

*Trasmissione elettronica
N. prot. DGISAN in Docspa/PEC*



Ministero della Salute

Direzione generale per l'igiene e la sicurezza degli alimenti
e la nutrizione - *Ufficio 2*
Via Giorgio Ribotta 5- 00144 - Roma

Alle Regioni e Province autonome di Trento e
Bolzano
Servizi Veterinari
LORO SEDI

All'ASSICA
assica@promopec.it

All'UNICEB
info@uniceb.it
uniceb@tin.it

All'ASSOCARNI
segreteria@assocarni.it

AI CIM –CONSORZIO ITALIANO
MACELLATORI
consorzio cim@pec.it

All'UNAITALIA.
unaitalia@unaitalia.com

Alla FEDERCARNI
federcarni@confcommercio.it

Alla C.I.A.
organizzazione @cia.it

AI CNA
cna@cna.it

Oggetto: autorizzazione all'esportazione di carne bovina e prodotti a base di carne bovina verso Singapore.

In riferimento all'oggetto, si informano codeste Autorità ed Associazioni di categoria che la nostra Ambasciata a Singapore ha comunicato che, a seguito dell'approvazione della procedura di esportazione delle carni bovine italiane e dei prodotti a base di tali carni da parte della Agri-Food and

Veterinary Authority – AVA di Singapore, gli stabilimenti nazionali che intendano esportare i propri prodotti nella Città – Stato di Singapore possono presentare la propria richiesta di autorizzazione.

Si rammenta che la presentazione della domanda di autorizzazione, da inoltrare tramite lo scrivente Ministero all'AVA per la successiva valutazione/approvazione, dovrà avvenire in conformità a quanto indicato nella nota prot. DGISAN 0023661-04/06/2018 “*Export Paesi Terzi di prodotti alimentari – Modalità operative per la gestione delle liste*”.

Inoltre, la nostra Ambasciata a Singapore ha fornito i moduli richiesti dalle Autorità di Singapore, da utilizzare ai fini della richiesta di autorizzazione per i macelli/laboratori di sezionamento e per gli impianti di trasformazione/lavorazione, che si allegano alla presente nota e che possono essere reperiti anche sul sito Web delle citate Autorità, all'indirizzo:

<https://www.ava.gov.sg/explore-by-sections/food/bringing-food-into-singapore-and-exporting/commercial-food-imports>

In allegato si invia, altresì, l'elenco dei requisiti veterinari richiesti dall'AVA ai fini dell'importazione di carni bovine e prodotti a base di carne bovina a Singapore.

Le ditte che inoltreranno le domande secondo le modalità sopra descritte, saranno autorizzate alla esportazione a seguito della valutazione da parte delle Autorità di Singapore e l'abilitazione all'esportazione riguarderà esclusivamente la tipologia di prodotti per i quali è stata chiesta l'autorizzazione.

Si ritiene necessario evidenziare, infine, che nel caso di esportazione di prodotti a base di carne bovina, gli impianti di lavorazione sono obbligati a reperire la carne cruda esclusivamente da macelli autorizzati dall'AVA. Pertanto, anche i macelli di bovini che riforniscono le carni alle ditte di trasformazione interessate all'esportazione verso tale Paese devono presentare una richiesta all'attenzione dell'AVA.

Ringraziando per la collaborazione, si invitano le Autorità e le Associazioni in indirizzo, ognuno per la propria competenza, a informare di quanto sopra riportato sia i Servizi veterinari delle Aziende Sanitarie Locali, sia gli operatori economici potenzialmente interessati.

