



**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](http://www.nammic.com.na)  
E-mail [info@nammic.com.na](mailto:info@nammic.com.na)

## **STANDARD OPERATING PROCEDURES TO BE FOLLOWED FOR B CLASS** **ABATTOIR REGISTRATION**

1. Complete and submit the following forms:

- Form C (attached)
- Registration of an abattoir / processing plant (attached)

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 re-registration is required.

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

- Motivation for erecting 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
  - a) of approval from the appropriate authority which entitles the applicant to operate such abattoir
  - b) that the applicant will be able to comply with applicable legislation administered by the appropriate authority and its conditions of approval;

3. Supply a document from the appropriate authority indicating that such appropriate authority has sufficient operational and human resource capacity to ensure adherence to:
  - Standards and hygiene requirements applicable to abattoirs
  - Standards of meat inspection by providing regular inspection services to the abattoir.
  
4. 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. The process of erecting the abattoir can resume following pre-approval. On completion of construction, the Meat Board must be notified for the facility to be audited.
  
5. 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.
  
6. Classification

Classification is compulsory for B Class abattoirs. The abattoir owner is responsible for appointing a person with a Degree and or Diploma in Agriculture for this purpose. Such a person will be trained by the Meat Board's classification division. After completion of training such a person will work under the supervision of the Meat Board, but the remuneration of this person will be the responsibility of the abattoir owner.
  
7. 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.

