

**Department of Agriculture, Forestry and Fisheries**

**Directorate Animal Health**

**Notice No. VPN/44/2012-01**

**TO: STATE VETERINARY OFFICES**

**SUBJECT: Standard for the inspection of poultry farms for export**

**PART I Procedure for registration of a veterinary approved poultry export farm**

**PART II Requirements of a veterinary approved poultry export farm**

**ANNEX A Application form for the registration of a veterinary approved poultry export farm**

**ANNEX B Inspection report for approval as a poultry export establishment**

  
**DIRECTOR ANIMAL HEALTH**

2012 -07- 3 0  
**DATE**

# PART I

## PROCEDURE FOR REGISTRATION OF A VETERINARY APPROVED POULTRY EXPORT FARM

### 1. REGISTRATION FOR EXPORT STATUS

The applicant must apply in writing to the Provincial Veterinary Authority, using Annex A of this document, if he/she wishes to register a poultry farm for export purposes.

It is essential that all poultry farmers liaise closely with their respective SV.

The below listed documents must be presented to the official veterinarian on application for registration:

- 1.1 Annex A - Application form, completed and signed by the applicant and the official veterinarian responsible for supervision and certification at the farm.
  - 1.2 Site plan – The purpose of the site plan is to assess whether the site is suitably isolated from other poultry enterprises. This plan must indicate the location of the farm and surrounding structures on the premises. It must also indicate activities on neighbouring properties.
  - 1.3 Detailed plan – The detailed plan must include the structures in and around the chicken houses, particularly those referred to in the structural requirements (Part II of this VPN). The plan must include as many amenities as possible, including the exact position and use of all buildings, loading areas, fences, change rooms, storage sites, reservoirs etc. as well as an indication of neighbouring activities, including the proximity of other poultry and / or bird holdings. Please indicate any open bodies of water, wetlands.
- NB: The site plan and detailed plan(s) must be endorsed by the inspecting veterinary official to confirm the existence of structures.**
- 1.4 An organogram showing the relationship of all premises supplying live poultry or hatching eggs to the facility. A farm can only be listed as a compartment if all supplying farms have already been listed as compartments.
  - 1.5 Annex B - Inspection Report completed by the official veterinarian following inspection of the farm.
  - 1.6 Last test results for NAI testing (H5 and H7), done at either Onderstepoort Veterinary Institute, Stellenbosch, Allerton Provincial Veterinary Laboratories or any DAFF approved laboratory.

### 2. INSPECTION TO APPROVE A VETERINARY APPROVED POULTRY EXPORT FARM

- 2.1 An authorised veterinary official must inspect the poultry farm.
- 2.2 The owner/manager of the farm and the veterinary official will agree upon a suitable date for the inspection. The veterinary official will inform the owner/manager of the farm of the conditions under which the inspection will be carried out.
- 2.3 The basis for approval will be the requirements as described in this document.

- 2.4 The official veterinarian will be responsible for the following actions/procedures:
- a. Acquaint himself / herself with the minimum requirements for a veterinary approved poultry export farm.
  - b. Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.
  - c. Inspect the poultry farm and complete Annex B with appropriate comments, upon receipt of the properly completed application form, site and detailed plans and test results.
  - d. If the poultry farm does not comply with the requirements in Part II of this VPN, the veterinary official must provide the owner/manager of the farm with a detailed report with the reasons why the farm can not be approved. The report must correspond in form and content to the model in Annex B.
  - e. Arrange for another inspection when the owner/manager indicates that all the deficiencies have been rectified.
  - f. Approval will only be considered if an inspection and supervision service by the veterinary official is possible at the farm.
  - g. Keep the original application document on file.
  - h. Submit a copy of the application and all supporting documents to the National Director Animal Health, Department of Agriculture, Forestry & Fisheries. The fax number is 012 329 6892 / e-mail [ElmarieV@daff.gov.za](mailto:ElmarieV@daff.gov.za)
  - i. Receive the original registration certificate, keep a copy thereof on file and give the original certificate to the applicant.

### **3. ANNUAL RE-REGISTRATION**

- 3.1 Registration is only valid for one year, where after the facility must be re-registered. Re-registration is also necessary where there has been a change in ownership and management or physical address of the facility.
- 3.2 For re-registration purposes, the facility must be inspected, and Annex A and Annex B submitted. Copies of site plans need not be submitted annually, unless there are structural changes that have taken place.
- 3.3 Facilities will only be re-registered once the application for re-registration has been received, evaluated and approved by the National Director Animal Health.

### **4. LISTING OF A VETERINARY APPROVED POULTRY EXPORT FARM**

- 4.1. All veterinary approved poultry export farms must be listed in an official "List of Approved Veterinary Facilities" to be compiled and regularly up-dated by the Veterinary Authority. An updated list of all approved facilities will be kept by the National Directorate Animal Health.
- 4.2. The list must contain the following information for each veterinary approved poultry export farm:

- a. Registration / ZA number
- b. Name of owner/manager
- c. Registered name of veterinary approved poultry farm
- d. Postal address
- e. Telephone and cell phone number
- f. Fax number
- g. Province
- h. District/municipality
- i. GPS co-ordinates (preferably in degrees, minutes and seconds)
- j. Physical address of farm

4.3 The list will only be made available upon request to interested parties or persons.

4.4 Following registration or re-registration of a facility, the National Directorate Animal Health will issue a certificate of registration, which will be valid for a maximum of 12 months. The original certificate will be sent to the official veterinarian who submitted the application. The official veterinarian must supply the original to the applicant and keep a copy of the certificate on file. A copy of the certificate will also be kept on file at the National Directorate Animal Health.

