



## **SEAL OF QUALITY**

### **CERTIFICATION PROGRAMME FOR BUTCHERIES AND RED MEAT RETAIL OUTLETS**

#### **INTRODUCTION**

The SEAL OF QUALITY is a voluntary quality and hygiene certification programme developed by the Meat Board of Namibia with the aim to ensure the purchasing of safe and wholesome red meat and red meat products by consumers and customers at participating butcheries and retail red meat outlets.

The SEAL OF QUALITY strives to support the Namibian red meat industry and opposes the unfair trade of red meat and red meat products from foreign sources and informal slaughtering. The application of the SEAL OF QUALITY logo will stimulate trust in the quality and hygiene of red meat and red meat products sold in Namibian butcheries and red meat retail outlets.

#### **BENEFITS**

- A list of qualifying members will be published on a regular basis in the local news media.
- Members will receive exposure through promotional campaigns undertaken by the Meat Board of Namibia for the SEAL OF QUALITY.
- Customers and consumers will strengthen their confidence in the quality and wholesomeness of the red meat products sold by the qualifying members.
- Qualifying members will be issued with a variety of labels for the SEAL OF QUALITY to display on products, windows, trucks, etc.
- Qualifying members may use the logo on advertising and packaging material of their businesses.

## **APPLICATION**

- All Namibian butcheries and retail meat outlets selling carcasses, meat and processed meat originating from cattle, sheep, goats and pigs slaughtered at A, B or C class abattoirs (see Regulations on abattoirs and meat processors) or processed at A or B class meat processors, are invited to participate in the SEAL OF QUALITY on a voluntary basis.
- Businesses wishing to apply for membership must comply with the requirements of the programme as set out in Annexure A.
- Businesses may apply for participation in the SEAL OF QUALITY on the prescribed application form in Annexure B.
- An application fee of N\$ 100.00 is payable upon registration.

## **AUDIT SCHEDULE**

- Members will be audited at least annually and as per food safety and hygiene requirements set out in Annexure A.
- Members need a minimum of 80% in the audit score as per audit checklist (supplied by auditor) to comply with the requirements of the SEAL OF QUALITY.
- Audit fees as determined by the Meat Board of Namibia and agreed by the member will be paid to the Meat Board of Namibia.
- Audits will be conducted by a competent person, or persons, assigned by the Meat Board of Namibia.
- The Meat Board of Namibia takes full responsibility for the frequency and demeanor of the audit.

## **MEMBERSHIP**

- Members should act and trade in accordance with the Code of Conduct as laid down by the Meat Board of Namibia.
- Qualifying members will receive a membership certificate from the Meat Board of Namibia.

- Membership will be terminated when a qualifying member or his/her business ceases to exist and/or when a member no longer complies with the requirements as set out in Annexure A.
- Certification will be withdrawn upon termination of membership to the SEAL OF QUALITY.
- Voluntary termination of membership should be per written notice.

#### **ROLE OF THE MEAT BOARD**

- The Meat Board will be responsible for initiating and supervising all activities of the SEAL OF QUALITY, as well as for the assigning of auditor(s) to conduct the food safety and hygiene audits as set out in the requirements in Annexure A.
- The Meat Board will exclusively provide the SEAL OF QUALITY labels and no other labels will be allowed to promote the SEAL OF QUALITY or any other way contradictory to the purpose of the programme.

#### **ROLE OF THE MEAT TRADERS AND PROCESSORS ASSOCIATION**

- The Association will act as a facilitator in training of business employees in the requirements of the SEAL OF QUALITY.

# ANNEXURE A

## REQUIREMENTS FOR THE SEAL OF QUALITY

### 1. DESIGN AND MAINTENANCE OF FACILITY AND EQUIPMENT

#### 1.1 *General*

- a) The facility shall be situated as to minimise the possibility of the meat being contaminated during preparation.
- b) It shall not be subjected to flooding and the air shall be clean.
- c) Microbiological testing of ambient air in the facility shall be conducted on an annual basis and should not exceed 25 cfu/cm<sup>2</sup>.
- d) Structures shall be designed and constructed to facilitate maintenance and cleaning.
- e) Adequate working space shall be provided to allow for the satisfactory performance of all operations.

