

Department of Agriculture, Forestry and Fisheries

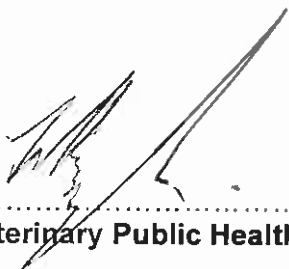
National Directorate: Veterinary Quarantine and Public Health

Notice No. VPN/38/2011-01

TO: STATE VETERINARY OFFICERS

SUBJECT: Standards for the registration of a veterinary approved cold storage facility for imports and / or exports

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Director: Veterinary Public Health

Date

2011-03-11
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PART I

DEFINITIONS

FOR THE PURPOSES OF THIS STANDARD DOCUMENT

<i>National Executive Officer</i>	means the officer designated as such in terms of section 2 (1) of the Meat Safety Act, 2000 (Act No 40 of 2000)
<i>Veterinary approved cold storage facility</i>	means a facility where meat and/or other perishable edible animal products are stored under official veterinary supervision
<i>Veterinary import approved cold storage facility</i>	means a veterinary approved cold storage facility, under supervision of the Directorate: Veterinary Public Health, approved to receive and store imported meat and/or other perishable edible animal products prior to release of such products
<i>Veterinary export approved cold storage facility</i>	means a veterinary approved cold storage facility, under official veterinary supervision, which handles and stores local and imported meat and/or other perishable edible animal products (after release), for export purposes
<i>EU approved veterinary cold storage facility</i>	means a veterinary approved cold storage facility, which meets the requirements and is registered for export of meat and/or other perishable edible animal products to the European Union

Please also refer to the general definitions of terms used in VPNs

PART II

PROCEDURES FOR REGISTRATION OF A VETERINARY APPROVED COLD STORAGE FACILITY

1. REGISTRATION FOR IMPORT OR EXPORT STATUS

- 1.1 The applicant must apply in writing to the Provincial Veterinary Authority, using Annex A of this document, if he/she wishes to register a veterinary approved cold storage facility for export purposes.
- 1.2 The applicant must apply in writing to the State Veterinarian of the National Directorate Veterinary Public Health, at/near the port of entry, using Annex A of this document, if he/she wishes to register a veterinary approved cold storage facility for import purposes.
- 1.3 The below listed documents must be presented to the National Directorate Veterinary Public Health on application for registration:
 - i. Annex A - Application form, completed and signed by the applicant and the official veterinarian responsible for supervision and certification at the cold storage facility.
 - ii. Site and 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 drainage.
 - iii. **NB: The detailed plan(s) must be endorsed by the inspecting veterinary official to confirm the existence of structures.**
 - iv. Annex B - Inspection Report completed by the veterinary authority following inspection of the cold storage facility, including any supporting documentation required therein.

2. INSPECTION TO APPROVE A VETERINARY APPROVED COLD STORAGE FACILITY

- 2.1 An authorised veterinary official will inspect the cold storage facility.
- 2.2 The owner of the cold storage facility and the veterinary official will agree upon a suitable date for the inspection. The veterinary official will inform the owner of the conditions under which the inspection will be carried out.
- 2.3 The basis for approval will be the requirements as described in this document.
- 2.4 The veterinary official will be responsible for the following actions/procedures:
 - i. Acquaint him/ herself with the minimum requirements for a veterinary approved cold storage facility.
 - ii. Provide an applicant with an application form that corresponds in form and content to the model in Annex A.
 - iii. Inspect the cold storage facility and complete Annex B with appropriate comments, upon receipt of the properly completed application form.

- iv. If the cold storage facility does not comply with the requirements in Part III of this VPN, the veterinary official must provide the owner with a detailed report with the reasons why the facility cannot be approved.
- v. Arrange for another inspection when the owner indicates that all the deficiencies have been rectified.
- vi. Approval will only be considered if an inspection and supervision service by the veterinary official is possible at the facility.
- vii. Keep the original application document on file.
- viii. Submit a copy of the application and all supporting documents to the National Director Veterinary Public Health, Department of Agriculture, Forestry and Fisheries. The fax number is 012 329 6892.
- ix. 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 cold storage facility must be re-registered. Re-registration is also necessary where there have been any structural changes or a change in ownership and / or management of the facility.
- 3.2 For re-registration purposes, the facility must be inspected, and Annex A and Annex B submitted. Copies of site and detailed plans need not be submitted annually, unless there are structural changes.
- 3.3 A facility will only be re-registered once the application for re-registration has been received, evaluated and approved by the National Director Veterinary Public Health.

