

Department of Agriculture, Forestry and Fisheries

National Directorate: Animal Health

Notice No. VPN/20/2010-01

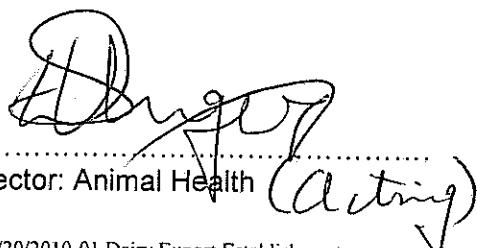
TO: STATE VETERINARY OFFICERS

SUBJECT: Standards for the registration of a veterinary approved dairy establishment for export

PART I	Definitions
PART II	Procedures for registration of a veterinary approved dairy export establishment
PART III	Requirements of a veterinary approved dairy export establishment
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ANNEX D	Procedure for traceability of product between Provinces

This VPN/20/2010-01 does NOT replace VPN/30/2003-10

VPN/20/2010-01 applies to establishments wishing to be registered for export
VPN/30/2003-10 applies to farms wishing to be registered for export of dairy products to the EU


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Director: Animal Health

20 April 2010
Date

PART I

DEFINITIONS

FOR THE PURPOSES OF THIS STANDARD DOCUMENT

<i>Dairy export establishment</i>	means an establishment where milk is pasteurized and/or processed further, which complies with the requirements for export in general.
<i>Raw milk export establishment</i>	means an establishment that collects milk only from certified TB and CA free herds and exports the milk unpasteurized.
<i>EU approved dairy establishment</i>	means an establishment where milk is processed, which complies with the requirements for export of dairy to the EU.
<i>Export approved dairy farm</i>	means a farm, which complies with the requirements for export of dairy to the EU, supplying milk to an EU approved dairy establishment.
<i>Regulation 918</i>	Regulation on the General Hygiene for Food Premises and the transport of food in terms of the National Health Act 2003 (Act 61 of 2003).
<i>Regulation 1256</i>	Regulation on milking sheds and transport of milk, in term of the National Health Act 2003 (Act 61 of 2003).
<i>Regulation 1555</i>	Regulation in terms of the Foodstuffs, Cosmetics & Disinfectants Act of 1972
<i>SABS 049/SANS 1049</i>	Prerequisite programme for HACCP

Please also refer to the general definitions of terms used in VPNs

PART II

PROCEDURES FOR REGISTRATION OF A VETERINARY APPROVED DAIRY EXPORT ESTABLISHMENT

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 for a veterinary approved dairy establishment for export purposes.

The below listed documents must be presented to the Provincial Director Veterinary Services 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 dairy establishment.
 - 1.2 Detailed plan - The detailed plan must include the structures of the establishment, particularly those referred to in the structural requirements (Part III of this VPN). The plans must also indicate the flow pattern of the product, from raw receipt to dispatch of the final product. It must also indicate drainage.
- NB: The detailed plan(s) must be endorsed by the inspecting veterinary official to confirm the existence of structures and the flow patterns.**
- 1.3 Annex B - Inspection Report completed by the veterinary authority following inspection of the dairy establishment, including any supportive documentation required therein.

2. INSPECTION TO APPROVE A VETERINARY APPROVED DAIRY EXPORT ESTABLISHMENT

- 2.1 An authorised veterinary official will inspect the dairy establishment.
- 2.2 The owner of the dairy establishment and the veterinary official will agree upon a suitable date for the inspection. The veterinary official will inform the owner 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 veterinary official will be responsible for the following actions/procedures:
 - a. Acquaint himself/herself with the minimum requirements for a veterinary approved dairy establishment.
 - b. Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.
 - c. Inspect the dairy establishment and complete Annex B with appropriate comments, upon receipt of the properly completed application form.
 - d. If the dairy establishment does not comply with the requirements in Part III of this VPN, the veterinary official must provide the owner with a detailed report with the

reasons why the establishment 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 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 establishment.
- 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 and Fisheries. The fax number is 012 329 6892.
- 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 dairy establishment must be re-registered. Re-registration is also necessary where there has been a change in ownership and management or physical address of the establishment.
- 3.2 For re-registration purposes, the establishment must be inspected, and Annex A and Annex B submitted. Copies of site plans need not be submitted annually, unless there are structural changes or changes to the flow of production that have taken place.
- 3.3 Establishments 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 DAIRY EXPORT ESTABLISHMENT

- 4.1. All veterinary approved dairy export establishments 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 dairy export establishment
 - a. Registration / ZA number
 - b. Name of owner
 - c. Registered name of veterinary approved dairy export establishment
 - d. Postal address
 - e. Telephone number
 - f. Fax number
 - g. Province
 - h. District/municipality
 - i. GPS co-ordinates
 - j. Physical address of dairy export establishment
- 4.3 The list will 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, before the date of expiry of the registration certificate. Failing this, the facility will be de-registered.
- 5.2 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.

6. PROCEDURE FOR APPROVAL FOR EXPORT TO THE EUROPEAN UNION

- 6.1 The dairy export establishment must specifically apply and be registered for EU export, before it may export dairy products to the EU.
- 6.2 The requirements for registration as an EU approved dairy establishment, as specified in Part IV of this VPN, must be complied with, in addition to the requirements for approval for export in general.
- 6.2 South Africa must be approved for export of dairy products to the EU, in order for individual establishments to be approved and recommended for export.

7. PROCEDURE FOR TRACEABILITY OF PRODUCT BETWEEN PROVINCES

- 7.1 The attached procedure (Annex D) applies when products are exported via a storage facility in a province other than the province where the supplying establishment is located.
- 7.2 State veterinarians at the point of export can sign final certificates on the basis of the veterinary certificate from origin. For logistical/time constraint reasons, state veterinarians can accept a faxed copy directly faxed from the Veterinary Services of other provinces. Such documentation can not be accepted if supplied via the client.
- 7.3 Clients must indicate that they wish to export a certain product at the time of despatch from the dairy establishment and obtain a health certificate of origin at the time. If a health certificate from origin was not issued, the state veterinarian at the storage/final export facility may not sign the export certification.

PART III

REQUIREMENTS OF A VETERINARY APPROVED DAIRY EXPORT ESTABLISHMENT

1. CATEGORISATION OF FACILITIES

- 1.1 Applicants must indicate clearly, on application to register a dairy export establishment, which of the following categories they wish to apply for:
- a. Export of pasteurised dairy products to countries where the requirements can be met, with the exclusion of the EU.
 - b. Export to the EU
 - c. Export of raw milk.
- 1.2 For the purposes of this document, the definitions as given in Part I apply. All references/recommendations by the applicant and recommending veterinarian must be in terms of these definitions.
- 1.3 The inspecting and recommending veterinary official must evaluate the information supplied and indicate the category of the establishment clearly on the application. The category must be considered when assessing the establishment in terms of the requirements supplied hereunder.

2. MINIMUM REQUIREMENTS FOR A VETERINARY APPROVED DAIRY EXPORT ESTABLISHMENT

2.1 MANAGEMENT REQUIREMENTS:

- a. The manager/owner of the establishment must complete the application form, Annex A, for registration or re-registration of the establishment, and attach the following:
 - A list of farms supplying milk to the establishment
 - A list of products produced at the establishment
 - Site plan and detailed plans of the facility
 - Proof of approval by the municipal authority
- b. There must be a valid Certificate of Acceptability issued and displayed at the facility. (R918)
- c. Once the establishment has been registered with the Directorate Animal Health, the certificate of registration must be prominently displayed at the establishment.
- d. The establishment must be re-approved on an annual basis and the onus of application for re-approval rests with the owner of the establishment. The owner of the establishment must arrange for re-inspection for annual re-registration at least 3 months before the current registration expires.
- e. Good housekeeping standards of premises and equipment are to be maintained at all times. The SABS standard should be used as the norm.
- f. There must be good co-operation and communication with the Veterinary Official.
- g. The approval of the dairy export establishment can be withdrawn at any time without warning, at the discretion of the Director Animal Health, if any shortcomings are detected.