#### 1.2 *Walls*

- a) Walls shall be kept free from cobwebs, dampness, condensation and mould.
- b) Junctions between walls, floor and ceilings shall be closed and ideally should be curved.
- c) Wall surfaces should be smooth and should be cleaned daily, but not during the processing of meat.
- d) Walls should be properly maintained. This includes getting rid of flaking paint, replacing damaged tiles and sealing of cracks and joints.

#### 1.3 *Floors*

- a) Floors shall be constructed of durable, water-resistant material, for example concrete.

- b) Floors should be resistant to cleaning agents and agent solutions.
- c) Floors shall be smooth to facilitate cleaning with no cracks or open joints.
- d) The floors of wet areas shall adequately slope to drains and an adequate drainage system shall be in place.
- e) Floors shall be kept clean from litter, accumulated water and oil.
- f) Drainage channels shall be of the open type with, where necessary, removable covers, and shall be designed to cope with the maximum expected flow of liquid without overflowing or causing flooding.

#### **1.4 Ceilings**

- a) Ceilings shall be smooth, impervious to water and dust, and easy to clean.
- b) Skylights shall be clean, free from condensation and shall not open.
- c) Openings in the ceiling shall be properly sealed and edges shall be smooth.
- d) Ceilings shall be kept free from condensation and mould growing.
- e) Canopies, air vents and screens shall be kept dust free.

#### **1.5 Doors and windows**

- a) Doors, windows and window frames shall be kept clean, free from flaking paint, mould, etc.
- b) Windows that can be opened shall be fitted with a fly screen.
- c) Doors, windows and window frames shall be fitted with a fly screen.
- d) External doors shall be closed – where it is impracticable, overlapping plastic strip curtains, rubber swing doors or an alternative shall be used.
- e) Wooden doors shall be avoided and if used, shall be coated with a non-toxic easily cleanable material.

#### **1.6 Lights**

- a) Adequate natural or artificial lighting of intensity 220 lux shall be provided through-out the meat handling area.
- b) Light bulbs and fixtures suspended over meat materials shall be of a safety type and shall be protected to prevent contamination of meat in case of a breakage and shall be easy to clean.

### **1.7 Toilets and ablution facilities**

- a) Adequate, suitable and conveniently located toilets and ablution facilities shall be provided. Such areas shall be well ventilated.
- b) The numbers of toilets and hand wash basins shall be in accordance with the requirements of the competent authority.
- c) Hand-washing facilities shall be provided at each hand-washing point adjacent to toilets.
- d) An ample supply of toilet paper, hot and cold running water, nailbrushes, unscented liquid soap or an acceptable hand-cleaning detergent, disposable paper towels and, where appropriate, hand disinfecting facilities, shall be provided for employees. Refuse bins of hygienic construction shall be provided.
- e) Notices directing employees to wash their hands after using the toilets shall be posted.

### **1.8 Hand wash basins**

- a) Hand wash basins, troughs or washing fountains shall be provided in all production areas adjacent to work stations, where their absence would pose a food safety risk.
- b) Access to hand-washing facilities shall at all times be unobstructed.

### **1.9 Knife sterilizers**

- a) Knives shall be sterilized with potable water at a minimum of 82 °C.
- b) Adequate facilities for cleaning of knives and other equipment shall be provided.

### **1.10 Equipment and utensils**

- a) All equipment and utensils used in meat handling areas and which might come into contact with meat shall be made of non-absorbent, corrosive-resistant material, easy to clean and disinfect. Surfaces shall be smooth.
- b) The use of wood and other materials that cannot be adequately cleaned should be avoided.

