

## MEAT BOARD POLICY MEMORANDUM

### GUIDELINES ON THE REQUIREMENTS AND PROCEDURES FOR THE REGISTRATION OF PRODUCERS WHO OPERATE ABATTOIRS AND PROCESSING PLANTS AND THE CONDITION OF REGISTRATION.

#### Definitions

1. (1) In these Guidelines, any word or expression to which a meaning has been attached in the Act, shall have that meaning and, unless otherwise indicated –

**“abattoir”** means,

- a) a place where livestock are slaughtered and processed into meat and by-products for the purpose of commercial trade and sale for human consumption; or-

- b) **processing facility,**

and includes a mobile slaughter facility and all facilities that normally appertain to such a place, including areas where livestock carcasses are chilled, whether or not such facilities are situated on the same property;

**“appropriate authority”** means an authority (other than the Meat Board of Namibia) responsible for the maintenance of proper food safety and hygiene standards in respect of animal welfare, slaughtering of livestock and/or the manufacture, handling, storage and distribution of meat and meat products derived from livestock slaughtering at abattoirs;

**“fit for human consumption”** means with no disease, abnormal condition, putrefaction, decomposition, contamination or residues, or reason of exposure to, or contact with, a disease or putrefied, decomposed or contaminated material;

**“livestock”** means slaughter cattle, sheep, goats and pigs offered or sold to Namibian abattoirs for slaughtering only or slaughtering and further processing;

“levies” means levies imposed under section 17(1) of the Act;

“Meat Board” means the Meat Board of Namibia referred to in section 1 of the Act;

“abattoir register” means the records referred to in paragraph (a)(i) of General Notice No. 8 of 1982.

“operator” means the owner of an abattoir undertaking, who may be a person other than the owner of a property on which the abattoir is operated;

The operator as defined above is obliged to register as producer and to pay the levies – not any other party. Any attempt to recover levies from any other person will be futile. Liability on the part of such owner is only possible where legislative measures are promulgated.

“slaughter” means the killing of livestock and the performance of the usual accompanying acts in connection therewith in order to obtain meat and meat products therefrom;

“the Act” means the Meat Industry Act, 1981 (Act No. 12 of 1981) as amended, or any regulation, government notice or general notice promulgated under that Act;

“these Guidelines” includes any conditions imposed under any provision of these guidelines.

### **Prohibition on operation of abattoirs and/or processing facilities without registration and rating**

2. (1) Government Notice No.91 of 18 April 2006 issued in terms of section 10(1)(n) and (t), respectively, of the Act provides that -

- (a) operators must be registered as producers in terms of section 10(1)(1) of the Act in order to lawfully sell in Namibia or export from Namibia meat derived from livestock slaughtered at abattoirs;
- (b) no new abattoirs may be erected unless the operator has been so registered as a producer;
- (2) Every abattoir operated by a person registered as a producer must be rated as an A, B or C abattoir and/or meat processor by the Meat Board in terms of these Guidelines.
- (3) The statutory provisions referred to in subparagraph (1) do not derogate from provisions of any law on the regulations on abattoirs and/or processing facilities, but apply in addition thereto;
- (4) Sub regulation (1) (b) “only apply six months after the date of commencement of these regulations or upon any later date as may be fixed by the Meat Board”.

### **Application for registration as producer and rating of abattoirs and processing facilities**

- 3. (1) An application for the registration of an operator as a producer must be made in writing in such form as the Meat Board may determine, and directed to the Head Office of the Meat Board against payment of an annual application fee as determined by the Board, as well as any expenditure that the Meat Board may incur in connection with travelling costs pursuant to any investigation referred to in sub paragraph (4).
- (2) The operator of an abattoir is only registered as a producer if the abattoir complies with the requirements as set out in Annexure A, and any other requirements of these Guidelines.

(3) An application referred to in sub paragraph (1) must be accompanied by the following in the case of an operator not registered before as a producer operating an abattoir:

(a) Proof that the applicant has –

Been so registered as a producer before under;

(b) particulars of the premises where the abattoir is to be operated;

(c) particulars of the species to be slaughtered at the abattoir;

(d) particulars of the slaughter and /or processing capacity of the abattoir;

(e) plans showing the structural layout of the abattoir and

(f) proof of any relevant approval from the appropriate authority in whose area the abattoir and or is constructed which entitles the applicant to operate such abattoir or proof that the applicant has applied for such approval;

(g) an indication by the appropriate authority as to whether it has sufficient structural and human resources capacity to ensure adherence to standards of -

(i) hygiene requirements of abattoirs and;

(ii) meat inspection, by providing a regular inspection service to the abattoir which is to be constructed and conducted;

(h) information on the zoning of the premises on which the abattoir is to be conducted;