## **5. DE-REGISTRATION**

5.1 Applications for re-registration must reach the office of the Director Animal Health, National Department of Agriculture, Forestry & Fisheries before the date of expiry of the registration certificate. Failing this, the facility will be de-registered.

5.2 Owners/managers must contact the local State Veterinarian at least 3 months before the expiry date of the certificate, to arrange for the re-inspection.

5.3 The approval of the facility can be withdrawn at any time without warning, at the discretion of the Director Animal Health, if any shortcomings are detected.

# **PART II**

## **REQUIREMENTS OF A VETERINARY APPROVED POULTRY EXPORT FARM**

### **1. RECORD KEEPING**

- 1.1 Records must be kept in a transparent manner and be easily accessible on the farm.
- 1.2 Records must be available regarding staff training and SOP's – the programme for educating and training workers to ensure that all persons involved are knowledgeable and informed on biosecurity principles and practices.
- 1.3 There must be full movement records for all birds taken into the premises, ensuring full traceability regarding source, movement within the premises and destination.
- 1.4 Full records relating to mortality, disease diagnosis, treatments and vaccinations should be maintained on an individual flock basis within the establishment.
- 1.5 Vaccination records including the type of vaccination and frequency of administration must be available as well as serology to show efficacy of vaccination.
- 1.6 All medication administered must be recorded (all medication on the farm and all medicated feed must also be registered).
- 1.7 Records and results for Salmonella monitoring must be available.
- 1.8 Records of bacteriological monitoring of the disinfection procedures must be available.

### **2. GENERAL BIOSECURITY**

#### **2.1 Fencing**

- a) The chicken houses/production sites should be fenced off, ideally with alarmed electric fencing. The fence must be sufficient to restrict access of animals, ground birds and unauthorised people to the sites.
- b) A 1.8 m high fence must be erected in such a manner as to prevent access by people and animals.
- c) There should be a distance of at least 1,5m between the perimeter fence and the poultry houses.
- d) Feed bins should be inside the fence, but access roads for feed delivery should be outside the fence. If not there must be vehicle disinfection between sites.
- e) Integrity of the fence must be checked and maintained on a continuous basis.
- f) Gates that are not manned must be locked at all times (that they are not manned).

## 2.2 Access roads and signage.

- a) The access road to the farm should run as far away from the sites/houses as possible, with dedicated smaller access roads to each site.
- b) A warning sign must be placed at all entrances to the farm, indicating that it is a biosecure area with no unauthorised access allowed.

## 2.3 Visitors

- a) A security gate, preferably electric, will prevent unauthorized entry to the farm.
- b) No person who is not authorised by management is allowed entry into the unit.
- c) A register indicating date and time of visit, name of visitor, purpose of visit, designation, date and place of most recent contact with poultry, contact details and a signature. Authorization for visitors must also be included in the register. Workers and management MUST also sign a register upon entry.
- d) Visitors should not be allowed inside the chicken houses, unless they have not had access to poultry for at least 24 hours. A statement signed by every visitor that they have not visited, worked with, or had any form of direct contact with poultry or hobby or pet birds, except for birds within this compartment, during the 24 hours prior to their visit to the biosecure zone. Alternatively, they should shower in (removal of all clothes and including the washing of hair). This should include all visitors.
- e) Cull buyers should not be allowed onto the premises

## 2.4 Equipment

A procedure must be in place for disinfecting tools or equipment brought into the biosecure zone by outside maintenance workers.

## 2.5 Population and depopulation

- a) All birds or eggs admitted to the site must either be derived from another compartment or premises under the same management, or else be subject to isolation and quarantine according to a written protocol [Quarantine must be for a minimum of 30 days with negative testing for NAI (H5 and H7) and SE prior to lifting of quarantine].
- b) If the site is not run on an all-in all-out basis there must be suitable precautions to isolate sheds houses/sites when they are being depopulated, and to ensure that the catching teams and vehicles cannot introduce infection (in accordance with the management protocol).

- c) When a poultry house or establishment is depopulated, all manure should be removed from the houses and effective cleaning and disinfection procedures applied. This cleaning must include the area around the house as well as all equipment. Bacteriological monitoring of the disinfection procedures is recommended.
- d) Sick and dead birds must be removed from poultry houses as soon as possible and effective and safe disposal procedures implemented. This may include the use of mortality pits, rendering, composting, bio-digesters and feeding to crocodiles that are not destined for human consumption. All disposal of mortalities must occur in such a way that there is no possibility that mortalities may enter the human food chain.
- e) Litter must be transported and disposed of in an acceptable manner.
- f) In terms of section 7 (c) of the Meat Safety Act, 2000 (Act No 40 of 2000) no person may sell or provide meat for human and animal consumption unless it has been slaughtered at an abattoir.

## 2.6 Showering facilities:

- a) Showering facilities must be provided. There must be sufficient hot and cold water as well as clean towels. Soap and shampoo must be provided in the shower.
- b) On entry all personnel and visitors will be required to shower and provided with clean protective clothing and a pair of gumboots. These items must be left in the changing rooms upon exiting. The changing & showering facilities must be so arranged to prevent contamination of compartment's protective clothing from visitors /employees "street /civilian" clothing.
- c) Instructions must be available for the procedure of entry through the shower facility, leaving outside footwear and clothing and bags, whole body showering and hair washing and donning dedicated, clean indoor clothing.
- d) Instructions must be given to staff about controlling infection risk when bringing personal items (lunch boxes, mobile phones, newspapers) into the biosecure zone. This should be contained in an SOP and there should be documented evidence of training.
- e) There should be some evidence that the showers are used.

## 2.7 Food

- a) Workers and visitors should not be allowed to bring uncooked poultry products for consumption onto the premises. This must be checked by management.
- b) No food is allowed into any poultry houses.
- c) Personnel may only bring food into and consume food within an area specifically reserved for dining which is not within the poultry house.
- d) There must be a designated dining area for workers, which must be provided with hand washing facilities.

