



Meat Board of Namibia

Agricultural Boards
Hochland Road 30
P O Box 38
Windhoek NAMIBIA
Tel: (+264-61) 275830
Fax: (+264-61) 228310

website www.nammic.com.na
E-mail info@nammic.com.na

STANDARD OPERATING PROCEDURES TO BE FOLLOWED FOR A CLASS **ABATTOIR REGISTRATION**

1. Environmental assessment.

Submit an environmental assessment impact study to the Ministry of Environment. This submission must include the SOP for treating or disposal of abattoir waste and or by-products in an environmentally friendly manner, including a water reticular plant. For further information call Ms Saima Angula at 061 2842701

2. Complete and submit the following forms:

- Form C for registration as a producer (attached)
- Registration of an abattoir / processing plant (attached)
- F-FOR- 12 (Registration with FANmeat scheme)

In terms of section 10(1)(l)(n) or (t) of the Meat Industry Act, 1981 (Act 12 of 1981) an abattoir operator must be registered as a producer with the Meat Board in order to lawfully sell meat derived from slaughtered animals. Annual reregistration is required.

3. The completed forms must be accompanied by the following:

- Motivation for erecting an abattoir;
- A business plan for the enterprise;
- Particulars of the premises where the abattoir will be operated;
- Floor plans of the facility indicating process flow, designated clean and dirty areas, dispatch areas, effluent etc.
- Particulars of the species to be slaughtered at the abattoir;
- Particulars of the slaughter capacity of the abattoir;
- Particulars of the nearest abattoirs;
- Particulars pertaining to Animal Welfare Practices;
- Provide pre – requisite programs.
- Proof of approval from the appropriate authority which entitles the applicant to operate such abattoir
- Proof of environmental study conducted and submitted to Ministry of Environment

5. Upon receipt of a complete set of documents, a proof of application will be issued. A pre-approval assessment will be conducted and the outcome communicated with the applicant.
6. Following pre-approval by MBN, the applicant must obtain approval from the Directorate of Veterinary Services (DVS) to operate an export abattoir. The export of meat and meat products is subject to registration with DVS as the National Competent Authority. For enquiries in this regard contact Dr Yvonne Hemberger at 061 2087547 or hembergerm@mawf.gov.na.
7. The process of constructing the abattoir may resume following pre- approval from both the MBN and DVS. On completion of construction, the Meat Board must be notified for the facility to be audited.
8. Registration
After successful audit, the application will be submitted to the Board for approval and registration. An operator of an abattoir will only be registered if the facility and management practices comply with all the guidelines for the registration of abattoirs and processing plants, including any other requirements set out in Annexure A.
9. Classification.
The Meat Board of Namibia is responsible for rendering the Classification service at all export abattoirs. The abattoir owner must inform the Meat Board well in advance of a possible date of first slaughter. Adequate time is needed for training personnel to perform the dentitioning, classification and roller marking of carcasses.
10. Annual re-registration
Annual re-registration as a producer is required and applications must be submitted to the Meat Board by end August annually. Inspections may be conducted by the Meat Board when deemed necessary.