- (i) the name, trade name, postal, electronic mail addresses, telephone and facsimile numbers of the operator; as well as the physical address of the abattoir and
  - (j) paid all levies and submitted all relevant returns (if any) up to date and;
  - (k) such other applicable information as the applicant may be requested to provide to the Meat Board within a specified period or any other applicable information as the Meat Board may require.
- (4) The Meat Board may, if it is satisfied that the applicant has complied with this paragraph and after conducting any applicable investigation that it may consider necessary –
- (a) register the operator as a producer;
  - (b) impose such applicable conditions of registration in respect of the abattoir as the Meat Board may determine including the keeping of a abattoir register;
  - (c) issue the operator with a proof of registration as producer and;
  - (d) determine the rating of the abattoir operated by the applicant and in accordance with the rating of abattoirs as set out in Annexure A:

Provided that –

- (i) no open physical structure (although covered by a roof) shall be acceptable as an abattoir; and
- (ii) no operations may commence in an abattoir unless every building or facility that forms a necessary and integral part of

such an abattoir has been constructed and equipped as required in these Guidelines.

5. No application contemplated in this paragraph may be refused unless the applicant has been afforded an opportunity to comply within 30 days after notification with such requirements as the Meat Board may stipulate for the continued operation of the abattoir to be operated by the applicant

(6) The Meat Board may -

- (a) (i) if it is satisfied that an abattoir is not operated any longer or that the operator does not comply any longer with the provisions of the Act or these Guidelines or the conditions applicable to the existing producer registration of the operator and rating of any abattoirs operated by him /her or that the operator has been convicted pursuant to criminal proceedings contemplated on paragraph 4 (**whichever may be applicable**) ; and
  - (ii) after having afforded the operator an opportunity within 30 days to rectify any such failure or to make representations to the Meat Board -
    - (aa) cancel the registration of the operator as producer or;
    - (bb) permit the operator to temporarily deviate from such requirements or any conditions of registration applicable to the abattoir in question; or
    - (cc) re-rate and apply a lower rating to any abattoir operated by the producer;
- (b) upon an application made by the operator re-rate and apply a higher or lower rating to the abattoir.

- (7) The Meat Board must notify the operator;

of the terms of any decision in terms of this paragraph before it takes effect.

- (8) The refusal of an application in terms of this paragraph and the cancellation of the registration of a producer subject to a right of appeal to the Minister in accordance with section 11 of the Act.

- (9) For the purposes of the application of this paragraph in relation to;

an abattoir, such abattoir is deemed too includes the equipping, fitting and/or preparing of a place for the slaughtering of livestock or storage of meat and meat products.

**Suspension or cancellation of registration** in terms of section 10 (1) of the Act

4. (1) The Meat Board may suspend the registration of the producer registration of the operator of an abattoir or processing facility for the duration of any criminal proceedings instituted against him or her in a court of law that relates to an alleged contravention of the owner of that abattoir or processing facility in a court of law that relates to an alleged contravention of –

- (a) the Act, including any regulation or Government notice promulgated hereunder;
- (b) the Prevention of Undesirable Residue in Meat Act, 1991 (Act No. 21 of 1991);
- (c) the Stock Theft Act, 1990 (Act No. 12 of 1990);
- (d) the Animal Diseases and Parasites Act, 1956 (Act No. 13 of 1956);

- (e) the Animal Protection Act, 1962 (Act No. 71 of 1962);
- (f) the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947);
- (g) the Customs and Excise Act, 1964 (Act No. 91 of 1964);
- (h) any local government regulation relating to the maintenance of proper standards of animal welfare in respect of livestock, the slaughtering of livestock, or the manufacturing, handling, storage and distribution of meat and meat products derived from livestock upon approval of the contravention by the appropriate authorities;
- (i) any international agreement binding upon Namibia that contains measures on the importation or exportation of livestock, meat or meat products, including measures relating to the maintenance of proper standards of animal welfare in respect of livestock, the handling and slaughtering of livestock or the manufacturing, handling and storage of meat and meat products derived from livestock upon approval of the contravention by the appropriate authorities;

that materially affects the interest of the meat industry in Namibia and was allegedly committed in the course of his or her business as operator of the abattoir.

(2) The suspension of the registration of an operator under paragraph (1) shall remain effective until the date of withdrawal of the criminal proceedings referred to in that paragraph of the acquittal of the operator, as the case may be.

### **Keeping of registers**

5. (1) The Meat Board must establish and keep a register containing the following particulars:
- (a) The name, trade name, postal and electronic mail addresses, telephone and facsimile numbers of the operator of an abattoir and physical address of abattoir;
  - (b) the local authority in whose area the abattoir is situated;
  - (c) the number and date of the registration certificate of each operator and a copy of the issued certificate;
  - (d) the rating of the abattoir;
  - (e) the conditions of registration of each abattoir;
  - (f) the date of application, suspension or cancellation of the registration of the operator. (if applicable).
- (2) The Meat Board shall upon the registration of each operator forward an excerpt from the register referred to in sub regulation (1) to the appropriate authority in whose area the abattoir is situated.
- (5) The Meat Board must, upon –
- (a) any change in respect of the ownership of an abattoir;
  - (b) the suspension or cancellation of the registration and rating of an abattoir;
  - (c) re-rating of an abattoir;

- (d) application, cancellation of, or addition of, further conditions of registration,

inform the appropriate authority in whose area the abattoir is situated accordingly.