IL DIRETTORE GENERALE

*F.to Gaetana Ferri

Referente/Responsabile del procedimento:

Dr.ssa Rosalba Matassa
Telefono: 06 5994.6763
E-mail: r.matassa@sanita.it

* “firma autografa sostituita a mezzo stampa, ai sensi dell'art.3, comma 2, del D.Lgs. n. 39/1993



VETERINARY CONDITIONS FOR IMPORTATION OF BEEF AND BEEF PRODUCTS

Agri-Food and Veterinary Authority (AVA)

BEEF AND BEEF PRODUCTS

- a) Country/zone has been free from Foot and Mouth Disease (FMD) for six (6) months immediately prior to the date of slaughter of animals and the date of export of meat and meat products to Singapore.
- b) Where the country/zone is free of FMD with vaccination, only deboned cuts are eligible for export.
- c) Where the products are exported from FMD-affected country/zone, the products have been subjected to heat treatment that is sufficient for inactivation of FMD virus in accordance with OIE guidelines.
- d) The exporting country has been recognised by the World Organisation for Animal Health (OIE) as having a controlled or negligible Bovine Spongiform Encephalopathy (BSE) risk, satisfying the BSE chapter of the Terrestrial Animal Health Code.
- e) Where the country is of controlled BSE risk, only deboned beef cuts derived from cattle less than thirty months of age are eligible for export. Knives, steels and other tools, excluding carcass splitting saws used to sever and remove the spinal cord has been used exclusively on carcasses of animals younger than thirty months of age.
- f) Where the country is of negligible BSE risk, beef cuts (bone-in and boneless), derived from cattle of all ages are eligible for export.
- g) Traceability of the animals through a reliable system is in place.
- h) The products have not been derived from suspect or confirmed BSE cases, or suspect or confirmed progeny or cohorts of BSE cases, as described in the Terrestrial Animal Health Code.
- i) The products have been derived from cattle that were not subjected to a stunning process with a device injecting compressed air or gas into the cranial cavity, or to a pithing process.
- j) Specified risk materials have been cleanly removed from products for export to Singapore without contamination of the meat.
- k) The products have been prepared in an establishment accredited by AVA and is audited regularly by the competent authority for compliance with conditions for import into Singapore.

- l) For processed beef, the products do not contain mechanically separated/recovered meat.
- m) The meat has been derived from animals which were born and bred in the country of origin since birth.
- n) The meat has been derived from animals which have passed ante-mortem and post-mortem inspection and found to be free from infectious and contagious diseases. Ante-mortem and post-mortem inspections have been carried out by veterinarians or meat inspectors under direct supervision of government veterinarians.
- o) The meat has been derived from animals which were slaughtered, processed, packed and stored under sanitary conditions under official veterinary supervision in establishments approved by the Director-General, Agri-Food and Veterinary Services for export to Singapore.
- p) The meat has not been treated with chemical preservatives or other substances injurious to health.
- q) The meat has been inspected and found fit for human consumption and every precaution must be taken to prevent contamination prior to export.
- r) Retort processed meat products (e.g. canned meat) have been heat treated (sterilising process with sterilising value of not less than Fo3) to commercial sterility in hermetically sealed containers and are shelf stable at ambient temperatures.



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

IMPORTANT – Please read this information carefully before you complete your application.

I. Submission Protocol:

- 1) **Endorsement by the Competent Authority is a pre-requisite.** The completed application form must be submitted to the District/Provincial Competent Authority of the exporting country for verification and endorsement; followed by submission to the Central Competent Authority (CCA) for their recommendation before submission to AVA. Applications that are not endorsed accordingly will not be processed.
- 2) **Each establishment with a unique establishment code must submit an individual application.** For example, establishments belonging to the same parent company or establishments located within the same premise are still required to submit individual applications.
- 3) **This application process will grant approval for meat. Approval to export offal is granted separately, provided the country has been granted approval to export offal.** If the establishment is interested to export offal, please indicate clearly in Section A (11) and provide the information in Section G(2) for offal.
- 4) **The application must be submitted in English. The compatible formats accepted are Microsoft Office compatible formats (doc, ppt, xls), jpeg and pdf.** It is critical that information be provided in English to enable our officers to evaluate the application. It is especially important for layout plans to be of clear resolution and labelled in English. In the case of documents that serve as supporting evidence (e.g. laboratory results, SOP checklists), at least the headers should be translated.
- 5) **Completed and endorsed applications can be submitted by the following means. Soft copy submission is preferred and will facilitate the processing time.**
 - **Postal transmission:** Please post soft copy submissions (in CD / DVD / USB drive) to Accreditation Department, Regulatory Administration Group
Agri-Food & Veterinary Authority (AVA)
52 Jurong Gateway Road #14-01 Singapore 608550
 - **Electronic transmission:** Please email soft copy submissions to
AVA_AD_Applications@ava.gov.sg

