

**Department of Agriculture, Forestry and Fisheries**

**National Directorate: Animal Health**

**Notice No. VPN/43/2012-01**

**TO: STATE VETERINARY OFFICERS**

**SUBJECT: Standards for the registration of a veterinary approved pet food / sterilizing establishment for export**

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Effective as of 21 May 2012

  
Dr. Mpho Maja  
Director: Animal Health.

Date. 2012 -06- 13

# PART I

## DEFINITIONS

### FOR THE PURPOSES OF THIS STANDARD DOCUMENT

<i>Additive</i>	<i>means any intentionally added substance to feedstuffs, premixes, feed or food, not normally consumed as feed by itself when in combination with other substances, whether or not it has direct or indirect nutritional value and is not classified as a medicine or an essential nutrient, which affects the characteristics of feedstuffs, feed, food, animal products, animal production or animal performance and is generally recognized or proven to be safe under the conditions of its intended use;</i>
<i>Animal</i>	<i>means any mammal, bird, fish, reptile or amphibian which is a member of the phylum vertebrates;</i>
<i>Batch</i>	<i>means uninterrupted production of a specific product of a specific formula;</i>
<i>Batch number</i>	<i>means the number or symbol allocated to a batch of animal feed or pet food by the manufacturer for traceability recall purposes;</i>
<i>Good manufacturing practice (GMP)</i>	<i>means a system of manufacturing designed to ensure that the final products are made fit for their intended purpose and meet all agreed specifications and statutory requirements;</i>
<i>Ingredient statement</i>	<i>means a collective and contiguous listing on the label of the feedstuffs of which the animal feed or pet food is composed;</i>
<i>Label</i>	<i>means when used as a noun, any written, printed or graphic representation attached to an immediate container of an animal feed / pet food or produced on an immediate container in any possible manner and which states the details required in terms of the regulations of Act 36 of 1947 for the particular animal feed;</i>
<i>Pet food</i>	<i>means food intended and registered for use in fur animals only.</i>
<i>Sealed</i>	<i>means to close a container in such a visible manner with a mechanism that will break visibly the first time the container is opened;</i>
<i>Sterilizing plant</i>	<i>means a plant used for sterilizing of bones or other substances derived from cattle, members of the horse family, sheep, goats, pigs, poultry or ostriches, of any age, or from anyvertebrate or invertebrate specified by the Minister from time to time by notice in the Gazette;</i>
<i>Supplement</i>	<i>means a feed used with another feed to improve the nutritional balance or performance of the total feed and is intended to be fed undiluted as a supplement to other feeds (including licks);</i>

## PART II

# PROCEDURES FOR REGISTRATION OF A VETERINARY APPROVED PET FOOD / STERILIZING ESTABLISHMENT

### 1. REGISTRATION OF A VETERINARY APPROVED PET FOOD / STERILIZING ESTABLISHMENT FOR EXPORT

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 pet food / sterilizing establishment.

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

- 1.1. Application form (Annex A) - completed and signed by the applicant and the official veterinarian responsible for supervision and certification at the facility.
- 1.2. Detailed plan – The detailed plan must include the structures of the establishment, particularly those referred to in the structural requirements. The plan 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. Inspection Report (Annex B) - completed by the veterinary authority following inspection of the pet food / sterilizing establishment, including any supportive documentation required therein.
- 1.4. Documents as listed in Annex D.

### 2. INSPECTION TO APPROVE A VETERINARY APPROVED PET FOOD / STERILIZING ESTABLISHMENT

- 2.1. An authorised official veterinarian will inspect the pet food / sterilizing establishment.
- 2.2. The owner of the pet food / sterilizing establishment and the official veterinarian 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 approval will be the requirements as described in this document.
- 2.4. The official veterinarian will be responsible for the following actions/procedures:
  - 2.4.1 Acquaint himself/herself with the minimum requirements for a veterinary approved pet food / sterilizing establishment and complete Annex B with appropriate comments, upon receipt of the properly completed application form.
  - 2.4.2 Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.