2.2 STRUCTURAL REQUIREMENTS:

- 2.2.1 Access control:
- a. The facility must be surrounded by a minimum of 1,8m high security fence/wall to restrict access of unauthorised persons to the premises.
 - b. There must be lockable gates, which are locked when not in use.
 - c. A sign "Restricted Area. No unauthorised entry allowed." must be posted at all entrances.
- 2.2.2 Premises:
- a. The grounds must be kept free from uncut grass and weeds, waste, litter and miscellaneous materials.
 - b. Drainage must be adequate to prevent pooling and stagnant water on the premises.
 - c. Buildings and equipment must be maintained on an ongoing basis.
 - d. Building and equipment must be designed so as not to create health hazards, also with regards to prevention of foreign material in the product.
- 2.2.3 Ablution/staff facilities
- a. There must be dedicated areas for eating, drinking, resting, smoking, etc.
 - b. Ablution facilities must be adequate for the number of personnel, clean and away from the production areas.
 - c. Ablution facilities must have toilet paper, hot or cold water, antibacterial soap, paper towels, bins and lockers.
- 2.2.4 Processing equipment:
- a. Equipment must be in good working order and maintained well.
 - b. Equipment must be able to reach the processing requirements and this must be recorded in a way which is auditable.
- 2.2.5 Separation of raw and processed product:
- There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes:
- a. An established production flow that proceeds from raw to processed products in such a manner so as to ensure no cross-flow between products that are raw/unprocessed and products that have undergone further processing,
 - b. Separate stores for raw and finished products,
 - c. Separate personnel for handling raw and finished products. For small operations, it will be acceptable if personnel wash and put on clean protective clothing between raw and processed areas/processes.
 - d. Separate colour-coded cleaning equipment for specific areas.
- 2.2.6 Cold storage:
- a. Cold storage facilities must be adequate for raw and final products.
 - b. Interior walls, floors and ceilings must be smooth, washable and easy to clean.
 - c. Evidence of mould growth or dripping condensate must be addressed if detected.
 - d. Product should not be placed directly on floor surfaces.
 - e. A temperature of 4°C or less must be maintained in the cold storage areas.
 - f. Chilling and freezer facilities must be provided with thermometers and temperature records must be kept on a daily basis.
 - g. First-in-first-out principles must be maintained.
 - h. Provision must be made for a dedicated area to accommodate returned goods.
- 2.2.7 Storage and packaging:
- a. Storage areas must be enclosed and designed in a way to protect packaging material from contamination.
 - b. All final products must be properly labelled and coded, to ensure traceability to production date and batch number. It is advisable that the ZA number of the establishment must appear on the packaging.

- c. All chemicals must be stored in a way that complies with the SABS 049 standards.

2.2.8 Dispatch of final product

- a. Vehicles must be clean and have equipment to ensure that the cold chain is maintained.

2.3 HYGIENE/HOUSEKEEPING/SANITATION

2.3.1 Protective clothing:

- a. Must be provided to all personnel working and visitors entering the production areas. This should include footwear, hair covers (including beard nets)
- b. These clothes should be colour coded to visually distinguish personnel working in the raw/contaminated area
- c. Provision must be made for change-over areas before entering processing and clean areas.
- d. Staff should not wear protective clothing outside processing areas.
- e. Protective clothing must be designed so that food cannot come into contact with any part of the body and must cover personal clothes.
- f. Protective clothing must be laundered in-house and may not be taken home by personnel.
- g. There must be appropriate signage to inform all persons entering the food handling areas to adhere to the protective clothing policy.

2.3.2 Cleaning, hygiene and sanitation of structure and equipment:

- a. Surface swabs of food contact surfaces must be taken on a regular basis to verify the effectiveness of the cleaning programmes. The frequency should start at a weekly interval and should thereafter be based on performance (ie frequency may be decreased if acceptable results are confirmed on a regular basis)
- b. The establishment must have a good sanitation programme.
- c. Master cleaning schedules must be in place per area and frequency of cleaning specified must be adhered to.
- d. Cleaning equipment must be in good working order and must be stored in designated areas.
- e. There must be adequate wash-up facilities with hot and cold water, provide and correctly placed to facilitate cleaning and disinfection of equipment.
- f. Cleaning-in-place equipment must be appropriately designed to facilitate cleaning and to verify water temperature during cleaning and disinfection.
- g. Footbaths must be installed where appropriate and managed well.
- h. Surfaces inside the establishment must be easy to clean and disinfect. Buildings, walls and floors must be smooth, maintained, free from cracks and debris.
- i. All chemicals used in the cleaning and disinfection of the establishment must be officially registered for use in food processing facilities.

2.3.3 Personal hygiene:

- a. There must be a personal hygiene code of conduct formalised by management and signed by all workers in the establishment.
- b. There must be procedures for reporting illness by staff members and record-keeping of medical certificates.
- c. There must be a plaster/blood spillage policy and procedure.
- d. There must be adequate hand washing facilities in change-over and production areas, with warm and cold water, soap supplied in soap dispensers and disposable paper towels. Taps should be knee or foot operated.

2.3.4 Waste removal:

- a. There must be an effective waste removal programme for solid and liquid waste.

2.3.5 Pest control:

- a. An effective pest control system must be documented and implemented.
- b. Building must be adequately sealed to limit pest infestation.
- c. Waste disposal must be handled such a way that insect and odour control is effected and pest infestation prevented.

2.3.6 Water quality:

- a. Only potable water may be used if included as an ingredient in the product.
- b. Water used for cleaning purposes must be tested for quality. Chemical testing must be done annually. Microbiological testing should be done monthly initially and frequency of testing can then be adapted depending on test results.
- c. If water is chlorinated, chlorination must be controlled and records kept of routine checking.

2.4 RECORDS:

2.4.1 The following standard operating procedures and records must be kept:

- a. SOP for cleaning and sanitation, including verification of the effectiveness thereof
- b. Surface swabs

2.4.2 Traceability:

- a. Production records must be kept of all products manufactured and must be sufficient to ensure that traceability can be proved for all products manufactured.
- b. Forward tracing linked to batch numbers and production dates must be in place.

2.4.3 Checks/tests at receipt of milk:

Management must have proof that the following tests/checks are done to ensure quality assurance at receipt of milk at the establishment:

- a. At least one test to determine acidity of milk (Alizarol test, pH, TA, resazurin, clot-on-boil, titratable acidity) (R1555)
- b. Milk received at the establishment must be at a temperature of less than 8°C.
- c. Testing must be done to check for harmful additives and drug residues. (R1555). The veterinary official can suggest specific testing if indicated for valid reasons. This can include import conditions of specific countries or concern regarding frequent misuse of specific products in an area.
- d. Rejection criteria for milk tests at reception must be in place.

2.4.4 Supporting documents to confirm safety of the milk, cold chain maintenance, cleaning and hygiene, traceability, etc. must be available for inspection by any veterinary official.

2.4.5 Laboratory:

- a. Microbiological testing of raw milk and final products must be conducted routinely to establish the bacterial standard of the dairy product. These tests may be done in-house.
- b. Raw milk must be tested at least once a week and final products on a daily basis.
- c. Routine testing must include standard plate count, as well as testing for *E coli* and coliforms.
- d. Testing for specific pathogens (*Listeria*, *S aureus*, *Salmonella*) must be done at least once a month.
- e. It is advisable that verification tests are conducted at least monthly at an accredited laboratory to confirm the accuracy of in-house testing.
- f. Corrective actions must be implemented and recorded for all products not complying with product specifications.
- g. Records of tests conducted must be kept for at least 6 months.

2.4.6 Training

- a. There must be initial and ongoing training for staff.
- b. Technically competent staff must be appointed at critical areas, including raw product receipt, pasteurisation process, laboratory, cleaning schedules, maintenance of equipment and pest control.

