

## **APPLICATION FOR EXPORT OF MEAT & MEAT PRODUCTS TO SINGAPORE**

**Note:**

***This guideline sets out the information on slaughterhouse and/or meat processing establishment required by the Agri-Food and Veterinary Authority (AVA), Republic of Singapore for evaluation to export meat and meat products to Singapore.***

***All information must be submitted in English. Complete information must be provided in this application as inadequate/incomplete submissions will result in delays in processing. Please feel free to include any additional information to support your application.***

***You are reminded to check your application against the checklist before submission. The checklist should be returned together with the application. The application must be submitted to the competent authority of the exporting country for their verification before it is forwarded to AVA with their recommendation.***

**(A) PARTICULARS OF ESTABLISHMENT**

- (1) **Name of Establishment:**
- (2) **Address of Establishment:**  
*(Please include website address if available)*
- (3) **Establishment No:**
- (4) **Type of Establishment:**  
*(e.g. Slaughterhouse, further meat processing plant, canning plant, cutting/deboning plant, etc.)*
- (5) **Year Constructed:**
- (6) **Total Land Area:**
- (7) **Total Built-Up Area:**
- (8) **Types of Meat Products Manufactured:**



- (9) Types of Meat Products Intended for Export to Singapore:  
*(List the type of meat products intended for export to Singapore and to provide product brochures/labels or photos of finished products for our information)*
- (10) Export History of the Product(s) Manufactured:  
*(List in tabulated form the name of countries, dates of approval, types of meat products approved, year of first export and date of most recent export. Attach copy of veterinary health certificate that accompanied the latest shipment to each country)*

**(B) LOCATION AND LAYOUT OF THE ESTABLISHMENT**

(1) Location of Establishment:

- i. State whether the establishment is located in an industrial, agricultural or residential area.*
- ii. List the type of industries and/or adjacent properties and the type of operation performed (if any).*
- iii. Attach location plan showing clearly the surrounding where the establishment is located.*

(2) Layout Plan of Establishment:

*(Attach layout plan showing properly labelled rooms for different operations, including the important equipment/facilities and to indicate the flow of the product and workers by coloured arrows)*

(3) Materials Used & Design:

*Floor:*

*Walls:*

*Ceilings & Superstructures:*

*Lighting:*

*Ventilation System:*

*Footbaths for Entrance into Slaughter/Processing Rooms or Areas:*

**(C) WATER SUPPLY/ICE**

(1) Source of water:

(2) Chlorination: Yes/No  
(If yes, state the level in ppm)

(3) Bacteriological Examination:

*Method used:*

*Frequency:*

*Records available: Yes/No*

(4) Ice Making Machine Available in Premises: Yes/No

*If yes, capacity of machine:*

*Ice storage room and its capacity:*

**(D) MANPOWER**

(1) Staff Information:

*i. Organisational structure of the establishment.*

*ii. Total number of general workers employed in the establishment.*

*iii. List the name of professional and technical workers, including their qualification or expertise in food hygiene.*

(2) Medical Examination and History

*Are employees medically examined and certified fit to work in a food preparation establishment prior to employment: Yes/No*

*Annual health check and records for workers: Yes/No*

*Medical record of employees available: Yes/No*

(3) Uniforms/Attire

*Uniforms: Yes/No*

*Boots: Yes/No*

*Gloves and Facemasks: Yes/No*

*Laundry (in-plant or by contract)*

(E) **SLAUGHTERING PREMISES**

(1) Source of Livestock/Poultry/Other Animals:

*i. List provinces/districts from which the livestock/poultry/other animals are obtained for slaughter.*

*ii. State whether company's farms or contract farms.*

*iii. Describe the marketing system or distribution of live animals for slaughter.*

*iv. State whether the establishment is a service abattoir or used exclusively by the company*

(2) Equipment:

*Attach list of equipment used, including the type, brand and manufacturer.*

(3) Slaughtering Procedures:

*i. Species of animal slaughtered.*

*ii. Attach process flowchart showing clearly the critical control points (CCP's).*

*iii. Brief description on the slaughtering procedure of animals.*

*iv. Line speed.*

(4) Food Safety Programmes:

- i. State whether based on HACCP concepts or its equivalent: Yes/No  
(If yes, attach copy of the HACCP plan)*
- ii. State whether laboratory testing is done in the plant or provided by  
an external accredited laboratory.  
(If in-house, list laboratory facilities and types of test conducted)*
- iii. Sampling and testing procedures of finished products, food contact  
surfaces, water used in the plant, etc.*
- iv. Attach copy of recent laboratory test reports certified by a laboratory  
microbiologist.*
- v. Criteria for rejection/acceptance of live animals for slaughter and  
finished products.*

(5) Product Recall and Traceability System:

*Describe in detail the traceability system from farm to finished product.*

(6) Sanitation Standard Operating Procedures (SSOP):

- i. Brief description.*
- ii. Name and designation of individuals implementing and maintaining  
SSOP activities.*
- iii. Attach copy of the SSOP manual used in the slaughterhouse.*
- iv. Copy of the latest daily records of cleaning and sanitizing  
treatment of facilities and equipment.*

(7) Daily Throughput:

*Number of shifts:*

*Slaughter capacity per shift (in tonnes):*

*Number of working days per week:*

(8) Capacity:

*Total annual slaughter capacity (in tonnes):*

(9) Meat Inspection System:

- i. State whether ante-mortem and post-mortem inspection is done by government inspectors or company's QC staff.*
- ii. Total number of meat inspectors, grade, qualification and training.*
- iii. Number of meat inspectors per shift.*
- iv. Brief description on the meat inspection procedures.*
- v. Attach copy of the Meat Inspection Manual if meat inspection is performed by company's QC staff.*
- vi. Criteria of judgement for condemnation of carcass. Attach copy of ante mortem and condemnation records for last year, including reasons for condemnation.*

(10) Boning/Cutting Room:

*Temperature control features: Yes/No*

*If yes, state temperature:*

*Production capacity:*

(11) Storage Facilities:

*For packing/canning materials:*

*For dry ingredients:*

*For chemicals, disinfectants and other cleaning agents  
(Attach list of chemicals, disinfectants and other  
cleaning agents used)*

(12) Chillers/Freezers:

*Numbers, type (e.g. static, air blast, ammonia, freon, etc.) and capacity:*

(13) Offal Handling and Cooling Procedures:

*Brief description.*

(14) Waste Treatment and Disposal:

*i. System of collection and disposal of inedible or condemned products.*

*ii. System of effluent treatment and disposal of waste.*

*iii. Designated disposal centre.*

*iv. Frequency of disposal of waste.*

(15) Pest Control System:

*Brief description on the pest control system implemented.  
(Attach copy of layout map of pest control points and latest copy of pest control records)*

(16) Welfare/Washing Facilities:

*Staff canteen(s):*

*Toilets:*

*Lockers:*

*Changing rooms:*

*Shower facilities:*

*Hands-free operated features for taps and toilet flush:*

*Disposable towels and hand disinfectant:*



**(F) PROCESSING/CANNING PREMISES**

(1) Source of Raw Meat:

*List countries, name and establishment no. of plants where meat is obtained for further processing or canning.*

(2) Equipment:

*Attach list of equipment used, including the type, brand and manufacturer.*

(3) Processing Procedures:

*i. Attach process flowcharts for each type of product for export to Singapore showing clearly the critical control points (CCP's).*

*ii. Brief description on the processing procedures of each product for export to Singapore, including time and temperature of processing/canning.*

*iii. List ingredients and composition of each product for export to Singapore.*

(4) Food Safety Programmes:

*i. State whether based on HACCP concepts or its equivalent: Yes/No (If yes, attach copy of the HACCP plan for each product intended for export to Singapore)*

*ii. State whether laboratory testing is done in the plant or provide by an external accredited laboratory. (If in-house, list laboratory facilities and types of test conducted)*

*iii. Sampling and testing procedures of raw materials, finished products, food contact surfaces, water used in the plant, etc.*

*iv. Attach copy of recent laboratory test reports certified by a laboratory microbiologist.*

*v. Criteria for rejection/acceptance of raw materials and finished products.*

(5) Product Recall and Traceability System:

*Describe in detail the traceability system from raw material to finished products .*