- 2.4.3 Inspect the pet food / sterilizing establishment and complete Annex B with appropriate comments, upon receipt of the properly completed application form.
- 2.4.4 If the establishment 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 establishment cannot be approved. The report must correspond in form and content to the model in Annex B.
- 2.4.5 Arrange for another inspection when the owner indicates that all the deficiencies have been rectified.
- 2.4.6 Approval will only be considered if an inspection and supervision service by the veterinary official is possible at the establishment.
- 2.4.7 Keep the original application document on file.
- 2.4.8 Submit a copy of the application and all supporting documents to the National Directorate Animal Health, Department of Agriculture, Forestry and Fisheries. The fax number is 012 329 6892.
- 2.4.9 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 pet food / sterilizing establishment 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 establishment must be inspected, and Annex A and Annex B submitted.
- 3.3 Establishments will only be re-registered once the application for re-registration has been received, evaluated and approved by the National Director Animal Health.
- 3.4 Owners of approved establishments must contact the relevant state veterinarian to arrange for annual re-inspection at least 3 months before expiry of the current registration.

### **4 LISTING OF A VETERINARY APPROVED PET FOOD / STERELIZING ESTABLISHMENT**

- 4.1 All veterinary approved pet food / sterilizing export establishments must be listed in an official "List of Approved Veterinary Facilities" to be compiled and regularly up-dated 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 pet food / sterilizing establishment:
  - a. Registration / ZA number
  - b. Name of owner
  - c. Registered name of veterinary approved pet food / sterilizing establishment
  - d. Postal address
  - e. Telephone number
  - f. Fax number
  - g. Province
  - h. District/municipality

- i. GPS co-ordinates
- j. Physical address of establishment

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

4.4 Following registration or re-registration of a facility, the National Director 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 National Director Animal Health, Department of Agriculture, Forestry and Fisheries before the date of expiry of the registration certificate. Failing this, the facility will be de-registered.

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

## PART III

# REQUIREMENTS OF A VETERINARY APPROVED PET FOOD / STERILIZING EXPORT ESTABLISHMENT

### 1. CATEGORISATION OF FACILITIES

1.1 Applicants must indicate clearly, on application to register a pet food / sterilizing establishment, which of the following categories they wish to apply for:

- 1.1.1 Sterilizing plant
- 1.1.2 Export of pet food

### 2 MINIMUM REQUIREMENTS FOR A VETERINARY APPROVED PET FOOD / STERILIZING EXPORT ESTABLISHMENT

#### 2.1 MANAGEMENT REQUIREMENTS:

2.1.1 The manager/owner of the establishment must complete the application form, Annex A, for registration or re-registration of the establishment, and attach the following:

- In the case of a sterilisation plant – a copy of the Act 36 registration
  - If the establishment does not sterilise its own ingredients – a list of the ZA approved sterilising plants that supply the pet food ingredients
  - A list of products produced at the establishment with confirmation of current registration with Act 36
  - Site map and detailed plans of the facility
  - List of raw materials at the plant that have been imported and from where it originates
- b) Good housekeeping standards of premises and equipment are to be maintained at all times  
c) There must be good co-operation and communication with the Veterinary Official.  
d) The approval of the pet food / sterilizing establishment 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 presence of a fence or wall to restrict access of unauthorised persons to the premises is advisable.
- b. There must be lockable gates/doors, 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, loading areas 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 and cold water, antibacterial soap, paper towels, bins and lockers.

##### 2.2.4 Processing equipment:

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

- c. Calibration of weighing and metering equipment must be done regularly by an approved company and records of this kept.

#### 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 entrances for raw materials and finished products.
- c. Separate stores for raw and finished products.
- d. Separate personnel for handling raw and finished products. For small operations, it will be acceptable if personnel wash and put on clean protective clothing between raw and processed areas/processes.
- e. Separate colour-coded cleaning equipment for specific areas.

#### 2.2.6 Storage and packaging:

- a. Storage areas must be enclosed and designed in a way to protect packaging material from damage, pollution and deterioration.
- b. Products must be stored off the floor and away from the walls.
- c. All final products must be properly labelled and coded, to ensure traceability to production date and batch number.
- d. All chemicals must be stored securely and in a way to prevent contamination of product.
- e. Controlled substances must be stored separately, securely and in a way to prevent contamination of product.
- f. A register of in which batch of feed each batch of substance was used must be kept.

#### 2.2.7 Containers:

- a. Containers must be intact and clean.
- b. Only used containers that did not previously contain hazardous or controlled substances may be used.
- c. Containers should be sealed to prevent contamination of product.

#### 2.2.8 Dispatch of the final product:

- a. Vehicles must be clean.

### 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.
- b. These clothes should be colour coded to visually distinguish personnel working in the raw/contaminated area.
- 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 laundered in-house and may not be taken home by personnel.
- f. There must be appropriate signage to inform all persons entering the feed handling areas to adhere to the protective clothing policy.