## 2.8 Feed delivery:

- a) Feed must be obtained exclusively from mills which follow a recognised Salmonella reduction programme.
- b) Feed must be treated to eliminate pathogens, and protected from contamination throughout the manufacture, handling, transport and storage.
- c) Feed trucks should be cleaned / disinfected at the feed depot and in the case of breeder farms leave directly from the depot to the farm. The feed truck must be disinfected with a high pressure system on arrival at the farm gate.
- d) Feed trucks must have a record available of farms visited, date and time.
- e) Ideally deliveries of feed to multiple establishments in the same day using the same delivery vehicle should be avoided at all times.
- f) Feed silos should be erected with access by the feed truck from outside the fence.
- g) All feed used in poultry houses must be monitored for Salmonella prior to use.
- h) Withdrawal periods for antibiotics used in the feed must be upheld.
- i) The use of pelletised feeds or feeds subjected to other salmonella decontamination procedures is recommended.
- j) Feed should be stored in clean closed containers.

## 2.9 Bedding

- a) Bedding material must be clean and dry and protected from contamination during transport and storage.
- b) The conditions for supply of bedding material must ensure that it is protected from contamination throughout its handling, transport and storage. Storage conditions must exclude the possibility of contact with wild birds.

## 3. WORKERS

- 3.1 An agreement signed by every member of staff that they will not work with, keep, or have contact with any collection of poultry or hobby or pet birds, and will inform management prior to entering the biosecure zone if they had contact outside of this compartment according to the company SOP (but not less than 24 hours). Workers must sign a declaration to this effect at least annually. In the case of breeder farms an agreement must be signed consenting to Salmonella testing.
- 3.2 The wearing of protective clothing must be enforced for all workers. At the start of each working day or shift, the owner must provide personnel with clean protective clothing.



- 3.3 Protective clothing should include a complete change of clothes and provision of all clothes including underwear and boots.
- 3.4 The owner must ensure that such clean protective clothing is stored and handled so that it does not make contact with private clothes.
- 3.5 Private clothes must be kept in a locker that is reserved for that purpose only. The locker must be on the dirty side of the shower.

#### **4. STRUCTURAL REQUIREMENTS**

- 4.1 The chicken houses and buildings on the site must be dedicated to specific activities, for example egg room, grower house, store for bedding, workshop, etc.
- 4.2 The house and perimeter must be constructed in such a way as to ensure that pooling of any water cannot occur.
- 4.3 A concrete apron must be constructed around the house.
- 4.4 The floor of the house must be constructed from material that is easy to clean, this excludes dirt floors.
- 4.5 The building must be bird proof.
- 4.6 At the entry to the biosecure zone there must be a changing room and hygiene facility, equipped with showers. The facility must be designed in such a way that it is not possible to enter without going through the shower.
- 4.7 An adequate number of toilets must be provided for all workers on the site, with toilet paper and hand washing facilities with sufficient liquid soap.

#### **5. FOOT BATHS**

- 5.1 Foot baths must be placed at the entrance of all poultry houses.
- 5.2 Foot baths should contain disinfectant which is registered for use against notifiable poultry diseases and which is active in the presence of organic material.
- 5.3 Disinfectants in the foot baths must be replaced at least once a day. Foot baths must be constructed in such a way that people entering or leaving the houses cannot easily bypass the foot bath.
- 5.4 There should be evidence that the footbaths are in use.

#### **6. WILD BIRDS**

- 6.1 There should be no feature within 400m of the premises which might attract large numbers of wild birds or waterfowl. Typical attractions would be open water, canals or rivers, free

range poultry or hobby bird collections, zoological gardens, outdoor pig farms, landfill sites etc.

- 6.2 At compartment premises where management has identified the presence of features in the vicinity that are likely to attract unusual numbers of wild birds or waterfowl, the management must produce a risk assessment and management protocol to reduce the risk in a way that is appropriate to the risk assessment.
- 6.3 Regardless of whether or not local bird attractants are present in the surrounding area, management protocols must contain instructions to ensure that there are no attractants within the compartment premises (eg spilled feed, exposed dead carcasses, standing water, broken eggs etc).
- 6.4 Holes under the roof must be sealed off with a suitable material.
- 6.5 Regardless of whether or not local bird attractants are present in the surrounding area, management protocols must contain instructions to ensure that no doors to the biosecure area may be left open and unattended.
- 6.6 Houses should be constructed in such a way that wild birds cannot gain entry.

## **7. PEST CONTROL**

- 7.1 An effective pest (mice, rats, mites, litter beetles and flies) control and monitoring programme should be documented and followed.
- 7.2 A map of the bait stations for rodent control must be supplied as well as evidence of routine surveillance and follow up corrective actions where required.
- 7.3 Access of rats and mice to feed should be limited as far as possible, for example by keeping feed in bins, bags or closed store rooms.
- 7.4 Owl boxes, when used, must be outside of the biosecure area.

## **8. DISEASE CONTROL AND SURVEILLANCE**

- 8.1 The farm must be inspected on a regular basis by a private veterinarian who is experienced in poultry.
- 8.2 Disease surveillance must be done on an ongoing basis for controlled and notifiable diseases of poultry and other diseases as required by the importing countries and the consulting poultry veterinarian. The state veterinarian must be notified in the case of a disease outbreak.
- 8.3 For OIE listed poultry diseases the farm must be free or have an effective disease mitigation programme in place.
- 8.4 In the case of breeders and commercial layers, serology and if applicable pathogen isolation must be done every 4 – 6 weeks for diseases that are notifiable in South Africa. In the case of broilers, serology must be done per cycle. Broiler flocks should be tested for *Salmonella*

Enteritidis in such a way that the results are available prior to slaughter. It is advisable to test broiler flocks for *Campylobacter* as well.

