

RULES FOR THE FARM ASSURED NAMIBIAN MEAT SCHEME



Meat Board of Namibia
October 2019



1. DEFINITIONS AND INTERPRETATION

1.1. DEFINITIONS

- **Accredited Member** means a Member of the FAN Meat Scheme which has attained Full Accreditation in accordance with these rules.
- **Animal Health Inspector/Technician** means an Animal Health Inspector/Technician conducting inspections for the Directorate of Veterinary Services (DVS).
- **Audit** means the systematic, independent and documented examination of a Provisionally Registered or Accredited Member's business activities and management system to determine whether the Accredited Member is acting in accordance with the requirements set out in these Rules and the Relevant Standard, whether conducted as Internal Audits, Site Audits or Document Reviews.
- **Auditor** Means a person appointed by the Meat Board of Namibia as an inspector to conduct Site Audits and Document Reviews on the FAN Meat Scheme.
- **Committee** means the FAN Meat Executive Committee.
- **Data base** means the FAN Meat database maintained by the FAN Meat office as described in paragraph 24.
- **DVS** means the Directorate of Veterinary Services of Namibia.
- **Export abattoir** means an abattoir accredited for the export of Namibian meat and meat products.
- **Facility** means a business involved in the livestock production, marketing, transport, slaughtering and the processing of meat and includes livestock farms, livestock transporters, livestock sale and auction premises, feed manufacturers, Export abattoirs *and feedlots (future subsection)*.
- **FAN Meat** means Farm Assured Namibian Meat Scheme.
- **FAN Meat Office** is the division of the Meat Board of Namibia conducting the management and administration of the FAN Meat Scheme, the registration of FAN Meat members, the organization of audits, the maintenance of the FAN Meat database, and acting on behalf of the FAN Meat Committee.
- **Internal Audit** means an Audit conducted systematically by the Member or its authorized representative by means of a self-declaration.
- **Livestock** means any cattle, sheep or goat south of the Veterinary Cordon Fence.
- **Logo** means the FAN Meat logo registered as a trademark in Namibia under the Merchandise Act.
- **MBN** means the Meat Board of Namibia.
- **Meat** means any product intended for human consumption derived from the slaughter of Livestock, processed or unprocessed.
- **Member** means the Provisionally Registered or Accredited Member of the FAN Meat Scheme and can be a Producer, Livestock agent or auctioneer, livestock transporter, feed manufacturer, Export abattoir *or feedlot (future subsection)*.
- **Producer** means any livestock farmer south of the Veterinary Cordon Fence.
- **Provisionally Registered Member** means a member which has obtained provisional registration in accordance with these rules.
- **Relevant Standards** means the FAN Meat Standards for the respective member groups, e.g. producers, livestock agents and auctioneers, livestock transporters, Export abattoirs, feed manufacturers, *feedlots*.
- **Rules** mean these rules.
- **Site audit** means an audit conducted by a Meat Board Auditor or personnel of the DVS at a livestock facility and includes the inspection of a livestock transport vehicle regardless of its' location
- **Standards** means the FAN Meat Standards as laid out in the Manuals for each group of Members.

1.2. PRESUMPTION OF INTERPRETATION

1.2.1. A word which denotes:

- a) the singular denotes the plural and vice versa
- b) any gender denotes the other gender; and
- c) a person includes a natural or a legal person

1.2.2. A reference to a paragraph or an annexure is a reference to a paragraph of or an annexure to these Rules.

2. MANAGEMENT, ADMINISTRATION AND IMPLEMENTATION OF THE FAN MEAT SCHEME

- 2.1 The FAN Meat Scheme is implemented by the MBN in close cooperation with the DVS.
- 2.2 The FAN Meat Office, a division of the MBN, manages and administers the FAN Meat Scheme in cooperation with the DVS.
- 2.3 The FAN Meat office processes the membership Registration and Accreditation, maintains the FAN Meat database and organizes Site Audits and Document Reviews conducted by Meat Board Auditors. It keeps records and documents available for external Audits.
- 2.4 The FAN Meat Office reports back to the MBN Management, the Committee and the DVS.
- 2.5 The FAN Meat Committee is hosted by the MBN. It is composed of representatives of major stakeholders of the Namibian Livestock and Meat sector to oversee the functioning of the FAN Meat Scheme and to advise and decide on issues related to FAN Meat Scheme.
- 2.6 The DVS is legally empowered to enforce all rules and laws with respect to livestock health, disease prevention, residue control and traceability.