#### 2.3.2 Cleaning, hygiene and sanitation of structure and equipment:

- a. The establishment must have a good sanitation programme.
- b. Master cleaning schedules must be in place per area and frequency of cleaning specified must be adhered to and records kept.
- c. Surfaces inside the establishment must be easy to clean and disinfect. Buildings, walls and floors must be smooth, well maintained and free from cracks and debris.

#### 2.3.3 Waste removal:

- a. Waste management must be contracted to a registered waste management company.
- b. Low risk waste must be dumped at an approved dumping site.
- c. High risk waste must only be dumped at a high risk dumping ground.

#### 2.3.4 Pest control:

- a. Pest control must be contracted to a pest control company registered with Act 36.
- b. An effective pest control system must be documented and implemented.
- c. Building must be adequately sealed to limit pest infestation.
- d. A site map of the bait stations on the premises must be available.
- e. Waste disposal must be handled such a way that insect and odour control is effected and pest infestation prevented.

#### 2.3.5 Water Quality:

- a. Only potable water may be used if included as an ingredient in the product.
- b. Testing of water for harmful bacteria and heavy metals needs to be done regularly.

#### 2.3.6 Testing of final product:

- a. Samples of final product needs to be sent to an accredited lab for analysis at regular intervals to ensure that the feed does not contain harmful substances and that the feed contains the claimed contents.

### 2.4 RECORDS:

#### 2.4.1 The following standard operating procedures and records must be kept:

- a. Standard Operating Procedure for cleaning.
- b. A Good Manufacturing Practice system

#### 2.4.2 Traceability:

- a. Sufficient information on raw materials included in the products must be kept with respect to origin of the materials.
- b. Production records must be kept of all products manufactured and must be sufficient to ensure that traceability can be proved for all products manufactured.
- c. Forward tracing linked to batch numbers and production dates must be in place.
- d. A system must be in place to facilitate product recalls.
- e. Retention samples must be kept at least until the expiry date of the product produced.
- f. Records must be kept of complaints with regards to the product quality.
- g. Certificates of analysis must be obtained before raw materials are used.

#### 2.4.3 Animal by-products:

- a. Records must be kept of all material of animal origin used, including:
  - What species the material is derived from.
  - What organs are used.
  - The supplier of the material.
  - Whether the material is imported and from where.
  - The processing of the material.

#### 2.4.4 Supporting documents to confirm ingredients, traceability, cleaning, hygiene etc. must be available for inspection by any veterinary official.

#### 2.4.5 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, processing, maintenance of equipment and pest control.

#### 2.4.6 Controlled substances:

- a. Depending on the country of import, certain substances are not allowed.
- b. Veterinary prescriptions for antibiotics should be kept on record for all controlled substances at the facility.

### 2.5 LABELLING

#### 2.5.1 Labels must state:

- Name of the pet food / feed
- Registration number and reference to Act 36 of 1947 (V number)
- Complete composition



- Weight / Mass of the container
- Name and address of the registration holder.
- Batch number or Date of manufacture and Expiry or Best Before date
- To which species the pet food / feed may be fed

2.5.2 Labels of product containing controlled substances must state:

- Withdrawal period
- Level of addition

## **2.6 MINIMUM REQUIREMENTS OF PROCESSING**

2.6.1 The establishment must comply with the processing requirements of the importing country in an auditable manner.

**ANNEX A (VPN/43/2012-01)**

(Logo of Controlling Authority)

**APPLICATION FOR EXPORT APPROVAL  
FOR A PET FOOD / STERILIZING EXPORT  
ESTABLISHMENT**

Provincial  
Reference no

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**A. GENERAL INFORMATION ON THE ESTABLISHMENT**

DATE OF APPLICATION	
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 OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS	
COUNTRY(IES) EXPORTING TO	
CATEGORY OF ESTABLISHMENT	Export of sterilized animal feed ingredients
	Export of premixes and supplements for pets
	Export of pet food

**B: DECLARATION BY OWNER/MANAGER OF THE ESTABLISHMENT**

I, \_\_\_\_\_, the owner/manager of the establishment 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 establishment can be withdrawn at any time if any shortcomings are detected.

I am aware that the establishment must be re-approved on an annual basis and that the onus for the application for re-approval rests with the owner of the establishment.