3. MINIMUM REQUIREMENTS OF PROCESSING

- 3.1 For all export establishments, with the exception of establishments exporting raw milk, the product exported must have undergone a pasteurisation process.
- 3.2 Dairy establishments must either pasteurise milk, or must use only pasteurised milk in the manufacturing of their end product. This is regarded as a critical control point.
- 3.3 Pasteurization requirements are (R1555):
 - a. 63 to 65,5°C for 30 minutes for batch pasteurization, or
 - b. 72°C for 15 seconds for plate pasteurization, or
 - c. 132°C for 1 second
 - d. Milk must be cooled to below 5°C immediately after heating.
- 3.4 Equipment necessary to perform pasteurization and other processing must be in good working order and regularly monitored, to ensure that the requirements of processing can be met on a continuous basis. It is suggested that there should be a continuous thermograph, an alarm system and a person regularly checking the heating system. (SABS 049)
- 3.5 The pasteurizer must be equipped with a flow diversion valve and the device must be in working order. (R1256, SABS 049)
- 3.6 Continuous monitoring of the processing must be done, with immediate corrective actions if problems are detected.
- 3.7 In the case of export establishments applying to export raw/unpasteurised milk, the minimum requirements of processing do not apply. However, the stricter requirements pertaining to farms of origin must be complied with (see point 4.4g hereunder)
- 3.8 Where problems are identified with the pasteurisation process, a report with agreed corrective actions must be put in place.
- 3.9 All records regarding pasteurization must be maintained for 6 months, or until the last product expires.
- 3.10 There must be an internal process to verify the thermometer against a master thermometer on a monthly basis, to ensure correctness of the pasteurization process. (R1555)
- 3.11 The phosphatase test must be done on all batches. (R1555)

4. REQUIREMENTS OF FARMS SUPPLYING MILK TO THE EXPORT ESTABLISHMENT

- 4.1 The owner/manager of the dairy export establishment must provide a list of all farms supplying milk to the export establishment.
- 4.2 All farms on the list must comply with the minimum requirements stipulated hereunder and this must be audited by the inspecting veterinary official. The veterinary official may check the details of every supplying farm, or, if the list of supplying farms is extensive, the veterinary official may audit a representative sample of the farms.
- 4.3 Milk shed approval:
 - a. All farms must have a valid Certificate of Acceptability from the local health authority in terms of Regulation 1256.
 - b. Veterinary officials may accept a certificate of acceptability as proof that a milking shed complies with R1256 and does not have to visit all supplying farms.
 - c. Should a veterinary official visit a milking shed and find that the facility does not meet the requirements of R1256, in spite of having a valid Certificate of

Acceptability, the veterinary official may insist that such a facility is excluded from the list of supplying farms to an export approved dairy establishment.

- d. The detail of R1256 is attached as Annex C.
- e. In the case of export approval to the EU, the farm of origin requirements differ significantly and farms of origin must comply with the requirements of VPN/30/2003-10 of the update thereof.

4.4 Tuberculosis (TB) and Brucellosis (CA) status:

- a. Proof of regular TB and CA testing of all supplying farms must be supplied.
- b. Testing for TB and CA can be performed by either a private veterinarian or a state veterinarian. However, declarations of freedom from these diseases must be given by the state veterinarian.
- c. In the case of TB, the farm must be tested every second year.
- d. For CA, negative herd status can be declared on either 10 consecutive milk ring tests or annual blood tests.
- e. If TB or CA positive animals are found, the decision whether to include or exclude the farm from the list of supplying farms will depend on the further processing done at the export establishment. However, milk from individual TB or CA positive animals must be excluded from the export chain in all cases.
- f. If the establishment exports pasteurised milk, TB or CA positive farms do not have to be excluded from supplying milk for export. The positive farms should be followed up by the Provincial Veterinary services in terms of the Animal Diseases Act regulations.
- g. In the case of establishments exporting raw milk, only farms that are declared TB and CA free may be included on the list of supplying farms.
- h. If positive reactions are found during testing at collection points, this should be followed up by the Provincial veterinary services in terms of the Animal Diseases Act regulations.

4.5 The following records from each farm of origin must be checked by the owner of the establishment, to ensure that the requirements of R1256 and R1555 are adhered to.

- a. Temperature of raw milk in the bulk tank must be under 5°C. This must be checked on farm at collection and records thereof must be provided at the establishment on arrival of the milk. (R1256)
- c. Somatic Cell count tests must be routinely done. (R1555)
- d. Monthly surface swabs must be done on the collection tanker and containers to verify the effectiveness of the cleaning and sanitation programmes. (R1256)
- e. Samples collected must be traceable so that results can be linked to a specific farm (R1256)
- f. The Alizarol test must be done on individual samples before accepting milk into the tanker. (R1256)

PART IV

ADDITIONAL REQUIREMENTS FOR APPROVAL FOR EXPORT TO THE EUROPEAN UNION

1. Structural requirements
2. Management requirements
3. Documentation requirements
4. Farms of origin approval
- 4.1 Farms of origin must comply with the requirements of VPN/30/2003-10 or the update thereof.
5. Processing requirements

South Africa is not currently approved for export of dairy products to the EU. This part of the VPN will be developed further once South Africa is approved for export of dairy products to the EU.

ANNEX A (VPN/20/2010-01)

(Logo of Controlling Authority)

**APPLICATION FOR EXPORT APPROVAL
FOR A DAIRY EXPORT ESTABLISHMENT**

Provincial
Reference no

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A. GENERAL INFORMATION ON THE ESTABLISHMENT

DATE OF INSPECTION	
NAME OF REPORTING VETERINARY OFFICER	
NAME OF HOLDING	
GPS COORDINATE	
REGISTRATION / ZA NUMBER	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
POSTAL CODE	
TOWN	
DISTRICT / MUNICIPALITY	
PROVINCE	
TELEPHONE NUMBER	
FAX NUMBER	
NAME OF THE MANAGER / OWNER TELEPHONE NUMBER FAX NUMBER	
E-MAIL ADDRESS OF MANAGER / OWNER	
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION	
NAMES OF AUTHORISED VETERINARY OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS	
CATEGORY OF ESTABLISHMENT	DAIRY EXPORT (GENERAL)
	DAIRY EXPORT TO EUROPEAN UNION
	EXPORT OF UNPROCESSED MILK

B: DECLARATION BY OWNER/MANAGER OF THE ESTABLISHMENT

I, _____, the owner/manager of the establishment mentioned above, hereby agree to comply with all the requirements set by the Department of Agriculture, Forestry and Fisheries for the approval of this establishment and I agree to co-operate with the veterinary officials in this regard.

I understand that the approval of the establishment can be withdrawn at any time if any shortcomings are detected.

I am aware that the establishment must be re-approved on an annual basis and that the onus for the application for re-approval rests with the owner of the establishment.

Signed at (place) _____ on (date) _____

Signature of owner/manager

C. DECLARATION BY OFFICIAL VETERINARIAN AT THE ESTABLISHMENT

I, _____ the official veterinarian responsible for providing an inspection and certification service at the establishment mentioned in the preceding pages hereby agree to abide by the conditions set by the Department of Agriculture, Forestry and Fisheries and importing countries (where applicable) for the approval for this establishment.

This application is for approval of this establishment for: *((indicate as applicable))*:

- export of processed dairy products to countries other than the EU
- export of raw (unprocessed) milk to countries other than the EU

A comprehensive inspection report (Annex B) is attached to this application and, in case of a new registration, all supporting documents are provided.

The suggested date of re-registration is _____.
If this date is not the same as the expiry date of the current registration, please supply supporting reasons

Official Veterinarian

Designation: _____

Name: _____

Official stamp

Address: _____

Fax No: _____

Email address: _____

D: DECLARATION BY STATE VETERINARIAN OF THE AREA (where applicable, if different from official state veterinarian at the establishment)

I, _____ (Name)

of _____ (Department)

hereby certify that the necessary veterinary control will be provided in the district/municipality where the above described establishment is located.

Official Signature

Designation: _____

Name: _____

Official stamp

Address: _____

Fax No: _____

Email address: _____

ANNEX B

INSPECTION REPORT FOR A VETERINARY APPROVED DAIRY EXPORT ESTABLISHMENT

This report must be completed by the veterinary official at the time of inspection of the establishment. The required standard is stipulated in Part III of this VPN.

1. MANAGEMENT REQUIREMENTS:

1.1 The management of the establishment supplied the following, which is attached to this application:

- A list of farms supplying milk to the establishment Yes / No
- A list of products produced at the establishment Yes / No
- Site plan and detailed plans of the establishment Yes / No
- Proof of approval by the municipal authority Yes / No

1.2 Is there a Certificate of Acceptability issued and displayed at the establishment? Yes / No

1.3 In case of re-registration, is the current ZA certificate displayed at the facility? Yes / No

1.4 Remark on general housekeeping standards of premises and equipment.

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1.5 Comment in the management's co-operation with the veterinary officials and perceived level of commitment of the management to comply with the required standard for an export approved establishment.