- 8.5 Records must be kept of all testing performed and the results, as well as records of all mortalities.
- 8.6 Surveillance for NAI (H5 and H7) must be done at least 6 monthly, or more frequently if so required for specific purposes. The 6 monthly tests for NAI must be done at Onderstepoort Veterinary Institute, Stellenbosch-, Allerton Provincial Veterinary Laboratories or any DAFF approved laboratory.
- 8.7 The poultry on the farm must be regularly tested for NAI (H5 and H7) to prove that the farm remains free of the disease.
  - a. 29 samples per epidemiological unit must be tested. For the purposes of this VPN a poultry house may be considered an epidemiological unit. In cases where there are multiple houses on a site with one access point and using the same shower facilities and staff the site may be considered an epidemiological unit. In cases where the site is the epidemiological unit at least 5 samples must be taken from each house.
  - b. Tests must be done at laboratories at Onderstepoort Veterinary Institute, Stellenbosch, Allerton Provincial Veterinary Laboratories or any DAFF approved laboratory.
  - c. Tests must be done on at least 6-monthly basis to maintain listing as a compartment. (Should SA experience an outbreak of HPNAI, the frequency of testing will be increased to monthly).
- 8.8 *Salmonella* testing must be done monthly according to a recognised *Salmonella* reduction programme.
- 8.9 Results must be kept on the farms file.
- 8.10 If an importing country requires testing for any other specific diseases or more frequent testing for NAI, this must be done to enable the state veterinarian to provide export certification.
- 8.11 All tests for export purposes must be done at an accredited official laboratory or any DAFF approved laboratory.
- 8.12 The farm must be inspected on a regular basis (at least on a quarterly basis) by a private veterinarian who is experienced in poultry.

## **9. WATER**

- 9.1 Water should preferably be supplied from direct public mains. In the case of borehole water, chlorination must be performed using an in-line chlorinator.
- 9.2 Water should be subjected to regular testing on a six monthly basis and chlorination performed if necessary. Samples for testing must be taken from various sources and points of use on the farm, including sampling within the poultry houses.

- 9.3 Water used for drinking and cleaning should not be sourced from open or standing water, unless the water is filtered and disinfected with chlorine before use.
- 9.4 Water used for drinking and cleaning should be tested at least six monthly to ensure that it is free from disease causing organisms. These results must be kept on file and any corrective actions taken should the results be unsatisfactory.
- 9.5 Water reservoirs must be closed (either a plastic storage tank or a cement reservoir with a closed roof).

## **10. RECOMMENDATIONS APPLICABLE TO HATCHING EGG HYGIENE AND TRANSPORT**

- 10.1 The litter in the laying house should be kept dry and in good condition. The nest box litter should be clean and adequate in quantity.
- 10.2 Eggs should be collected at frequent intervals of not less than twice per day and placed in clean disinfected containers.
- 10.3 Dirty, broken, cracked, leaking and dented eggs should be collected in a separate container and should not be used for hatching purposes.
- 10.4 The clean eggs should be sanitised as soon as possible after collection.
- 10.5 The clean sanitised eggs should be stored in a clean, dust free room used exclusively for this purpose.
- 10.6 The eggs should be transported to the hatchery in new or clean cases which have been fumigated or sanitised with disinfectant. The cleaning and disinfection of vehicles must be a regular part of the hatchery routine.
- 10.7 There must be a loading bay appropriately constructed to minimise the risk of introducing contamination into the biosecure zone whilst the doors are open. The design must be such that staff working inside the biosecure zone of the hatchery do not need to come outside and outside staff do not enter the biosecure part of the hatchery building.

## **11. ENTRY OF HATCHING EGGS INTO THE BIOSECURE ZONE**

There must be a reception bay constructed so as to minimise the risk of introducing contamination into the biosecure zone whilst the doors are open. The design must be such that staff working inside the biosecure zone of the hatchery do not need to come outside and outside staff do not enter the biosecure part of the hatchery building.

## **12. RECOMMENDATIONS APPLICABLE TO HATCHERY BUILDINGS**

- 12.1 The geographic location must be suitably isolated. The building should be as far away as possible from other buildings housing livestock and poultry in particular, and the direction of the prevailing wind should be taken into consideration.
- 12.2 The design of the hatchery should be based on suitable workflow and air circulation principles. It should be constructed such that there is a one way flow for the movement of eggs and chicks, and the airflow also follows this same one way direction.
- 12.3 The hatchery building should include physical separation of all work areas. If possible, separate ventilation should be provided for these areas, namely, the rooms for:
- a) egg receiving and egg storage
  - b) egg trayng
  - c) fumigation
  - d) setting or initial incubation
  - e) hatching
  - f) sorting, sexing, vaccination and placing of chicks in boxes
  - g) material storage, including egg and chick boxes, egg flats, box pads, chemicals and other items
  - h) gassing or maceration of chicks (second grades and cocks).
  - i) facilities for washing equipment and disposal of waste
  - j) dining area
  - k) office
- 12.4 Openable windows, ventilations and other open areas should be screened against insects and vermin.
- 12.5 There must be suitable storage facilities, appropriate for the type of item, where they can be kept free from the risk of contamination by wild birds, vermin or dirt.

## **13. RECOMMENDATIONS APPLICABLE TO HATCHERY BUILDING HYGIENE**

- 13.1 The area adjacent to the hatchery building should be surrounded by a security fence and a gateway to control all traffic.
- 13.2 Wild birds, domestic and wild animals must be excluded from the hatchery area. When necessary a specific programme for fly control should be implemented.
- 13.3 The hatchery area should be maintained free from all hatchery waste, garbage of all kinds and discarded equipment.
- 13.4 Approved disposal methods and drainage must be available.