3. APPLICATION OF RULES

- 3.1 By signing the APPLICATION FOR REGISTRATION OF A BRAND, Form BR.1 or the APPLICATION FORM FOR FAN MEAT SCHEME MEMBERSHIP, form F-FOR-12, the prospective Member acknowledges that:
 - a) The MBN administers and implements the FAN Meat Scheme;
 - b) The MBN implements the FAN Meat Scheme in cooperation with the DVS;
 - c) These Rules evidence a binding legal agreement between the Member and the MBN;
 - d) Any reference to rights or obligations of the Committee under these Rules includes rights and obligations of the MBN.
 - e) Any false or misleading information given on the application form, during assessments or in any other communication may lead to suspension or withdrawal of certification and even exclusion from future participation in the scheme.
- 3.2 These Rules and Standards of the FAN Meat Scheme are additional to statutory requirements and shall not be deemed to provide exemption from current legislation. Members shall comply with all legislation relevant to the scope of the Scheme at all times.

4. REFERENCE MATERIAL

A Member shall be in the possession of the following documents:

- a) The Rules;
- b) The Relevant Standards;
- c) FAN Meat Membership card or FAN Meat Certificate.

5. FAN MEAT SCHEME MEMBERSHIP

Each Member shall ensure that he:

- a) complies with these Rules and the relevant Standards;
- b) maintains all records relating to these Rules and Standards;

- c) permits an Auditor to audit its management systems including records, facilities and other relevant information pertaining to these Rules and the relevant Standards;
- d) conducts internal audits twice a year, in the case of livestock producers and once per year in the case of non-producers and submit resulting reports as required;
- e) Allows an authorized representative of FAN Meat Office access to facilities at reasonable times as required by FAN Meat Office or its authorized representative, for the purpose of reviewing the Member's compliance with these Rules and Standards;
- f) cooperates with an Auditor by providing any necessary resources and assistance as required by the Auditor to properly perform an Audit;
- g) takes timely and effective corrective action to rectify non-conformances identified via:
 - Bi-annual or annual internal audits conducted by the various members themselves;
 - Farm Inspections done by Meat Board Auditors or DVS Personnel; and
 - Audits conducted by Meat Board Auditors.

6. REGISTRATION AS MEMBER

6.1 Application for Registration: PRODUCERS

- 6.1.1 Each producer seeking Registration with the FAN Meat Scheme shall provide information as required by the FAN Meat Office for this purpose, by completing Form BR.1.
- 6.1.2 On confirmation of Registration a Member will be provided with:
 - a) A copy of the Rules and Relevant Standards;
 - b) FAN Meat Membership card or FAN Meat Certificate;

6.2 Application for Registration (Non-Producer): TRANSPORTERS, AGENTS, AUCTIONEERS OF LIVESTOCK, FEED MANUFACTURERS, EXPORT ABATTOIRS AND FEEDLOTS (future category):

- 6.2.1 Transporters, Agents, Auctioneers of livestock, Feed Manufacturers and Export Abattoirs Seeking Registration with the FAN Meat Scheme shall provide information as required by the FAN Meat Office for this purpose by completing Form F-FOR-12.
- 6.2.2 On receiving the membership application, the applicant will be provided with:
 - a) A copy of these Rules and the Relevant Standards for the sector of registration;
 - b) A copy of the FAN Meat Self declaration sheet, which is a checklist for the initial internal audit and is relevant to the sector of the applicant's operation.
- 6.2.3 As soon as the applicant returns a completed Self-Declaration Form to the FAN Meat office and the declaration form indicates that the applicant conforms to requirements and the FAN Meat office does not deem it necessary to conduct an on-site audit first, he/she will be issued with a FAN Meat Membership Card and a Registration Certificate bearing an expiry date.
- 6.2.4 Should the FAN Meat office deem it necessary to conduct an on-site audit first, the registration as a member will be subject to the outcome of the audit.

