



agriculture, forestry & fisheries

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Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

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STANDARD OPERATING PROCEDURE (SOP) FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FOR DIRECT SLAUGHTER/FEEDLOT PURPOSES FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND (BLNS SOP)	
TO:	STATE VETERINARY OFFICERS/AUTHORISED VETERINARIANS AND INDUSTRY STAKEHOLDERS
COMPILED BY:	DIRECTORATE ANIMAL HEALTH: IMPORT EXPORT POLICY UNIT
APPROVED BY:	Dr Mpho Maja, Director Animal Health Mr Ernest Phoku, Director Inspection Services Dr Tembile Songabe, Director Veterinary Public Health
APPROVAL DATE:	
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SUBJECT: STANDARD OPERATING PROCEDURE (SOP) FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FOR DIRECT SLAUGHTER/FEEDLOT PURPOSES FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

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A. PURPOSE OF THIS SOP:

In February 2013, it was announced that South Africa would be standardizing the import requirements for cattle, sheep and goats from Botswana, Lesotho, Namibia and Swaziland. Industry requested that certain requirements be waived for animals imported for direct slaughter/feedlot purposes. However due to the lack of an effective traceability system in South Africa, and in an effort to guard South Africa's disease status, all importers that wish to be eligible for the less stringent import requirements pertaining to cattle, sheep and goats imported from Botswana, Lesotho, Namibia and Swaziland for direct slaughter/feedlot purposes must adhere to certain procedures for the importation, movement, monitoring, recording and reconciliation of these animals. These procedures have been consolidated into this Standard Operating Procedure (SOP) document, drafted specifically for the purpose. It was agreed that separate Veterinary Import Permit(s) (VIP) containing less stringent requirements for cattle, sheep and goats for direct slaughter/feedlot purposes would be drafted subject to this SOP.

Animals not imported for direct slaughter or feedlot purposes, or where the requirements of this SOP cannot be met, have to comply with the full set of import requirements.

B. SUBJECT:

In order to protect the health status of South Africa's livestock population, the importation of cattle, sheep and goats destined for direct slaughter/feedlot purposes will be given a waiver against some import requirements only if the abattoir or the feedlot meets the requirements set in the following SOP.

Abattoirs registered in terms of the Meat Safety Act, 2000 (Act No. 40 of 2000) are not automatically eligible for importing cattle, sheep and goats according to this SOP. Any abattoir/feedlot wishing to be eligible for the dispensation provided by this SOP, should apply and be listed (by DAFF) in terms of this SOP. If the application is approved, the facility will be listed in accordance with this SOP for the import of livestock for direct slaughter/feedlot purposes from Botswana, Lesotho, Namibia and Swaziland with some conditions waived. Movements of imported livestock from a feedlot listed in terms of this SOP will be allowed only to abattoirs listed in terms of this SOP.

Veterinary import permits for cattle, sheep and goats imported from Botswana, Lesotho, Namibia and Swaziland for direct slaughter/feedlot purposes with less stringent import requirements will be issued only subject to strict adherence to this SOP. Other livestock destined to facilities not complying with the requirements of this SOP have to comply with the full set of import requirements.

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All applications must be submitted to the Provincial Veterinary Services of the province in which the abattoir/feedlot is situated. An authorized private/provincial official veterinarian will conduct an inspection. The provincial official veterinarian will forward the application and recommendation to the National Veterinary Services for approval and listing (i.e. should an authorized private veterinarian conduct the inspection, the application and recommendation must first be forwarded to the Provincial Veterinary Services who will forward the information to the National Veterinary Services).

Movements of cattle, sheep and goats imported with a waiver and compliance to this SOP, from Botswana, Lesotho, Namibia and Swaziland for direct slaughter/feedlot purposes will be under strict control of auditable records as described in this SOP. Auditable records are required to demonstrate that all cattle, sheep and goats imported for the purpose of direct slaughter/feedlot reached the listed abattoir/feedlot and were subsequently slaughtered.

The authorized private/provincial official veterinarian will be responsible for breaking seals and reconciliation of each imported consignment upon arrival. Monthly auditing and reconciliation of records will be performed by a first-line independent auditor, based on monthly inspections of the listed abattoir/feedlot. First-line auditors must be approved by the National Veterinary Services. The services of the first-line independent auditor will be at the cost of the abattoir/feedlot owner.

C. LEGISLATION

The Animal Diseases Act, 1984 (Act No. 35 of 1984) and Regulations promulgated there-under. (Hereafter referred to as the Animal Diseases Act)

The Meat Safety Act, 2000 (Act No. 40 of 2000) and Regulations promulgated there-under. (Hereafter referred to as the Meat Safety Act)

This SOP does not absolve the abattoir/feedlot owner (importer) from complying with any other legislation that might apply.

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PART 1:

ABBREVIATIONS

1. DAFF: Department of Agriculture, Forestry and Fisheries
2. NVS: National Veterinary Services
3. SOP: Standard Operating Procedure
4. VHC: Veterinary Health Certificate
5. VIP: Veterinary Import Permit

DEFINITIONS

1. **Abattoir:** Slaughter facility in respect of which a registration certificate has been issued in terms of section 8(1) and in respect of which a grading has been determined in terms of section 8(2) of the Meat Safety Act (Act No. 40 of 2000).
2. **Applicant:** A South African person/business applying to have an abattoir/feedlot listed in terms of this SOP, who is also the owner or manager of the facility.
3. **Authorised private veterinarian:** A veterinarian registered with the SAVC, and authorised to perform specified duties under the Animal Diseases Act, 1984 (Act No. 35 of 1984) on behalf of the Director Animal Health and the Meat Safety Act, 2000 (Act No. 40 of 2000) on behalf of the Director Veterinary Public Health.
4. **Department:** The Department of Agriculture, Forestry and Fisheries.
5. **Direct slaughter:** Direct movement post import, to a listed abattoir for slaughter within 72 hours.
6. **First line auditors:** Any independent person who has been authorized by the National Executive Officer and the Director Animal Health to perform an inspection, audit records, confirm inventories, audit procedures & processes.
7. **Feedlot** An establishment where livestock are intensively fed and prepared for eventual slaughter after accepted periods on feed.
8. **Importer:** A South African person who shall be the owner/manager of an abattoir/feedlot listed in terms of this SOP, applying for a Veterinary Import Permit to import cattle, sheep and goats from Botswana, Lesotho, Namibia, Swaziland for direct slaughter/feedlot purposes, and is the person who will be held responsible for the entire process.