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2. STRUCTURAL REQUIREMENTS:

2.1 Access control:

a. Describe the fence around the facility (height, type)

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b. Are there lockable gates, which are locked when not in use? Yes / No

c. Is / are there a sign(s) "Restricted Area. No unauthorised entry allowed." at all entrances. Yes / No

2.2 Premises:

a. The grounds must be kept free from uncut grass and weeds, waste, litter and miscellaneous materials.

b. Drainage must be adequate to prevent pooling and stagnant water on the premises.

c. Buildings and equipment must be maintained on an ongoing basis.

d. Building and equipment must be designed so as not to create health hazards, also with regards to prevention of foreign material in the product.

Comment on the premises in general in terms of the above requirements:

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2.3 Ablution/staff facilities

- a. Are there dedicated areas for eating, drinking, resting, smoking, etc?
- b. Are ablution facilities adequate for the number of personnel?
- c. Are they clean and away from the production areas?
- d. Do they have toilet paper, hot or cold water, antibacterial soap, paper towels, bins and lockers?

Describe any non-compliance found at the ablution facilities and corrective measures agreed on, with time frames.

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2.4 Processing equipment:

- a. Is equipment in good working order and maintained well?
- b. Is equipment able to reach the processing requirements and is this recorded in a way which is auditable?

Describe any non-compliance found with the processing equipment and corrective measures agreed on, with time frames.

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2.5 Separation of raw and processed product:

There must be a one-way flow of production so that raw materials cannot contaminate the finished products.

- a. Does production flow proceed from raw to processed products in such a manner so as to ensure no cross-flow between products that are raw/unprocessed and products that have undergone further processing?
- b. Are there separate stores for raw and finished products?
- c. Are there separate personnel for handling raw and finished products?
- d. Is there separate colour-coded cleaning equipment for specific areas?

Describe any non-compliance found with the separation of raw and processed product and corrective measures agreed on, with time frames.

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2.6 Cold storage:

- a. Are there adequate cold storage facilities for raw and final products?
- b. Are interior walls, floors and ceilings smooth, washable and easy to clean?
- c. Is there any evidence of mould growth or dripping condensate?
- d. Is any product placed directly on floor surfaces?

- e. What is the temperature of the cold storage area at the time of inspection? Is this below 4°C for all cold storage areas?
- f. Are chilling and freezer facilities provided with thermometers and are temperature records kept on a daily basis?
- g. Is first-in-first-out principles maintained?
- h. Is there a dedicated area to accommodate returned goods?

Describe any non-compliance found in the cold storage areas and corrective measures agreed on, with time frames.

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2.7 Storage and packaging:

- a. Are storage areas enclosed and designed in a way to protect packaging material from contamination?
- b. Are all final products properly labelled and coded, to ensure traceability to production date and batch number? Does the ZA number of the establishment appear on the packaging?
- c. Are chemicals stored in a way that complies with the SABS 049 standards?

Describe any non-compliance found in the storage and packaging areas and corrective measures agreed on, with time frames.

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2.8 Dispatch of final product

- a. Vehicles must be clean and have equipment to ensure that the cold chain is maintained. Is this requirement checked and adhered to? Yes / No

3 HYGIENE/HOUSEKEEPING/SANITATION

3.1 Protective clothing:

- a. Is protective clothing provided to all personnel working and visitors entering the production areas?
- b. Are the clothes colour coded to visually distinguish personnel working in the raw/contaminated area?
- c. Is provision made for change-over areas before entering processing and clean areas?
- d. Staff should not wear protective clothing outside processing areas. Is this enforced?
- e. Protective clothing must be designed so that food cannot come into contact with any part of the body and must cover personal clothes. Is this the case?
- f. Is the protective clothing laundered in-house?
- g. Is there signage to inform all persons entering the food handling areas to adhere to the protective clothing policy?

Describe any non-compliance found with the protective clothing and corrective measures agreed on, with time frames.

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- 3.2 Cleaning, hygiene and sanitation of structure and equipment:
- a. Are surface swabs of food contact surfaces taken on a regular basis to verify the effectiveness of the cleaning programmes? What is currently the frequency of sampling?
 - b. Does the establishment have a good sanitation programme?
 - c. Are master cleaning schedules in place per area and is the frequency of cleaning adhered to?
 - d. Is cleaning equipment in good working order and be stored in designated areas?
 - e. Is there adequate wash-up facilities with hot and cold water provided and correctly placed to facilitate cleaning and disinfection of equipment?
 - f. Is cleaning-in-place equipment appropriately designed to facilitate cleaning and to verify water temperature during cleaning and disinfection?
 - g. Are footbaths installed where appropriate and managed well?
 - h. Are surfaces inside the establishment easy to clean and disinfect?
 - i. Are chemicals used in the cleaning and disinfection of the establishment officially registered for use in food processing facilities?

Describe any non-compliance found with the cleaning, hygiene and sanitation of the structure and equipment and corrective measures agreed on, with time frames.

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- 3.3 Personal hygiene:
- a. Is there a personal hygiene code of conduct formalised by management and signed by all workers in the establishment?
 - b. Are there procedures for reporting illness by staff members and record-keeping of medical certificates?
 - e. Is there a plaster/blood spillage policy and procedure?
 - f. Are there adequate hand washing facilities in change-over and production areas, with warm and cold water, soap supplied in soap dispensers and disposable paper towels? Are taps knee or foot operated?

Describe any non-compliance found with personal hygiene and corrective measures agreed on, with time frames.

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- 3.4 Waste removal:
- a. Describe the waste removal programme for solid and liquid waste.
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- 3.5 Pest control:
- a. Is an effective pest control system documented and implemented?
 - b. Is the building adequately sealed to limit pest infestation?
 - c. Is waste disposal handled in such a way that insect and odour control is effected and pest infestation prevented?

Describe any non-compliance found with pest control and corrective measures agreed on, with time frames.

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- 3.6 Water quality:
- a. Is only potable water used if included as an ingredient in the product?
 - b. Is water used for cleaning purposes tested for quality? Chemical testing must be done annually. Microbiological testing should be done monthly initially and frequency of testing can then be adapted depending on test results. How frequently is microbiological testing done?
 - c. Is water chlorinated? If so, chlorination must be controlled and records kept of routine checking.

Describe any non-compliance found with the water quality and corrective measures agreed on, with time frames.

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4 RECORDS:

- 4.1 The following standard operating procedures and records must be kept:
- a. SOP for cleaning and sanitation, including verification of the effectiveness thereof
 - b. Surface swabs

Are these SOPs in place? Yes / No / To be implemented (date.....)

- 4.2 Traceability:
- a. Are production records kept of all products manufactured and are these sufficient to ensure that traceability can be proved for all products manufactured?
 - b. Is forward tracing linked to batch numbers and production dates in place?

Describe any non-compliance found with traceability and corrective measures agreed on, with time frames.

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- 4.3 Checks/tests at receipt of milk:
 Management must have proof that the following tests/checks are done to ensure quality assurance at receipt of milk at the establishment:
- a. At least one test to determine acidity of milk (Alizarol test, pH, TA, resazurin, clot-on-boil, titratable acidity) (R1555)
 - b. Milk received at the establishment must be at a temperature of less than 8°C.

- c. Testing must be done to check for harmful additives and drug residues. (R1555). The veterinary official can suggest specific testing if indicated for valid reasons. This can include import conditions of specific countries or concern regarding frequent misuse of specific products in an area.
- d. Rejection criteria for milk tests at reception must be in place.

Are these procedures already in place? If not, did management agree to implement this and by what due date?

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4.4 Are supporting documents to confirm safety of the milk, cold chain maintenance, cleaning and hygiene, traceability, etc. available for inspection by any veterinary official. Yes / No

4.5 Laboratory:

- a. Is microbiological testing of raw milk and final products conducted routinely to establish the bacterial standard of the dairy product? Where are these tests done?
.....
- b. Is raw milk tested at least once a week and final products on a daily basis?
- c. Does routine testing include standard plate count, as well as testing for *E coli* and coliforms?
- d. Is testing for specific pathogens (*Listeria*, *S aureus*, *Salmonella*) done at least once a month?
- e. It is advisable that verification tests are conducted at least monthly at an accredited laboratory to confirm the accuracy of in-house testing. Is this done?
- f. Are corrective actions implemented and recorded for all products not complying with product specifications?
- g. Are records of tests conducted kept for at least 6 months?