6.3 Obligations after Registration

After Registration a Member shall:

- a) establish management and record keeping systems relating to these Rules and the relevant Standards;
- b) ensure that he complies with these Rules, the relevant Standards and any other requirements of the FAN Meat Office in connection with the Fan Meat Scheme;
- c) in the case of non-producers, conduct an annual internal audit, using the FAN Meat SELF DECLARATION FORM as scope, ~~on completion of the self audit~~, complete the SELF DECLARATION FORM and submit the SELF DECLARATION FORM to the FAN Meat Office before 01 June of each year;
- d) In the case of producers, conduct bi-annual internal audits by completing the Return of Animals on Registered Establishments Form (Animal Health Declaration) (Form 24 as per the Animal Identification Regulations) and submitting the Return of Animals on Registered Establishments Form to DVS, either in the form of a hard copy submitted to the local State

Veterinary (SV) office or submitted online (www.namlits.com) before end January and end July of each year.

7. VOLUNTARY REGISTRATION WITHDRAWAL

A Registered Member may request withdrawal of registration by written notice to the FAN Meat Office.

8. SUSPENSION OF REGISTRATION BY FAN MEAT

- 8.1. FAN Meat Office may suspend the Registration of a Registered Member by notice if it considers that:
- a) Results of an internal audit or of inspections/ audits conducted by the authorized personnel of the Meat Board or the DVS reveal major non-compliance with the relevant standards and/ or
 - b) Repeat minor non-compliance or accumulation of various minor non-compliances and /or
 - c) Self-Declaration Form is not submitted to FAN Meat annually in the case of non-producers and Return of Animals on Registered Establishment form is not submitted to DVS bi-annually in the case of producers.

9. REAPPLYING FOR REGISTRATION

- 9.1 Where a Member lost his Registration and does not wish to re- apply for Membership, he shall immediately return the FAN Meat Membership card and/or certificate to the FAN Meat Office.
- 9.2. Where a Member withdrew or lost his Registration and wishes to re-apply for registration, the Member shall:
- a) have established management and record keeping systems as specified by these Rules and the Relevant Standards;
 - b) comply with these Rules and the relevant Standards;
 - c) arrange an audit of his business, conducted by MBN personnel, on his own cost.

10. MEMBERSHIP CATEGORIES:

- 10.1. Each Member will be categorized and registered by the FAN Meat Office as Member (M), Suspended (S) or Withdrawn (W). The categorical status of a Member will be kept in the FAN Meat database and updated in case of changes of Membership status.
- 10.2. The categories described are as follows:
- a) M – Membership – the Member has obtained membership and is a current member;
 - b) S – Suspended – the FAN Meat Office has, on behalf of the Committee, applied a sanction to the Member and has issued a Corrective Action Request;
 - c) W – Withdrawn – Full Accreditation has been withdrawn either voluntarily or by the FAN Meat Office.
- 10.3 Each Non-producer will also be categorized and registered by the FAN Meat office in accordance with the following sub-categories:
- a) T – Transporter
 - b) A – Auctioneer or Agent
 - c) AB – Abattoir
 - d) FM – Feed Manufacturer
 - e) F – *Feedlot (future sub-category)*

11. USE OF THE FAN MEAT LOGO

The rules governing use of the FAN Meat logo are described in the GOVERNING RULES FOR THE USE OF THE FAN MEAT LOGO.

12. NOTIFICATION OF CHANGE

A Member shall notify the FAN Meat Office when:

- any of his contact details change and/ or
- his professional activities relating to the Membership in the FAN Meat Scheme ceases or alters.

13. STRUCTURE OF FAN MEAT AUDITS AND INSPECTIONS

Inspections and audits on the compliance of Members with the FAN Meat Rules and Standards are conducted on different levels as set out herewith:

13.1 Self -Declaration

On the first level, Members shall, in the case of producers, conduct bi-annual internal audits by using the Return of Animals on Registered Establishments Form as scope and complete the Return of Animals on Registered Establishments Form. Answers and information given on these forms have to be in the best of belief and must be verifiable and must be submitted to the DVS, either in the form of a hard copy submitted to the local SV office, or submitted online (www.namlits.com), before end January and end July of each year.

Members from the categories Transporters, Agents, Auctioneer of livestock, feed manufacturer, export abattoirs (*and feedlots*) conduct one internal audit per year and have to return the completed Self-Declaration Form to the FAN Meat Office before end June of each year.