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9. *Industry:* *All enterprises or groups dealing with livestock and/or their products as their primary business activity.*
10. *Listed:* *Listed by the Department of Agriculture, Forestry and Fisheries in terms of this SOP.*
11. *Listed abattoir* *An abattoir listed in terms of this SOP.*
12. *Listed feedlot* *A feedlot listed in terms of this SOP.*
13. *Livestock* *For the purposes of this SOP the term 'livestock' will pertain to only cattle, sheep and goats.*
14. *National Veterinary Services:* *For the purposes of this SOP, the National Veterinary Services will include Animal Health, Veterinary Public Health and Inspection Services Directorates.*
15. *Official Veterinarian:* *A veterinarian employed by the National or Provincial government and duly delegated in terms of the Animal Diseases Act, 1984 (Act No. 35 of 1984) and/or Meat Safety Act, 2000 (Act No. 40 of 2000).*
16. *Owner/manager:* *Same as definitions supplied for "Applicant" and "Importer".*
17. *Provincial Veterinary Services:* *The governmental authority in charge of official veterinary services in the relevant province.*
18. *Registered abattoir:* *Abattoir registered in terms of the Meat Safety Act, 2000 (Act No. 40 of 2000).*
19. *Responsibility:* *Owner/manager can authorise a person to oversee the monitoring, recording and reconciliation etc. of imported animals, slaughtering records etc. however the overall responsibility and accountability remains with the owner/manager.*
20. *Slaughter:* *Killing of an animal and the performance of the usual 10 accompanying acts in connection therewith in order to obtain meat and animal products therefrom (according to the Meat Safety Act [Act No. 40 of 2000]).*

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21. *Veterinary public health officer*

A veterinarian or environmental health practitioner employed by the National or Provincial government in terms of the Meat Safety Act, 2000 (Act No. 40 of 2000).

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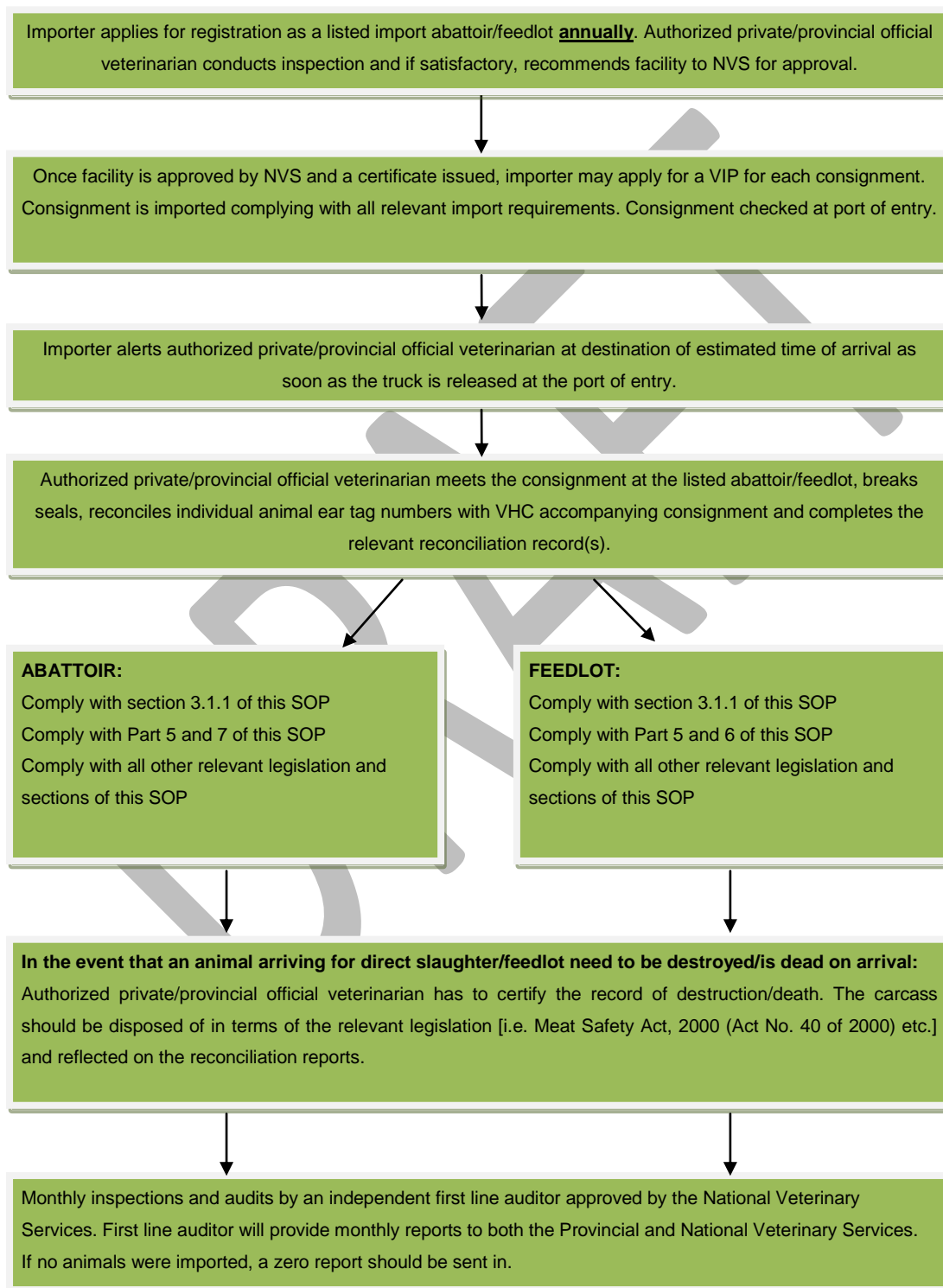
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PART 2:

GENERAL SUMMARY/FLOW CHART

(PLEASE NOTE: This flow chart is only intended as a summary of the required procedures. Please refer to the relevant section of this SOP for more detail.)



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PART 3:

GENERAL RESPONSIBILITIES OF THE VARIOUS ROLE-PLAYERS AND CONSEQUENCES OF NON-COMPLIANCE

3.1 GENERAL RESPONSIBILITIES OF THE VARIOUS ROLE-PLAYERS

3.1.1 Responsibility of importer (abattoir and/or feedlot owner)*

- a. Propose first line auditors for approval by the National Veterinary Services. All first-line auditors must be independent, registered with the Southern African Auditor and Training Certification Authority (SAATCA) and approved by the National Veterinary Services.
- b. Once the first line auditors have been approved by the National Veterinary Services, the first line auditor and the importer shall enter into an agreement to conduct audits on a monthly basis at the facility.
- c. Remunerate the first line auditors.
- d. Apply for a Veterinary Import Permit (VIP) for each consignment.
- e. Comply with all requirements set out in the VIP and accompanying Veterinary Health Certificate (VHC).
- f. Alert the relevant veterinary officials of the estimated time of arrival as soon as the consignment is released at the port of entry, to ensure that the veterinary officials are available to receive the animals at the abattoir/feedlot.
- g. Ensure animals arrive at destined date and time at the abattoir/feedlot.
- h. Retain seals broken at the abattoir/feedlot by authorized private/official veterinarian and present the seals to the auditor on a monthly basis.
- i. Enter the individual identification of all imported animals in the consignment into the required records.
- j. In the case of animals imported for direct slaughter purposes:
 - Keep all records of slaughter with individual identification
 - Ensure the slaughter of the animals occur within 72 hours of arrival, according to the Meat Safety Act.
- k. Send by registered post/hand deliver any unused/expired VIP's to the office Director Animal Health (importer to retain proof of having returned permits and present to first-line auditor for monthly reconciliation) OR present unused/expired VIP's to the first line auditors directly for reconciliation during monthly audits.