## **General**

- 6. (1) These Guidelines apply to all commercial abattoirs.
- (2) Sanitary design principles must be observed in the construction and maintenance of all abattoirs so that they can be utilized at all times for the purpose they were registered –
  - (a) without creating a food safety, health and environmental hazard, and
  - (b) in such a manner that meat and meat products that derived from carcasses –
    - (i) can be handled hygienically on these premises with the necessary equipment supplied;
    - (ii) be protected against any form of deterioration, adulteration, contamination or pollution.
- (3) The producer registration of an operator must be renewed annually

**ANNEXURE A****RATING OF ABATTOIRS AND PROCESSING FACILITIES****Definitions**

1. (1) In this Annexure, any word or expression to which a meaning has been attached in the regulations, shall have that meaning unless otherwise indicated –

**“animal welfare practices”** means regulations and procedures approved by the appropriate authority for the welfare of livestock;

**“classification”** means the classing and grading of slaughtered livestock carcasses according to specific carcass attributes which include age, fatness, conformation and damage as determined by the Meat Board of Namibia;

**“Hazard Analytical Critical Control Point (HACCP) system”** means a system that identifies, evaluates and controls hazards that are significant to food safety and should *inter alia* address the following -

- (a) A HACCP team which must assist with the HACCP study, establishment, implementation, maintenance and continual improvement of the HACCP system;
- (b) A HACCP study which should identify specific food safety hazards (biological, chemical, physical and/or allergens) that can adversely affect the safety of food and specific preventative measures for their control;
- (c) A HACCP plan prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the facility or facilities under consideration;

- (d) An appointed management representative which shall act as the representative of the HACCP system who shall ensure that the HACCP system is established, implemented, maintained and continually improved;
- (e) Management review meetings aiming at the continual improvement and review of the HACCP system at planned intervals ensuring its continued suitability, adequacy and effectiveness;
- (f) Document control which must ensure the establishment of a procedure for the control of documents and records;
- (g) A documented corrective action system addressing non-conformities, determination and implementation of actions needed, recording of the results of action(s) taken and reviewing of the effectiveness of the corrective action taken;
- (h) Internal audits which must be scheduled and conducted to ensure that the system conforms to requirements;
- (i) Pre-requisite programs developed to the nature and size of the operation including all operational procedures to ensure the effective control of food safety hazards

**“meat inspection”** means the inspection of meat and livestock for the purpose of declaring meat fit for human consumption.

**“Pre-requisite programs”** means specified procedures or instructions specific to the nature and size of the operation, to enhance or maintain operational conditions to enable more effective control of food safety hazards and should *inter alia* address the following -

- (a) Checks on food chain information;

- (b) Design and maintenance of facility and equipment;
- (c) Personnel and product flow;
- (d) Sanitation standard operational procedures (including pre-operational, operational and post-operational hygiene);
- (e) Personnel hygiene programme and training;
- (f) Work procedures training;
- (g) Pest control programme;
- (h) Water quality programme;
- (i) Temperature control and cold chain management;
- (j) Waste and effluent control programme;
- (k) Control of suppliers and distribution;
- (l) Relevant records and accompanying documents.

### **Rating of abattoirs in accordance with this Guidelines**

- 2. (1) Abattoirs shall be rated according to the following requirements:
  - (a) “A” class abattoirs shall as a minimum implement and maintain a HACCP system, pre-requisite programs, animal welfare practices, *ante-mortem* inspection by a local veterinarian, classification of

carcasses and meat inspection to the satisfaction of the appropriate competent authority.

- (b) “B” class abattoirs shall as a minimum implement and maintain pre-requisite programs, animal welfare practices, classification of carcasses and meat inspection to the satisfaction of the appropriate competent authority.
- (c) “C” class abattoirs shall as a minimum implement and maintain pre-requisite programs, animal welfare practices and meat inspection to the satisfaction of the appropriate competent authority.

### **Rating of processing facilities in accordance with this Guidelines**

- 3. (1) Processing facilities must be rated according to the following requirements:
  - (a) “A” class processors must as a minimum implement and maintain a HACCP system, pre-requisite programs and meat inspection to the satisfaction of the appropriate authority; and -
  - (b) “B” class processors must as a minimum implement and maintain pre-requisite programs and meat inspection to the satisfaction of the appropriate authority.
  - (c) “C” class shall, to the satisfaction of the appropriate authority, implement and maintain minimum pre-requisite programs.