [Note point 2.25(c) under Part IV]?
c. Is provision made for change-over areas before entering processing and clean areas?
d. Staff should not wear protective clothing outside processing areas. Is this enforced?
e. Protective clothing must be designed so that food cannot come into contact with any part of the body and must cover personal clothes. Is this the case?
f. Is the protective clothing laundered in-house or by a service provider?
g. Is there signage to inform all persons entering the food handling areas to adhere to the protective clothing policy?

Describe any non-compliance found with the protective clothing and corrective measures agreed on, with time frames.

……

……

3.2 Cleaning, hygiene and sanitation of structure and equipment:

a. Are surface swabs of food contact surfaces taken on a risk based frequency to verify the effectiveness of the cleaning programmes? What is currently the frequency of sampling?
……
b. Does the facility have a good sanitation programme?
c. Are master cleaning schedules in place per area and is the frequency of cleaning adhered to?
d. Is cleaning equipment in good working order and be stored in designated areas?
e. Is there adequate wash-up facilities with hot and cold water provided and correctly placed to facilitate cleaning and disinfection of equipment?
f. Is cleaning-in-place equipment appropriately designed to facilitate cleaning and to verify water temperature during cleaning and disinfection?
g. Are footbaths installed where appropriate and managed according to a validated procedure?
h. Are surfaces inside the facility easy to clean and disinfect?
i. Are chemicals used in the cleaning and disinfection of the facility officially registered for use in food processing facilities?

Describe any non-compliance found with the cleaning, hygiene and sanitation of the structure and equipment and corrective measures agreed on, with time frames.

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……

3.3 Personal hygiene:

a. Is there a personal hygiene code of conduct formalised by management and signed by all workers in the facility?
b. Are there procedures for reporting illness by staff members and record-keeping of medical certificates?
e. Is there a plaster/blood spillage policy and procedure?
f. Are there adequate hand washing facilities in change-over and production areas, with warm and cold water, soap supplied in soap dispensers and disposable paper towels? Are taps knee or foot operated?

Describe any non-compliance found with personal hygiene and corrective measures agreed on, with time frames.

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3.4 Waste removal:

a. Describe the waste removal programme for solid and liquid waste.

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……

3.5 Pest control:

a. Is an effective pest control system documented and implemented?
b. Is the building adequately sealed to limit pest infestation?
c. Is waste disposal handled in such a way that insect and odour control is effected and pest infestation prevented?

Describe any non-compliance found with pest control and corrective measures agreed on, with time frames.

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3.6 Water quality:

a. Is only potable water used if included as an ingredient in the product?
b. Is water used in the facility tested for the following? (i) Chemical testing done annually. (ii) Microbiological testing done monthly initially and frequency of testing can then be adapted depending on test results. How frequently is microbiological testing done? ……
c. Is water chlorinated? If so, chlorination must be controlled and records kept of routine checking.

Describe any non-compliance found with the water quality and corrective measures agreed on, with time frames.

……

……

4 RECORDS:

4.1 The following standard operating procedures and records must be kept:

a. SOP for cleaning and sanitation, including verification of the effectiveness thereof
b. Surface swabs

Are these SOPs in place? Yes / No / To be implemented (date….....)

4.2 Traceability:

a. Are production records kept of all products manufactured and are these sufficient to ensure that traceability can be proved for all products manufactured?
b. Is forward tracing linked to batch numbers and production dates in place?

Describe any non-compliance found with traceability and corrective measures agreed on, with time frames.

……

……

4.3 Checks/tests at receipt of milk:

Management must have proof that the following tests/checks are done to ensure quality assurance at receipt of milk at the facility:

a. At least one test to determine acidity of milk [Ethanol or Alizarol test (minimum 68%), pH, resazurin, clot-on-boil, titratable acidity] (R1555).
b. Milk received at the facility must be at a temperature of less than 8°C.

c. Testing must be done to check for harmful additives and drug residues. (R1555). The veterinary official can suggest specific testing if indicated for valid reasons. This can include import conditions of specific countries or concern regarding frequent misuse of specific products in an area.
d. Rejection criteria for milk tests at reception must be in place.