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- l. Ensure that all registers and records are signed off on a regular basis by the abattoir/feedlot manager (or person delegated by abattoir/feedlot manager) and be made available to the first line auditors during the monthly audits.
- m. Keep the following records and present to the auditor on a monthly basis:
 - Register of imported consignments received
 - All reconciliation reports required in terms of this SOP (please see Annex D).
 - Records of mortalities, with cause of death
 - Copy of VIP and proof of return of unused permits
 - Copy of VHC
 - Copy of waybill/bill of lading
 - Copy of red cross permit from port of entry directly to abattoir/feedlot, signed off upon arrival at the abattoir/feedlot
 - All records of proof of slaughter with individual identification (abattoirs)
 - Slaughter records with individual identification received from listed abattoir to which animals were moved for slaughter purposes (feedlots)
- n. Ensure that all the required reconciliation documents are kept up to date.
- o. Keep all records for a minimum of five (5) years.
- p. Ensure that the animals arriving are not removed from the abattoir. In the case of animals going to the listed feedlot, they may only be removed to the listed abattoir for slaughter. When moving animals from a listed feedlot to a listed abattoir, loading must be done under supervision of the authorized private/provincial official veterinarian and the appropriate reconciliation record (D3) signed by all relevant parties.
- q. Ensure that, in the event of a recorded seal(s) of the consignment being broken whilst en route to the abattoir/feedlot for whatever reason, that such shall be done under official supervision and the following certified by either SAPS or a Provincial State Veterinary Official:
 - i. Date
 - ii. Time
 - iii. Nearest town
 - iv. Reason for the seal being broken
 - v. New seal numbers¹

¹ (Resealing should only take place if the authorised official has numbered tags, undue holdups can have animal welfare repercussions)

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- vi. Number of animals remaining in the truck/truck compartment
- vii. Verification that the health status of the animals were maintained/not compromised during the period which the consignment was not sealed, that all necessary measures have been taken to ensure that animals did not have contact with any other animals of a lesser health status whilst the seal(s) were broken and remained under official supervision until re-sealed.
- viii. The ear-tag number in the event of an animal being removed must be recorded as well as reasons for the removal

3.1.2 Responsibility of Authorized private veterinarian/Provincial Veterinary Services

- a. Assist clients wishing to list an abattoir/feedlot, in terms of this SOP.
- b. Assist clients wishing to renew their listing (annually).
- c. The official veterinarian must conduct an inspection at the abattoir/feedlot of the applicant, submit the recommendation, relevant information and documents to the National Veterinary Services for approval and listing. If the inspection is performed by an authorized private veterinarian all the relevant information and documents must be submitted to the relevant official veterinarian, who will submit everything including a recommendation of the facility to the National Veterinary Services for approval and listing.
- d. Complete relevant section of VIP application forms to confirm availability of space to take a consignment into the establishment as well as his/her availability to receive the consignment at a specified date and time at the listed abattoir/feedlot.
- e. Break seals upon arrival of the consignment. Reconcile seal numbers on truck/truck compartment with seal numbers listed on VHC issued by the exporting country. Reconcile individual animal identification numbers with individual animal identification numbers listed on the VHC issued by the exporting country.
- f. Immediately notify the National Veterinary Services if a consignment was offloaded at the relevant abattoir/feedlot without the presence of the authorized private/official veterinarian, with appropriate reasons.
- g. Sign and return red cross permit to port of entry (or fax copy) and retain a copy for own record keeping purposes.
- h. When moving animals from a listed feedlot to a listed abattoir, loading must be done under supervision of the authorized private/provincial official veterinarian and the appropriate reconciliation record (D3) signed by all relevant parties.
- i. Receive reconciled audit reports from the first line auditors.
- j. Manage corrective action as required.

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- k. Immediately notify the National Veterinary Services immediately of any irregularities that may come to their attention.
- l. If this function is performed by an authorized private veterinarian, Provincial Veterinary Services will be responsible for doing random periodic checks.

3.1.3 Responsibility of National Veterinary Services

- a. Make this SOP accessible.
- b. Receive applications and recommendations for facilities requesting to be listed, from Provincial Veterinary Services.
- c. Evaluation and approval of applications for facilities requesting to be listed.
- d. List and maintain register of listed facilities.
- e. Issue relevant VIP if monthly audit reports for the last 3 months are available.
- f. Maintain register of VIPs issued for cattle, sheep and goats under this SOP.
- g. Make the relevant VIP registers available to the first line auditors.
- h. Clear and release consignments upon entry into South Africa via a border post.
- i. Approve the independent first line auditors.
- j. Receive the monthly audit reports from first line auditors and take action as required.
- k. Receive immediate notices from authorized private/official veterinarian and take action as required (issue written warnings, notice of de-listing etc.).

3.1.4 Responsibilities of industry paid first line auditors:

- a. Must be independent and registered with the Southern African Auditor and Training Certification Authority (SAATCA) will be required to sign a declaration of independence and confidentiality.
- b. Once the first line auditors have been approved by the National Veterinary Services, the first line auditor and the importer shall enter into an agreement to conduct audits on a monthly basis at the facility.
- c. Responsible for conducting first line audits and reconciliation of records on a monthly basis on listed abattoirs/feedlots that have procured his/her services, receiving imported cattle, sheep and goats from Botswana, Lesotho, Namibia and Swaziland, according to a checklist that will be provided by the NVS and the terms described in this SOP.
- d. Check register of VIPs issued to the importer, copies of VIPs used; check unused/expired VIPs or proof of VIPs returned to DAFF and adherence to conditions in VIP.
- e. Monthly reports to the National and Provincial Veterinary Services, if no animals were imported a zero report must be submitted.

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3.2 CONSEQUENCES OF NON-COMPLIANCE

- a. Non-compliance proven on clear grounds and after careful consideration, may be prosecuted in terms of the Animal Diseases Act, 1984 (Act No. 35 of 1984) and/or the Meat Safety Act, 2000 (Act No. 40 of 2000).

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PART 4:

PROCEDURES FOR LISTING AS AN ABATTOIR/FEEDLOT ELIGIBLE FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

4.1 APPLICATION FOR THE LISTING OF AN ABATTOIR/FEEDLOT

- 4.1.1 Importers should arrange with the authorized private/official veterinarian for an inspection and establish a suitable date and time for the inspection to take place.
- 4.1.2 Once an inspection has been conducted, the documents listed below must be presented to the National Veterinary Services by the authorized private/official veterinarian on application for listing:
- Application form (Annex A), completed and signed by the applicant and the authorized private/provincial official veterinarian responsible for supervision at the facility.
 - Inspection report (Annex B – for feedlots, Annex C - for abattoirs)
 - Site plan – This plan must indicate the location of the facility and surrounding structures and the neighbouring activities.²
 - Detailed plan – The detailed plan must include the structures of the facility. The plans must also indicate the flow pattern of the product/animals, from receipt to dispatch.²
 - Copy of the agreement with first line auditors
 - Any other applicable documents
- 4.1.3 Application to list an abattoir/feedlot for purpose of import purposes must be made in writing to the National Veterinary Authority. The National Veterinary Services will then evaluate the application for approval and listing.

² NB: The site plan and detailed plan(s) must be endorsed by the inspecting veterinary official to confirm the existence of structures and the flow patterns.