Describe any non-compliance found with laboratory testing and corrective measures agreed on, with time frames.

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4.6 Training

- a. Is there initial and ongoing training for staff?
- b. Are technically competent staff appointed at critical areas, including raw product receipt, pasteurisation process, laboratory, cleaning schedules, maintenance of equipment and pest control?

Describe any non-compliance found with training and corrective measures agreed on, with time frames.

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5. MINIMUM REQUIREMENTS OF PROCESSING

- 5.1 For all export establishments, with the exception of establishments exporting raw milk, the product exported must have undergone a pasteurisation process.
- 5.2 Dairy establishments must either pasteurise milk, or must use only pasteurised milk in the manufacturing of their end product. This is regarded as a critical control point.
- 5.3 In the case of export establishments applying to export raw/unpasteurised milk, the minimum requirements of processing do not apply. However, the stricter requirements pertaining to farms of origin must be complied with.
- 5.4 Pasteurization requirements are (R1555):
 - a. 63 to 65,5°C for 30 minutes for batch pasteurization, or
 - b. 72°C for 15 seconds for plate pasteurization, or
 - c. 132°C for 1 second
 - d. Milk must be cooled to below 5°C immediately after heating.

Describe the pasteurization process used at this facility

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Or, if the establishment uses pasteurized milk from another establishment, describe records in place to prove that only pasteurized milk is used?

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- 5.5 Equipment necessary to perform pasteurization and other processing must be in good working order and regularly monitored, to ensure that the requirements of processing can be met on a continuous basis. It is suggested that there should be a continuous thermograph, an alarm system and a person regularly checking the heating system.
- 5.6 The pasteurizer must be equipped with a flow diversion valve and the device must be in working order. (R1256, SABS 049)
- 5.7 Continuous monitoring of the processing must be done, with immediate corrective actions if problems are detected.
- 5.8 Where problems are identified with the pasteurisation process, a report with agreed corrective actions must be put in place.
- 5.9 All records regarding pasteurization must be maintained for 6 months, or until the last product expires.
- 5.10 There must be an internal process to verify the thermometer against a master thermometer on a monthly basis, to ensure correctness of the pasteurization process. (R1555)
- 5.11 The phosphatase test must be done on all batches. (R1555)

Describe any non-compliance found with processing and corrective measures agreed on, with time frames.

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6. REQUIREMENTS OF FARMS SUPPLYING MILK TO THE EXPORT ESTABLISHMENT

- 6.1 The owner/manager of the dairy export establishment must provide a list of all farms supplying milk to the export establishment.

6.2 All farms on the list must comply with the minimum requirements stipulated hereunder and this must be audited by the inspecting veterinary official. The veterinary official may check the details of every supplying farm, or, if the list of supplying farms is extensive, the veterinary official may audit a representative sample of the farms.

6.3 Milk shed approval:

- a. All farms must have a valid Certificate of Acceptability from the local health authority in terms of Regulation 1256.
- b. Veterinary officials may accept a certificate of acceptability as proof that a milking shed complies with R1256 and does not have to visit all supplying farms.
- c. Should a veterinary official visit a milking shed and find that the facility does not meet the requirements of R1256, in spite of having a valid Certificate of Acceptability, the veterinary official may insist that such a facility is excluded from the list of supplying farms to an export approved dairy establishment.

Comment on milk shed approval:

6.4 Tuberculosis (TB) and Brucellosis (CA) status:

- a. Proof of regular TB and CA testing of all supplying farms must be supplied.
- b. Testing for TB and CA can be performed by either a private veterinarian or a state veterinarian. However, declarations of freedom from these diseases must be given by the state veterinarian.
- c. In the case of TB, the farm must be tested every second year.
- d. For CA, negative herd status can be declared on either 10 consecutive milk ring tests or annual blood tests.
- e. If TB or CA positive animals are found, the decision whether to include or exclude the farm from the list of supplying farms will depend on the further processing done at the export establishment. However, milk from individual TB or CA positive animals must be excluded from the export chain in all cases.
- f. If the establishment exports pasteurised milk, TB or CA positive farms do not have to be excluded from supplying milk for export. The positive farms should be followed up by the Provincial Veterinary services in terms of the Animal Diseases Act regulations.
- g. In the case of establishments exporting raw milk, only farms that are declared TB and CA free may be included on the list of supplying farms.
- h. If positive reactions are found during testing at collection points, this should be followed up by the Provincial veterinary services in terms of the Animal Diseases Act regulations.

Describe any non-compliance found with TB and CA status of farms of origin and corrective measures agreed on, with time frames.

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6.5 The following records from each farm of origin must be checked by the owner of the establishment, to ensure that the requirements of R1256 and R1555 are adhered to.

- a. Temperature of raw milk in the bulk tank must be under 5°C. This must be checked on farm at collection and records thereof must be provided at the establishment on arrival of the milk. (R1256)
- b. Somatic Cell count tests must be routinely done. (R1555)
- c. Monthly surface swabs must be done on the collection tanker and containers to verify the effectiveness of the cleaning and sanitation programmes. (R1256)

- d. Samples collected must be traceable so that results can be linked to a specific farm (R1256)
- e. The Alizarol test must be done on individual samples before accepting milk into the tanker. (R1256)

Describe any non-compliance found with raw milk from farms of origin and corrective measures agreed on, with time frames.

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I, _____ (Name)
 of _____ (Department)
 certify that I have today inspected the facility _____ (Name of facility)
 at _____ (Physical Address)
 and found the above detailed conditions.

I recommend the registration of this facility.

 Official Veterinarian

Designation: _____

Name: _____

Address: _____

Tel No: _____

Fax/Email: _____

Official stamp

ANNEX C

(updated)

REGULATIONS RELATING TO MILKING SHEDS AND THE TRANSPORT OF MILK

Published under Government Notice No. 1256 of 27 June 1986

As amended by:

Government Notice No. 2104 of 21 October 1988

Government Notice No. 217 of 9 February 1990

Government Notice No. 1111 of 30 August 2002

The Minister of National Health and Population Development has, in terms of sections 34, 35, 39 and 40 of the Health Act, 1977 (Act 63 of 1977), made the regulations contained in the Schedule hereto.

SCHEDULE

Definitions

1. (1) In these regulations "**the Act**" shall mean the Health Act, 1977 (Act 63 of 1977), and any expression to which a meaning has been assigned in the Act shall have such meaning and, unless the context otherwise indicates -

"adequately ventilated and illuminated" shall mean ventilated and illuminated by means of windows with an uninterrupted transparent area equal to at least ten percent of the floor area and with an area which can be opened equal to at least 5 percent of the floor area and so placed that cross ventilation is facilitated;

"approved milking shed" shall mean a milking shed in respect of which a certificate of acceptability has been issued and is in force, and shall, in the application of regulations 2(1) and 7(1), include a milking shed in respect of which a provisional certificate of acceptability has been issued and is in force;

"certificate of acceptability" shall mean a certificate of acceptability as referred to in regulation 3;

"dairy stock" shall mean cows, she-goats, ewes, mares or jenny asses used in the production of milk for human consumption and "milk animal" shall have a corresponding meaning;

"disposal system" shall mean a subterranean or ground-level tank or other vessel, sewerage system, dam or farm-land into or onto which effluent may be discharged;

"effluent" shall mean any liquid, liquid or solid waste or liquid or solid manure emanating from a milking shed;

"existing milking shed" shall mean a milking shed legally used as such immediately before the date of commencement of these regulations;

"holder" shall mean the person in whose name a certificate of acceptability has been issued;

"inspector" means a person contemplated in section 53(1) of the Act;

"milking parlour" shall mean that area of the milking shed in which dairy stock are milked;

"milk tanker" shall mean a vehicle for the transport of milk in bulk;

"new milking shed" shall mean a milking shed that was put into use as such after the date of commencement of these regulations;

"own use" with regard to milk, shall mean milk-

- a. that is used, or meant to be used, exclusively by the owner or possessor of dairy stock or by such person's household; or
- b. that is provided free of charge to employees of such person for the use of such employees or their households;

"provisional certificate of acceptability" shall mean a certificate of acceptability as referred to in regulation 4; and

"pure water" shall mean clean and clear water that contains no E. coli organisms per 100ml and is free from any substance in concentrations detrimental to human health;

(2) In an area where the Director-General performs the functions of a local authority in terms of section 30(1) of the Act, the duties and powers imposed or conferred upon a local authority or any person in the service of a local authority by these regulations, as the case may be, shall be performed or exercised by the Director-General and any reference to a local authority in these regulations shall be interpreted as a reference to the Director-General.