II. Upon submission of application:

- 1) **Acknowledgement and confidentiality.** We will provide an acknowledgement via email when we have received your information. The submitted information will be treated in confidence.
- 2) **Processing time.** We aim to process your application in a timely manner. Our response time is generally 4-8 weeks from our date of receipt. Actual processing times are dependent on a number of factors, as follows.
 - Completeness of application, i.e. all required documents are provided and retrievable;
 - Clarity of the submitted information;
 - Transaction volume received by the department.
- 3) **Outcome of processing.** The outcome of the evaluation will be sent to the Competent Authority and the establishment contact will be copied to. In the event further assessment is required to complete the evaluation, the enquiries will be likewise communicated.



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO
EXPORT RAW MEAT TO SINGAPORE

Date of Application	
Country	

Check box where applicable

Please use English and ensure all sections (A – K) are completed

(A) PARTICULARS OF ESTABLISHMENT

(1) Name of Establishment							
(2) Establishment Number							
(3) Address of Establishment							
Unit No.							
Street Name							
Post Code							
District/City							
State/Province							
GPS Coordinates	Longitude	<input type="checkbox"/> E <input type="checkbox"/> W		°		'	''
	Latitude	<input type="checkbox"/> N <input type="checkbox"/> S		°		'	''
(4) Website address							
(5) Type of Establishment							
<input type="checkbox"/> Slaughterhouse							
<input type="checkbox"/> Slaughterhouse with cutting plant							
<input type="checkbox"/> Cutting plant*							
Name and establishment number of the slaughterhouse(s) from which raw meat is obtained for cutting:							
(i)							
(ii)							
(iii)							
<input type="checkbox"/> Others (please specify):							
<i>*Note: Raw meat must be sourced from AVA-approved slaughterhouses. Separate application(s) from the slaughterhouse(s) is/are required if not from AVA-approved establishments.</i>							
(6) Year Constructed							
(7) Year Renovated / Upgraded (if relevant)							
(8) Total Land Area (m ²)							
(9) Total Built-up Area (m ²)							
(10) All Types of Meat Processed by the Establishment:							



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

<input type="checkbox"/> Beef/Veal <input type="checkbox"/> Mutton/Lamb <input type="checkbox"/> Pork <input type="checkbox"/> Suckling Pig <input type="checkbox"/> Small Pig <input type="checkbox"/> Others (please specify): _____	<input type="checkbox"/> Chicken <input type="checkbox"/> Duck <input type="checkbox"/> Goose <input type="checkbox"/> Turkey <input type="checkbox"/> Ostrich	<input type="checkbox"/> Emu <input type="checkbox"/> Quail <input type="checkbox"/> Kangaroo <input type="checkbox"/> Venison <input type="checkbox"/> Offal
(11) Products Intended for Export to Singapore		
<input type="checkbox"/> Meat cuts	List <u>products</u> and <u>state form</u> * (chilled/frozen): (i) e.g. whole chicken with giblets (frozen) / beef cuts (frozen/ chilled) (ii) (iii) Note: Chilled poultry is not allowed for export. Chilled pork is only allowed from approved countries.	
<input type="checkbox"/> Offal	List <u>products</u> and <u>state form</u> * (chilled/frozen): (i) e.g. pig heart (frozen) (ii) (iii) Note: Offal may only be exported from approved countries	
(12) Export History		
(i) Export history of products intended for export to Singapore	List products and state country of source: (i) e.g. whole chicken with giblets (frozen) – Country X (ii) (iii)	
(ii) Proof of export	Provide the health certificate that accompanied the last export of the products to the importing country/countries as listed in 12 (i). <input type="checkbox"/> Attach and label as “Annex - A12(ii)”	
(iii) Export inspection	Indicate if establishment has been inspected by a Foreign Competent Authority (e.g. EU, FSIS) <input type="checkbox"/> Yes. Please specify the foreign Competent Authority and provide a copy of the inspection report, label as “Annex – A12(iii): _____ <input type="checkbox"/> No.	