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4.2 INSPECTION TO RECOMMEND A FACILITY FOR IMPORT OF CATTLE, SHEEP AND GOATS IN TERMS OF THIS SOP

- 4.2.1 An authorized private/provincial official veterinarian will inspect the facility according to this SOP.
- 4.2.2 The owner/business representative of the facility and the authorized private/provincial official veterinarian will agree upon a suitable date for the inspection. The authorized private/provincial official veterinarian will inform the owner/business representative of the facility of the conditions under which the inspection will be carried out.
- 4.2.3 The basis for recommendation will be compliance with the requirements as prescribed in this document.
- 4.2.4 The authorized private/provincial official veterinarian will be responsible for the following actions/procedures (in addition to the responsibilities listed under section 3.1.1 of this SOP):
- Acquaint himself/herself with this SOP and the minimum requirements for a listed import abattoir/feedlot for cattle, sheep and goats from Botswana, Lesotho, Namibia and Swaziland.
 - Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.
 - Inspect the facility and complete the relevant annex, with appropriate comments, upon receipt of the properly completed application form from the client. **If the facility does not comply with the requirements set out in this SOP, the authorized/provincial official veterinarian must provide the owner/business representative of the facility with a detailed report with the reasons why a facility cannot be listed. The report must correspond in form and content to the relevant Annex model (this form should also form part of the documents submitted to the National Veterinary Services). A corrective action plan with implementation dates must be discussed and agreed upon with the manager/owner of the facility (complete Annex E).**
 - Arrange for another inspection when the owner indicates that all the deficiencies have been rectified.
 - Keep the original application document on file.
 - Submit a copy of the application and all supporting documents to the National Veterinary Services, Department of Agriculture, Forestry and Fisheries (contact details on first page of this SOP).
 - Receive the original registration certificate, keep a copy thereof on file and give the original certificate to the applicant.
- 4.2.5 Approval will only be considered if an inspection and supervision service by the authorized private/official veterinarian is possible at the facility.

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4.3 ANNUAL RE-LISTING

- 4.3.1 Listing is only valid for a period of maximum 12 months, according to the dates indicated on the listing certificate issued to the client; thereafter the facility must reapply to be listed for another consecutive period. Re-application is also necessary where there has been a change in ownership and management or physical address of the facility.
- 4.3.2 For re-listing purposes, the facility must be inspected by the authorized private/official veterinarian, and the relevant annexes completed. These documents must be forwarded to the National Veterinary Services for re-approval and listing of the facility for another consecutive period.
- 4.3.3 The facility will be re-listed if all audit reports are up to date (up to 3 months prior to the submission of renewal) and once the application for re-listing has been received, evaluated and approved by the National Veterinary Services. A new certificate will be issued with each re-listing. The expiry date will be reflected on the certificate.
- 4.3.4 Owners of facilities must contact the relevant authorized private/provincial official veterinarian to arrange for annual re-inspection at least 3 months before expiry of the current listing certificate.**

4.4 LISTING OF ABATTOIRS/FEEDLOTS FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

- 4.4.1 A list of all facilities will be recorded and kept updated by the National Veterinary Services.
- 4.4.2 The list must contain the following information for each abattoir/feedlot:
- Current listing number (in the case of reapplication)
 - Name of owner
 - Registered name of facility
 - In the case of a feedlot, the name(s) of abattoir(s) used for slaughter
 - In the case of an abattoir, the registration number issued by the province
 - Postal address
 - Telephone number(s)
 - Fax number(s)
 - Province
 - District/municipality
 - GPS co-ordinates
 - Physical address of facility
 - First line auditors responsible for auditing and reconciliation

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- 4.4.3 Following listing or re-listing of a facility, the National Veterinary Services will issue a listing certificate with a unique listing number, which will be valid for a maximum period of 12 months. A new certificate will be issued with each re-listing. The expiry date will be reflected on the certificate. The original certificate will be sent to the provincial official veterinarian who submitted the application (copies to the authorized private veterinarian where applicable). A copy of the certificate will also be kept on file at the National Veterinary Services.

4.5 DE-LISTING

- 4.5.1 Applications for re-listing must reach the office of the National Veterinary Services, Department of Agriculture, Forestry and Fisheries before the date of expiry of the current certificate. Failing this, the abattoir/feedlot will be considered to be de-listed and will no longer be eligible for the exemptions provided for by this SOP with regards to imported cattle, sheep and goats from Botswana, Lesotho, Namibia and Swaziland.
- 4.5.2 Listing of the abattoir/feedlot can be withdrawn at any time without warning, at the discretion of the National Veterinary Services, if major/critical non-compliances are detected.
- 4.5.3 Listing of the abattoir/feedlot will be withdrawn should the monthly reconciliations not be received by National Veterinary Services within 60 days of month end.

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PART 5:

TRANSPORT REQUIREMENTS

- 5.1 The destination of the animals shall be in accordance with the issued VIP to a listed facility in terms of this SOP. Livestock imported for feedlot/slaughter purposes may only be imported by a listed facility and all the required documents and records for such a movement must be kept, in accordance with this SOP.
- 5.2 All livestock shall be transported in accordance with the RSA national standard SANS 1488 for the humane transport of livestock by road.
- 5.3 The number of animals and the individual identification number of each animal per truck compartment shall be recorded on the VHC.
- 5.4 The truck gates shall be sealed with pre-numbered seals and recorded on the VHC.
- 5.5 In the event of a recorded seal(s) of the consignment being broken whilst en route to the abattoir/feedlot for whatever reason it shall be done under official supervision and the following certified by either SAPS or a Provincial State Veterinary Official:
- a. Date
 - b. Time
 - c. Nearest town
 - d. Reason for the seal being broken
 - e. New seal numbers³
 - f. Number of animals remaining in the truck/truck compartment
 - g. Verification that the health status of the animals were maintained/not compromised during the period which the consignment was not sealed, that all necessary measures have been taken to ensure that animals did not have contact with any other animals of a lesser health status whilst the seal(s) were broken and remained under official supervision until re-sealed.
 - h. The ear-tag number in the event of an animal being removed must be recorded as well as reasons for the removal

³ (Resealing should only take place if the authorised official has numbered tags, undue holdups can have animal welfare repercussions)

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PART 6

REQUIREMENTS FOR LISTING AS A FEEDLOT FOR THE IMPORT OF CATTLE AND/OR, SHEEP AND/OR GOATS FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

6.1 MINIMUM STRUCTURAL REQUIREMENTS

- 6.1.1 Adequately fenced off from surrounding areas.
- 6.1.2 Access control for vehicles and livestock.
- 6.1.3 Separate and robust facilities for new arrivals and livestock in the production cycle.
- 6.1.4 **No backgrounding of imported animals will be allowed.**
- 6.1.5 Hospital treatment facilities separate from the production pens.
- 6.1.6 Adequate post mortem facilities.
- 6.1.7 Adequate facilities for discarding of mortalities.

6.2 MINIMUM PROCEDURAL/RECORD KEEPING FOR A LISTED IMPORT FEEDLOT

- 6.2.1 Record of import permits issued, indicating which were used with dates, and originals of unused permits.
- 6.2.2 Imported stock reception reconciliation report and all associated records.
- 6.2.3 Imported stock mortality report and all associated records.
- 6.2.4 Imported stock movement report and all associated records.