Answers provided by producers will be audited by means of desk-top audits by the DVS and FAN Meat office. Answers provided by non-producers will be audited by means of desk-top audits by the FAN Meat office.

Any non-compliance in terms of legislation pertaining to Veterinary Services will be reported to and handled by the DVS and any non-compliance in terms of FAN Meat standards will be handled by the FAN Meat office.

13.2 Inspection by DVS Personnel

On the second level, activities of Members in the livestock sector are subject to inspections carried out by personnel of DVS. This includes, but are not limited to, ad-hoc farm-inspections, inspections of livestock auctions, prevention of unwanted/undesirable residue in meat programme and sales and inspections in Export abattoirs. Non-compliances with FAN Meat standards will be reported by DVS to the Meat Board for appropriate actions.

Should any non-compliance contravene legislation pertaining to Veterinary Services, the DVS will handle the matter according to DVS procedures in place and notifies the FAN Meat Office.

13.3 Meat Board Audits

On the third level, certified Auditors from the Meat Board conduct Site Audits by means of farm-inspections, inspections of livestock auctions and sales, livestock transporters, feed manufacturers, inspections in Export abattoirs (*and feedlots*) and verify inspection reports of the DVS.

In the event of a non-conformance that contravenes FAN Meat Rules and Relevant Standards, the Fan Meat Office will handle the situation as described under Paragraph 15. Non-conformance in terms of legislation pertaining to Veterinary Services will also be reported to the DVS.

13.4 External Audits

On the fourth level, the FAN Meat Scheme is audited by external, certified auditing bodies.

14. SITE AUDITS CONDUCTED BY MEAT BOARD PERSONNEL

Meat Board Auditors undertake Site Audits of Accredited Members to assess whether the Member conforms to all requirements of the relevant Standards.

- 14.1 The accredited Member will be notified that his farm, livestock auction/sale business, livestock transport business, Feed mill, Feedlot or Export Abattoir was selected for a Site Audit including an explanation of the assessment process by means of an audit plan and provided with an opportunity to contact the FAN Meat Office if the Accredited Member has any questions regarding the Audit. Ad-hoc un-announced audits may also be conducted by Meat Board auditors when deemed necessary.
- 14.2 On arrival at the farm, the livestock auction/sale, the feed manufacturing company, the Export-abattoir, feedlot or at the location of a livestock transport vehicle, the Meat Board Auditor will conduct an opening meeting to explain the scope of the Audit and the manner in which it will be conducted and endeavor to answer any questions that the Member or its authorized representative might have in respect of the Audit.
- 14.3 The Meat Board Auditor then does an assessment of the Member's management systems including records, facilities, animal handling practices, environmental management and livestock transport vehicles and other relevant information pertaining to these Rules and the relevant Standards to ensure that the Member is complying with these Rules and the relevant Standards.
- 14.4 As the assessment progresses, the Meat Board Auditor will point out any non-compliance from requirements of the Standard to the Member, should such non-compliances be detected.
- 14.5 At the end of the audit, the auditor will conduct a closing meeting during which the audit form will be undersigned by the producer or non-producer and Corrective Action Requests (CAR's), if any, will be issued.
- 14.6 The Auditor submits the audit form and a copy of the CAR's, if any, to the FAN Meat Office.
- 14.7 The Audit ~~report~~ form states:
 - a) Whether records, required by these Rules and Standards are maintained or not;
 - b) member's compliance with the FAN Meat Scheme Rules, Standards and other requirements of the FAN Meat Office regarding the FAN Meat Scheme;
 - c) Any non-compliance to requirements of the FAN Meat Scheme Rules and Standards and an evaluation of the severity of the identified non-compliances;
 - d) Observation of situations by the auditor which, in itself are not in breach of any rule or standard, but have the potential to result in a non-compliance if not addressed;
 - e) Verification of evidence that Member has effectively addressed previously identified non-compliances;
 - f) Timescale for Member to remedy findings made during the audit;
 - g) Whether the Accredited Member is recommended for continuation of Full Accreditation.

15 NON-COMPLIANCES WITH THE FAN MEAT RULES AND STANDARDS

Two categories of Non-compliance exist, the Major Non-compliance and the Minor Non-compliance.