Prohibition on the production of milk except in an approved milking shed

2. (1) No person shall use a milking shed for the purpose of milking dairy stock in order to produce milk for human consumption, unless the milking shed in which the dairy stock are milked is an approved milking shed and such milking shed is used in accordance with the provisions of these regulations and the conditions of the certificate of acceptability or provisional certificate of acceptability issued in respect of that milking shed.

(2) The provisions of subregulation (1) shall -

- a. not be applicable to a milking shed -
 - i. in which milk is produced solely for own use; if the said owner or possessor does not so apply - on 1 July 1989 or on the date of an order referred to in subregulation (3),
- b. come into effect in the case of an existing milking shed -
 - i. if the owner or possessor of the existing milking shed applies within 24 months after the commencement of these regulations for a certificate of acceptability - on the date on which a certificate of acceptability or a provisional certificate of acceptability, as

- the case may be, is issued in respect of that milking shed or on the date on which the application is turned down; and
- ii. if the said owner or possessor does not so apply - 24 months after the commencement of these regulations or on the date of an order as referred to in subregulation (3), whichever date may be first.

(3) If a local authority is of the opinion that an existing milking shed is being used in a way which constitutes an immediate and real health hazard or that a situation has developed in the milking shed constituting such an immediate and real hazard, the local authority may, notwithstanding the provisions of subregulation (2) (b), order in writing the owner or possessor of an existing milking shed not to remove any milk for human consumption from the milking shed until the hazard or situation has been rectified to the satisfaction of the level authority.

CERTIFICATES OF ACCEPTABILITY AND PROVISIONAL CERTIFICATES OF ACCEPTABILITY

Application for a certificate of acceptability

3. (1) Any person wishing to apply for a certificate of acceptability in respect of a milking shed shall apply for it in writing and in his application furnish the following information:
 - a. The name, address and telephone number of the applicant;
 - b. a title description of the premises; and
 - c. an indication of the number of staff who are employed, or who will probably be employed, and the maximum number of animals that will be milked.

(2) Such an application shall be submitted to the local authority in whose area of jurisdiction the milking shed is located or will be erected, together with -

- a. a site plan with north indicated and with an indication of all adjacent and bordering buildings and their uses;
- b. a layout sketch to a scale of 1:100 of all the milking shed facilities referred to in regulation 9, consisting of a ground plan, a sectional view and a vertical elevation.

(3) A local authority may, in considering the application, request from the applicant or any other person such further information as he may deem necessary or expedient.

(4) A local authority shall not consider an application for the issue of a Certificate of acceptability unless a full inspection of the premises concerned has been carried out by an inspector of the local authority concerned, and his report on such inspection, and recommendation on such issue, is in the possession of such local authority.

(5) If the local authority, upon consideration of an application for the issue of a certificate of acceptability, the relevant report and recommendation by the inspector and any other documents tabled or information obtained, is satisfied that the milking shed concerned -

- a. complies with all the provisions of these regulations; and
- b. is deemed in all respects suitable for the production and hygienic handling of milk,

it shall issue in the name of the applicant a certificate of acceptability, in the form determined by the local authority, in respect of the milking shed concerned.

Provisional certificate of acceptability

4. (1) If, upon consideration of an application, a local authority has ascertained that the milking shed concerned is in all respects suitable for the production and hygienic handling of milk but does not comply with all the provisions of these regulations-
 - a. it shall in the case of an existing milking shed; and
 - b. it may, in the case of a new milking shed-

issue in the name of the applicant a provisional certificate of acceptability, in the form determined by the local authority, in respect of the milking shed concerned to enable the applicant to modify the milking shed so that it complies with the provisions of these regulations.

(2) The local authority may, at the request of the holder of a provisional certificate of acceptability and on the strength of an inspection report and the recommendation of an inspector, revoke a provisional certificate of acceptability and replace it with a certificate of acceptability.

Conditions subject to which a certificate of acceptability or a provisional certificate of acceptability is issued

5. It is a condition of a certificate of acceptability and a provisional certificate of acceptability -
 - a. that it may be transferred by the holder to someone else only with the prior approval of the local authority;
 - b. that the milking shed, the staff that are employed there and the dairy stock may at any reasonable time be inspected or examined by an inspector; and
 - c. that the milking shed be used in accordance with the provisions of these regulations.

Transfer of a certificate of acceptability

6. (1) A holder intending to transfer his certificate of acceptability to someone else shall submit the certificate of acceptability, together with a written application for approval of the transfer, to the local authority which issued the certificate of acceptability.

(2) If the local authority approves the application it may in its own discretion endorse the existing certificate of acceptability accordingly and enter the new holder's name on it or cancel the existing certificate of acceptability and issue a new certificate of acceptability in the name of the new holder.

Suspension or withdrawal of a certificate of acceptability or a provisional certificate of acceptability

7. (1) If a local authority in whose area of jurisdiction an approved milking shed is situated, on the strength of an inspection report and the recommendation of an inspector, is of the opinion that the milking shed -
 - a. is being used in such a way that it constitutes an immediate and real health hazard or that a situation has developed in the milking shed constituting an immediate and real health hazard, the local authority may for as long as, in its opinion, that hazard exists suspend the certificate of acceptability or provisional certificate of acceptability concerned and shall in writing notify the holder accordingly;
 - b. is being used contrary to the provisions of these regulations or the terms and conditions of the certificate of acceptability or the provisional certificate of acceptability, the local authority shall in writing notify the holder accordingly.

(2) Any notice referred to in subregulation (1) shall state the particulars which shall be sufficient within reason to inform the holder concerned on what grounds the judgment of the local authority is based, and shall instruct the holder to reply within 21 days of receipt of notice to the allegations made in the notice.

(3) If such a reply is received, the local authority may, after consideration of the reply so received, issue an order to the holder instructing him before a specified date to rectify the similarly specified matters complained about, and stating that if this is not done the certificate of acceptability or provisional certificate of acceptability, as the case may be, may be withdrawn without further notice.

(4) (a) A notice issued in terms of subregulation (1), shall be served on the holder or person in charge of the milking shed concerned, and the person on whom the notice is served, shall deal, in the manner determined in the notice, with such notice and the certificate of acceptability or provisional certificate of acceptability concerned, in cases where the certificate concerned is suspended or withdrawn.

(b) The local authority shall, immediately after issuing the notice, send a copy to the Director-General.

(5) The suspension or withdrawal of a certificate of acceptability or provisional certificate of acceptability in terms of this regulation shall have the effect that as long as the certificate concerned is suspended and from the date on which the certificate is withdrawn, no milk, produced or received in the milking shed concerned shall be used for human consumption.

REQUIREMENTS AND INSTRUCTIONS

Milking sheds

8. (1) (a) An approved milking shed shall consist of at least -
- i. a milking parlour referred to in subregulation (2);
 - ii. a milk room referred to in subregulation (3) where milk shall be received from the milking parlour, and where such milk shall be stored and where it may be treated, processed and packed;
 - iii. a changeroom referred to in subregulation (4); and
 - iv. a scullery for the washing, cleansing disinfection and sterilisation of milk containers and other unfixed apparatus and equipment used in the handling of milk.

(b)

- i. The facilities referred to in paragraph (a) shall, subject to the provisions of subparagraph (ii), be erected as separate rooms in one building complex or as separate detached buildings
- ii. A scullery referred to in paragraph (a)(iv) may be erected as an integral part of a milk room or as a separate room.