13.5 All hatchery equipment, tables and horizontal surfaces in rooms must be promptly and thoroughly vacuumed, cleaned, washed, scrubbed, rinsed with clean water, and then disinfected with an approved disinfectant.

#### **14. HYGIENE MEASURES DURING HANDLING OF EGGS AND DAY OLD BIRDS**

14.1 Eggs must be disinfected at point of collection and again prior to setting in incubators.

14.2 Egg handlers in the hatchery should wash their hands with soap and water and change to clean clothes before handling hatching eggs received from the poultry farm.

14.3 Chick sexers and chick handlers must wash and disinfect their hands and change into clean protective clothing and boots before commencing their work and between different lots of chicks.

14.4 Day old chicks or other poultry must be delivered or distributed in new chicks boxes; or in used boxes made of suitable material which has been thoroughly cleaned and disinfected or fumigated.

14.5 The chicks should be delivered directly from the hatchery by personnel wearing clean disinfected outer clothing. Outer clothing should be changed or disinfected between each delivery.

14.6 The delivery truck must be cleaned, and disinfected before the loading of each consignment of chicks.

#### **15. MONITORING OF HATCHERIES FOR SALMONELLA**

Breeding flocks and hatcheries must be monitored for salmonella according to a recognised Salmonella reduction programme by means of bacteriological examination of samples.

(Logo of Controlling Authority)

## ANNEX A APPLICATION FOR EXPORT APPROVAL

Reference no

### A. GENERAL INFORMATION ON THE ESTABLISHMENT

DATE		
NAME OF REPORTING PROVINCIAL OFFICER		
NAME OF HOLDING		
APPROVAL NUMBER		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
POSTAL CODE		
TOWN		
PROVINCE		
TELEPHONE NUMBER		
FAX NUMBER		
NAME OF THE MANAGER / OWNER		
E-MAIL ADDRESS OF MANAGER / OWNER		
NAME OF THE HYGIENE MANAGER		
E-MAIL ADDRESS OF HYGIENE MANAGER		
NAME OF CONSULTING VETERINARIAN		
CONTACT DETAILS OF CONSULTING VETERINARIAN		
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION		
NAMES OF AUTHORISED PROVINCIAL OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS		
EXPORTING TO (COUNTRIES)		
IMPORTING FROM (COUNTRIES)		
TYPE OF ESTABLISHMENT	LIVE ANIMALS FOR BREEDING	
	LIVE ANIMALS FOR SLAUGHTER	
	SEMEN	
	EMBRYOS/OVA	
	EMBRYONATED EGGS	
	TANNERY	
	TAXIDERMY	
	CANNED FEED FOR ANIMALS	
DRY FEED FOR ANIMALS		

	OTHER (SPECIFY)	
SPECIES	CATTLE	
	SHEEP	
	GOATS	
	PIGS	
	HORSES	
	WILD GAME	
	POULTRY	
	CAGE REPTILES	
	OSTRICH	
	CROCODILE	
	PRIMATES	
	OTHER (SPECIFY)	

**B. DECLARATION BY STATE VETERINARIAN**

I, \_\_\_\_\_ the veterinarian responsible for providing an inspection and certification service at the facility mentioned in the preceding pages hereby declare that:

Drawings of the establishment and a comprehensive inspection report are attached to this application; and

I agree to abide by all the conditions set by the Department of Agriculture, Forestry & Fisheries and importing countries for the export of animals/animal products obtained from this facility.

Signed at (place) \_\_\_\_\_ on, (date) \_\_\_\_\_

\_\_\_\_\_  
(signature of official veterinarian)

Stamp

\_\_\_\_\_  
(name in capital letters, title and qualification)

**C. DECLARATION BY OWNER/MANAGER**

I, \_\_\_\_\_ the owner/manager of the farm mentioned in the preceding pages, hereby declare that I will:

1. Cooperate with the state veterinary officials and adhere to the requirements for a veterinary approved poultry export farm;
2. Report any outbreak or suspected outbreak of diseases to the state veterinary official within 12 hours;
3. Enforce the biosecurity measures as required for a veterinary approved poultry export farm.
4. Contact the state veterinary officials 3 months prior to expiry of the registration of the farm to arrange for the annual re-registration.
5. I have read the content of Part II of the VPN/44/2012-01 and agree to abide with the content thereof.
6. I agree to abide by all the conditions set by the Department of Agriculture, Forestry & Fisheries and importing countries for the export of animals/animal products obtained from this facility.

Signed at ..... on .....

.....



Signature

Name.....

Capacity.....

## ANNEX B

### INSPECTION REPORT FOR APPROVAL AS A POULTRY EXPORT ESTABLISHMENT

The following minimum biosecurity measures must be in place for chicken farms/establishments to be registered for export. In order to facilitate the evaluation of the inspection report, a site plan must be included, indicating all the structures referred to in the report.