(6) Sanitation Standard Operating Procedures (SSOP):

*i. Brief description.*

*ii. Name and designation of individuals implementing and maintaining SSOP activities.*

*iii. Attach copy of the SSOP manual used in the processing/canning premises.*

*iv. Copy of the latest daily records of cleaning and sanitizing treatment of facilities and equipment.*

(7) Daily Throughput:

*Number of shifts:*

*Production per shift (in tonnes):*

*Number of working days per week:*

(8) Capacity:

*Total annual production of each product (in tonnes):*

(9) Storage Facilities:

*For packaging/canning materials:*

*For dry ingredients:*

*For chemicals, disinfectants and other cleaning agents  
(Attach list of chemicals, disinfectant and other cleaning agents used)*

(10) Chillers/Freezers:

*Numbers, type (static, air blast, ammonia, freon, etc.) and capacity.*

(11) Waste Treatment/Disposal:

- i. System of collection and disposal of inedible or condemned products.*
- ii. System of effluent treatment and disposal of waste.*
- iii. Designated disposal centre.*
- iv. Frequency of disposal of waste.*

(12) Pest Control System:

*Brief description on the pest control system implemented.  
(Attach copy of layout map of pest control points and latest copy of pest control records)*

(13) Welfare/Washing facilities:

*Staff canteen(s):*

*Toilets:*

*Lockers:*

*Changing rooms:*

*Shower facilities:*

*Hands-free operated features for taps and toilet flush:*

*Disposable towels and hand disinfectant:*

**(G) Other Information Required**

- i. Labelled photographs or video (in CD form) of the plant and processing facilities showing the various stages of production in operation.*
- ii. Photographs, brochures, annual reports and other relevant information of the company.*



**(H) DECLARATION BY ESTABLISHMENT**

I declare that the information given above is true and correct.

\_\_\_\_\_  
Name and designation of person who submitted the above information

\_\_\_\_\_  
Office address

\_\_\_\_\_  
E-mail address (if any)

\_\_\_\_\_  
Telephone & Fax numbers

\_\_\_\_\_  
Signature and Company Stamp

\_\_\_\_\_  
Date

**(I) VERIFICATION BY VETERINARY AUTHORITY**

I have verified the above information given by the company and certified that they are true and correct.

\_\_\_\_\_  
Name and designation of veterinarian who verified the above information

\_\_\_\_\_  
Office address

\_\_\_\_\_  
E-mail address (if any)

\_\_\_\_\_  
Telephone & Fax numbers

\_\_\_\_\_  
Signature and Official Stamp  
of Veterinary Authority

\_\_\_\_\_  
Date

## CHECK LIST FOR SLAUGHTERHOUSE:

You are reminded to check your application against this checklist before submission. Inadequate/incomplete submissions may result in delays in processing.