(2) In the case of a milking parlour-

- a. there shall be no direct connection with a latrine or with a room where gases, smoke, vapours, dust or a soot deposit are present or may originate owing to the nature of the activities in such room;

- b. which provides standing-room for more than one row of dairy stock parallel with one another, there shall be a dividing corridor of at least one metre wide between the rows;
- c. the partitions, if any, that separate dairy stock from each other when they are being milked, shall be of a smoothly finished non-absorbing and corrosion resistant material free of any open seams and cracks;
- d. managers shall be arranged so that fodder which accumulates behind the mangers can be removed;
- e. the exterior walls -
 - i. shall be at least 2,4 metres high on the inside;
 - ii. shall, at places where dairy stock are milked, extend to at least 2,1 metres above the level on which the dairy stock stand;
- f. the interior surfaces of the walls shall be smooth and washable;
- g. the roof shall be of a water-resistant and washable material;
- h. the floor shall -
 - i. be of a material which is waterproof and cleanable;
 - ii. drain thoroughly into a drain which is connected to a disposal system so that no pools of standing water are formed on the floor;
- i. such parlour shall be adequately ventilated and illuminated;
- j. such parlour shall be provided with at least one water tap with running pure water to which a flexible pipe may be connected for washing purposes; and
- k. the entrances and exits for dairy stock shall have a floor covering with an impenetrable surface connected to a disposal system, and such floor covering shall be installed in such a way that any milk animal entering or leaving the milking parlour shall walk on it for a distance of at least 4 metres.

(3) In the case of a milk room -

- a. such milk room shall comply mutatis mutandis with the provisions of sub regulation (2 (e)(i), (f), (g), (h) and (i);
- b. where the scullery forms an integral part of the milk room as referred to in sub regulation (1) (b) (ii) there shall be sufficient space to allow for the cleansing and disinfection of all milk containers, and the storage of milk;
- c. such milk room shall be provided with at least one sink, with hot and cold riped running pure water and with the run-off connected to a disposal system;
- d. such milk room shall be erected so that a milk pipe from a milk tanker can be connected to a hulk farm tank through a door, and the distance between the two connection points shall not exceed 6 metres;
- e. such milk room shall be rodent-proof;
- f. the doors and Windows shall be dust-proof when closed; and
- g. such milk room may be equipped with a bulk farm tank referred to in regulation 9(3) for the storage of milk.

(4) A change room shall -

- a. comply mutatis mutandis with sub regulation (2)(e)(i), (f), (g), (h)(i) and (i);
- b. have at least one hand wash-basin and one shower provided with piped running pure water for every 15 persons or part of this number working at the milking shed concerned, and shall be provided with soap, a nail brush and disposable towels, and the used water from such hand wash-basin and shower shall drain into a disposal system;
- c. be within easy reach of the milking parlour and milk room.

(5) Any effluent originating from a milking shed shall -

- a. not be stored, treated or dumped in any place except in or on a disposal system;
- b. not be conveyed to or dumped in or on a disposal system in any other way than by means of a pipeline, or cement ditches or in a container;
- c. no be dumped so that a water source is or may be polluted by it;
- d. not constitute a nuisance or cause a condition that is a health hazard.

(6) Only pure water shall be used at a milking shed.

(7) A holder shall see to it that -

- a. in or at a milking shed -
 - i. a nuisance or condition that is a health hazard is not caused or does not arise;
 - ii. no poisonous or hazardous substances or gases are stored;
 - iii. no activity is carried on which can pollute or harm the milk
- b. rodents and flies, cockroaches and other insects on the premises of the milking shed are controlled.

(8) A milking shed shall not be used for any other purpose except the production and handling of milk.

(9) Unfixed milk containers and other apparatus and equipment used in the handling of milk shall not be washed, cleansed, disinfected or sterilized in a place other than the scullery referred to in sub regulation (1)(a)(iv).

(10) No person shall use or handle tobacco in any form or eat in a milking shed except in the change room or dining room of a milking shed.

(11) As soon as milk animal have left a milking shed, all manure shall be removed from the milking shed and the floor and all entrances and exits of the milking shed shall be washed clean.

Milk containers and milking machines

9. (1) A milk container -

- a. shall not be made wholly or partly of copper, or any copper alloy or any toxic material;
- b. shall have a smooth finish, free of open seams, cracks and rust stains;
- c. shall be constructed in such a way that any surface that comes into contact with milk shall be accessible for the purpose of washing and disinfection; and
- d. shall not be used for any other purpose except the handling of milk.

A milking machine shall -

- a. be manufactured in such a way that the vacuum pipe of the machine can be drained to remove all the moisture;
- b. be equipped with a device rendering visible the milk flow from each milk animal;
and
- c. comply mutatis mutandis with sub regulation (1)(a), (b) and (c).

(3) A bulk farm tank shall -

- a. have a drainage incline leading directly to the outlet point;
- b. be fitted with an outlet pipe manufactured and fitted in such a way that all liquid can drain Out of such tank, and the end of such outlet pipe shall be screw-threaded and fitted with a screw-on cap permitting such end to be shut off;
- c. be fitted with a stirring mechanism capable, within five minutes of being put into operation, of mixing milk in such tank;
- d. be fitted with a thermometer capable of measuring the temperature of the milk in such tank accurately to the nearest 2oC;
- e. be equipped to cool the milk in such tank to 50C or a lower temperature within three hours, and of keeping such cooled milk at a temperature of between 10C and 50C;
- f. be installed at a minimum distance of 0,5 metres from any roof, ceiling or wall;
- g. be insulated in such a way that when no cooling takes place, the temperature of the milk in such tank shall not increase by more than 3oC in 12 hours if the surrounding temperature is 32oC;
- h. comply mutates mutandis with sub regulation (1)(a), (b) and (c).

(4) The tank of a milk tanker shall -

- a. be installed iii such a way that it has an incline leading to the outlet pipe so that the total contents of such tank can drain Out of the tank through the outlet pipe while the vehicle itself is in a horizontal position;
- b. be insulated in such a way that the temperature of the milk in such tank shall not increase by more than 2oC every 48 hours; and
- c. have at least one opening fitted with a dust-proof lid through which the inside of such tank can be inspected and shall be equipped so that all surfaces that come into contact with milk may be washed and disinfected as prescribed in sub regulation (6);
- d. comply mutatis mutandis with sub regulation (1)(a), (b) and (c).

(5) All apparatus used for heat treatment of milk, shall be fitted with dial thermometers and thermostats accurate to 0,5oC in respect of the entire given series of scales and, in addition to mechanical temperature and time regulators, such apparatus shall have flow-regulating and flow-averting valves by which milk not subject to heat treatment is automatically redirected to the balance tank.

(6) Milk containers and other fixed and unfixed apparatus and equipment shall be so washed and disinfected after use that they are clean, that fats and milk residues are dissolved and removed and that the bacteriological count on surfaces coming into contact with milk does not exceed 10 bacteria per 100 mm² of such surfaces after disinfection.

Milk

10. (1) The first milk from every teat shall be taken as a sample to be tested and shall be disposed of after testing and if such testing reveals any signs of an abnormality in the milk, the milk of the animal concerned shall be kept separate and shall not he mixed with other milk nor used for human consumption.

(2) Milk obtained from dairy stock during the first seven days following parturition (post-partum) shall not be added to milk destined for human consumption.

(3) Milk obtained for dairy stock that tests positive for TB or CA or has a suspected reaction for any of these diseases shall not be added to milk destined for human consumption

(4) Milk shall not be transferred from one milk container to another by means of a third container.

(5) Milk shall be protected from direct sunlight.

(6) Milk shall be transferred to the milk room immediately after the stock has been milked.

(7) Except when milk is being pasteurized or is undergoing some other heat treatment process, the milk shall, within three hours of being received in the milk room, be cooled to a temperature of 50C or lower, but above freezing-point and kept at the temperature until it is removed from the milking

Dairy stock

11. (1) Every milk animal shall be marked with a distinguishing and indelible mark by which such an animal can be identified.

(2) A register shall be kept of each separate milk animal's diseases each withdrawal from the dairy herd, each return to the dairy herd for milking purposes and all veterinary examinations and veterinary treatment with the name of the veterinary surgeon if a veterinary surgeon was involved in such examinations or treatments.

(3) Each individual milk animal shall be examined by a veterinary surgeon at least once in every two-year cycle and a report shall be obtained from the veterinary surgeon.

(4) The milk of any milk animal that is or appears to be ill shall not be made available for human consumption until such time as the holder has made sure that that animal is not suffering from a disease mentioned in sub regulation (5).