#### 1. RECORD KEEPING

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
1.1 Records must be kept in a transparent manner and be easily accessible on the farm.			
1.2 Records must be available regarding staff training and SOP's – the programme for educating and training workers to ensure that all persons involved are knowledgeable and informed on biosecurity principles and practices			
1.3 There must be full movement records for all birds taken into the premises, ensuring full traceability regarding source, movement within the premises and destination			
1.4 Full records relating to mortality, disease diagnosis, treatments and vaccinations should be maintained on an individual flock basis within the establishment.			
1.5 Vaccination records including the type of vaccination and frequency of administration must be available as well as serology to show efficacy of vaccination			

1.6 All medication administered must be recorded (all medication on the farm and all medicated feed must also be registered)			
1.7 Records and results for Salmonella monitoring must be available			
1.8 Records of bacteriological monitoring of the disinfection procedures must be available			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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## 2. GENERAL BIOSECURITY

### 2.1 Fencing

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
a) The chicken houses/production sites should be fenced off, ideally with alarmed electric fencing. The fence must be sufficient to restrict access of animals, ground birds and unauthorised people to the sites.			
b) A 1.8 m high fence must be erected in such a manner as to prevent access by people and animals.			

c) There should be a distance of at least 1,5m between the perimeter fence and the poultry houses			
d) Feed bins should be inside the fence, but access roads for feed delivery should be outside the fence. If not there must be vehicle disinfection between sites.			
e) Integrity of the fence must be checked and maintained on a continuous basis.			
f) Gates that are not manned must be locked at all times (that they are not manned).			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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2.2 Access roads and signage.

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
a) The access road to the farm should run as far away from the sites/houses as possible with dedicated smaller access roads to each site.			

<p>b) A warning sign must be placed at all entrances to the farm indicating that it is a biosecure area with no unauthorised access allowed.</p>			
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In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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2.3 Visitors

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
<p>a) A security gate preferably electric will prevent unauthorized entry to the farm.</p>			
<p>b) No person who is not authorised by management is allowed entry into the unit.</p>			
<p>c) A register indicating date and time of visit, name of visitor, purpose of visit, designation, date and place of most recent contact with poultry, contact details and a signature. Authorization for visitors must also be included in the register. Workers and management MUST also sign a register upon entry.</p>			

<p>d) Visitors should not be allowed inside the chicken houses, unless they have not had access to poultry for at least 24 hours. A statement signed by every visitor that they have not visited, worked with, or had any form of direct contact with poultry or hobby or pet birds, except for birds within this compartment, during the 24 hours prior to their visit to the biosecure zone. Alternatively, they should shower in (removal of all clothes and including the washing of hair). This should include all visitors.</p>			
<p>e) Cull buyers should not be allowed onto the premises</p>			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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2.4 Equipment

Is a procedure in place for disinfecting tools or equipment brought into the biosecure zone by outside maintenance workers?

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2.5 Population and depopulation

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
<p>a) All birds or eggs admitted to the site must either be derived from another compartment or premises under the same management, or else be subject to isolation and quarantine according to a written protocol. [Quarantine must be for a minimum of 21 days with negative testing for NAI (H5 and H7) and SE prior to lifting of quarantine]</p>			
<p>b) If the site is not run on an all-in all-out basis there must be suitable precautions to isolate sheds houses/sites when they are being depopulated, and to ensure that the catching teams and vehicles cannot introduce infection (in accordance with the management protocol).</p>			
<p>c) When a poultry house or establishment is depopulated, all manure should be removed from the houses and effective cleaning and disinfection procedures applied. This cleaning must include the area around the house as well as all equipment. Bacteriological monitoring of the disinfection procedures is recommended.</p>			

<p>d) Sick and dead birds must be removed from poultry houses as soon as possible and effective and safe disposal procedures implemented. This may include the use of mortality pits, rendering, composting, bio-digesters and feeding to crocodiles that are not destined for human consumption. All disposal of mortalities must occur in such a way that there is no possibility that mortalities may enter the human food chain.</p>			
<p>e) Litter must be transported and disposed of in an acceptable manner.</p>			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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2.6 Showering facilities:

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
<p>a) Showering facilities must be provided. There must be sufficient hot and cold water as well as clean towels. Soap and shampoo must be provided in the shower.</p>			



<p>b) On entry all personnel and visitors will be required to shower and to be provided with clean protective clothing and a pair of gumboots. These items must be left in the changing rooms upon exiting. The changing &amp; showering facilities must be so arranged to prevent contamination of compartment's protective clothing from visitors /employees "street /civilian" clothing.</p>			
<p>c) Instructions must be available for the procedure of entry through the shower facility, leaving outside footwear and clothing and bags, whole body showering and hair washing and donning dedicated, clean indoor clothing</p>			
<p>d) Instructions must be given to staff about controlling infection risk when bringing personal items (lunch boxes, mobile phones, newspapers) into the biosecure zone. This should be contained in an SOP and there should be documented evidence of training.</p>			
<p>e) There should be some evidence that the showers are used.</p>			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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2.7 Food

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
a) Workers and visitors should not be allowed to bring uncooked poultry products for consumption onto the premises. This must be checked by management			
b) No food is allowed into any poultry houses.			
c) Personnel may only bring food into and consume food within an area specifically reserved for dining which is not within the poultry house.			
d) There must be a designated dining area for workers, which must be provided with hand washing facilities.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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2.8 Feed delivery:

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
a) Feed must be obtained exclusively from mills which follow a recognised Salmonella reduction programme			

b) Feed must be treated to eliminate pathogens, and protected from contamination throughout the manufacture, handling, transport and storage			
c) Feed trucks should be cleaned / disinfected at the feed depot and in the case of breeder farms leave directly from the depot to the farm. The feed truck must be disinfected with a high pressure system on arrival at the farm gate.			
d) Feed trucks must have a record available of farms visited, date and time.			
e) Ideally deliveries of feed to multiple establishments in the same day using the same delivery vehicle should be avoided at all times.			
f) Feed silos should be erected with access by the feed truck from outside the fence.			
g) All feed used in poultry houses must be monitored for salmonella prior to use			
h) Withdrawal periods for antibiotics used in the feed must be upheld			
i) The use of pelletised feeds or feeds subjected to other salmonella decontamination procedures is recommended.			
j) Feed should be stored in clean closed containers			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**2.9 Bedding**

Is bedding material clean and dry and protected from contamination during transport and storage?