6.3 MANAGEMENT REQUIREMENTS FOR A LISTED IMPORT FEEDLOT

- 6.3.1 Apply for listing as an import feedlot for cattle, sheep and goats for feedlot purposes using the appropriate procedures and documents described in this SOP.
- 6.3.2 Once listed as an import feedlot with the National Veterinary Services, the importer can apply for a South African VIP for cattle, sheep or goats from Botswana, Lesotho, Namibia and Swaziland for feedlot purposes.
- 6.3.3 Each imported animal must be in compliance with all of the relevant veterinary import requirements.
- 6.3.4 The number of animals per species shall not exceed the number stipulated in the VIP issued and the country of origin VHC.
- 6.3.5 Each animal must be identified using a unique tamper evident traceable pre-numbered tag and each animal's identification number recorded on the VHC issued by the country of origin.

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

- 6.3.6 All animals must be marked in compliance with the Animal Identification Act, 2002 (Act no. 6 of 2002) upon arrival in South Africa.
- 6.3.7 Truck containing animals arrive sealed, and must remain sealed until a duly authorized/delegated designated person breaks the seals. If not, the authorized private/provincial official veterinarian should inform the NVS immediately with reasons.
- 6.3.8 The destination shall only be in accordance with the issued VIP and directly to the listed import feedlot upon import. Reconciliation report D1 should be completed by the authorized private/provincial official veterinarian upon arrival of the consignment and countersigned by the manager/owner of the facility.
- 6.3.9 No movement of imported animals will be allowed from the feedlot except to a listed abattoir. Such movement must be recorded in the appropriate reconciliation report (D3).
- 6.3.10 No animals will arrive after hours or over weekends and the feedlot and importers must be in close contact with the veterinary official regarding the imported consignment.
- 6.3.11 After off-loading the truck must be cleaned and disinfected with a veterinary approved disinfectant before it leaves the feedlot premises.
- 6.3.12 All relevant documents and records must be kept as required, to provide for the monthly reconciliation by an approved independent first-line auditor.
- 6.3.13 All records will be maintained for inspection for a period of five years.

6.4 ARRIVAL:

- 6.4.1 The responsible authorized private/provincial official veterinarian shall be advised timeously (at least 24 hours before loading, and again when the truck leaves the port of entry) of the details of the pending arrival of the imported livestock and all records/documents will be made available by the responsible person.
- 6.4.2 Truck seal numbers shall be reconciled with the recorded numbers on the VHC.
- 6.4.3 In the event that a seal has been broken, certification by SAPS or a Provincial State Veterinary Official (as described under Part 5) shall be produced.
- 6.4.4 All animals' unique tag numbers will be reconciled with the numbers recorded on the VHC by the responsible person.

6.5 FEEDLOT PRODUCTION

- 6.5.1 The unique tag number shall remain on the animal during its entire lifetime.
- 6.5.2 All animals shall be held under secure controlled management during their entire lifetime at a listed feedlot. The animal may only leave the premises when moved to the listed abattoir for slaughter.
- 6.5.3 All mortalities shall have the date, unique tag number and diagnosis recorded.

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

6.5.4 The feedlot shall be under the supervision of an authorized/provincial official veterinarian.

6.6 MARKETING

6.6.1 All the animals destined for feedlots/slaughter shall be delivered only to a facility registered in terms of this SOP.

6.6.2 In the case of a feedlot, animals may only be send to abattoir(s) listed in the application as abattoir of slaughter.

6.7 ADMINISTRATION

6.7.1 Adherence to section 1.1 of Part 3 of this SOP [GENERAL RESPONSIBILITIES OF THE VARIOUS ROLE-PLAYERS AND CONSEQUENCES OF NON-COMPLIANCE: Responsibility of importer (abattoir and/or feedlot owner)].

6.7.2 Copies of all documents and all records will be maintained for inspection and auditing by the first line auditor on a monthly basis.

6.7.3 Copies of all documents, all records and all audit reports will be maintained for inspection for a period of five years.

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

PART 7

REQUIREMENTS FOR LISTING AS AN ABATTOIR FOR THE IMPORT OF CATTLE AND/OR, SHEEP AND/OR GOATS FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

7.1 MINIMUM STRUCTURAL REQUIREMENTS FOR A LISTED IMPORT ABATTOIR

- 7.1.1 Registered abattoir in terms of Meat Safety Act.
- 7.1.2 Note: Export approved abattoirs are eligible. However, if the abattoir slaughters for export purposes, the origin of the animals needs to be considered according to the import permit requirements before export certification is provided. It is the responsibility of the certifying vet to ensure that the necessary measures are in place to comply with the requirements of the importing country.

7.2 MINIMUM PROCEDURAL/RECORD KEEPING FOR A LISTED IMPORT ABATTOIR

- 7.2.1 Imported stock reception reconciliation report and all associated records, including proof of slaughter.
- 7.2.2 Imported stock mortality (dead on arrivals) report and all associated records.

7.3 MANAGEMENT REQUIREMENTS FOR A LISTED IMPORT ABATTOIR

- 7.3.1 Apply for listing as an import abattoir for cattle, sheep and goats for direct slaughter purposes using the appropriate procedures and documents described in this SOP.
- 7.3.2 The abattoir must be a registered abattoir in terms of the Meat Safety Act.
- 7.3.3 Once listed as an import abattoir with the National Veterinary Services, the importer can apply for a South African VIP for cattle, sheep or goats from Botswana, Lesotho, Namibia and Swaziland for direct slaughter at the listed abattoir.
- 7.3.4 Each imported animal must be in compliance with all of the relevant veterinary import requirements.
- 7.3.5 The number of animals per species shall not exceed the number stipulated in the VIP issued and the country of origin VHC.
- 7.3.6 Each animal must be identified using a unique tamper evident traceable pre-numbered tag and each animal's identification number recorded on the VHC issued by the country of origin.
- 7.3.7 Truck containing animals arrive sealed, and must remain sealed until a duly authorized/delegated designated person breaks the seals. If not, the authorized/provincial official veterinarian should inform the NVS immediately with reasons.

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

- 7.3.8 The destination shall only be in accordance with the issued VIP and directly to the listed import abattoir upon import. No movement of imported animals will be allowed from the abattoir as per the relevant section(s) of the Meat Safety Act.
- 7.3.9 No animals will arrive after hours or over weekends and the feedlot and importers must be in close contact with the veterinary official regarding the imported consignment.
- 7.3.10 After off-loading the truck must be cleaned and disinfected with a veterinary approved disinfectant before it leaves the abattoir premise.
- 7.3.11 All relevant documents and records must be kept as required, to provide for the monthly reconciliation by an approved independent first-line auditor.
- 7.3.12 All records will be maintained for inspection for a period of five years.

7.4 ARRIVAL:

- 7.4.1 The responsible authorized private/provincial official veterinarian shall be advised timeously (at least 24 hours before loading, and again when the truck leaves the port of entry) of the details of the pending arrival of the imported livestock and all records/documents will be made available by the responsible person.
- 7.4.2 Truck seal numbers shall be reconciled with the recorded numbers on the VHC.
- 7.4.3 In the event that a seal has been broken, certification by SAPS or a Provincial State Veterinary Official (as described under Part 5) shall be produced.
- 7.4.4 All animals' unique tag numbers will be reconciled with the numbers recorded on the VHC by the responsible person. When importing animals directly, reconciliation report D1 should be completed by the authorized private/provincial official veterinarian upon arrival of the consignment and countersigned by the manager/owner of the facility.