Signed at (place) \_\_\_\_\_ on (date) \_\_\_\_\_

\_\_\_\_\_  
Signature of owner/manager

**C. DECLARATION BY OFFICIAL VETERINARIAN AT THE ESTABLISHMENT**

I, \_\_\_\_\_ the official veterinarian responsible for providing an inspection and certification service at the establishment 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 establishment for: *(indicate as applicable)*:

- export of sterilized animal feed ingredients
- export of pet food

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fax No: \_\_\_\_\_

Tel no: \_\_\_\_\_

Email address: \_\_\_\_\_

## ANNEX B

### INSPECTION REPORT FOR A VETERINARY APPROVED PET FOOD / STERILIZING EXPORT ESTABLISHMENT

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

#### 1. MANAGEMENT REQUIREMENTS:

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

- In the case of a sterilisation plant – a copy of the Act 36 registration Yes / No
- If the establishment does not sterilise its own ingredients – a list of the ZA approved sterilising plants that supply the pet food ingredients Yes / No
- A list of products (and ingredients) produced at the establishment with confirmation of current registration at Act 36 Yes / No
- A list of companies supplying ingredients to the establishment Yes / No
- Site plan and detailed plans of the establishment Yes / No

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

1.3 Remark on general housekeeping standards of premises and equipment.

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1.4 Comment on 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 establishment.

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#### 2. STRUCTURAL REQUIREMENTS:

2.1 Access control:

a. Describe the access control of the facility .....

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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, loading areas and equipment must be designed so as not to create health hazards, also with regards to prevention of foreign material in the product. Floors, walls and ceilings should be of impervious material without cracks or peeling paint to facilitate cleaning.

Comment on the premises in general and 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, with areas for storage of food etc? Yes / No
- b. Are ablution facilities adequate for the number of personnel? Yes / No
- c. Are they clean and away from the production areas? Yes / No
- d. Do they have toilet paper, hot or cold water, antibacterial soap, paper towels, bins and lockers? Yes / No

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? Yes / No
- b. Is equipment able to reach the processing requirement and is this recorded in a way which is auditable? Yes / No
- c. Is calibration of weighing and metering equipment done regularly by an approved company and records of this available? Yes / No

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? Yes / No
- b. Are there separate entrances for raw materials and finished products? Yes / No
- c. Are there separate stores for raw materials and finished products? Yes / No
- d. Are there separate personnel for handling raw and finished products? Yes / No
- e. Is there separate colour-coded cleaning equipment for specific areas? Yes / No

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 Storage and packaging:

- a. Are storage areas enclosed and designed in a way to protect packaging material from damage, pollution and deterioration? Yes / No
- b. Are the products stored off the floor and away from the walls? Yes / No
- c. Are all final products properly labelled and coded, to ensure traceability to production date and batch number? Yes / No
- d. Are chemicals stored securely and in a lockable area with a register to prevent contamination of product? Yes / No
- e. Are all controlled substances stored separately and securely and in a way to prevent contamination of product? Yes / No

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

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2.7 Containers

- a. Are the containers intact and clean? Yes / No
- b. Are the containers new or used? New/ Used
- c. Are the containers sealed? Yes / No

2.8 Dispatch of final product

- a. Vehicles must be clean.  
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? Yes / No
- b. Are the clothes colour coded to visually distinguish personnel working in the raw/contaminated area? Yes / No
- c. Is provision made for change-over areas before entering processing and clean areas? Yes / No
- d. Staff should not wear protective clothing outside processing areas. Is this enforced? Yes / No
- e. Is the protective clothing laundered in-house or at an approved laundry? Yes / No
- f. Is there signage to inform all persons entering the feed handling areas to adhere to the protective clothing policy? Yes / No

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

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3.2 Cleaning, hygiene and sanitation of structure and equipment:

- a. Does the establishment have a good sanitation programme? Yes / No

- b. Are master cleaning schedules in place per area and is the frequency of cleaning adhered to? Yes / No
- c. Are surfaces inside the establishment easy to clean and disinfect? Yes / No

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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How is equipment cleaned?

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Are there dedicated lines for specific products? Yes / No

How is equipment cleaned between batches to prevent contamination of products?

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**3.3 Waste removal:**

- a. Is waste management contracted to a registered waste management company? Yes / No
- b. Is low risk waste dumped at an approved dumping site? Yes / No
- c. Is high risk waste only dumped at high risk dumping ground? Yes / No

Describe the waste removal programme for low- and high-risk waste.