4. LISTING OF A VETERINARY APPROVED COLD STORAGE FACILITY

- 4.1. All veterinary approved cold storage facilities must be listed in an official National database that is to be compiled and regularly up-dated by the National Directorate Veterinary Public Health.
- 4.2. The list must contain the following information for each veterinary approved cold storage facility:
 - i. Registration / ZA number
 - ii. Name of owner
 - iii. Registered name of veterinary approved cold storage facility
 - iv. Postal address
 - v. Telephone number
 - vi. Fax number
 - vii. Province
 - viii. District municipality
 - ix. GPS co-ordinates (preferably in degrees, minutes and seconds)
 - x. Physical address of cold storage facility
 - xi. Status of the facility (e.g. EU approved, export approved, import approved)

- 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 Veterinary Public 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 forward the original certificate to the applicant and keep a copy on file. A copy of the certificate will also be kept on file at the National Directorate Veterinary Public Health.

5. DE-REGISTRATION

- 5.1 Applications for re-registration must reach the office of the Director Veterinary Public Health, National Department of Agriculture, Forestry and Fisheries before the date of expiry of the registration certificate. Failing this, the facility will be de-registered. Applicants are advised to submit their applications timeously to make provision for the inspection, evaluation, and registration.
- 5.2 The approval of a facility can be withdrawn at any time without warning, at the discretion of the Director Animal Health or the Director Veterinary Public Health, if any shortcomings are detected.

6. PROCEDURE FOR APPROVAL FOR EXPORT TO THE EUROPEAN UNION

- 6.1 The cold storage facility must specifically apply and be registered for EU export, before it may export meat and / or meat products to the EU.
- 6.2 The requirements for registration as an EU approved cold storage facility, as specified in Part IV of this VPN, must be complied with, in addition to the requirements as a Veterinary approved import and/or export cold storage facility in general.
- 6.2 A cold storage facility will only be approved and recommended for export to the EU if South Africa is approved to export the specified meat and / or meat products to the EU.

7. PROCEDURE FOR TRACEABILITY OF PRODUCT BETWEEN PROVINCES

- 7.1 If products are exported via a storage facility in a province or state veterinary area other than the province or state veterinary area where the processing establishment is located please refer to VPN 17 (Principles of Certification) under Movement Permits .
- 7.2 For exports to non EU countries, state veterinarians at the point of export can sign the applicable veterinary certificates on the basis of a veterinary movement certificate issued at the facility of origin. For logistical/time constraint reasons, state veterinarians can accept a faxed copy of this document if it is faxed directly to them from the Official Veterinarian at the export approved facility. Such documentation cannot be accepted if supplied via the client.
- 7.3 With products going to the EU the certification can be done in one of two ways namely:
- i. The applicable veterinary certification is issued by the Official Veterinarian at the EU approved export facility based on a non manipulation certificate issued by the Official Veterinarian at the veterinary approved EU export cold storage facility. This document must indicate that the meat is still in the same state that it was when dispatched from the EU approved export facility (i.e. the meat / meat products were handled at the cold

store during unloading, storage and loading in such a manner so as to ensure the maintenance of the cold chain and integrity of the consignment).

- ii. The applicable veterinary certification is issued by the Official Veterinarian at the veterinary approved EU export cold storage facility. The required veterinary certification is issued based on a movement certificate issued by the Official Veterinarian at the EU approved export facility. This movement certificate is to provide the required support to the Certifying Official Veterinarian by indicating all the applicable conditions that apply to the processing of the product at their facility. All deletions/options etc will in this way be indicated.

- 7.4 Clients must indicate that they wish to export a certain product at the time of despatch from the processing establishment 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. The required veterinary export certification will only be issued if the applicable supporting documentation is provided to the Certifying Official Veterinarian.

PART III

REQUIREMENTS OF A VETERINARY APPROVED COLD STORAGE FACILITY

1. PURPOSE OF FACILITIES

1.1 Applicants must indicate clearly, on application to register a facility for import/export, what the intended purpose of the facility will be. This should include the following information:

- i. Will the facility be used for import only, or export only or both?
- ii. Will the facility be used for storage of fresh/frozen meat only, or also for other edible animal products such as dairy and processed meat products?

2. MINIMUM STRUCTURAL REQUIREMENTS FOR A VETERINARY APPROVED COLD STORE FACILITY

2.1 General

Premises must be of such design, construction and finish and must be so equipped, in such condition and so located that they can be used at all times for the purpose for which they were designed, equipped and appointed without creating a health hazard; and in such a manner that meat can be handled hygienically on these premises or with equipment on the premises; and can be protected by the best available method against contamination or spoilage by poisons, offensive gasses, vapours, odours, smoke, soot deposits, dust, moisture, insects or other vectors or by other physical, chemical or biological contamination or pollution.