7.5 ABATTOIR PRODUCTION

- 7.5.1 The unique tag number shall remain on the animal during its entire lifetime
- 7.5.2 All animals shall be held under secure controlled management during their entire lifetime at the listed abattoir.
- 7.5.3 All mortalities (dead on arrivals) shall have the date, unique tag number and diagnosis recorded.
- 7.5.4 The abattoir shall be under the supervision of an authorized/provincial official veterinarian.
- 7.5.5 All records of receipt of livestock shall be kept according to the relevant legislation and as required by this SOP.

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

7.6 MARKETING

7.6.1 Animals may be imported by the listed abattoir directly or received from a feedlot listed in terms of this SOP.

7.7 ADMINISTRATION

7.7.1 If receiving imported animals from a listed import feedlot, the following data will be recorded for all animals received by the abattoir and a confirmation of receipt sent to the relevant feedlot:

- a. Date
- b. Feedlot name and listing number from which animals were received
- c. Number of animals received
- d. All tag numbers of animals received
- e. All slaughter records as required by law

7.7.2 Adherence to section 1.1 of Part 3 of this SOP [GENERAL RESPONSIBILITIES OF THE VARIOUS ROLE-PLAYERS AND CONSEQUENCES OF NON-COMPLIANCE: Responsibility of importer (abattoir and/or feedlot owner)].

7.7.3 Copies of all documents and all records will be maintained for inspection and auditing by the first line auditor on a monthly basis.

7.7.4 Copies of all documents and all records will be maintained for inspection for a period of five years.

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

PART 8

CONTINGENCY PLANS RELATED TO THE IMPORT AND MOVEMENT, MONITORING, RECORDING AND RECONCILIATION OF CATTLE AND SHEEP FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND FOR FEEDLOT PURPOSES.

8.1 CONTINGENCY PLANS:

The following part of this SOP will refer to contingency plans to prepare for possible events where the requirements of this SOP have not been complied with. It is in no way all-encompassing and in no way absolves the importer from complying with any legislation that might apply. Events/probabilities not mentioned in this part of the SOP will be dealt with on a case by case basis.

8.1.1 In the event that the animals arrive at the border post without a VIP:

Livestock cannot pass through the Border Control without a valid VIP.

8.1.2 In the event that the animals arrive at the border post without a VHC/a VHC that does not correspond to the South African import requirements (incorrect certification):

Livestock cannot pass through the Border control without a valid VHC.

8.1.3 In the event that the truck arrives at the port of entry unsealed:

Border Control will inform the National Veterinary Services immediately. Each individual animal's ear tag will be checked for compliance with the ear tags indicated on the VHC accompanying the consignment. The importer will be issued with a written warning⁴.

8.1.4 In the event that the truck arrives unsealed/with different seal numbers:

If the importer is unable to provide satisfactory certification as described in section 5 of Part 5 (TRANSPORT REQUIREMENTS) of this SOP, the importer will be issued with a written warning⁴.

8.1.5 In the event that the ear tags identifying the animals are different to that indicated on the VHC:

The National Veterinary Services should be notified immediately. A written warning⁴ will be issued to the importer and the facility may be de-listed with immediate effect.

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

8.1.6 In the event that animals cannot be reconciled during the monthly audit by the first line auditor:

The importer will be issued with a written warning⁴.

8.1.7 In the event that an animal arriving for direct slaughter/feedlot need to be destroyed/is dead on arrival:

Authorised private/provincial official veterinarian has to certify the record of destruction/death. The carcass should be disposed of in terms of the relevant legislation [i.e. Meat Safety Act, 2000 (Act No. 40 of 2000) etc.] and reflected on the reconciliation reports.

8.1.8 In the event that animals arriving are not clinically healthy

They will be isolated and inspected by the authorized private/provincial official veterinarian for a professional decision and necessary action taken and reflected on the treatment reports.

⁴Upon issuing of a third written warning, the facility will be de-listed.

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

ANNEX A**APPLICATION FOR LISTING OF AN ABATTOIR/FEEDLOT ELIGIBLE FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND****A1. GENERAL INFORMATION ON THE ESTABLISHMENT**

DATE OF INSPECTION	
NAME OF AUTHORISED PRIVATE/PROVINCIAL OFFICIAL VETERINARIAN CONDUCTING INSPECTION	
ABATTOIR/FEEDLOT (please mark)	ABATTOIR FEEDLOT
REGISTERED NAME OF FACILITY	
ABATTOIR REGISTRATION NUMBER (if applicable)	
NAME(S) OF ABATTOIR(S) USED FOR SLAUGHTER (in the case of a feedlot)	
CURRENT LISTING NUMBER (in the case of reapplication)	
NAME OF OWNER/MANAGER	
GPS COORDINATE	
PHYSICAL ADDRESS OF FACILITY	
TOWN, PROVINCE	
DISTRICT/MUNICIPALITY	
POSTAL ADDRESS OF FACILITY	
TELEPHONE NUMBER(S)	
FAX NUMBER(S)	
E-MAIL ADDRESS OF MANAGER/OWNER	
FIRST LINE AUDITOR RESPONSIBLE FOR MONTHLY AUDITING AND RECONCILIATION (if already approved by the NVS)	

SUBJECT: STANDARD OPERATING PROCEDURE (SOP) FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FOR DIRECT SLAUGHTER/FEEDLOT PURPOSES FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

Approved by D:AH _____ Date _____
 Approved by D:IS _____ Date _____
 Approved by D:VPH _____ Date _____

A2. DECLARATION BY OWNER/MANAGER OF THE FACILITY

I, _____ (name and surname) of 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 listing of this establishment and I agree to co-operate with the veterinary officials in this regard.

I understand the risks involved in this dispensation and absolve the Department of Agriculture, Forestry and Fisheries from any future claims for compensation should an outbreak of any disease occur as a result thereof.

I understand that the listing of the facility can be withdrawn at any time if any major/critical non-compliances are detected.

I agree to an authorized private veterinarian and provincial official veterinarian being granted access without notice to perform ad hoc audits and inspections. I also undertake to maintain my contract with the first line auditors, responsible for monthly reconciliation and audit functions (copy of contract attached in case of application for re-listing) as long as my facility is listed in terms of this SOP.

I am aware that the facility must be re-listed on an annual basis and that the onus for the application for re-listing rests with the owner of the facility.

I agree to supply documents, registers and reconciliations within the prescribed time.

I am aware of and understand my responsibilities as an importer and abattoir/feedlot owner in terms of the Animal Diseases Act, 1984 (Act No. 35 of 1984) and/or the Meat Safety Act, 2000 (Act No. 40 of 2000).

Signed at _____ (place) on _____ (date).

Signature of owner/manager

Contact number: _____

Email address: _____

Approved by D:AH	_____	Date	_____
Approved by D:IS	_____	Date	_____
Approved by D:VPH	_____	Date	_____

A3. DECLARATION BY AUTHORISED PRIVATE/PROVINCIAL OFFICIAL VETERINARIAN RESPONSIBLE FOR THE FACILITY

I, _____ the authorized private/provincial official veterinarian responsible for providing a service at the facility as described in the preceding pages of this document, hereby agree to abide by the conditions set by the Department of Agriculture, Forestry and Fisheries.

