

Application Form

Recommendation on Registration of Establishment for Export of Meat / Poultry to the Hong Kong Special Administrative Region (HKSAR)

Name of Country : _____

Plant name : _____

Plant no. : _____

Application date (DD/MM/YY): _____

Notes for Attention:

- 1) The information and documents so provided shall be in English.
- 2) Please complete the form with black or blue font from 11 to 14 in size.
- 3) For application for establishment with stand-alone cold storage, please provide the information required at Section 1(i) to 1(v) only.
- 4) The application form is applicable for addition of a new establishment onto the approval list, addition of a new food type to be exported into Hong Kong and expansion of the activity (slaughtering and/or processing/cutting) on top of the existing activity of the establishment.
- 5) The completed form and supporting information can be submitted to us via DVD, USB, hardcopy, emails, etc.

1. Establishment information

i. Name of the establishment	
ii. Address of the establishment (with details on the state / province / prefecture / county / city)	
iii. Approval/ registration no. of establishment	Please provide copy of approval / registration document of the establishment issued by the local competent authority.
iv. Types of meat/poultry to be exported into HKSAR	<input type="checkbox"/> Beef <input type="checkbox"/> Mutton <input type="checkbox"/> Pork <input type="checkbox"/> Poultry : chicken / duck / goose / turkey
v. Activities carried out in the establishment	<input type="checkbox"/> Slaughtering <input type="checkbox"/> Processing <input type="checkbox"/> Cutting <input type="checkbox"/> Cold Storage
vi. Production capacity in the Establishment	
vii. Storage capacity in the Establishment	
viii. Layout plan of the establishment with legend in English	
ix. Material used in the	

establishment	
(a) Floor	
(b) Walls	
(c) Ceiling	
(d) Lighting	
(e) Ventilation	

2. **Water supply**

i. Source of water	
ii. Treatment of the water	
iii. Details of water examination Programme	

3. **Staff Management**

i. Staff organization with details on the number and job nature	
ii. Details of staff training programme	
iii. Details of personal hygiene rules in the workplace and relevant monitoring programme (e.g. requirement of uniform/PPE for the employee and visitors, sanitations, checklist of the uniform/PPE, etc.)	

4. **Production Process**

i. Description of the production process of meat / poultry (e.g. flow charts, photos etc.)	
ii. Details of food safety management system (e.g. HACCP, ISO 22000) and provide copy of the relevant certificates, if any	
iii. Details of Sanitation Standards Operating Procedures (SSOP)	
iv. Details of Good Manufacturing Practice (GMP)	
v. Control of temperature in the production area	

5. Waste Treatment / Disposal

i. Details of the waste disposal programme	
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6. Pest Control

i. Details of the pest control program	
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7. Traceability System

i. Details of product traceability system (from raw materials to final product)	
ii. Details of product recall programme	

8. Additional information for establishment with slaughtering activity

i. Official Control	
a) Role and authority of competent authority such as veterinary oversight in the establishment such as frequency and nature of official controls/verification	
b) Recent two official audit / inspection reports by the competent authority	
c) Eligibility to export to other countries (including product breakdown and quantity) and the audit / inspection reports by the relevant countries, if available	
ii. Animal Disease prevention and control	
a) Description to the facilities and guideline for Isolation/segregation of animals	
b) Description to the facilities and guideline for disinfection of transportation vehicles	

c) Contingency plan for disease outbreaks in slaughterhouse	
d) List of animal diseases detected in the slaughterhouse for the last year	
e) Others, please specify	
iii. Source of animals and traceability	
a) Source of animals	<input type="checkbox"/> Registered farm owned by the establishment <input type="checkbox"/> Registered farm verified through official animal movement documents / health documents (e.g. cattle passport) <input type="checkbox"/> Registered farm verified through animal identification (e.g. ear tags, tattoos and / or electronic identification compliance) <input type="checkbox"/> Others, please specify
iv. Animal welfare	
Procedures and its respective animal welfare control and monitoring for each of the following steps: a) Animal reception b) Animal holding in lairage prior to slaughtering e.g. maximum holding time c) Stunning d) Bleeding e) Other supplementary information such as video or photos showing the facilities and process of the above	
v. Ante-mortem inspection	
a) Ante-mortem inspection procedure and role of official/authorized veterinary inspectors	

b) Other supplementary information such as video and photos showing the facilities and process of ante-mortem inspection	
c) Ante-mortem inspection record (including Dead On Arrival and Dead In Lairage) for the last 30 days	
vi. Post-mortem inspection	
a) Post mortem inspection procedure and role of official/authorized veterinary inspectors	
b) For beef, guidelines and procedures for the removal of SRM (for control/undetermined BSE risk countries)	
c) For pigs, monitoring plan and/or procedures for removal/destruction of trichinella and respective lab testing results (compression method/digestion method) for the last 30 days	
d) Other supplementary information such as video showing the facilities and process of the above	
e) Post mortem inspection record for the last 30 days	
f) Carcass and offal discard record for the last 30 days	
vii. Laboratory testing programmes for the final products	
Details of the frequency and scope of testing programme for a) In house veterinary drugs residues and two latest test reports	
b) National veterinary drugs residues and two latest test reports	

c) Microbiological hazards and two latest test reports	
d) Other harmful substances (either in-house/national, if available) and two latest test reports	

Declaration : Five specific requirements

I, on behalf of the issuing entity stated below, hereby declare that the information and documents submitted above are true and correct. I understand that the information and documents provided may be disclosed to other authorities of the HKSAR or relevant parties for the purposes of processing the registration of establishment and exercising food safety control. I also certify the following requirements have been complied with for export of meat / poultry to the HKSAR:

- (1) The meat / poultry products of the establishment are fit for human consumption and in compliance with food laws of the place of origin and Part V of the Public Health and Municipal Services Ordinance (Chapter 132, Laws of Hong Kong).
- (2) The meat / poultry products of the establishment shall be accompanied by health certificate issued by the issuing entity in the format agreed with the HKSAR and certifying that the meat / poultry is derived from animals which have been inspected ante and post mortem, produced under all necessary precautions for the prevention of danger to public health, and has met all the requirements of the competent authorities of the place of origin.
- (3) The establishment has met all requirements of the competent authorities of its place and has implemented self-operated programmes, including but not limited to food safety management system such as HACCP or ISO 22000, Sanitation Standard Operating Procedures (SSOP) and Good Manufacturing Practice (GMP).
- (4) The meat / poultry products are subjected to official surveillance programmes of the competent authorities of the place of origin in respect of residues of veterinary drugs, pesticides and environmental contaminants, and microbiological hazards. Where applicable, such programmes shall be formulated and implemented according to the recommendations of Codex Alimentarius.
- (5) The animal farm and establishment are subjected to risk-based veterinary audit programme and drug monitoring programme of the competent authorities of the place of origin, and such programmes shall be reviewed on regular basis.

Name of Officer : _____

Signature : _____

Post Title : _____

Issuing Entity : _____

Stamp of Issuing Entity : _____

Date : _____
(dd/mm/yyyy)