15.1 Major Non-compliance

A Major non-compliance is defined as an incidence that:

- a) May cause loss of integrity of the Namibian meat and livestock industry, the MBN or the FAN Meat Scheme itself;
- b) has the potential to compromise or jeopardize food safety;
- c) represent an accumulation of Minor Non-compliances or an accumulation of four different minor non-compliances;
- d) represent the re-occurring of Minor Non-compliances from previous audits that have not been addressed by the Member via corrective actions.

15.2 Minor Non-compliance

A Minor Non-Compliance is defined as an incidence that:

- a) Shows variance from the FAN Meat Rules and relevant Standards, but is unlikely to impinge directly on food safety or the integrity of the Namibian meat and livestock industry, the Meat Board or the FAN Meat Scheme itself.
- b) Although classified as a Minor Non-compliance, the non-compliance has the potential to progress into a Major Non-compliance if not corrected.

15.3 Recommendations

Recommendation does not imply non-compliance to Standards. It identifies a situation that provides the opportunity for improvement. It is for the discretion of the Member to act upon recommendations.

16 HANDLING MAJOR NON-COMPLIANCE

- 16.1 When a Major Non-compliance is identified, the FAN Meat Office issues a Corrective Action Request for the Member.
- 16.2 The Membership status of the Member will be changed to Suspended Membership until the Member:
 - a) Remedied the non-compliance by taking appropriate corrective action and presents proof that appropriate corrective action was done.
 - b) Present required documentation to the Auditor or the FAN Meat Office.
- 16.3 On completion of corrective action by the suspended member and submitting documented evidence as proof of the corrective action to the FAN Meat Scheme Office, the Fan Meat Office may request a follow up audit to verify corrective action. Cost of this audit is for the suspended Member's account.
- 16.4 If the member has met the requirements in 16.2a) and b) and passed the follow-up audit successfully according to 16.3, his membership status will be re-instated to Full Membership.
- 16.5 Failure by a Member to correct non-compliance within the time frame specified by the Auditor or the FAN Meat Office may result in the withdrawal of membership.

17 HANDLING MINOR NON-COMPLIANCE

- 17.1 It is expected that the Minor Non-compliance be rectified by the time of a subsequent Audit, whether it is an internal or external Audit. A failure of rectification by the Member and consequential re-occurrence of the Minor-Non-Compliance may lead to transformation into a Major Non-Compliance, which is handled as described in 16.
- 17.2 Minor Non-Compliance *per se* does not result in a change of Membership status.

18 CESSATION OF MEMBERSHIP

18.1 Voluntary Withdrawal by Member

- 18.1.1 Member may request withdrawal of membership at any time by written notice to the FAN Meat Office.
- 18.1.2 Withdrawal is effective upon receipt of the notice by the FAN Meat Office.

18.2 Suspension of Membership by the FAN Meat office

- 18.2.1 The FAN Meat Office may, on behalf of the Committee, suspend membership from a Member if:
 - a) The FAN Meat office becomes aware of a situation which in its view compromises the integrity of the FAN Meat Scheme or the MBN;
 - b) The Member fails to permit reasonable access to an Auditor or to co-operate with an Auditor during any Audit;
 - c) The Member fails to maintain compliance with these Rules and the relevant Standards or fails to take corrective measures;
 - d) The Member supplies false information or documentation;
 - e) The Committee has proof that the Accredited Member is unable or unwilling to comply with these Rules, the relevant Standards or any FAN Meat requirements;
 - f) The Committee considers that circumstances relating to a Member's activities may disrepute the reputation of the Committee, the FAN Meat Scheme, interests of the Namibian meat or livestock industry, the MBN or the DVS.
- 18.2.2 If any of the matters set out in paragraph 18.2.1 occur, the Committee may suspend membership and issues a written notice to the Member stating:

- a) The grounds on which notice is given; and
 - b) That the Member must submit a written statement to the Committee within 14 days of receipt of the notice giving reasons why Membership should not be withdrawn and that, in the event of the Member failing to respond to the notice, his membership may be withdrawn.
- 18.2.3 The Committee will:
- a) Consider any written statement by the Member pursuant to paragraph 18.2.2;
 - b) Obtain and consider any other material that the Committee may consider relevant;
 - c) Decide:
 - Not to take any further action by removing the suspension
 - To suspend membership;
 - To take such other steps with regard membership as the Committee considers appropriate in the circumstances.
- 18.2.4 The Committee may decide not to suspend membership and the reason for such a decision may vary according to circumstances.
- 18.2.5 If membership is suspended, or the Committee makes any other decision in accordance with paragraph 18.2.3 c, the Committee will notify the Member in writing.
- 18.2.6 If membership is suspended, the Member will be removed from the FAN Meat database as Member.