- c) Containers used for transporting unpacked meat within the facility shall be controlled.
- d) Containers used to transport raw meat shall not be used for transporting processed meats. Cross-contamination should be avoided at all times.
- e) Containers used for inedible material and meat waste shall be leak proof and constructed of impermeable material which is easy to clean.
- f) Containers used for inedible material will be identified as such.
- g) Electrical equipment shall be adequate and electrical equipment used in the wet area shall comply with the requirements for the type.
- h) Equipment that requires drainage shall be piped to drain direct.

## **2. PERSONNEL AND PRODUCT FLOW**

- a) Facilities should be such as to prevent the cross-contamination of raw and processed meats.
- b) Separate rooms or well defined areas of acceptable size shall be provided for;-
  - i. the receipt and storage of raw materials,
  - ii. preparatory operations of the meat,
  - iii. meat handling and processing operations,
  - iv. packaging, and
  - v. the storage of the final meat product.
- c) Personnel should have a natural flow from clean to dirty areas.
- d) Personnel should enter the facilities with clean footwear suitable for the operation.
- e) Before starting work, after each absence from the food handling areas, at regular intervals during food handling, or at any time when necessary, food handling personnel shall wash their hands with warm water and an acceptable unscented liquid soap or hand-cleaning detergent and rinse them in clean, running water.
- f) Disinfection of hands shall be implemented where necessary.
- g) Protective clothing and foot wear shall be removed when leaving the meat handling areas.

### **3. CLEANING AND SANITATION**

#### **3.1 *General***

- a) Cleaning and sanitation procedures should include pre-operational, operational and post-operational hygiene.
- b) The meat handling areas shall be maintained in an appropriate and suitable state of cleanliness at all times. These areas shall include meat storage areas and waste areas.
- c) A documented cleaning and disinfection programme for the premises, equipment, containers and vehicles, shall be established and implemented.
- d) Special precautions shall be taken when cleaning machinery or equipment used for meat processing in order to avoid fungal and bacterial growth.
- e) Machinery or equipment that comes into contact with meat shall be dried before use.
- f) Cleaning and disinfection programmes shall include as a minimum:
  - i. Areas and equipment to be cleaned and disinfected.
  - ii. Frequency of cleaning and disinfection
- g) The frequency of cleaning and disinfection shall be sufficient to ensure the maintenance of the required standard of hygiene.
- h) Clean-as-you-go practices may be applied.

#### **3.2 *Methods of cleaning and disinfection***

- a) A pre-determined sequence of cleaning shall be established. Cleaning methods shall include removal or disassembly requirements, dry cleaning, wet cleaning, and disinfection at the recommended contact time, temperature and concentration of the disinfectant as stipulated by the disinfectant manufacturer.
- b) When cleaning and disinfection take place during meat handling, those areas being cleaned and disinfected shall be physically separated from the meat handling areas in order to prevent the contamination of the product with cleaning and disinfecting agents.
- c) Where appropriate, recommended cleaning materials (especially related to the fabric and chemical resistance) shall be specified. Where dismantling is required, specific instructions shall be provided.



- d) In meat handling areas, compressed air shall not be used for cleaning purposes. When cleaning with water under force, care shall be taken not to contaminate the meat being handled. Vacuum cleaners shall be emptied outside the meat handling areas.

### **3.3 *Cleaning and disinfecting agents***

- a) All cleaning and disinfecting agents used shall be appropriate for their intended purpose and shall be suitable for use in meat handling areas.
- b) Household cleaning chemicals and chemicals from non-reputable suppliers shall not be used.
- c) Disinfectants shall be registered by an appropriate regulatory authority.
- d) The current Material Safety Data Sheets (MSDSs) of cleaning chemicals and disinfectants shall be made available on the premises of the meat handling organization

### **3.4 *Cleaning tools and equipment***

- a) Cleaning tools and equipment shall be clearly distinguishable for different areas, shall be of hygienic design, and shall be made of suitable impervious material that will not present a potential source of contamination. All cleaning equipment shall be cleaned and stored properly when not in use.
- b) Sufficient tanks for the complete immersion of loose pieces of equipment and hoses shall be made available.