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Do the conditions for supply of bedding material ensure that it is protected from contamination throughout its handling, transport and storage and do storage conditions exclude the possibility of contact with wild birds?

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**3. WORKERS**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
3.1 An agreement signed by every member of staff that they will not work with, keep, or have contact with any collection of poultry or hobby or pet birds, and will inform management prior to entering the biosecure zone if they had contact outside of this compartment according to the company SOP (but not less than 24 hours). Workers must sign a declaration to this effect at least annually. In the case of breeder farms an agreement must be signed consenting to Salmonella testing.			
3.2 The wearing of protective clothing must be enforced for all workers. At the start of each working day or shift, the owner must provide personnel with clean protective clothing.			

3.3 Protective clothing should include a complete change of clothes and provision of all clothes including underwear and boots.			
3.4 The owner must ensure that such clean protective clothing is stored and handled so that it does not make contact with private clothes.			
3.5 Private clothes must be kept in a locker that is reserved for that purpose only. The locker must be on the dirty side of the shower.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**4. STRUCTURAL REQUIREMENTS**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
4.1 The chicken houses and buildings on the site must be dedicated to specific activities, for example egg room, grower house, store for bedding, workshop, etc.			
4.2 The house and perimeter must be constructed in such a way as to ensure that pooling of any water cannot occur			
4.3 A concrete apron must be constructed around the house			
4.4 The floor of the house must be constructed from material that is easy to clean, this excludes dirt floors.			

4.5 The building must be bird proof.			
4.6 At the entry to the biosecure zone there must be a changing room and hygiene facility, equipped with showers. The facility must be designed in such a way that it is not possible to enter without going through the shower.			
4.7 An adequate number of toilets must be provided for all workers on the site, with toilet paper and hand washing facilities with sufficient liquid soap.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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## 5. FOOT BATHS

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
5.1 Foot baths must be placed at the entrance of all poultry houses			
5.2 Foot baths should contain disinfectant which is registered for use against notifiable poultry diseases and which is active in the presence of organic material.			
5.3 Disinfectants in the foot baths must be replaced at least once a day. Foot baths must be constructed in such a way that people entering or leaving the houses cannot easily bypass the foot bath.			
5.4 There should be evidence that the footbaths are in use.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**6. WILD BIRDS**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
6.1 There should be no feature within 400m of the premises which might attract large numbers of wild birds or waterfowl. Typical attractions would be open water, canals or rivers, free range poultry or hobby bird collections, zoological gardens, outdoor pig farms, landfill sites etc			
6.2 At compartment premises where management has identified the presence of features in the vicinity that are likely to attract unusual numbers of wild birds or waterfowl, the management must produce a risk assessment and management protocol to reduce the risk in a way that is appropriate to the risk assessment.			
6.3 Regardless of whether or not local bird attractants are present in the surrounding area, management protocols must contain instructions to ensure that there are no attractants within the compartment premises (eg spilled feed, exposed dead carcasses, standing water, broken eggs etc)			
6.4 Holes under the roof must be sealed off with a suitable material.			

6.5 Regardless of whether or not local bird attractants are present in the surrounding area, management protocols must contain instructions to ensure that no doors to the biosecure area may be left open and unattended.			
6.6 Houses should be constructed in such a way that wild birds cannot gain entry.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**7. PEST CONTROL**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
7.1 An effective pest (mice, rats, mites, litter beetles and flies) control and monitoring programme should be documented and followed			
7.2 A map of the bait stations for rodent control must be supplied as well as evidence of routine surveillance and follow up corrective actions where required.			
7.3 Access of rats and mice to feed should be limited as far as possible, for example by keeping feed in bins, bags or closed store rooms.			
7.4 Owl boxes, when used, must be outside of the biosecure area.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:



**8. DISEASE CONTROL AND SURVEILLANCE**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
8.1 The farm must be inspected on a regular basis by a private veterinarian who is experienced in poultry.			
8.2 Disease surveillance must be done on an ongoing basis for controlled and notifiable diseases of poultry and other diseases as required by the importing countries and the consulting poultry veterinarian. The state veterinarian must be notified in the case of a disease outbreak.			
8.3 For OIE listed poultry diseases the farm must be free or have an effective disease mitigation programme in place.			
8.4 In the case of breeders and commercial layers, serology and if applicable pathogen isolation must be done every 4 – 6 weeks for diseases that are notifiable in South Africa. In the case of broilers, serology must be done per cycle. Broiler flocks should be tested for <i>Salmonella enteritidis</i> in such a way that the results are available prior to slaughter. It is advisable to test broiler flocks for <i>Campylobacter</i> as well.			
8.5 Records must be kept of all serology and testing performed and the results, as well as records of all mortalities.			