19 REAPPLYING FOR MEMBERSHIP

19.1 Re-applying for Membership following Voluntary Withdrawal:

Where a Member voluntarily withdraws membership, a written application may be made for reinstatement of membership at any time.

19.2 Re-applying for Membership following Suspension of Membership by the Committee:

Where membership of a Member is suspended by the Committee, a subsequent application for reinstatement of membership cannot be made until 28 days after the date membership was suspended. After this period has elapsed, an application for membership may be made.

20 RIGHT OF APPEAL

20.1 Refusal to grant membership or suspension of any such registration by the FAN Meat Scheme is subject to a right of appeal by the affected person wishing to be a member of the FAN Meat Scheme.

20.2 If the dispute is not resolved within 14 days of lodging the appeal to the Committee, or such other time as the Committee determines, paragraph 22.3 will apply.

20.3 Either party may, within 14 days after expiry of the period referred to in paragraph 22.2, request the Meat Board to assist in finally resolving the dispute. The Meat Board may appoint a committee or expert to advise independently on the dispute arbitration.

21 USE OF INFORMATION

21.1 The member acknowledges that the Committee or the FAN Meat Office may use information concerning a member or its business obtained in connection with these Rules in such a manner as the Committee considers appropriate for the purpose of managing and administrating the FAN Meat Scheme. The Committee may publish or disclose any such information the Committee considers necessary or desirable for the purposes of the FAN Meat Scheme, including information relating to a Member's membership category.

21.2 All information collected by the Committee in relation the FAN Meat Scheme is managed in accordance with the FAN Meat Privacy Statement set out in paragraph 22.

22 FAN MEAT PRIVACY STATEMENT

Information collected during the normal course of business by the FAN Meat Office or the Committee may be personal information. This information is collected and disclosed for the purposes of the management and administration of the FAN Meat Scheme. The Committee respects the privacy of individuals. Generally the Committee does not release personal information other than as specified in these Rules. However, in response to a legal requirement, in an emergency, in response to any unlawful act or omission, or in otherwise exceptional circumstances, the General Manager of the MBN may, at his discretion, authorize the release of personal information.

23 INDEMNITY

The Member indemnifies the Committee and the FAN Meat Office against any losses, damages, charges, costs or expenses of whatever nature (including consequential loss) which Members may suffer or incur by reason of, or arising directly or indirectly from Non-compliance by the Member with these Rules, the Relevant Standards or any other FAN Meat requirements; or any act or omission of the Member in connection with the FAN Meat Scheme, the administration by FAN Meat Scheme, its employees or the performance of their respective obligations in connection with the Scheme save to the extent that such loss, damages, charges, costs and/or expenses arises as a result of finally and judicially determined gross negligence or willful default of such persons.

24 FAN MEAT DATABASE

24.1 The FAN Meat Office maintains a database of FAN Meat Scheme Members which includes

- a) details on the name, address and contact details of the member;
- b) the membership status of the member;
- c) the date of registration;
- d) the results of internal audits conducted by the member or its authorized representative;
- e) the results of inspections or audits conducted by Meat Board personnel or DVS personnel;
- f) other details that the FAN Meat Office or the Committee might consider necessary for its business purposes.

24.2 The Meat Board is mandated by the Meat Industry Act (Act 12 of 1981) to collect and analyze such information.

24.3 Certain information contained in the database will be used in a summarized form for the creation of reports and monitoring of the FAN Meat Scheme. Such summarized information may be made available to the general public or other parties requesting such information.

25 VARIATIONS AND NOTICES

25.1 The Committee may from time to time amend these Rules and the Standards for the different Member groups or in response to new or amended legislation.

25.2 Where the Committee proposes to amend these Rules and the Standards, the Committee shall notify the Accredited Members of its intention, which notice will be:

- a) given on the MBN website
- b) distributed to organizations and other structures representing the different groups of members for further distribution to the Accredited Members
- c) if considered necessary, announced in the public media.

25.3 A notice under this agreement must be in writing.