2.2 Premises and buildings

- i. The curtilage area must be well defined with controlled access by means of a gate which is locked when unmanned. All operations and facilities must be within this area. If this is not possible, (for example where vehicles dock directly from the street onto the docking bays) there must be very strict access control to ensure that no unauthorized persons can access the facilities. No inspection or offloading of consignments will be carried out or allowed unless the container/refrigerated transport is securely docked at a docking bay.
- ii. The yard area must be constructed of impervious material and be well drained. Provision must be made for storm water drainage.
- iii. All areas on the premises must be rendered and maintained dust and mud free
- iv. Vehicle off loading areas for receiving of meat and / or perishable animal products must be curbed, paved, drained and roofed.
- v. The pallet storage area must be neat and tidy and free of pests. It must be protected from the elements by means of a roof and walls. The walls and the floor must be constructed of impervious material.

- vi. There must be a designated separate storage area for forklifts as well as an area for maintenance of forklifts and storage of batteries.
- vii. Good housekeeping standards of premises and equipment are to be maintained at all times.
- viii. Drainage channels must be smooth, impervious, washable and provided with grates or covers.
- ix. All drain inlets must have mechanisms to prevent access of vermin and noxious odours.
- x. Floors and stairways must be smooth, impervious, resistant to wear and corrosion and not slippery; and free of cracks and open joints.
- xi. Interior wall surfaces, partitions and pillars must be smooth, impervious, resistant to wear and corrosion, free of cracks and open joints, washable and light coloured. Panels attached to the walls must be fitted in such a way that no crevices are created between the walls and panels.
- xii. Interior roof structures or ceilings, must be smooth, impervious, light coloured and washable.
- xiii. Doors and doorframes must be smooth, impervious, vermin proof, light coloured and corrosion resistant.
- xiv. Windows must have light coloured, corrosion resistant frames and must be glazed; windows must be fitted with fly screens when used for ventilation; and have window sills that slope at 45°. All working areas must be well ventilated.
- xv. Lighting must be sufficient to identify product and prevent accidents (220 lux), refer to point 2.3 (vii) for lighting at inspection point.
- xvi. All light bulbs or filaments must be protected (enclosed) to prevent contamination of the products in the event of breakage.
- xvii. The premises must have good hygiene. (There must not be dust, stagnant water, mould/bacteria/growths, odours or vermin).
- xviii. Pesticides and other substances that might present a hazard to health shall be suitably labelled with directions for use and warning about their toxicity. The substances shall be stored in locked rooms or cabinets used only for that purpose, and shall be dispensed and handled only by authorized and properly trained personnel or by persons under strict supervision of trained personnel.

2.3 Airlock

- a. The vehicle docking facilities must ensure an airlock. Docking seals must be well maintained and clean. Container doors must be opened after docking.

- b. There must be an airtight door at the entrance between the docking facility / marshalling area and airlock.
- c. The marshalling area must be well drained and drainage must be directed to grated, trapped drains.
- d. The temperature in the marshalling area must be able to be mechanically maintained at below 10°C. The temperature in this room must be kept below 10°C whenever meat and meat products are being handled inside.
- ii. Thermometers must be well positioned to give an accurate indication of ambient temperature.
- iii. Records of the temperature must be kept. Thermo-control records must be available on request by the provincial executive officer or national executive officer.
- iv. Inspection facilities must be available and must include
 - a) stainless steel tables,
 - b) inspection light must be white (daylight) bulbs of 540 lux,
 - c) hand basins with germicidal soap
 - d) hot and cold water or lukewarm water of at least 40°C
 - e) disposable paper towels,
 - f) foot operated waste bin.
- v. The floor must be impervious, clean and dry.

2.4 Chillers, freezers and cold storage facilities

- i. Cartons containing meat and / or perishable animal products must not be stacked directly on the floor.
- ii. Cartons containing meat and / or perishable animal products must be stacked so as to permit adequate circulation of air. There must be circulation of air between the roof / wall and products (15cm).
- iii. Chillers, freezers and cold storage facilities must be free from odours (which may be absorbed by meat) as well as mould and dust.
- iv. The refrigeration room must have impervious cleanable walls and floors.
- v. The freezers must have sufficient freezer capacity to maintain stored product at the prescribed temperature, but at least below -12°C.
- vi. The freezer must be protected from outside airflow to such an extent that product temperatures can be maintained throughout its storage period and to prevent any formation of snow or ice in the room and around stored product. There must be no formation of snow around the entrance to the refrigeration room.
- vii. The refrigeration room must be lit (220 lux) with protected (enclosed) light bulbs.