<p>8.6 Surveillance for NAI must be done at least 6 monthly, or more frequently if so required for specific purposes. The 6 monthly tests for NAI must be done at Onderstepoort Veterinary Institute, Stellenbosch-, Allerton Provincial Veterinary Laboratories or any DAFF approved laboratory.</p>			
<p>8.7 The poultry on the farm must be regularly tested for NAI (H5 and H7) to prove that the farm remains free of the disease. 29 samples per epidemiological unit<sup>1</sup> must be tested. Tests must be done at laboratories at Onderstepoort Veterinary Institute, Stellenbosch, Allerton Provincial Veterinary Laboratories or any DAFF approved laboratory. Tests must be done at least on a 6-monthly basis to maintain listing as a compartment. (Should SA experience an outbreak of HPNAI, the frequency of testing will be increased to monthly)</p>			
<p>8.8 Salmonella testing must be done monthly according to a recognised Salmonella reduction programme.</p>			
<p>8.9 Results must be kept on the farms file.</p>			
<p>8.10 If an importing country requires testing for any other specific diseases or more frequent testing for HPNAI, this must be done to enable the state veterinarian to provide export certification.</p>			
<p>8.11 All tests for export purposes must be done at an accredited official laboratory or any DAFF approved laboratory.</p>			
<p>8.12 The farm must be inspected on a regular basis (at least on a quarterly basis) by a private veterinarian who is experienced in poultry.</p>			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**9. WATER**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
9.1 Water should preferably be supplied from direct public mains. In the case of borehole water, chlorination must be performed using an in-line chlorinator.			
9.2 Water should be subjected to regular testing on a six monthly basis and chlorination performed if necessary. Samples for testing must be taken from various sources and points of use on the farm, including sampling within the poultry houses.			
9.3 Water used for drinking and cleaning should not be sourced from open or standing water, unless the water is filtered and disinfected with chlorine before use.			
9.4 Water used for drinking and cleaning should be tested at least six monthly to ensure that it is free from disease causing organisms. These results must be kept on file and any corrective actions taken should the results be unsatisfactory.			
9.5 Water reservoirs must be closed (either a plastic storage tank or a cement reservoir with a closed roof)			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**10. RECOMMENDATIONS APPLICABLE TO HATCHING EGG HYGIENE AND TRANSPORT**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
10.1 The litter in the laying house should be kept dry and in good condition. The nest box litter should be clean and adequate in quantity			
10.2 Eggs should be collected at frequent intervals of not less than twice per day and placed in clean disinfected containers			
10.3 Dirty, broken, cracked, leaking and dented eggs should be collected in a separate container and should not be used for hatching purposes			
10.4 The clean eggs should be sanitised as soon as possible after collection.			
10.5 The clean sanitised eggs should be stored in a clean, dust free room used exclusively for this purpose			
10.6 The eggs should be transported to the hatchery in new or clean cases which have been fumigated or sanitised with disinfectant. The cleaning and disinfection of vehicles must be a regular part of the hatchery routine.			
10.7 There must be a loading bay appropriately constructed to minimise the risk of introducing contamination into the biosecure zone whilst the doors are open. The design must be such that staff working inside the biosecure zone of the hatchery do not need to come outside and outside staff do not enter the biosecure part of the hatchery building.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**11. ENTRY OF HATCHING EGGS INTO THE BIOSECURE ZONE**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
There must be a reception bay constructed so as to minimise the risk of introducing contamination into the biosecure zone whilst the doors are open. The design must be such that staff working inside the biosecure zone of the hatchery do not need to come outside and outside staff do not enter the biosecure part of the hatchery building.			

In the case where the facility does not comply with the above-mentioned point, please describe the non-compliance as well as the corrective action:

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**12. RECOMMENDATIONS APPLICABLE TO HATCHERY BUILDINGS**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
12.1 The geographic location must be suitably isolated. The building should be as far away as possible from other buildings housing livestock and poultry in particular, and the direction of the prevailing wind should be taken into			

consideration.			
12.2 The design of the hatchery should be based on suitable workflow and air circulation principles. It should be constructed such that there is a one way flow for the movement of eggs and chicks, and the airflow also follows this same one way direction.			
12.3 The hatchery building should include physical separation of all work areas. If possible, separate ventilation should be provided for these areas, namely, the rooms for: egg receiving and egg storage, egg traying, fumigation, setting or initial incubation, hatching, sorting, sexing, vaccination and placing of chicks in boxes, material storage, including egg and chick boxes, egg flats, box pads, chemicals and other items, gassing or maceration of chicks (second grades and cocks), facilities for washing equipment and disposal of waste, dining area, office			
12.4 Openable windows, ventilations and other open areas should be screened against insects and vermin			
12.5 There must be suitable storage facilities, appropriate for the type of item, where they can be kept free from the risk of contamination by wild birds, vermin or dirt			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**13. RECOMMENDATIONS APPLICABLE TO HATCHERY BUILDING HYGIENE**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
13.1 The area adjacent to the hatchery building should be surrounded by a security fence and a gateway to control all traffic			
13.2 Wild birds, domestic and wild animals must be excluded from the hatchery area. When necessary a specific programme for fly control should be implemented			
13.3 The hatchery area should be maintained free from all hatchery waste, garbage of all kinds and discarded equipment			
13.4 Approved disposal methods and drainage must be available			
13.5 All hatchery equipment, tables and horizontal surfaces in rooms must be promptly and thoroughly vacuumed, cleaned, washed, scrubbed, rinsed with clean water, and then disinfected with an approved disinfectant.			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**14. HYGIENE MEASURES DURING HANDLING OF EGGS AND DAY OLD BIRDS**

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
14.1 Eggs must be disinfected at point of collection and again prior to setting in incubators			
14.2 Egg handlers in the hatchery should wash their hands with soap and water and change to clean clothes before handling hatching eggs received from the poultry farm			
14.3 Chick sexers and chick handlers must wash and disinfect their hands and change into clean protective clothing and boots before commencing their work and between different lots of chicks			
14.4 Day old chicks or other poultry must be delivered or distributed in new chicks boxes; or in used boxes made of suitable material which has been thoroughly cleaned and disinfected or fumigated			
14.5 The chicks should be delivered directly from the hatchery by personnel wearing clean disinfected outer clothing. Outer clothing should be changed or disinfected between each delivery.			
14.6 The delivery truck must be cleaned, and disinfected before the loading of each consignment of chicks			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

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**15. MONITORING OF HATCHERIES FOR SALMONELLA**

<b>HAS THE POINT BELOW BEEN COMPLIED WITH?</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Breeding flocks and hatcheries must be monitored for salmonella according to a recognised Salmonella reduction programme by means of bacteriological examination of samples.			

In the case where the facility does not comply with the above-mentioned point, please describe the non-compliance as well as the corrective action:

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