



# MEAT BOARD

APPLICATION FOR REGISTRATION AS A PRODUCER/TRADE IN A CONTROLLED PRODUCT

YEAR



Form C

The Manager  
Meat Board

38 WINDHOEK

I the undersigned (print) \_\_\_\_\_

Producer  
Registration no.

\* Tick whichever is applicable

do hereby apply for registration in terms of section 10(1)(L) of the Meat Industry Act, 1981 (Act 12 of 1981), as a producer of/trader in\* the following controlled product(s):

\*CATTLE

\*SHEEP

\*GOATS

\*PIGS

\*POULTRY

## 1. PARTICULARS OF APPLICANT

(a) Full name / Company name \_\_\_\_\_ (e) Cellphone \_\_\_\_\_

(b) Postal Address \_\_\_\_\_ (f) ID No. / Company Registration \_\_\_\_\_

(c) Telephone \_\_\_\_\_

(d) E-mail \_\_\_\_\_

(a) OWN PROPERTY, LEASING (e.g. Commercial Farms)					
FARM NAME	No.	SIZE	CARRYING CAPACITY	DISTRICT / CONSTITUENCY	REGION
1.					
2.					
3.					
4.					
5.					

(b) OTHER (e.g. Resettlement, Village Communal Area)		
NAME OF AREA	DISTRICT / CONSTITUENCY	REGION
1.		
2.		
3.		
4.		

When paragraph (b) is applicable, the following documents shall be submitted:

- (i) Certified copies of all documents in respect of which the applicant derives the said rights; or,
- (ii) when documents mentioned in (i) cannot be submitted, an affidavit by the applicant or his assignee setting out full particulars of such rights.

## 2. TYPE OF REGISTRATION REQUIRED

Livestock Producer

Agent / Speculator

Abattoir

Importer/Exporter/Processor/Retailer

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Additional Producers Numbers

1. <input type="checkbox"/>	Type _____	2. <input type="checkbox"/>	Type _____
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## 3. REGISTERED FAN MEAT No. (s)

<input type="checkbox"/>					
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<input type="checkbox"/>					
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# ANNUAL STATEMENT BY PRODUCERS OF A CONTROLLED PRODUCT

4. LIVESTOCK FOR THE PERIOD

## 4.1 CATTLE

4.1.1 BULLS.....	<input type="text"/>
4.1.2 COWS.....	<input type="text"/>
4.1.3 HEIFERS.....	<input type="text"/>
4.1.4 CALVES.....	<input type="text"/>
4.1.5 WEANERS.....	<input type="text"/>
4.1.6 OXEN.....	<input type="text"/>
4.1.7 STORES.....	<input type="text"/>
<b>TOTAL CATTLE.....</b>	<input type="text"/>

## 4.2 SHEEP

4.2.1 RAMS .....	<input type="text"/>
4.2.2 BREEDING EWES.....	<input type="text"/>
4.2.3 LAMS-UNWEANED.....	<input type="text"/>
4.2.4 HAMELS.....	<input type="text"/>
4.2.5 OTHER EWES.....	<input type="text"/>
<b>TOTAL SMALL STOCK.....</b>	<input type="text"/>

## 4.3 GOATS

4.3.1 RAMS.....	<input type="text"/>
4.3.2 BREEDING EWES.....	<input type="text"/>
4.3.3 LAMS-UNWEANED.....	<input type="text"/>
4.3.4 HAMELS.....	<input type="text"/>
4.3.5 OTHER EWES.....	<input type="text"/>
<b>TOTAL SMALL STOCK.....</b>	<input type="text"/>

4.4 PIGS .....

**REMARKS** .....

I, the undersigned declare that the information given in this statement is true and correct.

Date

SIGNATURE

### ADDITIONS: ATTACH THE FOLLOWING

INDIVIDUAL - COPY OF IDENTIFICATION DOCUMENT

COMPANY - COPY OF COMPANY REGISTRATION DOCUMENTS AND COPY OF IDENTIFICATION DOCUMENT

PLEASE NOTE - PRODUCER NUMBER IS RENEWABLE EVERY 5 YEARS.

# REGISTRATION OF AN ABATTOIR OR PROCESSING PLANT



Meat Board of Namibia

## Particulars of owner

Name and Surname

ID/ passport number

Postal address

Physical address of owner

Phone number

Mobile number

Fax number

Email address

## Abattoir / processing plant information:

Name of facility

O

O      #                      y      #                      #      #  
h                              o      h

\* Proof of registration required   \*\* Copy of owner's ID required

Town / district

If not within boundaries of a municipality,  
what is the nearest town?

Zoning (please mark the appropriate option)

business

residential

farming

Physical address (if different from owner's address)

Erf/ portion number

Farm name and number (where applicable)

h

Livestock species slaughtered/ processed at the facility  
(please mark where applicable)

cattle

sheep/ goats

pigs

game

Maximum daily capacities per species (complete where applicable)

Species	Slaughter	Deboning	Processing	Cooling/ freezing
Cattle				
Sheep and goats				
Pigs				
Game				

Class of abattoir (mark where appropriate):

A-class  
B-class  
C-class

To which market(s) is the meat produced at the abattoir/ processing plant sold:

Local private client(s)

Local business client(s) (retailers, hotels, lodges, restaurants, etc.)

Local public institutions (boarding schools, hospitals, prisons, etc.)

Export markets, please specify:

RSA  
EU

Other countries (please state)

Kindly state any structural changes to the facility since original registration, such as upgrading or extension, if applicable: \_\_\_\_\_

Questions/ comments:

Declaration:

I (full name), \_\_\_\_\_, the undersigned, hereby declare that the information provided is true and correct.

@

U V

V Oo

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature

Please attach

Ministry of Health and Social Services for the abattoir / processing plant.

# FANMEAT SELF-DECLARATION FORM



## EXPORT ABATTOIRS

Export Abattoir Name


Postal address:


email:


Date:

FAN MEAT No:

Meat Board No:

Phone/fax number


SIGNATURE:

This questionnaire needs to be completed by Export Abattoirs and must be returned to the Meat Board of Namibia. Only one box per question may be marked.

Please ensure that no question has been left out. Questions to be answered in conjunction with the requirements of the relative Standard where the Standard is mentioned in the question.

**The Meat Board of Namibia . PO Box 38. Windhoek**

REGISTRATION	YES	NO	MEAT CLASSIFICATION AND MARKING SYSTEM	YES	NO
1. (a) Is the facility registered as an export abattoir with the Meat Board of Namibia and has FAN Meat membership?			28. The carcasses of bovine or sheep are classified according to the meat export policy		
(b) Is the copy of the HACCP certificate available			29. Classified bovine or sheep carcasses are roller-marked accordingly		
RESPONSIBILITY OF THE ABATTOIR MANAGEMENT	YES	NO	PERSONNEL	YES	NO
2. Does the abattoir adhere to all National Legislation relevant to export abattoirs?			30. Is a personnel Code of Conduct that guides the degree of hygiene amongst personnel on site in operation and adhered to?		
3. An Organogram indicates all staff required to fulfill production and quality functions.			31. Does the Code of Conduct include Visitors and Contractors on site?		
4. A Quality Management System is implemented and maintained and it includes a formal HACCP system			WASTE AND EFFLUENT CONTROL	YES	NO
5. Does the HACCP System include and control all potential hazards that might adversely affect safety of the product?			32. Are there sufficient theft and leak proof containers available to keep and transport "condemned" material?		
6. Are Internal Audits conducted according to a planned program, by trained Internal Auditors?			33. Blood is allowed to enter the main water drainage system		
7. Does a customer complaint procedure exist to deal with complaints and are complaints adequately recorded, handled and corrected?			34. Is the waste and refuse containers designed to prevent environmental contamination?		
8. Is labelling done according to National Legislation?			35. Is the waste storage area designed to allow maintenance and cleaning to prevent contamination and minimize deterioration?		
9. Are documented records adhering to the Namibia National Livestock Identification and Traceability regulations available?			36. Are cleaning material, chemicals and other hazardous substances not intended for inclusion into the product, stored in a secure separate place?		
10. Production records that can prove traceability one step back and one step forward are in place			STUNNING, HOISTING AND BLEEDING	YES	NO
11. Are veterinary sampling and testing records available?			37. Are animals humanely restrained in 2m x 2m pens approved by health or animal welfare inspectors, at stunning?		
12. A well documented procedure is available to enable prompt product recall from distribution network in case of emergency?			38. Is a captive bolt stunner or electrical stunning apparatus approved by the Directorate of Veterinary Services used?		
13. Does the abattoir follow national legislation regarding the prevention of undesirable residues in meat?			39. Does the facility have equipment to shackle and hoist stunned animals in position for bleeding?		
14. Does the abattoir have a policy of only sourcing FAN Meat compliant animals or to separate non-compliant animals?			ANIMAL WELFARE	YES	NO
HYGIENE AND FOOD SAFETY	YES	NO	40. Does the abattoir ensure that animals arriving for slaughter are offloaded without delay by trained personnel?		
15. Is the exterior of the abattoir facility maintained according to a documented procedure to ensure a tidy, clean, hygienic condition?			41. Is the offloading done in a calm manner to avoid excitement and stress to animals?		
16. Is the interior of the abattoir maintained according to a documented program which complies with the requirements as set out in the FAN Meat Standards for export abattoirs?			42. Are animals allowed to rest overnight prior to slaughter?		
17. Is there a logical flow in the slaughter process from stunning to bleeding, skinning, evisceration, dressing and finally chilling?			43. Is clean drinking water available and accessible to the animals kept in lariages before slaughter?		
18. Are clean and dirty areas and functions separated?			44. Is there feed available for monogastric animals kept longer than 24 hours and ruminants kept longer than 46 hours?		
19. Does the facility design ensure that no cross flow between clean and dirty areas and functions occurs?			45. Is there sufficient feed, water and shelter available for Judas Goats?		
20. Are all working areas well ventilated, have positive airflow from clean to dirty areas?			46. Are the prodders that are used battery operated; is the personnel handling animals well informed on the (minimal) use of prodders?		
21. Are all refrigerators kept free of excessive moisture?			CHILLERS AND DISPATCH	YES	NO
22. All equipment and metering devices used in the abattoir appropriate for pH, sterilizer temperatures and refrigeration are tested for accuracy regularly?			47. Does the abattoir have operational chillers for carcasses and red offal?		
23. Is a documented Pest Control Program implemented to ensure that pest activity on site is under control?			48. Is there a documented and implemented thermo control program for the chillers?		
24. Are hand-wash basins readily available, accessible and used consistently?			49. At what temperature are freezers kept?		
25. Are basins corrosive resistant, warm water of not less than 40°C?			50. At what temperature are chillers maintained?		
26. Are toilets and urinals situated in separate rooms with entrances with the change rooms?			51. At what temperature are meat cutting rooms maintained?		
27. Is there a Food Safety Management system documented, implemented & maintained?			52. What is the core temperature of carcasses after 24 hours?		
			53. Is the vehicle used for collection and transport of meat compliant with the Requirements for Food Premises as set in the Health Act.		
			54. Does the abattoir ensure that meat packed in cartons is not loaded in the same space as exposed meat?		
			MARKETING	YES	NO
			55. Is FAN meat used in the marketing of the meat / meat products?		