Are these procedures already in place? If not, did management agree to implement this and by what due date? ……

……

4.4 Are supporting documents to confirm safety of the final product, cold chain maintenance, cleaning and hygiene, traceability, etc. available for inspection by any veterinary official. Yes / No

4.5 Laboratory:
a. Is microbiological testing of raw milk and final products conducted routinely to establish the bacterial standard of the dairy product? Where are these tests done?

……

b. Is raw milk tested at least once a week and final products on a daily basis?
c. Does routine testing include standard plate count, as well as testing for *E coli* and coliforms?
d. Is testing for specific pathogens (*Listeria*, *S aureus*, Salmonella) done at least once a month?
e. Verification tests are conducted minimally on a monthly basis at an accredited laboratory to confirm the accuracy of in-house testing. Is this done?
f. Are corrective actions implemented and recorded for all products not complying with product specifications?
g. Are records of tests conducted kept for at least 6 months?

Describe any non-compliance found with laboratory testing and corrective measures agreed on, with time frames.

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……

4.6 Training
a. Is there initial and ongoing training for staff?
b. Are technically competent staff appointed at critical areas, including raw product receipt, pasteurisation process, laboratory, cleaning schedules, maintenance of equipment and pest control?

Describe any non-compliance found with training and corrective measures agreed on, with time frames.

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5 MINIMUM REQUIREMENTS OF PROCESSING

5.1 For all export facilities, with the exception of facilities exporting raw milk, the product exported must have undergone a pasteurisation process.

5.2 Dairy facilities must either pasteurise milk, use only pasteurised milk, or milk that has undergone an equivalent process in the manufacturing of their end product.

5.3 In the case of export facilities applying to export raw/unpasteurised milk, the minimum requirements of processing do not apply. However, the stricter requirements pertaining to farms of origin must be complied with.

5.4 Heat treatment requirements for milk and other dairy products as per R1555: (due to various specs and definitions on heat treatment of milk and other dairy products it may be necessary to refer directly to R1555).
Describe the pasteurization process used at this facility ……...

……

……

Or, if the facility uses pasteurized milk from another facility, describe records in place to prove that only pasteurized milk is used? ……...

……

5.5 Equipment necessary to perform pasteurization and other processing must be in good working order and regularly monitored, to ensure that the requirements of processing can be met on a continuous basis. There must be a continuous thermograph, an alarm system and a person regularly checking the heating system. (SANS 10049)

5.6 The pasteurizer must be equipped with a flow diversion valve and the device must be in working order. (R638, SANS 10049)

5.7 Continuous monitoring of the processing must be done, with immediate corrective actions if problems are detected.

5.8 Where problems are identified with the pasteurisation process, a report with agreed corrective actions must be put in place.

5.9 All records regarding pasteurization must be maintained for 6 months, or until the last product expires.

5.10 The thermometers must be verified on a monthly basis, to ensure correctness of the pasteurization process. (R1555)

5.11 The phosphatase test must be done on all batches where pasteurisation has been identified as the CCP for the production process. (R1555)

Describe any non-compliance found with processing and corrective measures agreed on, with time frames.

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6 REQUIREMENTS OF FARMS SUPPLYING MILK TO THE EXPORT FACILITY

6.1 The owner/manager of the dairy export facility must provide a list of all farms supplying milk to the export facility.

6.2 All farms on the list must comply with the minimum requirements stipulated hereunder and this must be audited by the inspecting veterinary official. The veterinary official may check the details of every supplying farm, or, if the list of supplying farms is extensive, the veterinary official may audit a representative sample of the farms.

6.3 Milk shed registration:

a. All farms must have a valid Certificate of Acceptability from the local health authority in terms of R961
b. Veterinary officials may accept a certificate of acceptability as proof that a milking shed complies with R961 and does not have to visit all supplying farms.
c. Should a veterinary official visit a milking shed and find that the facility does not meet the requirements of R961, in spite of having a valid Certificate of Acceptability, the veterinary official may insist that such a facility is excluded from the list of supplying farms to an export approved dairy facility.

Comment on milk shed registration: .....