Name of Establishment: \_\_\_\_\_

Establishment No: \_\_\_\_\_

<b>INFORMATION REQUIRED BY AVA FOR ACCREDITATION (Tick ✓ if information or Annex provided)</b>			
<b>All information submitted in English</b>			
<b>A. PARTICULARS OF ESTABLISHMENT</b>			
1. Name of establishment		7. Total built-up area	
2. Address of establishment		8. Type of meat products manufactured	
3. Establishment number.		9. Type of meat products intended for export to Singapore	
4. Type of establishment		10. Export history of the products	
5. Year constructed		Annex A10 - Veterinary health certificate	
6. Total land area			
<b>B. LOCATION AND LAYOUT OF THE ESTABLISHMENT</b>			
1. Location of establishment		2. Layout plan of establishment	
Annex B1- Location plan of the establishment and surroundings		Annex B2 (i) & (ii) - Layout plans	
		3. Materials used & design	
<b>C. WATER SUPPLY/ICE</b>			
1. Source of water		3. Bacteriological examination	
2. Chlorination		4. Ice making machine	
<b>D. MANPOWER</b>			
1. Staff information		2. Medical examination and history	
Annex D1 (iii) - List of professional		3. Uniforms/Attire	
<b>(E) SLAUGHTERING PREMISES</b>			
1. Source of livestock/poultry		7. Daily throughput	
2. Equipment		8. Capacity	
Annex E2 - List of equipment		9. Meat inspection system	
3. Slaughtering procedures		Annex E9 (v) - Meat inspection manual	
Annex E3 (ii) - Process flowcharts/CCP's		Annex E9 (vi) - criteria of judgement and the past condemnation record.	
4. Food safety programmes		10. Boning/Cutting room	
Annex E4 (i) - QA/HACCP programme.		11. Storage facilities	
Annex E4 (ii) - List of facilities and tests		Annex E11 - List of chemicals, etc	
Annex E4 (iv) -Laboratory test report		12. Chillers/Freezers	
Annex E4 (v) - Criteria for rejection/acceptance of live animals		13. Offal handling and cooling procedures	
5. Product recall and traceability system		14. Water treatment and disposal	
6. SSOP		15. Pest control system	
Annex E6 (iii) - SSOP programme		Annex E15 - Layout map of pest control points	
Annex E6 (iv) - the latest daily records of cleaning and sanitising treatment		16. Welfare/Washing facilities	
<b>(G) OTHER INFORMATION REQUIRED</b>			
Annex G (i) - Labelled photographs or video of the establishment			
Annex G (ii) - Photographs, brochure, annual report of the company			
<b>(H) DECLARATION BY ESTABLISHMENT</b>			
<b>(I) VERIFICATION BY VETERINARY AUTHORITY</b>			

## **CHECK LIST FOR PROCESSING/CANNING PREMISE:**

You are reminded to check your application against this checklist before submission. Inadequate/incomplete submissions may result in delays in processing.

Name of Establishment: \_\_\_\_\_

Establishment No: \_\_\_\_\_

<b>INFORMATION REQUIRED BY AVA FOR ACCREDITATION (Tick ✓ if information or Annex provided)</b>			
<b>All information submitted in English</b>			
<b>A. PARTICULARS OF ESTABLISHMENT</b>			
1. Name of establishment		7. Total built-up area	
2. Address of establishment		8. Type of meat products manufactured	
3. Establishment number		9. Type of meat products intended for export to Singapore	
4. Type of establishment		10. Export history of the products	
5. Year constructed		Annex A10 - Veterinary health certificate	
6. Total land area			
<b>B. LOCATION AND LAYOUT OF THE ESTABLISHMENT</b>			
1. Location of establishment		2. Layout plan of establishment	
Annex B1 - Location plan of the establishment and surroundings		Annex B2 (i) & (ii) - Layout plans	
		3. Materials used & design	
<b>C. WATER SUPPLY/ICE</b>			
1. Source of water		3. Bacteriological examination	
2. Chlorination		4. Ice making machine	
<b>D. MANPOWER</b>			
1. Staff information		2. Medical examination and history	
Annex D1 (iii) - List of professional		3. Uniforms/Attire	
<b>(F) PROCESSING/CANNING PREMISES</b>			
1. Source of raw meat		6. SSOP	
2. Equipment		Annex F6 (iii) - SSOP programme	
Annex F2 - List of equipment		Annex F6 (iv) - the latest daily records of cleaning and sanitising treatment	
3. Processing procedures		7. Daily throughput	
Annex F3 (i) - Process flowcharts & CCP's		8. Capacity	
Annex F3 (iii) - List of ingredients/ composition used		9. Storage facilities	
4. Food safety programmes		Annex F9 - List of chemicals, etc	
Annex F4 (i) - QA/HACCP programme.		10. Chillers/Freezers	
Annex F4 (ii) - List of facilities and tests		11. Water treatment and disposal	
Annex F4 (iv) - Laboratory test report		12. Pest control system	
Annex F4 (v) - Criteria for rejection/acceptance of raw materials		Annex F12 - Layout map of pest control points	
5. Product recall and traceability system		13. Welfare/Washing facilities	
<b>(G) OTHER INFORMATION REQUIRED</b>			
Annex G (i) - Labelled photographs or video of the establishment			
Annex G (ii) - Photographs, brochure, annual report of the company			
<b>(H) DECLARATION BY ESTABLISHMENT</b>			
<b>(I) VERIFICATION BY VETERINARY AUTHORITY</b>			