- viii. The room should have drainage directed to grated trapped drains
- ix. Floor wall junctions must be easy to clean and maintain. If the store handles unpackaged chilled products then these junctions must rounded off.
- x. Thermo probes must be placed in a location that reflects the warmest temperature in the room (not directly in front of the freezer unit airflow outlets). Thermograph recording must be continuous
- xi. Records must be kept of the temperature. Thermo-control records must
- xii. be available on request by the provincial executive officer or national executive officer.
- xiii. The cold store must be managed in such a way that imported meat / meat products and local meat for export are not stored, packed or handled in the same area or immediately adjacent to each other.
 - a. Lock-up facilities must be available should they be required

2.5 Water supply

- i. All water used at the cold storage facility must be under pressure, and must conform to at least the SANS 241 Class II standard for drinking water. The water must be tested on at least an annual basis and results must be available on request. Management must provide proof of the origin of the water as well as a distribution map.
- ii. Water at the following temperatures must be available:
 - a) potable or drinking water at ambient temperature;
 - b) water at a temperature of at least 40°C at hand wash basins for washing of hands; and
 - c) water at a temperature of at least 40°C for general cleaning purposes.
- iii. The owner must supply all the necessary equipment needed for sanitation

2.6 Sanitation programmes

- i. Sanitation (cleaning) programmes must be in place and approved by the veterinary inspector.
- ii. A detailed sanitation programme must be in place containing –
 - a) a list of all areas and rooms to be cleaned;
 - b) the frequency of cleaning;
 - c) step by step cleaning procedures for each area, room or equipment including
 - d) ablution facilities,
 - e) technical sheets of chemicals used must be provided active ingredients, dilution rates and applications;
 - f) job descriptions and a training programme for all cleaners.

- iii) Floors must be kept clean and dry during operating hours. In the event of torn cartons and exposure of meat to surfaces, cleaning of the effected area must commence immediately.
- iv) An effective monitoring programme must be in place to ensure cleanliness of all facilities.

2.7 Requirements for toilets and change rooms

- i. Toilets and urinals must be situated in a separate room with separate
- ii. entrances from the change rooms. All outside doors must have self closing mechanisms. All windows must be permanently closed or fitted with fly screens. The toilets must be adequately ventilated.
- iii. All toilets must be provided with toilet paper holders and toilet paper, hand wash-basins with taps that are not hand operable, soap dispensers with germicidal liquid soap and hand drying facilities and foot operated waste bins.
- iv. Change rooms and toilets may not have direct access into an area or room where product is handled. They must be of sufficient size to provide for the number of workers in the cold store. Change rooms may not form part of another facility than the cold store itself.
- v. Workers must be provided with clothing lockers in which to store private
- vi. clothes separately from protective clothing, ensuring that private clothes and clean protective work clothes do not make contact.
- vii. Workers must be provided with separate fly proof facilities in which to keep food (in the event that the facility does not have dining facilities that provide meals to the staff).

2.8 Containers for refuse material

- i. Refuse containers must be provided for the collection of general refuse at various points on the premises.
- ii. Areas where waste or refuse containers are kept prior to removal must be
- iii. impervious, curbed and drained and the containers must be enclosed or fitted with tight fitting lids.

3. MANAGEMENT REQUIREMENTS FOR A VETERINARY APPROVED COLD STORE FACILITY

- 3.1 There must be good co-operation and communication with the Veterinary Official.
- 3.2 The owner/manager of the facility must supply the site and detailed plans of the facility. The detailed plan must include the structures of the facility, particularly those referred to in the structural requirements (Part III of this VPN). The flow plan must also indicate drainage and water supply. The plans must be endorsed by the Veterinary Official performing the inspection and or the Supervising Veterinarian to confirm the existence of the structures.

- 3.3 The manager/owner of the facility must complete the application form, Annex A, for registration or re-registration of the facility.
- 3.4 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.
- 3.5 The owner of the facility must arrange for re-inspection for annual re-registration at least 3 months before the current registration expires.
- 3.6 The following registers must be kept:
 - i. A complete inventory register of all meat (and other edible animal products if applicable) which enters and leaves the cold store.
 - ii. Pest control register which must include details on activity, mortality, date of re-bait and actions taken where necessary
 - iii. An inspection register which must be signed by the inspecting veterinary official after each visit, with details of what was inspected and any non-conformances found. The veterinary official must give the owner / manager of the facility a written report of the inspection in which non-conformances were identified. These reports must be filed and made available for follow up inspections and auditing purposes.
- 3.7 All records must be available for inspection by any veterinary official. This includes supporting documents eg. Veterinary health certificates, release documents.
- 3.8 Access to the facility must be restricted to only those people who have been granted permission by the owner/manager of the facility.
- 3.9 Good housekeeping standards of premises and equipment are to be maintained at all times.
- 3.10 Protective clothing must be provided to all personnel.
- 3.11 In the case of an import approved cold storage facility, only inspected and released products may leave the premises.
- 3.12 Meat returned to a cold storage facility may be received only after re-inspection by the veterinary official, and may only be sorted and salvaged for human consumption under conditions determined by the veterinary official inspector.
- 3.13 Torn cartons, leading to exposed meat, may not be exported.
- 3.14 Once the facility has been registered, the certificate of registration must be prominently displayed at the facility.
- 3.15 Proof of approval by the municipal authority must be furnished by the manager of the facility.