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**3.4 Pest control:**

- a. Is pest control contracted to a pest control company registered with Act 36? Yes / No
- b. Is an effective pest control system documented and implemented? Yes / No
- c. Is the building adequately sealed to limit pest infestation? Yes / No
- d. Is a site map of the bait stations on the premises available? Yes / No
- e. Is waste disposal handled in such a way that insect and odour control is effected and pest infestation prevented? Yes / No

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

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**3.5 Water quality:**

- a. Is only potable water used if included as an ingredient in the product? Yes / No

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

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**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. a GMP system

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

4.2 Traceability:

- a. Are production records kept of all products manufactured (with ingredients used) and are these sufficient to ensure that traceability can be proved for all products manufactured?                      Yes / No
- b. Is forward tracing linked to batch numbers and production dates in place?                      Yes / No
- c. Is a system in place for product recall?                      Yes / No
- d. Are retention samples kept until expiry/best before date?                      Yes / No
- e. Are records kept of complaints with regards to the product quality?                      Yes / No
- f. Are certificates of analysis obtained for raw materials before they are used?                      Yes / No

Describe the traceability system used:

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4.3 Animal By-products:

- a. Are materials from animal origin used?                      Yes / No
- b. What species is the material derived from?

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c. What organs are used?

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d. Who is the supplier of the animal materials?

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- e. Are any animal materials imported?                      Yes / No
- f. If so, from where?



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g. Describe the processing of the animal material.

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h. Describe steps taken to prevent the contamination of feed lines after the use of animal products or controlled substances (Include any tests done to prove efficacy of steps taken).

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**4.4 Training**

- a. Is there initial and ongoing training for staff? Yes / No
- b. Are technically competent staff appointed at critical areas? Yes / No

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

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**4.5 Genetically Modified Organisms**

- a. Are any genetically modified organisms used in the manufacture of the feed Yes / No
- b. Is the feed tested for the presence of GMO's? Yes / No

If present, describe GMO's present as described by facility representative:

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**4.6 Controlled substances**

- a. Are there steroid growth promotants on site? Yes / No
- b. Are there Beta-agonists on site? Yes / No
- c. Are there antibiotics on site? Yes / No
- d. Is there a veterinary prescription for antibiotics at the facility? Yes / No
- e. Is a register kept of all controlled substances entering and leaving lockable area? Yes / No

Please supply details of what, how much and how controlled substances are stored:

.....  
.....

**5. LABELLING**

- 5.1. Labels should contain:
- Name of the feed / pet food
  - Registration number and reference to Act 36 of 1947 (V number)
  - Complete composition
  - Weight / Mass of the container.
  - Name and address of the registration holder.
  - Batch number / Date of manufacture / Expiry date / Best Before date

- 5.2. Controlled substances:
- Withdrawal period
  - Levels of addition

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

.....  
.....

**6. PROCESSING**

- 6.1. Does the establishment comply with the processing requirements of the importing country in an auditable manner? Yes / No

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

.....  
.....

- 6.2. Describe the processing the products undergo:

.....  
.....  
.....

## ANNEX C

### GUIDELINES FOR A SITE PLAN FOR A VETERINARY APPROVED PET FOOD / STERILIZING ESTABLISHMENT FOR EXPORT

Site plan – This plan must indicate:

- a) the location of the facility in relation to public roads, farms or buildings/structures adjacent to the site
- b) The scale used (1:200 or otherwise approved by provincial executive officer)
- c) The true north
- d) Situation and direction of the boundaries of the site
- e) Situation of access roads to and inside the site
- f) Structural specifications of fences and gates including the height
- g) Detail, position and construction of the sewerage systems.
- h) Detail of storm water drainage
- i) Position of access control system.
- j) Position of receiving end.
- k) Flow of product through the facility including processing, equipment and packaging areas.
- l) Position of storage of controlled substances.
- m) Position of dispatch of final product.
- n) Position of waste containers
- o) Position of workers canteen
- p) Position of the ablution facilities.
- q) Position of bait stations for pest control.

## ANNEX D

### CHECKLIST OF DOCUMENTS TO ACCOMPANY APPLICATION

DOCUMENT	Tick if attached	Office use only
Inspection report		
Site plan		
Copy of SOP for cleaning		
Copy of SOP for prevention of cross-contamination		
Copy of traceability SOP		
List of products for export		
List of ingredients included in each export product (including suppliers)		
List of all controlled substances at facility		
Copies of Act 36 registration		
Product flow map		
Personnel flow map		
Copy of import requirements of the country(ies) exporting to		