### **3.5 *Monitoring and verification procedures***

- a) The meat handling organization shall be responsible for establishing a procedure for the monitoring of all cleaning at defined frequencies.
- b) The effectiveness of the cleaning and disinfection procedures shall be verified by appropriate methods.
- c) The efficacy of the cleaning and disinfection process shall be tested.
- d) Effective measures shall be taken to inhibit mould growth and to remove dust, flaking paint and other loose or detachable material likely to fall onto the meat

product from walls, ceilings or overhead structures in the preparation, processing, packaging and storage areas.

### **3.6 *Cleaning programme records***

- a) Records of effective cleaning and implementation of the cleaning programme shall be maintained.

## **4. PERSONNEL HYGIENE PROGRAMME AND TRAINING**

### **4.1 *Protective clothing***

- a) Management shall provide sufficient and suitable protective clothing for all staff and shall maintain these in good repair.
- b) Protective clothing shall provide appropriate coverage to prevent personal clothing, hair and perspiration from causing the contamination of the meat product. Ears and hair shall be completely covered and where practically possible, beards and moustaches shall be covered. Protective clothing shall be chosen based on identified risk impact on food safety.
- c) Consideration shall be given to the design of the protective clothing to enable efficient removal and replacement, where required. These garments shall not have any external pockets, buttons or zips, and shall be able to fasten securely.
- d) Employees shall not remove protective clothing from the meat handling organization.
- e) Protective clothing shall be changed as often as is deemed necessary and shall be hygienically laundered such as through thermal or chemical disinfection. Laundered protective clothing shall be appropriately stored before use.
- f) Gloves, if used, shall be made from impermeable material and shall be of the disposable type. The use of gloves worn during meat handling shall be limited to areas where the use thereof is in prevention of meat contamination, or where the protection of the worker is justified.
- g) When in use, gloves shall be cleaned frequently and shall remain in good condition. Gloves shall be removed
- h) when leaving the meat handling areas, and where their use is unavoidable, a documented glove policy shall be established, enforced and implemented by the

- meat handling organization to prevent the misuse of gloves or the gloved hand turning into a source of contamination.
- i) Wearing hand protection gear shall not prevent personnel from washing their hands or applying normal hygiene practices.
  - j) Sleeves shall not extend below the elbows, except when covered by plastics sleevelets.
  - k) Protective clothing, other than waterproof aprons, sleevelets and gloves, shall not be stored in meat handling areas. When not in use, protective clothing shall be kept in the change rooms and shall not be removed from the premises except for laundering under hygienic conditions. The homes of employees shall not be regarded as acceptable for laundry purposes.
  - l) Waterproof protective clothing shall be made of plastics, rubber or other similar acceptable material. All protective clothing shall be of hygienic design, shall have no external pockets, shall be in good repair and shall not constitute a source of contamination to the meat product.
  - m) Waterproof aprons, sleeve lets and gloves shall be cleaned and disinfected at each time of removal and as frequently as is necessary, and shall be hung on hooks or pegs at exits from meat handling areas, during intervals between meat handling, and during visits to the toilet. Waterproof aprons, sleeve lets and gloves, as well as all equipment used in the preparation, processing and packaging of the meat product shall not be removed from the meat handling areas except for repairs and for cleaning under hygienic conditions.
  - n) Footgear used in meat handling and processing areas shall be fully enclosed and shall be of non-absorbent material.
  - o) Protective clothing used in meat handling areas shall not be used for any other purpose.

#### **4.2 Health regulations**

- a) All the health requirements for meat handling personnel shall comply with the relevant national legislation.
- b) Before being engaged, employees shall pass an appropriate medical examination to ensure that they are free from communicable diseases, and shall thereafter pass an annual medical examination.