3.16 The approval of the facility can be withdrawn at any time without warning, at the discretion of the Director Animal Health or the Director Veterinary Public Health, if any shortcomings are detected.

4. HYGIENE REQUIREMENTS FOR PERSONS ENTERING COLD STORES

4.1 People entering a cold store

- i. All persons entering a cold store including the owner / management, visitors and maintenance personnel must be issued, by the owner, with clean suitable protective clothing where deemed necessary. This should include fluorescent clothing to enhance visibility where deemed necessary.

4.2 Medical records of employees

- i. Before employment at a cold store, medical certification must confirm that a person is –
 - a) healthy and physically able to work as a meat handler; and
 - b) not a carrier of, or suffering from, a communicable disease.
- ii. All medical records pertaining to medical examinations and daily fitness checks must be available to the provincial executive officer or the registered inspector.

4.3 Health checks

- i. The owner must ensure that all personnel –
 - a) are examined daily, before starting work, for adverse health conditions such as suppurating abscesses, sores, cuts and abrasions which may pose a food safety risk,
 - b) persons so affected may not work with edible products unless such conditions are covered with a firmly secured waterproof dressing so that the risk of contamination is excluded;
 - c) and who were ill for three days or longer, present medical certificates to indicate that they are now fit to handle foodstuffs.

4.4 Protective clothing

- i. At the start of each working day or shift, the owner must provide personnel with clean protective clothing.
- ii. The owner must ensure that such clean protective clothing is stored and handled so that it does not make contact with private clothes.
- iii. Private clothes must be kept in a locker that is reserved for that purpose only.
- iv. Protective clothing must be changed or cleaned when they become dirty.
- v. Protective clothing must completely cover all personal clothing.

- vi. Personnel may change into protective clothing only in appropriate change rooms.
- vii. Personnel may not sit or lie on the ground in their protective clothing during rest periods and may never wear protective clothing outside the premises.
- viii. The cold store owner must provide laundry facilities or make use of a laundry service and personnel must not be allowed to take protective clothing home to be washed.
- ix. Footwear must be clean.

4.5 Injuries

- i. All cuts and minor injuries must be covered with a durable waterproof dressing, surgical gloves or rubber finger guards.
- ii. Personnel must immediately report any injury to the owner / manager.

4.6 Showering and washing of hands

- i. Personnel who handle unpackaged foodstuffs must shower before assuming duties; and wash hands and forearms with a liquid germicidal soap and running water immediately after they become soiled or after having used a toilet or when entering a working area.

4.7 Prohibitions

- i. Jewellery, including traditional objects, may not be worn in an area where edible products are handled.
- ii. Fingernails must be short, clean and free of nail varnish.
- iii. Eating, drinking or using or handling tobacco is not allowed in any area where meat is handled.
- iv. Drugs, liquor or any intoxicating substance may not be brought into any part of the premises and a drugged or intoxicated person may not be allowed to enter any part of a cold store.
- v. Personnel must refrain from any contaminatory actions.

4.8 Training

- i. All personnel must be trained in hygiene procedures and personal hygiene matters by the owner, and training records must be kept.

PART IV

ADDITIONAL REQUIREMENTS FOR APPROVAL FOR EXPORT TO THE EUROPEAN UNION

A facility wishing to apply for export to the European Union must comply with the requirements of this section, in addition to the minimum requirements in Part III of this VPN.

To comply to handle EU approved export product a cold store must conform to the following requirements:

I. GENERAL REQUIREMENTS

- 1.1 The cold store must comply mutatis mutandis with the prescriptions of the following EU Regulations/Directives:
 - i. Council Directive 98/83
 - ii. Council Regulation 852/2004
 - iii. Council Regulation 853/2004
 - iv. Council Regulation 854/2004
- 1.2 The cold store must be listed as an approved establishment by the EU on the list of approved establishments for third countries.
- 1.3 A cold store can only be approved for handling EU approved product if the principle of separation between EU approved product and product not approved for EU can be maintained. This principle will deem to have been complied with if there is no direct contact between exposed meat or products.
- 1.4 The areas and rooms of the cold store must comply with the general prescriptions in Part II of this section of the VPN.
- 1.5 The cold store must have a functional Hygiene Management System (HMS) as prescribed in Part III of this section of the VPN.
- 1.6 The cold store must be under official veterinary control and supervision as described in Part IV of this section of the VPN.