A comprehensive inspection report as per the prescribed annex is attached to this application and if this is a new listing, all supporting documents are provided.

I hereby also acknowledge that I understand that all movements of imported cattle, sheep and goats imported from Botswana, Lesotho, Namibia and Swaziland for direct slaughter/feedlot purposes will be under strict control by auditable records as described in this SOP. I understand that auditable records are required to demonstrate that all cattle and sheep imported for the purpose of direct slaughter reached the listed abattoir and were subsequently slaughtered. I therefore undertake to fulfill the function of conducting (at least) yearly inspections and recommending⁵ the facility if found to be satisfactory.

I also undertake to ensure my availability, as per prior arrangement with the importer, for breaking seals and reconciliation of each imported consignment upon arrival.

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

Authorized private/provincial official veterinarian signature

Stamp

Name: _____

Designation: _____

Address: _____ Tel No: _____

Fax No: _____ Email address: _____

⁵ *Should an authorized private veterinarian conduct the inspection, the application and recommendation must first be forwarded to the Provincial Veterinary Services who will forward the information to the National Veterinary Services with a recommendation letter attached.*

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

ANNEX B

INSPECTION CHECKLIST FOR LISTING OF A FEEDLOT ELIGIBLE FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

(This checklist must be completed by the authorized private/provincial official veterinarian at the time of inspection of the feedlot.)

B1. GENERAL MANAGEMENT REQUIREMENTS

1. In case of re-listing, is the current listing certificate displayed at the facility? **YES/NO**
2. Remark on the general housekeeping standards of premises and equipment:

3. Remark on management's co-operation with the veterinary officials and perceived level of commitment of the management to comply with the terms of this SOP:

4. Abattoir(s) used by the feedlot at the end of the feedlot period for slaughter purposes:
 - 4.1. _____
 - 4.2. _____
 - 4.3. _____
5. The management of the feedlot supplied the following document(s), which is attached to this application:
 - 5.1. _____
 - 5.2. _____
 - 5.3. _____

B2. RECORD KEEPING

1. Is there an efficient record keeping system currently in place? **YES/NO**

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

2. Has management adequately prepared for the system of monthly reconciliation as will be required in terms of this SOP? Please comment:

3. Are copies of all documents and records maintained for monthly inspection and auditing by the first line auditor? **YES/NO**

4. Is management familiar with the contents of this SOP and in no doubt of what will be required from the feedlot and its management in terms of this SOP? **YES/NO**

Comments:

5. **Were the following reports and all associated records available during the inspection:**

5.1. Imported stock reception reconciliation report **YES/NO**

5.2. Imported stock mortality report **YES/NO**

5.3. Imported stock movement report **YES/NO**

(All records of receipt of livestock shall be kept according to the relevant legislation and as required by this SOP.)

6. Are copies of all documents and records maintained for inspection for a period of at least five years? **YES/NO**

7. General comments:

B3. FACILITIES

1. Access control:

- 1.1. Describe the access control (fence, lockable gates etc.) at the facility:

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

2. Are there signs at all entrances, indicating that no unauthorized entry is allowed? **YES/NO**
3. After off-loading the truck must be cleaned and disinfected with a veterinary approved disinfectant before it leaves the feedlot premises. Will this be possible? **YES/NO**

If the answer is NO, please provide reasons:

4. Are you as the inspecting veterinary official satisfied with the following:

4.1. Facility is adequately fenced off from surrounding areas **YES/NO**

4.2. Access control for vehicles and livestock **YES/NO**

If the answer to any of the above is NO, please provide reasons:

5. Feedlot facility management:

5.1. Are there separate and robust facilities for new arrivals and livestock in the production cycle?
YES/NO

5.2. Do the unique tamper evident traceable pre-numbered tag identifying each imported animal, remain on the animal during its entire lifetime? **YES/NO**

5.3. Do trucks containing animals arrive sealed, and remain sealed until a duly authorized/delegated designated person breaks the seals? **YES/NO**

5.4. Is the responsible authorized/provincial official veterinarian advised timeously of the details of the pending arrival of the imported livestock? **YES/NO**

– 33 –

SUBJECT: STANDARD OPERATING PROCEDURE (SOP) FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FOR DIRECT SLAUGHTER/FEEDLOT PURPOSES FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

5.5. Are all records/documents made available to the responsible authorized private/provincial official veterinarian for reconciliation upon arrival at the consignment? **YES/NO**

5.6. Are all animals held under secure controlled management during their entire lifetime at the feedlot? (The animal may only leave the premises when moved to the listed abattoir for slaughter.) **YES/NO**

6. Are you as the inspecting veterinary official satisfied with the following:

6.1. Hospital treatment facilities separate from the production pens **YES/NO**

6.2. Adequate post mortem facilities **YES/NO**

6.3. Adequate facilities for discarding of mortalities **YES/NO**

6.4. No backgrounding of imported animals is allowed **YES/NO**

If the answer to any of the above is NO, please provide reasons:

General Comments:

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

I, _____
(Name)

of _____
(Department/Practice)

certify that I have today inspected the facility

(Name of facility)

at _____
(Physical Address)

and found the above detailed conditions. I recommend the listing of this facility as a feedlot eligible for the import of cattle, sheep and goats from Botswana, Lesotho, Namibia and Swaziland for feedlot purposes, in terms of this SOP.

Authorized private/provincial official veterinarian signature

Stamp

Name: _____

Designation: _____

Address: _____

Tel No: _____

Fax No: _____

Email address: _____

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

ANNEX C

INSPECTION CHECKLIST FOR LISTING OF AN ABATTOIR ELIGIBLE FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

(This checklist must be completed by the authorized private/provincial official veterinarian at the time of inspection of the abattoir.)

C1. GENERAL MANAGEMENT REQUIREMENTS

1. Is this abattoir registered in terms of Meat Safety Act, 2000 (Act No. 40 of 2000)? **YES/NO**
2. In case of re-listing, is the current listing certificate displayed at the facility? **YES/NO**
3. Remark on the general housekeeping standards of premises and equipment:

4. Remark on management's co-operation with the veterinary officials and perceived level of commitment of the management to comply with the terms of this SOP:

5. The management of the abattoir supplied the following document(s), which is attached to this application:
 - 5.1. _____
 - 5.2. _____
 - 5.3. _____

C2. RECORD KEEPING

1. Is there an efficient record keeping system currently in place? **YES/NO**

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

2. Has management adequately prepared for the system of monthly reconciliation as will be required in terms of this SOP? Please comment:

3. Are copies of all documents and records maintained for monthly inspection and auditing by the first line auditor? **YES/NO**

4. Is management familiar with the contents of this SOP and in no doubt of what will be required from the abattoir and its management in terms of this SOP? **YES/NO**

Comments:

5. **Were the following reports and all associated records available during the inspection:**

- 5.1. Imported stock reception reconciliation report **YES/NO**

- 5.2. Imported stock mortality report **YES/NO**

(All records of receipt of livestock shall be kept according to the relevant legislation and as required by this SOP.)