- c) Appropriate systems shall be in place to proactively manage the health of all personnel to ensure compliance with the relevant national legislation and with food safety requirements.
- d) The management shall ensure that no employee who is suffering from a cut, an injury, an infected wound or an infected skin irritation shall be allowed to come into contact with the food product or food contact surfaces, unless the cut or injury has been so treated or dressed by suitable waterproof dressings in a colour different from the food being handled and is so controlled that the discharge of body fluid is prevented, and the wound and its dressing are so covered as to ensure that the infection or the contamination of the food product is no longer possible.
- e) Appropriate first aid equipment shall be provided.

#### **4.3 *Personal hygiene***

- a) Food handling personnel shall, at all times, maintain a high degree of personal cleanliness and conform to hygienic practices while on duty. They shall be trained and educated in personal cleanliness and hygienic practices. Adequate control shall be exercised to ensure that employees are in compliance with the hygienic requirements (such as supervision at the hand-washing facilities) before commencing work at the beginning of a work shift and after breaks.
- b) Neither personnel's personal effects nor their food shall be present in any area where the food product and its ingredients and packaging materials are handled and stored. Their personal effects, including their personal clothes, shall be kept in lockers or hangers provided for this purpose in the change rooms
- c) The use of chewing gum and of tobacco (in any form) shall not be permitted within areas where the food product and its ingredients and packaging materials are handled or stored.
- d) Spitting shall not be allowed anywhere within the premises of the food handling organization.
- e) Neither varnish nor lacquer shall be used on fingernails, and fingernails shall be kept short and clean. False eyelashes and false fingernails shall not be worn.
- f) Jewellery, except for plain wedding bands which need to be suitably covered, shall not be worn by employees who handle raw materials or the unprotected food product.

#### **4.4 Training**

- a) Personnel engaged in the handling of the meat product shall possess sufficient knowledge and expertise to carry out assigned operational tasks. All personnel shall be competent in the handling and production of safe meat.
- b) In order to provide personnel with the necessary competencies, training shall be provided, taking into account:
  - i. the technical competencies required for the position or operation;
  - ii. current skill levels and experience of trainees; and
  - iii. the nature of the meat product and meat handling activities.
- c) Appropriate training regarding the safe handling of meat, in accordance with food safety requirements, shall be conducted at the beginning of employment and this training shall be documented.
- d) Periodic assessments of the effectiveness of training programs shall be carried out in addition to routine supervision and checks that procedures are being followed. Records thereof shall be maintained.
- e) Records of experience, expertise, educational qualifications and training of the employees concerned shall be maintained.
- f) Managers and supervisors shall have the necessary knowledge of meat hygiene principles and practices, as well as of the relevant food safety requirements, to enable them to judge potential hazards and to take the necessary action(s) to remedy non-conformities.

### **5. PEST CONTROL PROGRAMME**

#### **5.1 General**

- a) An effective pest control programs that is not limited to pest control chemicals shall be documented and implemented. All meat handling areas shall be pest-free.
- b) Pesticides shall not be used in meat handling areas while preparation, processing and packaging are in progress and precautionary measures shall be

taken to ensure that equipment and work surfaces are kept free from pesticide residues.

- c) Only registered pesticides shall be used in accordance with the manufacturer's instructions and shall only be applied by a pest control operator that is suitably qualified and trained. The current certified copy of the pest control operator's qualification shall be held by the meat handling organization.
- d) Pesticides and cleaning chemicals shall at no time be allowed to come into contact with wrapping material, containers, raw materials or the meat product.
- e) Insecticides and rodenticides that look similar to the meat being handled, or are in similar containers to those used for packaging, shall not be used.
- f) The room in which pesticides are stored shall be kept locked and the materials contained in it shall only be handled by employees trained in their use.
- g) Bait stations shall be of a lockable type, and shall not be placed in meat handling areas where meat could be contaminated.