II. STRUCTURAL REQUIREMENTS AND LAYOUT

- 2.1 To qualify to be approved as an EU approved cold store, a cold store must have at least one or more of the following areas/rooms:
 - i. Airlock area for receiving, handling and dispatch of product, that complies at least to the following requirements:
 - a) No direct air flow from outside.

- b) Docking bays for vehicles/containers that ensure complete protection of airflow from outside into the docking bay during docking and product transfer and when not in use.
 - c) Dedicated personnel access door(s).
 - ii. Freezer store for keeping of frozen product during storage, that complies at least with the following requirements:
 - a) Sufficient freezing capacity to maintain stored product at the prescribed temperature, but at least below -12°C.
 - b) Must be protected from outside air flow to such an extent that product temperatures can be maintained throughout its storage period and to prevent any snow or ice production in the room or on stored products.
 - c) Continuous thermograph recording with placement of the thermo probe in a location that reflects the warmest temperature in the room (not directly in front of freezer unit air flow outlets).

2.2 The following rooms/areas are optional:

- i. Chiller room;
- ii. Blast freezers;
- iii. Area/room for servicing of forklifts, that complies at least with the following requirements:
 - a) No product is handled in this area.

2.3 Personnel toilets, that comply at least with the following requirements:

- i. All outside doors to be provided with self closing mechanisms.
- ii. All windows to be either permanently closed or provided with flying insect protection.
- iii. Adequate ventilation.
- iv. Hand wash basins must be provided and these must not have hand operable taps.
- v. Hand drying facilities.

2.4 Personnel change rooms, that comply at least with the following requirements:

- i. Of sufficient size to provide for the number of workers in the cold store.
- ii. Be equipped with shower facilities.
- iii. Be equipped with facilities for the separate keeping of protective clothing/gear and private clothing.
- iv. All outside windows to be either permanently closed or provided with flying insect protection.
- v. All outside doors to be provided with self closing mechanisms.
- vi. Adequate ventilation.
- vii. Does not form part of another facility than the cold store itself.

2.5 Chemical store.

III. HYGIENE MANAGEMENT SYSTEM REQUIREMENTS

3.1 Food Safety Management

- i. A HACCP study must be on file for the cold store, in which all critical food safety control points and the management thereof is indicated.
- ii. Hygiene Management Programmes (HMP) must be developed including at least the following aspects at the cold store:
 - a) Documentation of approval;
 - b) Temperature control;
 - c) Pest control;
 - d) Fitness of workers to handle foodstuffs;
 - e) Product traceability;
 - f) Worker training;
 - g) Cleaning;
 - h) Soap/paper dispensing;
 - i) Handling of exposed product;
 - j) Handling of condemned product;
 - k) Handling of officially detained product;
 - l) Corrective action procedures;
 - m) Layout map of cold store;
 - n) Water safety and
 - o) Maintenance of the cold store structures and equipment.
- iii. All HMPs must be written out and must indicate the checks that must be done, frequency of checks, recording of checks and the corrective actions that must be taken in case of non-conformances.

3.2 Documentation of approval

- i. A valid ZA export registration certificate must be issued for EU compliant cold stores. The Registration certificate must comply with the following criteria:
 - a) Be in the prescribed format,
 - b) On the official DAFF letter head,
 - c) Duly signed and stamped by the Director: Veterinary Public Health
 - d) Must indicate what EU approved products may be handled and stored at the particular cold store
 - e) May indicate quantities that may be handled at a particular cold store where applicable,
 - f) Must contain a unique identification number (ZA number),
 - g) May not be valid for longer than 1 year after issuing.

3.3 Temperature control

The HMP for temperature control must contain at least the following details:

- i. List of all room/areas and the critical temperature of each at every given time (in case of dual purpose rooms).
- ii. A description of the checks that will be performed by the store management to ensure/confirm continuous maintenance of critical temperatures in each room including at least the following;
 - a) 24 hourly checks of thermographs;
 - b) Recording of 24 hourly checks;
 - c) Recording of non-conformances and corrective actions that may have been necessary.
- iii. Annual calibration of thermo probes used for continuous thermograph recording.
- iv. Where only electronic data are kept for thermographs, these recordings must be accessible for at least three years.
- v. Description of arrangements in place to ensure that any temperature deviations are detected and addressed immediately.

3.4 Pest control

The HMP for pest control must contain at least the following details:

- i. List of pests being controlled.
- ii. Description of pest control measures, including:
 - a) Map with pest control stations;
 - b) Frequency of pest control inspections/checks
 - c) Records of pest control checks;
 - d) Responsibility of pest control inspections/checks;
 - e) Corrective actions.