(B) LOCATION AND LAYOUT OF THE ESTABLISHMENT

(1) Location of Establishment:



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

(i) The establishment is located in a:	<input type="checkbox"/> Industrial area <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural area area <input type="checkbox"/> Others (please specify):
(ii) Type of operation performed in adjacent properties (if any):	<input type="checkbox"/> Heavy industry <input type="checkbox"/> Food-processing industry <input type="checkbox"/> Others (please specify):
(2) Layout Plan of Establishment:	
<input type="checkbox"/> Attach and label as "Annex - B2" Note: All areas should be depicted, from the processing areas and including storage facilities. The layout plan must be of <u>clear resolution</u> and labelled in <u>English</u> to demonstrate the following: <ul style="list-style-type: none"> (i) segregation of production areas and purpose of area (ii) location of all workers entrances/exits into production areas (iii) production flow and workers' flow, as indicated by coloured <u>arrows</u>. 	

(C) WATER SUPPLY

(1) Source of Water	<input type="checkbox"/> Well water <input type="checkbox"/> River <input type="checkbox"/> Town water <input type="checkbox"/> Others (please specify):
(2) Water treatment	Indicate if water treatment is performed. <input type="checkbox"/> Yes, provide a brief description of water treatment: _____ <input type="checkbox"/> No
(3) Chlorination	Indicate if chlorination of water is performed. <input type="checkbox"/> Yes, please state the level in ppm: _____ <input type="checkbox"/> No
4) Chemical / Bacteriological Examination	Indicate if water is tested in <input type="checkbox"/> In-house laboratory; please state frequency of testing: _____ <input type="checkbox"/> External laboratory; please state frequency of testing: _____ Provide copy of the latest test results, with method of testing indicated. <input type="checkbox"/> Attach and label as "Annex – C4"
(5) Ice Making/ Storage Facilities:	
(i) Ice-making machines are available in the premise	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii) Ice-storage rooms are available in the premise	<input type="checkbox"/> Yes <input type="checkbox"/> No

(D) MANPOWER



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

(1) Staff Information:	
(i) Organisational chart of the establishment	<input type="checkbox"/> Attach and label as "Annex – D1"
(ii) Total number of general workers employed in the establishment:	
(iii) Staff are trained in food safety quality assurance programmes (e.g. GMP, HACCP, ISO22000, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Medical Examination and History:	
(i) Employees are medically examined and certified fit to work in a food preparation establishment prior to employment	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii) Annual health checks are available for workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Uniforms/Attire:	
(i) Uniforms are provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii) Boots are provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iii) Gloves and facemasks are provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iv) Laundry is provided	<input type="checkbox"/> In-plant <input type="checkbox"/> By contract

(E) SLAUGHTERING/CUTTING PREMISES

(1) Mode of operation	<input type="checkbox"/> Service abattoir <input type="checkbox"/> Exclusive abattoir used by the company only	
(2) Source of Livestock		
Species	Province/State of Origin	Name of farm (Contract farm / company farm)
(3) Production Throughput:		
(i) Number of shifts:		
(ii) Number of working days per week:		
(iii) Line speed (number of animals / hour):		
(iv) Production per shift (in heads):		
(v) Total annual slaughter capacity (tonnes):		
(4) Boning and cutting room:		
(i) Temperature of room (°C):		



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

(ii) Daily production capacity (tonnes):		
(5) Chillers/Freezers:		
Indicate if refrigerated rooms suitable for effective cooling and storage of meat are present.		
<input type="checkbox"/> Yes, Number of chillers available: _____ Number of freezers available: _____		
<input type="checkbox"/> No		
(6) Offal Handling and Cooling Procedures:		
Indicate if offal are removed from the carcasses immediately after evisceration and handled in a separate room and in a manner that will prevent contamination of the carcasses.		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No		
(7) Sanitary Measures:		
(i) There is a system of collection and disposal of inedible or condemned products.	<input type="checkbox"/> Yes,	<input type="checkbox"/> Attach description of the system and label as "Annex – E6(i)"
	<input type="checkbox"/> No	
(ii) Indicate if there is a system of effluent treatment and disposal of waste.	<input type="checkbox"/> Yes,	<input type="checkbox"/> Attach description of the system and label as "Annex – E6(ii)"
	<input type="checkbox"/> No	
(iii) There is a pest control system in place.	<input type="checkbox"/> Yes,	implemented by: <input type="checkbox"/> In-house staff <input type="checkbox"/> Contract staff
	<input type="checkbox"/> Attach layout map of pest control points and label as "Annex – E6(iii)"	
	<input type="checkbox"/> No	
(iv) Pest control records are kept and maintained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(v) Hands-free operated features for taps and toilet flushes are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(vi) Disposable paper towels and hand disinfectant are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(vii) Dedicated areas for the storage of chemicals and cleaning agents, dry ingredients, packaging and canning materials are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

(F) QUALITY CONTROL AND FOOD SAFETY ASSURANCE

(1) Food Safety Programmes and Slaughtering Procedure:
(i) Flow of production
Provide flowchart of the slaughtering/offal harvesting/cutting process, showing clearly the critical control points (CCP's).
<input type="checkbox"/> Attach and label as "Annex – F1(i)"
(ii) Processes are based on HACCP principles or its equivalent.



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

(ii) Description of SSOP	<input type="checkbox"/> Attach as Annex and label as "Annex –F(5)(ii)"
(iii) Records of cleaning and sanitising of facilities and equipment are maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No

(G) VIDEOS / PHOTOGRAPHS OF ESTABLISHMENT

Provide the following video / photographs	
(1) <u>Labelled</u> photographs or video of processing facilities showing the various stages of production, starting from receipt of raw materials to packaging and storage of finished products, <i>in operation</i> .	<input type="checkbox"/> Attach and label as "Annex –G1"
(2) If the establishment wishes to export offal products, please include photographs or video of offal processing, from harvesting to cleaning, chilling and packaging, <i>in operation</i> .	<input type="checkbox"/> Attach and label as "Annex –G2"
(3) The external view of the establishment (front, sides and back) and its surroundings.	<input type="checkbox"/> Attach and label as "Annex –G3"
(4) Every product intended for export to Singapore, with and without its final packaging.	<input type="checkbox"/> Attach and label as "Annex –G4"

(H) SINGAPORE IMPORTER INFORMATION

Indicate if contact with Singapore importers has been established	
<input type="checkbox"/> Yes, please provide the following information. <input type="checkbox"/> No	
Name of importing company in Singapore	
Name and designation of correspondent	
Business Address	
Telephone / Mobile	
Email address	

(I) SALES CONTACT INFORMATION

Please provide the contact details of the Sales Department. This contact point would be provided to interested Singapore importers.	
Name and designation of sales contact person	



APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

Office address (if different from the establishment address)	
E-mail address	
Telephone / Mobile	

(J) 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	
Telephone / Mobile	
Signature and Company Stamp	
Date	

(K) VERIFICATION BY COMPETENT 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	
Telephone / Mobile	
Signature and Official Stamp of Veterinary Service:	



**APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO
EXPORT RAW MEAT TO SINGAPORE**

Date	
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APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO EXPORT RAW MEAT TO SINGAPORE