(5) The milk of dairy stock that suffer or presumably suffer from mastitis, induration of the udder, a secretion of bloody or ropy milk or milk otherwise abnormal, tuberculosis, salmonellosis, acute fever (with the inclusion of anthrax, anaplasmosis, redwater, ephemeral fever and lumpy skin disease, septic metritis, septic multiple mange, serious tick infection or brucellosis, or that have any open or septic wounds which may contaminate milk, milk containers, or apparatus or equipment or people who work with the milk animals, shall not be made available or used for human consumption unless steps have been taken to the satisfaction of the local authority to eliminate such health hazard.

(6) If lubricants are used in the milking process on teats of dairy stock, such lubricants shall be kept in containers that are free of foreign matter and dirt, and such containers when not in use shall be covered with tight-fitting lids.

(7) All flanks, udders, bellies and tails of dairy stock shall before the milking process be free of visible dirt and if a flank, udder, belly or tail is washed it shall be dried with a clean towel.

Milkers and handlers of milk

12. (1) The hands and fingernails of every milker or handler of milk shall be washed thoroughly with soap and water, and there shall be no accretion of grime under the nails when milk is handled.

(2) Each person handling milk, shall daily before the commencement of his activities don clean and undamaged over-clothes and gumboots and wear them continuously while he is handling milk.

(3) No person who suffers from a communicable disease or who has an open sore or abscess on his arms, hands, head or neck shall handle milk.

TRANSPORT OF MILK

Duties of the driver of a vehicle

13. If milk that is not already packed in its final retail packaging is loaded on a vehicle at a milking shed for transport to a further distribution point or processing point, the driver of such vehicle shall -
- a. before any milk is loaded on such vehicle -
 - i. carry out an alizarol test (68 percent alcohol) on a sample of the milk to be loaded, which sample shall be taken by himself or under his direct supervision from the milk container from which such milk is to be loaded; and
 - ii. take the temperature of the milk in the bulk form tank and, if the alizarol test is positive, or if the temperature of such milk in the bulk form tank exceeds 5°C, not accept such milk for transport;
 - b.
 - c.
 - d. ensure that a milk tanker or milk container is so cleaned and disinfected as soon as all the milk has been unloaded there from that the bacteriological count on the surfaces coming into contact with milk does not exceed 10 bacteria per 100mm² of such surfaces after disinfection; and
 - e. take a sample of milk at every milking shed where milk is loaded and mark such sample with a mark by which the milking shed concerned can be identified and keep that sample separate in a container so that the temperature of the sample does not exceed 5°C at its final destination.

GENERAL PROVISIONS

Exemption

14. (1) A local authority may exempt in writing any person from compliance with some of these regulations if in the opinion of such local authority, such non-compliance neither does nor will create a nuisance.

(2) Such an exemption shall be subject to the conditions and valid for the period determined and stated in the said document by the local authority.

Appeal

15. (1) Any person who is of the opinion that an injustice has been done to him by a decision of a local authority made in terms of these regulations may appeal to the Minister against such a decision.

- (2) Such an appeal shall be lodged within 42 days by the delivery to the local authority concerned, for submission to the Minister, of a notice in which the grounds for the appeal are stated clearly and concisely.
- (3) The local authority shall, within 14 days of receipt of the said notice, send a copy of -
- a. the said notice;
 - b. a written statement setting out its reasons for the decision being appealed against; and
 - c. the report and recommendation of the inspector considered by the local authority in making the decision being appealed against;
 - d. to the Minister, and copies of the said statement and report to the appellant.
- (4) The appellant may, within 14 days of receipt of the copies of the said statement and report, submit to the Minister a written representation there anent.
- (5) The Minister shall, upon receipt of the appellant's representation if the appellant submit a representation, consider the appeal subject to the notice, statement, report, recommendation and representation, so submitted to him and he may confirm, change or substitute for the decision of the local authority being appealed against another decision which in his opinion should have been made by the local authority, and order the local authority to do what is necessary to carry out his decision.
- (6) The Director-General shall in writing inform the appellant and the local authority of the outcome of the appeal.
- (7) The commencement of the decision of the local authority being appealed against, shall be postponed from the date on which the notice referred to in sub regulation (2) is delivered to the date on which the appeal is withdrawn or is finalized by the Minister.

Withdrawal of regulations

16. Government Notice No. R. 180 of 10 February 1967 is hereby amended by -
- a. the deletion of the definitions of "dairy", "dairyman", "milk shop" and "purveyor of milk" in regulation 1; and
 - b. the withdrawal of Part I and Part VII.

ANNEX D

The Issuing of Transfer Certificates for verification of certification and traceability

Discussion

The purpose of certification is to ensure that specific product meets certain requirements. It is also essential that product cannot be substituted or tampered with once it has been certified. This also applies to movements between manufacturing facilities, storage facilities and distribution centers. This requirement used to be provided for by means of officially sealing the transport vehicle at every loading point and then checking to see that the seal is intact before offloading at the destination. With the increase in movement of products across the country, and the establishment of distribution centers by the larger retailers, many of whom also export product to our neighboring countries, this has become a logistical nightmare for state veterinary services that are battling with staff shortages.

Fortunately advances in packaging have meant that modern individual packages for most products are to all intents tamper proof. This means that the only risk during routine movement is substitution of the product, as any tampering of product will be evident. By identifying the product better on the packaging and documentation the risk of substitution can be greatly reduced.

As part of the registration of production facilities for export a good general management policy is required. This includes procedures for recalls of product. This means that all registered facilities have an internal method of identifying individual production batches. Since all products produced from a single batch are going to comply with the same veterinary and public health requirements it makes sense to certify batches of products as complying. If substitution occurs with other products from the same batch no change in health status would occur.

If we assume that substitution of products bearing the same batch number will not change the health status then transfer certification only needs to list the batch number. The volume of product and destination becomes immaterial. For the purpose of transfer certification a batch of product is certified as complying to certain conditions. The veterinarian at the point of final certification can then certify any quantity of the product (as per import permit) from a specific certified batch as complying with the import conditions. Certified copies of the single original transfer certificate can be used by multiple offices and exporters who receive consignments from a single batch.

Requirements of Transfer certificates for traceability

- Transfer certificates must be identified by a unique number
- Product must be identified on the transfer certificate by means of batch numbers. If the list of products is too great for the transfer certificate an annexure may be used provided that it can be linked to the certificate by means of the unique certificate number and that it also bears the stamp and signature of the certifying official.
- Perishable products should have an expiry date listed on the transfer certificate or annexure.
- Products destined for more than 1 export destination can be certified on a single certificate provided that all required conditions are certified.
- If the transfer certificate is longer than 1 page it must state the number of pages on every page (page 1 of 3) and each page (as opposed to sheet of paper) must bear the signature and stamp of the certifying official as well as the unique number of that certificate (This is required because the certificate (or a copy thereof) may need to be faxed at a later stage).
- The transfer certificate only needs to list the batch number (and expiry date) of the product. No quantity (volume) or destination needs to be listed. Verification for final certification for any

quantity of product from a specified batch can be done based on a transfer certificate certifying that the specified batch complies with the required conditions.

- A certified copy of the original certificate can be accepted in place of an original.
- A faxed copy of the transfer certificate can be used for verification provided that it is faxed directly from the issuing veterinary services office to the veterinary services office responsible for the destination facility. A list of fax numbers from which transfer certificates are accepted should be maintained by the veterinary services office. In this case the original certificates should be forwarded to the relevant office periodically (at least once every 3 months)
- If specific certification regarding transport and storage (temperature) is required sealing will be required.
- If the product is not packaged in tamper proof packaging (sides of beef etc.) sealing will be required.
- If the transport vehicle is officially sealed the seal number must be listed on an official document issued by veterinary services quoting the unique number of the transfer certificate and attached to the transfer certificate, and the vehicle must be unsealed by an official. The destination facility is responsible for making sure that an official is available for the unsealing.
- If any sealing is required this must be complied with during all movements from the production facility to the facility from which the final export takes place.
- If the product is packaged in tamperproof packaging and adequately identified on the transfer certificate (Batch number) sealing is not required provided that specific transport clauses need to be certified.
- Product manufactured for export in an export approved facility should display that facilities ZA number on the packaging. (Can be separate or as part of the batch number)