3.5 Fitness of workers to handle food stuffs

The HMP for fitness of workers to handle food stuffs must include at least the following details:

- i. A list of workers at the cold store.
- ii. Measures to ensure fitness of workers to handle food stuffs must contain at least the following:
 - a) Pre-employment health checks;
 - b) Annual health checks and health certification;
 - c) Health checks after protracted illness (longer than 3 days);
 - d) Health certification may only be issued / signed by a medical doctor and must specifically state that the person is fit to handle food stuffs.

3.6 Product traceability

The HMS for product traceability must ensure the following outcomes:

- i. All EU export product stored at the facility must be traceable to the veterinary movement permit that accompanied that particular consignment to the cold store.
- ii. All EU export product listed for each veterinary non-manipulation certificate issued must be traceable to the veterinary movement permit that accompanied that particular consignment to the cold store.

3.7 Worker training

The HMS for worker training must include at least the following details:

- i. Identify training needs;
- ii. Frequency of training;
- iii. Annual training programme;
- iv. Indicate who has the responsibility for training;
- v. Training records indication the following:
 - a) Training course;
 - b) Presenter(s);
 - c) Date
 - d) List of persons trained with prove of training;
 - e) Outcomes (where applicable).

3.8 Cleaning

The HMS for cleaning must indicate at least the following details:

- i. List of areas/rooms to be cleaned;
- ii. Frequency of cleaning;
- iii. Method(s) of cleaning;
- iv. Persons responsible for cleaning;
- v. Inspection procedures to ensure effective cleaning, including:
 - a) Responsible person;
 - b) Date/time;
 - c) Findings;
 - d) Corrective actions taken and outcomes;
 - e) Records to be kept.
- vi. Cleaning chemicals used, including:
 - a) Safety data sheet;
 - b) Directions for application.

3.9 Soap/paper dispensing

The HMS for soap/paper dispensing must indicate at least the following details:

- i. Responsibility to supply soap/disposable paper;
- ii. List of points to be supplied;

- iii. Frequency of supply;
- iv. Checks on availability of soap/dispensable paper and corrective actions taken;
- v. Records to be kept.

3.10 Handling of exposed products

A HMS for handling of products that are accidentally exposed during handling of storage must be available at the cold store. It must address at least the following aspects:

- i. Responsibility to handle exposed product;
- ii. Prescribed procedures for handling exposed product in order to prevent any contamination as soon as possible.

3.11 Handling of condemned product

- i. Products that are accidentally contaminated during handling or storage at the cold store or that otherwise becomes unfit for human consumption, must be condemned by the cold store manager or the official veterinary inspector.
- ii. A HMS must be compiled for the safe and secure handling of these products at the cold store and must include at least the following details:
 - a) Identification of condemned product as such.
 - b) Segregation and keeping of condemned product to avoid contamination of food handling areas or other edible products.
 - c) Security over condemned product.
 - d) Removal of condemned product from the cold store.

3.12 Handling of officially detained product

A HMS must be provided at the store to indicate how meat and products that are officially detained will be identified and handled and must include at least the following details:

- i. Physical identification of the meat and products to enable it to be both identifiable as being detained and to make it traceable.
- ii. Indicate how any defacing of veterinary approval marks as instructed by the Official veterinarian will be carried out to completion.
- iii. Indicate what arrangements will be put in place to avoid accidental or malicious removal of the veterinary detained product from the store before official release has been given.

3.13 Corrective Action Procedures

The HMS that describes correction action procedures at the cold store, must include at least the following details:

- i. List of source of corrective actions;
- ii. Recording and communication of corrective actions to be done, including:
 - a) Reference;
 - b) Description of non-conformance;

- c) Description of corrective action to be taken with responsibilities and time lines;
- d) Signing off by management;

iv. Summary list of corrective actions at the cold store.

3.14 Layout map of the cold store

A clearly readable layout map of the cold store must be provided. The following must be indicated on the map:

- i. Outside borders of the premises;
- ii. Access gates to the premises;
- iii. All airlocks, passages, freezer rooms, blast freezers, chillers, offices, toilets, change rooms, dining room, store rooms, chemical store room, engineering and maintenance rooms on each level;
- iv. Product flow;
- v. Personnel flow.

