

Department of Agriculture

National Directorate Veterinary Services


Notice No. VPN/18/2007-01

TO: STATE VETERINARY OFFICERS

SUBJECT: Law enforcement at export approved establishments

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THIS VPN/18/2007-01 REPLACES VPN/2002/18


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Dr. Mpho Maja
Director: Veterinary Services

2007 -12- 0 6

.....
Date

PART I INTRODUCTION

It is imperative that documented proof be recorded in all cases of non-compliance, including the corrective actions taken.

It is important to implement a law enforcement system based on escalation of response.

1. System of non-compliance report cards
2. Serving a notice
3. Serving of instruction
4. Legal Action

PART II NON-COMPLIANCE REPORT CARDS

Implementation of a system of non-compliance report cards:

The purpose of these cards is to communicate a situation of non-compliance to the establishments, Hygiene Manager (HM) on a continuous basis.

1. PRIORITY RATINGS

The main purpose of a Hygiene Management System (HMS) is to identify points of non-compliance. This would be a futile exercise if no corrective actions are taken. It is therefore essential that comprehensive corrective actions be planned pro-actively, as well as a strategy to implement them. Priority ratings must be defined for different categories of defects. E.g.:

Critical rating is given to a problem that **directly affects** the product adversely.

Example: No hot water available during slaughter.

Response: All critically rated problems require **immediate correction** to safeguard the product.

Major rating is given to problems that have the **potential to affect** the product.

Example: *Flies on the slaughter floor have the potential for contaminating the carcasses.*

Response: *Major rating problems are resolved using rapid corrective actions with acceptable short target times. Major problems are prioritised for quick correction.*

Minor rating is given to problems that do not directly affect the product but is contrary to good working practices and affects the overall standards within the abattoir.

Example: *Flaking exterior paintwork give the abattoir a shabby appearance.*

Response: *The problem is put on a repairs and maintenance list with more extended target dates.*

2. DOCUMENTED, AUDITED AND APPROVED CORRECTIVE ACTIONS (CA's) THAT CAN BE TAKEN WITHOUT HESITATION WHEN A DEVIATION IS OBSERVED, MUST BE PROVIDED.

Such corrective action (CA) should include:

- a. Proper identification of the persons responsible for the implementation of the corrective action.
- b. A description of the means and action required.
- c. Action to be taken with regard to the products that have been manufactured during the period when the process was out of control.
- d. Timeframe in which actions are to be taken.
- e. Written records of measures taken.

3. REPORTING OF NON-COMPLIANCE

Non-compliance report cards (“NCR cards”) should contain the following detail:

- a. Name of program
- b. Number of non-compliance report -cards
- c. Name and signature of Official State Veterinarian reporting the defect
- d. Detail of defect reported
- e. Date
- f. Time
- g. Timeframes in which the defect must be corrected.
- h. Signature of HM - See example attached

The HM will, having received the NCR card, set in motion the corrective actions as decided upon in the program. Corrective actions must be taken without hesitation when non-compliance has been observed.

Corrective Action’s (CA’s) should also address actions to be taken with regard to meat having been handled during the period of non-compliance.

4. VERIFICATION OF (CA’S)

The Official State Veterinarian (OSV) should make it a matter of high priority to verify that CA’s had been taken and a state of compliances has been achieved.

The Official State Veterinarian must record his/ her verifications with his/ her signature as well as indicating the date and time of his/ her inspection.

NON-COMPLIANCE

No. _____

REPORT CARD

Name of Official State Veterinarian: (OSV)

Date: _____

Time: _____

Detail of defect:

Risk category/ratings _____

Timeframe in which corrections as stipulated above have to be completed:

Signature: (OSV)

Received: _____
(HM)

(Official State Veterinarian)

Verification: Date: _____

Time: _____

Signature: (OSV) _____

(HM) _____

PART III SERVING OF A NOTICE

Where a situation or situations of non-compliance occurs repetitively it will require serving a notice on management.

Example:

**Letter Head
Of Controlling Authority**

To owner/manager

.....abattoir

NOTICE IN TERMS OF THE MEAT SAFETY ACT, 2000 (ACT No 40 OF 2000)

You are required to correct the following deficiencies identified within the time frame indicated. Failure to correct the deficiencies/identified faults in this notice within the time frame indicated will result in the servicing of an instruction under Section 10 of the Meat Safety Act, 2000 and refusal of certification of meat for export purposes.

No.	Description of defects	Date by which defect must be corrected	For official use only	
			Date corrected	Verified

Signed.....
Date.....
Official State veterinarian

Acknowledgement of receipt:

Signed.....
Date.....
Owner/ Manager

PART IV SERVING AN INSTRUCTION

Lack of response to non-compliance report cards or notice having been served must result in the serving of an instruction in terms of Section 10 of the Act.

Example:

Letter Head

Phone: Cell: Fax:

Name and address of Owner of abattoir

.....
.....
.....

Date and time.....

Dear Sir

INSTRUCTION TO STOP SLAUGHTER -ABATTOIR

You are hereby instructed in accordance with section 10(1)(d) of the Meat Safety Act, 2000 (Act No. 40 of 2000) to suspend operations at (Abattoir name) (.Abattoir number)..... with immediate effect.

This suspension will be in force until the following has been corrected to the satisfaction of the national executive officer (NEO):

Non conformance with Section/regulationof the Act relating to
.....
.....

If the defects mentioned above has been rectified you may notify the (NEO) who will arrange for an inspection.

Production may only commence with permission of the National Executive Officer.

Signed by

Official state veterinarian

PART V LEGAL ACTION

As a final and ultimate step in law enforcement the laying of a charge with the S.A.P.S. may be required.