## **5.2 *Maintenance of the management and control of pests***

- a) The meat handling organization shall maintain a record of pest activity to assist the pest control contractor in providing an effective service.
- b) Written records of action taken by the pest contractor to control pests shall be maintained.
- c) There shall be a site plan that indicates pest traps and related pest control equipment. Pest traps shall be numbered and site plans updated accordingly.
- d) Sample labels or product specifications (or both) and MSDSs shall be made available.
- e) Accurate and complete service records shall at least address the following:
  - i. the materials used;
  - ii. targeted pests;
  - iii. quantity of the pesticide or insecticide applied;
  - iv. specific area(s) where the pesticide or insecticide was applied;
  - v. method of application of the pesticide or insecticide, and the device used;
  - vi. date and time of pest treatment;
  - vii. applier's signature; and
  - viii. a copy of the liability insurance of the external service provider.

- f) The meat handling areas shall be inspected at pre-determined intervals (minimum of monthly), based on pest activity. If evidence of infestation is found, then action shall be taken and results recorded.
- g) The meat handling organization shall, on a regular basis, verify the effectiveness of pest control activities and devices used. Records of such verifications shall be kept and made available.

## **6. WATER QUALITY PROGRAMME**

- a) Potable water used in the facility, including as ice and steam, or which is in contact with meat contact surfaces, shall have a free chlorine content of between 1 – 2 ppm.
- b) Free chlorine content of water should be tested on a daily basis with a chlorine meter which is in good working order.
- c) Microbiological quality of water should be tested monthly at a reputable microbiological laboratory.
- d) Every meat handling area shall have an adequate supply of clean potable water that is free from suspended matter and substances that could be deleterious to the meat product or harmful to health.
- e) Flexible water hoses shall be made of a suitable material for food safety and reels for their storage shall be provided.

## **7. TEMPERATURE CONTROL AND COLD CHAIN MANAGEMENT**

- a) The cold chain shall be maintained at all times.
- b) Meat and meat products handled in the facility shall be at < 7 °C.
- c) Chilled meat shall be stored and/or displayed between 0 and 5 °C.
- d) Frozen meat shall be stored at a minimum of -12 °C.
- e) Ambient temperature of the meat handling facility shall be maximum 12 °C.
- f) Appropriate controls during transportation (including during multiple deliveries), such as controls for temperature, humidity, atmosphere and other conditions necessary to protect the meat product materials from harmful or undesirable microbial growth and deterioration, shall be implemented.
- g) Temperature dials shall be calibrated at least annually.
- h) Daily records shall be kept of all temperature measurements.

## **8. WASTE AND EFFLUENT CONTROL PROGRAMME**

### **8.1 *General***

- a) Separate, suitable waste facilities shall be provided on the premises, at appropriate locations in and outside the building of the meat handling organization, and shall be cleaned daily.
- b) These facilities shall be for the discharging and disposal of waste, and shall prevent the contamination of the environment and of the meat handling areas. The design of these facilities shall be such as to prevent contamination.

### **8.2 *Liquid waste disposal***

- a) Floor drains should be covered with a suitable grid at all times.
- b) The floor drains should be cleaned and disinfected at intervals as described in the Cleaning and Sanitation program to prevent the risk of contamination.

### **8.3 *Biological waste disposal***

- a) Adequate containers should be available for biological waste and maintained for the storage of waste.
- b) These containers should be clearly identifiable, leak proof and covered where appropriate.
- c) Carcasses/meat unfit for human consumption should be disposed of in accordance with municipal regulations.
- d) Fallen/contaminated meat should be disposed of and not to be used for human consumption.

### **8.4 *General waste disposal***

- a) Adequate containers should be available for general waste and maintained for the storage of waste.



- b) These containers should be clearly identifiable, leak proof and covered where appropriate.
- c) Designated personnel on a planned schedule of container cleaning and sanitation should remove waste from the facility to the municipal dumping area.
- d) Outside containers for waste should be located as far away from meat processing and packaging areas as possible.
- e) Packaging material should never be used as waste containers.

### **8.5 *Hazardous substances***

- a) Hazardous substances should be disposed of in an environmentally acceptable manner.