3.15 Water safety

A HMS for water safety must be available at the cold store. The following aspects must at least be addressed:

- i. The water safety at the cold store will have to be confirmed by implementation of the requirements of Veterinary Procedural Notice (VPN) 16: *Standard for the Microbiological Monitoring of Water*. The following derogations will however be acceptable for EU approved cold stores in particular:
 - a) Microbiological tests as prescribed in the VPN need to be done only once every quarter.
- ii. In broad terms compliance with VPN 16 will require the following to be implemented at the cold store:
 - a) Provision of a written procedure for management of water safety at the cold store.
 - b) Provision of a layout map that indicates the water reticulation as well as all the water outlets at the cold store.
 - c) An annual programme indicating that water samples will be collected from all the water outlet areas sequentially to ensure that they are in time all tested individually.
 - d) A file with quarterly water microbiological result reports.
 - e) A file with annual physico-chemical water results.
 - f) A written procedure to indicate what corrective action steps will be followed in case of non-compliant results.
 - g) For detailed requirements please consult VPN 16.

3.16 Maintenance

A HMP must be provided to indicate what arrangements will be in place to ensure both recording of maintenance requirements and procedures to ensure that these

issues will be addressed within reasonable time periods and to the satisfaction of the official veterinarian.

IV. VETERINARY SUPERVISION CERTIFICATION REQUIREMENTS

- 4.1 To be approved to export to the EU the cold store must fall under official veterinary supervision and control. Official veterinary supervision is understood to include the following:
- i. All export consignments at the cold store must be received under veterinary supervision, either by the veterinarian in person or a meat inspector acting on behalf of the veterinarian. Upon receipt particular attention must be paid to the following aspects:
 - Correct Meat Movement Permit is received to confirm that the consignment is approved to be exported to the EU.
 - A thermograph must be available to confirm maintenance of the load space temperature during the entire time of transport.
 - The original seals must be intact.
 - The load must be inspected to confirm that it was properly protected during transport.
 - Actual temperature measurements of the meat/product will confirm temperature maintenance during transport.
 - ii. All export consignments loaded from the cold store must be loaded under veterinary supervision, either by the veterinarian in person or a meat inspector acting on behalf of the veterinarian. Particular attention must be paid to the following:
 - a) The correct product is loaded.
 - b) The product loaded must be traceable to the original meat movement permits with which it was received thereby confirming that it is fit for export to the EU.
 - c) Seal numbers of the containers must be recorded.
 - d) Correct product temperature at the time of loading.
 - iii. All EU export product must be subjected to full traceability during storage at the cold store. The official veterinarian or meat inspector will perform regular checks to confirm proper traceability at the cold store. These checks must be recorded.
 - iv. Non-manipulation certification must be performed by an official veterinarian before the consignment leaves the cold store premises. In extraordinary cases where non-manipulation certification procedures cannot be completed before the consignment leaves the cold store (eg. Where the official veterinarian is not available on a particular day) the certification shall at least be completed before the shipment leaves the country.
 - v. The Official Veterinarian must perform daily inspections at the cold store, either in person or by means of a meat inspector who acts on his behalf. Particular attention must be paid to maintenance of room temperatures.
 - vi. The Official veterinarian must perform an establishment inspection and official audit of the Hygiene Management System of the cold store at least once a year.

- A full report of findings and corrective actions that must be completed must be issued to the cold store manager.
- vii. The official veterinarian must keep detailed records of each non-manipulation certificate issued as well as all details pertaining to each consignment dispatched. The veterinarian can be assisted hereto by the meat inspector and/or the cold store management.
 - viii. The official veterinarian must compile a monthly report indicating non-manipulation certificates issued.

ANNEX A (VPN/38/2011-01)

(Logo of Controlling Authority)

APPLICATION FOR APPROVAL

OF A VETERINARY APPROVED COLD STORAGE FACILITY FOR IMPORT AND / OR EXPORT

Provincial Reference no

A. GENERAL INFORMATION ON THE ESTABLISHMENT

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	
FAX NUMBER	
NAME OF THE MANAGER / OWNER TELEPHONE NUMBER FAX NUMBER	
E-MAIL ADDRESS OF MANAGER / OWNER	
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION	
NAMES OF AUTHORISED VETERINARY OFFICIALS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS	
CATEGORY OF FACILITY	EXPORT (GENERAL)
	EXPORT TO EUROPEAN UNION
	IMPORT

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, Forestry and Fisheries for the approval of this establishment and I agree to co-operate with the veterinary officials in this regard.

I understand that the approval 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-approval 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, Forestry and Fisheries and importing countries (where applicable) for the approval for this establishment.

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

- export of products to countries other than the EU
- export of products to countries including the EU
- handling imported product prior to release

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

Signature of Official Veterinarian

Designation: _____

Official stamp

Name: _____

Address: _____

Tel No: _____

Fax No: _____

Email address: _____

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

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 COLD STORAGE 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.

An inspection report in the format of a formal audit report must be submitted.

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.

Signature of Official Veterinarian

Designation: _____

Official stamp

Name: _____

Address: _____

Tel No:

Fax/Email:
