

ANNEX III**Application for export of meat/ poultry to Hong Kong****1. Establishment information**

- 1.1 Name of the establishment
- 1.2 Address of the establishment
- 1.3 Approval number of the establishment
- 1.4 Types of meat/ poultry to be exported into HKSAR
- 1.5 Activities carried out in the establishment
 - slaughterhouse
 - cutting plant
 - processing plant
 - cold store
- 1.6 Production / storage capacity of the establishment

2. Location and lay-out of establishment

- 2.1 Area where the establishment is located (description + pictures)
- 2.2 Floor plan of the establishment
 - 2.2.1 Showing rooms for different operations and machinery lay-out
 - 2.2.2 Showing personnel flow
 - 2.2.3 Showing process / products flow
- 2.3 Materials used
 - 2.3.1 Floor:
 - 2.3.2 Walls:
 - 2.3.3 Ceiling:
 - 2.3.4 Lighting:
 - 2.3.5 Ventilation:

3. Water supply

- 3.1 Source of water
- 3.2 Treatment of the water
- 3.3 Examination of the water
 - 3.3.1 Frequency

- 3.3.2 Item analyzed
- 3.3.3 Results (attach latest reports)

4. Staff

- 4.1 Organization chart of the establishment
- 4.2 Staff information: list number and qualifications of employees
- 4.3 Staff hygiene
 - 4.3.1 Uniform: brief description
 - 4.3.2 Laundry (in plant or by contract):
 - 4.3.3 Sanitary facilities: brief description employee facilities, equipment cleaning & sanitizing facilities
- 4.4 Training program (brief description)

5. Slaughtering / cutting / processing process

- 5.1 Description of the process (attach flow charts)
- 5.2 Food safety program
 - 5.2.1 HACCP (plan, list of CCP and PA, analyses carried out)
 - 5.2.2 Certificate of HACCP, ISO of the establishment, etc.
 - 5.2.3 Others
- 5.3 Description of Sanitation Standards Operating Procedures (SSOP)
- 5.4 Description of GMP
- 5.5 Description of temperature control

6. Waste treatment/ disposal

7. Pest control

- 7.1 Pest control program: brief description + lay-out map of pest control points
- 7.2 Results (attach latest pest control reports)

8. Traceability system

- 8.1 Product traceability (from raw materials to final product)
- 8.2 Recall procedure

9. Supporting material

Attach video of the establishment showing the facilities available for the slaughtering / handling / processing / production / storage / transport.

10. Additional information for establishment with slaughtering activity

10.1 Guidelines and procedures for disease prevention at the slaughterhouses

10.2 Source of animal and the animal identification method

10.3 Guidelines and procedures for animal Holding, stunning and bleeding and its respective animal welfare control

10.4 Ante-mortem inspection procedures and type of animal disease detected in the slaughterhouse for the last 2 years.

10.5 Post-mortem inspection procedures

(a) For beef, guidelines and procedures for the removal of SRM (for Control/ undetermined BSE risk countries);

(b) For pigs, procedures for detection/removal/destruction of trichinella and lab testing results (compression method/ digestion method) for the last 2 years ;

(c) Carcass and offal discard record and its investigation reports for the last 2 years;

10.6 Details of Laboratory testing Programme and its record for the last 2 years.

10.7 Official Inspection Report for the last 2 years.