6.4 Tuberculosis (TB) and Brucellosis (CA) status:

a. Proof of TB and CA testing as described in 4.4.c &d of all supplying farms must be provided.
b. Testing for TB and CA can be performed by either a private veterinarian or a state veterinarian. However, declarations of freedom from these diseases must be given by the state veterinarian.
c. In the case of TB, the farm must be tested every second year.
d. For CA, negative herd status can be declared on either 10 consecutive milk ring tests or annual blood tests as recommended in the species being tested.
e. If TB or CA positive animals are found, the decision whether to include or exclude the farm from the list of supplying farms will depend on the further processing done at the export facility. However, milk from individual TB or CA positive animals must be excluded from the export chain in all cases.
f. If the facility exports pasteurised milk, TB or CA positive farms do not have to be excluded from supplying milk for export. The positive farms should be followed up by the Provincial Veterinary services in terms of the Animal Diseases Act regulations.
g. In the case of facilities exporting raw milk, only farms that are declared TB and CA free may be included on the list of supplying farms.
h. If positive reactions are found during testing at collection points, this should be reported to and followed up by the Provincial veterinary services in terms of the Animal Diseases Act regulations.

Describe any non-compliance found with TB and CA status of farms of origin and corrective measures agreed on, with time frames.

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6.5 The following records from each farm of origin must be checked by the owner of the facility, to ensure that the requirements of R961 and R1555 are adhered to.

a. Temperature of raw milk in the bulk tank must be under 5°C. This must be checked on farm at collection and records thereof must be provided at the facility on arrival of the milk. (R961)
b. Somatic Cell count tests must be routinely done. (R1555)
c. Monthly microbiological verification of the effectiveness of the cleaning and sanitation programmes must be done on the collection tankers and containers. (R961)
d. Samples collected must be traceable so that results can be linked to a specific farm SANS 10049
e. The Ethanol or Alizarol test (minimum 68%) must be done on individual samples before accepting milk into the tanker. (R961)

Describe any non-compliance found with raw milk from farms of origin and corrective measures agreed on, with time frames.

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……

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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.

_____
Official Veterinarian

Designation: _____

Official stamp

Name: _____

Address: _____

_____

_____

Tel No: _____

Email:

ANNEX C

The Issuing of Transfer Certificates for verification of certification and traceability

Discussion

The purpose of certification is to ensure that specific product meets certain requirements. It is also essential that product cannot be substituted or tampered with once it has been certified. This also applies to movements between manufacturing facilities, storage facilities and distribution centres.

This requirement used to be provided for by means of officially sealing the transport vehicle at every loading point and then checking to see that the seal is intact before offloading at the destination. With the increase in movement of products across the country, and the facility of distribution centres by the larger retailers, many of whom also export product to our neighbouring countries, this has become a logistical nightmare for state veterinary services that are battling with staff shortages.

Fortunately advances in packaging have meant that modern individual packages for most products are to all intents tamper proof. This means that the only risk during routine movement is substitution of the product, as any tampering of product will be evident. By identifying the product better on the packaging and documentation the risk of substitution can be greatly reduced.
As part of the registration of production facilities for export a good general management policy is required. This includes procedures for recalls of product. This means that all registered facilities have an internal method of identifying individual production batches. Since all products produced from a single batch are going to comply with the same veterinary and public health requirements it makes sense to certify batches of products as complying. If substitution occurs with other products from the same batch no change in health status would occur.

If we assume that substitution of products bearing the same batch number will not change the health status, then transfer certification only needs to list the batch number. The volume of product and destination becomes immaterial. For the purpose of transfer certification, a batch of product is certified as complying to certain conditions. The veterinarian at the point of final certification can then certify any quantity of the product (as per import permit) from a specific certified batch as complying with the import conditions. Certified copies of the single original transfer certificate can be used by multiple offices and exporters who receive consignments from a single batch.

Requirements of Transfer certificates for traceability

- Transfer certificates must be identified by a unique number
- Product must be identified on the transfer certificate by means of batch numbers. If the list of products is too great for the transfer certificate an annexure may be used provided that it can be linked to the certificate by means of the unique certificate number and that it also bears the stamp and signature of the certifying official.
- Perishable products should have an expiry date listed on the transfer certificate or annexure.
- Products destined for more than 1 export destination can be certified on a single certificate provided that all required conditions are certified.
- If the transfer certificate is longer than 1 page it must state the number of pages on every page (page 1 of 3) and each page (as opposed to sheet of paper) must bear the signature and stamp of the certifying official as well as the unique number of that certificate (This is required because the certificate (or a copy thereof) may need to be faxed at a later stage).