6. Are copies of all documents and records maintained for inspection for a period of at least five years? **YES/NO**

7. General comments:

C3. FACILITIES

1. Access control:

- 1.1. Describe the access control (fence, lockable gates etc.) at the facility:

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

2. Are there signs at all entrances, indicating that no unauthorized entry is allowed? **YES/NO**
3. After off-loading the truck must be cleaned and disinfected with a veterinary approved disinfectant before it leaves the feedlot premises. Will this be possible? **YES/NO**

If the answer is NO, please provide reasons:

4. Are you as the inspecting veterinary official satisfied with the following:
- 4.1. Facility is adequately fenced off from surrounding areas **YES/NO**
- 4.2. Access control for vehicles and livestock **YES/NO**

If the answer to any of the above is NO, please provide reasons:

5. Abattoir facility management:

- 5.1. Do trucks containing animals arrive sealed, and remain sealed until a duly authorized/delegated designated person breaks the seals? **YES/NO**

- 5.2. Is the responsible authorized private/provincial official veterinarian advised timeously of the details of the pending arrival of the imported livestock? **YES/NO**

- 5.3. Are all records/documents made available to the responsible authorized private/provincial official veterinarian for reconciliation upon arrival at the consignment? **YES/NO**

- 5.4. Are all animals held under secure controlled management during their entire lifetime at the abattoir? **YES/NO**

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

6. Are you as the inspecting veterinary official satisfied with the following:
- 6.1. proper ante-mortal and post-mortal inspection **YES/NO**
 - 6.2. effective holding facilities for live animals **YES/NO**
 - 6.3. effective holding facilities for carcasses for secondary meat inspection **YES/NO**

If the answer to any of the above is NO, please provide reasons:

General Comments:

DRAFT

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

I, _____
(Name)

of _____
(Department/Practice)

certify that I have today inspected the facility

(Name of facility)

at _____
(Physical Address)

and found the above detailed conditions. I recommend the listing of this facility as an abattoir eligible for the import of cattle, sheep and goats from Botswana, Lesotho, Namibia and Swaziland for direct slaughter purposes, in terms of this SOP.

Authorized private/provincial official veterinarian signature

Stamp

Name: _____

Designation: _____

Address: _____

Tel No: _____

Fax No: _____

Email address: _____

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

ANNEX D

RECONCILIATION RECORDS

- D1. IMPORTED STOCK RECEPTION RECONCILIATION REPORT
- D2. IMPORTED STOCK MORTALITY REPORT
- D3. IMPORTED STOCK MOVEMENT REPORT

DRAFT

Approved by D:AH _____ Date _____
Approved by D:IS _____ Date _____
Approved by D:VPH _____ Date _____

D1. IMPORTED STOCK RECEPTION RECONCILIATION REPORT

This report should be used by the authorized private/provincial official veterinarian to reconcile imported consignments upon arrival at the abattoir/feedlot. Seal numbers on truck/truck compartment should be reconciled with seal numbers listed on VHC issued by the exporting country. Individual animal identification numbers should be reconciled with individual animal identification numbers listed on the VHC issued by the exporting country. The information in this report will be reconciled with the slaughter records kept by the abattoir of each animal received.

Name of Facility: _____ Listing No. of facility: _____

Date: _____ Number of animals imported: _____

RSA VIP No. _____ VHC No. _____

Copies of the following documents should be attached to this form and filed for monthly reconciliation

- **Copy of RSA VIP**
- **Copy of VHC issued by exporting country**
- **Copy of waybill/bill of lading**
- **Copy of red cross permit from port of entry directly to abattoir/feedlot, signed off upon arrival at the abattoir/feedlot**

Seal numbers on truck	Seal numbers listed on VHC issued by the exporting country
Individual animal identification numbers of all animals on truck	Individual animal identification numbers listed on VHC issued by the exporting country

Name and surname facility manager/owner: _____

Signature facility manager/owner: _____ Date: _____

As the undersigned authorized private/provincial official veterinarian, I hereby confirm that I was personally present at the time the animals were offloaded. If not, I will immediately inform the NVS of the eventuality with appropriate reasons.

Name and surname authorized private/provincial official veterinarian: _____

Signature authorized/provincial official veterinarian: _____ Date: _____

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SUBJECT: STANDARD OPERATING PROCEDURE (SOP) FOR THE IMPORT OF CATTLE, SHEEP AND GOATS FOR DIRECT SLAUGHTER/FEEDLOT PURPOSES FROM BOTSWANA, LESOTHO, NAMIBIA AND SWAZILAND

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

D2. IMPORTED STOCK MORTALITY REPORT

This report should be used to record all mortalities in the event that an animal arriving for direct slaughter/feedlot need to be destroyed/is dead on arrival. An authorized private/provincial official veterinarian has to certify the record of destruction/death. The carcass should be disposed of in terms of the relevant legislation [i.e. Meat Safety Act, 2000 (Act No. 40 of 2000) etc.] and reflected on this reconciliation reports.

Name of Facility: _____

Date: _____

Details of origin of consignment (e.g. imported/received from feedlot):

Number of animals imported/received from feedlot: _____

RSA VIP No. _____ VHC No. _____

Animal(s) details:

Tag No.	Diagnosis/cause of death/post mortem results:

Name and surname facility manager/owner: _____

Signature facility manager/owner: _____ Date: _____

Name and surname authorized private/provincial official veterinarian:

Signature authorized private/provincial official veterinarian: _____ Date: _____

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

D3. IMPORTED STOCK MOVEMENT REPORT

This report should be used when moving animals from a listed feedlot to a listed abattoir. Individual identification numbers of all animals sent to the abattoir should be recorded on this reconciliation report. The information in this report will be reconciled with the records kept by the abattoir of each animal received.

Date: _____ Number of animals moved: _____

Name of feedlot: _____ Listing number of feedlot: _____

Name of abattoir: _____ Listing number of abattoir: _____

Copies of record of receipt/slaughter record by abattoir should be attached to this form and filed for monthly reconciliation.

INDIVIDUAL ANIMAL IDENTIFICATION NUMBERS OF ALL ANIMALS SENT TO ABATTOIR:

Name and surname facility manager/owner: _____

Signature facility manager/owner: _____

Date: _____

Name and surname authorized private/provincial official veterinarian: _____

Signature authorized private/provincial official veterinarian: _____

Date: _____

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____

ANNEX E

CORRECTIVE ACTION PLAN FOR NON- CONFORMANCES

This is an action plan detailing corrective actions required for all areas found unsatisfactory. Each area found to be unsatisfactory should be discussed with the facility manager/owner and a corrective action with an implementation date agreed upon. A secondary inspection date must also be agreed upon, to confirm whether the corrective action was implemented satisfactorily.

Name of Facility: _____ Inspection date: _____

Details of non-conformance	Corrective action discussed	Implementation target date	Comments of authorized/provincial veterinary official

Name and surname facility manager/owner: _____

Signature facility manager/owner: _____

Date: _____

Name and surname authorized private/provincial official veterinarian: _____

Signature authorized private/provincial official veterinarian: _____

Date: _____

Approved by D:AH _____ Date _____

Approved by D:IS _____ Date _____

Approved by D:VPH _____ Date _____