## **9. LABELS AND PACKAGING**

### **9.1 *Labels***

- a) The labelling of the meat or meat product shall comply with the relevant national legislation for labelling. Procedures shall be in place to ensure the application of
- b) correct labels to meat products.
- c) The information required shall be printed on each individual package or on the over-wrap covering the package, or on a label of acceptable material attached to the package or, in the case of a master carton, shall be enclosed in the carton.
- d) Labels on packages shall be clean and neat and securely attached. They shall not be superimposed on other labels or on matter printed directly on the packages. They shall not be applied by any person other than an authorized agent of the meat handling organization.
- e) Labels or sealing adhesives that are liable to deteriorate under the conditions of storage of the packaged meat product shall not be used.
- f) Any trade name used shall not be misleading to the customer.

### **8.2 *Packaging and wrapping***

- a) Subject to the relevant requirements of the regulations promulgated under the relevant national legislation packaging and wrapping materials for the

- unprotected meat product shall be unused (new), clean, non-toxic and inert, of low moisture-vapour permeability, and shall not contain substances deleterious to the meat product or harmful to health.
- b) No packaging or wrapping material shall impart a flavour to the meat product or in any way cause discoloration of the meat product, or be discoloured itself by coming into contact with the meat product.
  - c) Packaging and wrapping materials shall be free from all hazardous matter that is harmful to the safety of the consumer.
  - d) Wrapping materials used during the packaging of the meat product shall be kept in corrosion resistant containers of hygienic construction, and shall be so dispensed that the wrapping material requires only minimum handling.
  - e) Materials used for the packaging of the meat product shall be stored on racks or shelves at a distance of at least 250 mm from the floor or on pallets and away from the walls.

#### **10. CONTROL OF SUPPLIERS AND DISTRIBUTION**

- a) The meat handling organization shall have, at its disposal, a current list of suppliers that meet food safety requirements.
- b) The meat handling organisation may only purchase meat from abattoirs and facilities approved by the Meat Board of Namibia.
- c) A record of the evaluations of suppliers and services shall be kept.
- d) Potential hazards associated with purchased items, their use and the possibility of cross contamination shall be identified and verification procedures established and directed at the prevention or reduction of cross-contamination to an appropriate level.
- e) Meat, meat ingredients, semi-finished meat products, meat additives and any meat contact materials that are supplied by the customer for further or additional handling shall be subjected to the same checks as would be carried out on products purchased by the meat handling organization.
- f) The delivery of bulk meat products shall take place in a dry and clean means of transport to prevent contamination.
- g) The delivery vehicle shall be inspected for any matter (for example, water, mould, insects or flies) that could compromise the safety of the meat product. Delivery

- vehicles used for the transportation of meat shall be inspected before loading and at receiving to ensure that they are clean.
- h) All transport containers and conveyances designated for meat shall be identified as such and shall be used for meat only and not for any other purpose.
  - i) Meat transport vehicles, containers and conveyors shall be constructed in such a way that they can be effectively cleaned and shall permit effective separation of different meat products in order to prevent any contamination or cross-contamination. The meat handling organization shall use suitable methods for conserving and separating the meat products.
  - j) Meat shall not be transported in the same container or unit as non-meat items unless it can be demonstrated that the non-meat items present no risk of contamination.

## **11. RELEVANT RECORDS AND ACCOMPANYING DOCUMENTS**

Records shall be established and maintained to provide evidence of conformity to the requirements and of the effective operational procedures and shall be controlled.

**ANNEXURE B**

**SEAL OF QUALITY - APPLICATION FORM FOR MEMBERSHIP**

<b>Company name</b>	
<b>Owner's name</b>	
<b>Postal address</b>	
<b>Street address</b>	
<b>Tel. no.</b>	
<b>Fax. no.</b>	
<b>Cell phone</b>	
<b>E-mail address</b>	
<b>Company registration (no.)</b>	
<b>Company VAT registration (no.)</b>	
<b>Company Social security registration (no.)</b>	
<b>Certificate of Good Standing (no.)</b>	
<b>Nature of business</b>	
<b>Business references</b>	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_