- The transfer certificate only needs to list the batch number (and expiry date) of the product. No quantity (volume) or destination needs to be listed. Verification for final certification for any quantity of product from a specified batch can be done based on a transfer certificate certifying that the specified batch complies with the required conditions.
- A certified copy of the original certificate can be accepted in place of an original.
- A faxed copy of the transfer certificate can be used for verification provided that it is faxed directly from the issuing veterinary services office to the veterinary services office responsible for the destination facility. A list of fax numbers from which transfer certificates are accepted should be maintained by the veterinary services office. In this case the original certificates should be forwarded to the relevant office periodically (at least once every 3 months)
- If specific certification regarding transport and storage (temperature) is required sealing will be required.
- If the product is not packaged in tamper proof packaging sealing will be required.
- If the transport vehicle is officially sealed the seal number must be listed on an official document issued by veterinary services quoting the unique number of the transfer certificate and attached to the transfer certificate, and the vehicle must be unsealed by an official. The destination facility is responsible for making sure that an official is available for the unsealing.
- If any sealing is required, this must be complied with during all movements from the production facility to the facility from which the final export takes place.
- If the product is packaged in tamperproof packaging and adequately identified on the transfer certificate (Batch number) sealing is not required provided that specific transport clauses need to be certified.
- Product manufactured for export in an export approved facility should display that facilities ZA number on the packaging. (Can be separate or as part of the batch number)

ANNEX D

Requirements for the registration of dairy facilities for the exportation of dairy products from South Africa to Eswatini

I. ATTESTATION BY THE ISSUING PROVINCIAL STATE VETERINARIAN

I…….. the undersigned authorized Official Veterinarian of South Africa hereby certify that the milk and milk-based products mentioned on the Veterinary import No….....and described below;

1. Was produced from either (tick appropriate):

    1.1 Milk or Milk based products, derived from animals kept in herds in the country mentioned on the overleaf (the exporting country who must give certification for the product) which were not under restrictions due to foot and mouth disease, rinderpest or any other epizootic animal disease to which the species is susceptible.

    OR

    1.2 Milk or Milk based products, legally imported into the country, from facilities in the European Community registered for trade within the community (complying with all the relevant European Community Directives) or Norway, New Zealand, Australia, Switzerland, USA and Canada which were not under restrictions due to foot and mouth disease or rinderpest.

2. Was sourced according to 1.1 above; from RSA a country where FMD remains a Controlled Disease and from an official list of 'FMD free' supplying farms that comply with the minimum requirements stipulated hereunder;
    2.1 The supplying farms are fully subscribed to the official CA and TB accreditation scheme and milk from positive animals is excluded.

    2.2 With regards to FMD,
        2.2.1 The supplying farms are outside the FMD controlled/restricted zones of RSA and that FMD did not occur within a 10km radius of the farm in the past 12 months and do not practice vaccination against FMD;

        2.2.2 The supplying farms implement approved biosecurity measures to prevent the incursion /occurrence and enable early detection of FMD; to ensure that it is not infected with FMD at time of milk collection (Article 8.8.25 WOAH TAHC) – [in accordance with RSA VPN/20/2020-01/2024-11];

        2.2.3 A representative sample of the cattle in each supplying farm is routinely tested, every three months, for SAT 1,2,3 and any other circulating FMD serotypes using liquid /solid phase ELISA with negative results;

        2.2.4 The necessary precautions were taken before and after processing to avoid any contact with milk of less status or any other potential source of FMDV.

3. Was processed in an approved milk processing plant ZA……and was subjected to one of the following processes:
    3.1 Ultra-high temperature treatment at 132 Celsius for 1 second; and /or
    3.2 Pasteurised at 72º Celsius for 15 seconds – applied twice; and /or
    3.3 Heat sterilized for 30 minutes at pressure of 15 lbs. (100 kPa): and / or
    3.4 An acidification process such that the pH value is lowered and kept below 6 for at least one hour.
    3.5 In the case of cheese, the first heat treatment having an effect at least equivalent to that achieved by pasteurisation at 72° Celsius for at least 15 seconds so as to produce a negative phosphatase test;

4. Do not contain any products derived from animals other than milk or milk –based products.
5. Do not, to the best of my knowledge and belief, constitute any danger of introducing infectious or contagious disease into Kingdom of Eswatini.
6. Are considered to be free from drug residues and harmful additives and are unconditionally passed fit for human consumption.
7. Have been processed, packed under hygiene conditions in an establishment approved for export to Eswatini.

Signed at:…… On date……..…….

(Official Stamp)

Name ……Signature……..

Designation ……..

Address ……

……

Phone / Mobile ……

e-mail ……

II. APPLICATION FOR AUTHORISATION OF PRIVATE VETERINARIAN

DEPARTMENT OF AGRICULTURE APPLICATION FOR AUTHORISATION FOR A PRIVATE VETERINARIAN

I, Dr……., identity number ……
and South African Veterinary Council registration number..... , hereby request authorization from the National Director Animal Health.

I hereby undertake:
1. To comply with the biosecurity measures in place at the registered unit;
2. Monitoring the disease status of the animals;
3. Monitoring the identification and traceability protocols;
4. Ensuring that the feed does not contain ingredients of ruminant origin or prohibited medications or feed additives.

I understand that this authorization is valid for a certain period only and may be withdrawn by the National Director Animal Health.

PLEASE NOTE: First time applicants must attach a CV to this application and may be requested to attend an interview.

Date ……

Place……..

SAVC number …… ……..

Signature
Signed at …… on …….

IMPARTIALITY AND CONFIDENTIALITY DECLARATION

Declaration:

I hereby declare that:,

1. I shall not disclose any information or records which I acquire, or to which I am exposed in the performance of my appointed duties, including by way of illustration, to any person or organization not authorized to receive and/or possess such information or records.
2. I shall take all steps required of me by the Department of Agriculture, Land Reform and Rural Development (DALRRD) to ensure that information and records are not disclosed to any person or organization not authorized to receive and/or possess such information or records.

3. Should I have any commercial, financial or personal interest I will advise the DALRRD accordingly and undertake to fully declare the nature and extent of any such interest.
4. I undertake to perform my duties at the registered unit with integrity.
5. I undertake to protect any and all proprietary rights of any parties during the course of my official duties at all times, provided that this will not apply where I am required by law to disclose such information.
6. I agree not to engage in any activity / activities that may conflict with my independence of judgment and integrity in relation to my duties.

I understand and I agree that any action or inaction on my part which amounts to a breach of this impartiality and confidentiality declaration may subject me to disciplinary action and/or criminal prosecution under the applicable laws of the Republic of South Africa.

The meaning and implication of this impartiality and confidentiality declaration has been explained to me to my satisfaction.

Whereupon, I have executed two copies of this impartiality and confidentiality declaration, each of which shall be considered an original for all purposes on this …….. day of .....20…

_____

Private veterinarian

Place:

Date:

Recommended by:

_____

Provincial stat veterinarian
Province:
Place:
Date

III. ATTESTATION BY THE AUTHORISED PRIVATE VETERINARIAN

I…….. the undersigned authorised Private Veterinarian of South Africa hereby certify the following:

Foot and Mouth Disease (FMD) Inspection:

a. At the time of milk collection, the animals were not infected or suspected of being infected with FMDV.
   i. Inspection entails regular audible and visual observation for any clinical signs suggestive of FMD.
   ii. Clinical signs include salivation, mouth discomfort, tongue or lip smacking, chewing and muzzle and lip lesions. Feet discomfort include unwillingness to stand, kicking in air, lameness and feet lesions.
   iii. Clinical surveillance requires physical examination of all animals. The animals should be inspected and mouthed for FMD at least weekly.
   iv. Farmers and workers who have day-to-day contact with the livestock will report promptly any suspicion of FMD.
   v. The farm was visited monthly and there was no suspicion of lesions detected.
   vi. The Milk production of each individual animal will be checked. Drop in milk production is an early indicator of possible infection.
   vii. For first time registration, animals shall be tested every month for three consecutive months for FMD with negative results. These test results will accompany the application form.
   viii. For registered compartments, a representative sample will be tested every 6 months.
   ix. All sampling and testing will be performed under my supervision or that of the provincial state veterinarian.

_____
Signature of Private veterinarian
Place:
Date:

…….....
Signature of Provincial State Veterinarian

Stamp

…….
name in capital letters, title and qualification of signatory

Signed at:……. …….
Place Date