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

Name of Establishment and Establishment No: _____

INFORMATION REQUIRED BY AVA FOR ACCREDITATION (Tick ✓ if information or Annex provided)			
All information must be submitted in English			<input type="checkbox"/>
A. PARTICULARS OF ESTABLISHMENT			
1. Name of establishment	<input type="checkbox"/>	8. Total land area	<input type="checkbox"/>
2. Establishment number	<input type="checkbox"/>	9. Total built-up area	<input type="checkbox"/>
3. Address of establishment	<input type="checkbox"/>	10. Types of meat processed by the establishment	<input type="checkbox"/>
4. Website	<input type="checkbox"/>	11. Meat products (cuts/offal) intended for export	<input type="checkbox"/>
5. Type of establishment	<input type="checkbox"/>	12i. Export history of the products, including Annex A12 (ii) - Veterinary health certificates	<input type="checkbox"/>
6. Year constructed	<input type="checkbox"/>	12iii. Inspection by a foreign Competent Authority including Annex A12(iii) – Inspection report	<input type="checkbox"/>
7. Year Renovated/Upgraded	<input type="checkbox"/>		
B. LOCATION AND LAYOUT OF THE ESTABLISHMENT			
1. Location of the establishment	<input type="checkbox"/>	2. Annex B2 - Layout plan of establishment	<input type="checkbox"/>
C. WATER SUPPLY			
1. Source of water	<input type="checkbox"/>	4. Chemical/Bacteriological examination of water, including Annex C4- Copy of the latest test results	<input type="checkbox"/>
2. Water treatment	<input type="checkbox"/>		
3. Chlorination	<input type="checkbox"/>	5. Ice Making/Storage Facilities	<input type="checkbox"/>
D. MANPOWER			
1. Staff information, including Annex D1 (i) – Organization chart	<input type="checkbox"/>	2. Medical examination and history	<input type="checkbox"/>
		3. Uniforms/Attire	<input type="checkbox"/>
(E) SLAUGHTERING PREMISES			
1. Mode of operation	<input type="checkbox"/>	5. Chillers/Freezers	<input type="checkbox"/>
2. Source of livestock	<input type="checkbox"/>	6. Offal handling and cooling procedures	<input type="checkbox"/>
3. Production Throughput	<input type="checkbox"/>	7. Sanitary measures, including Annex E7(i), (ii) and (iii) – description of collection and disposal of inedible and effluent waste and pest control map	<input type="checkbox"/>
4. Boning/Cutting room	<input type="checkbox"/>		
(F) QUALITY CONTROL AND FOOD SAFETY ASSURANCE			
Annex F1 (i) - Flowchart of the slaughtering/cutting process and CCP's	<input type="checkbox"/>	3. Meat inspection	<input type="checkbox"/>
Annex F1 (ii) - copy of the certificate of HACCP or its equivalent and the HACCP Summary Table	<input type="checkbox"/>	4. Product recall and traceability system, including Annex F4 – description of system	<input type="checkbox"/>
2. Lab analysis, including Annex F2 (iii) – recent laboratory test reports	<input type="checkbox"/>	5. Sanitation Standard Operating Procedure including Annex F5(ii) – description of SSOP	<input type="checkbox"/>
(G) VIDEOS/PHOTOGRAPHS OF ESTABLISHMENT			
Annex G1-4 - Labelled photographs or video of processing facilities, products photographs			<input type="checkbox"/>
(H) SINGAPORE IMPORTER INFORMATION			
<input type="checkbox"/>			
(I) SALES CONTACT INFORMATION			
<input type="checkbox"/>			
(J) DECLARATION BY ESTABLISHMENT			
<input type="checkbox"/>			
(K) VERIFICATION BY COMPETENT VETERINARY AUTHORITY			
<input type="checkbox"/>			



**APPLICATION FORM FOR SLAUGHTERHOUSE / CUTTING PLANT TO
EXPORT RAW MEAT TO SINGAPORE**



APPLICATION FORM FOR PROCESSING / CANNING PLANT TO EXPORT MEAT PRODUCTS TO SINGAPORE

IMPORTANT – Please read this information carefully before you complete your application.

I. Submission Protocol:

- 1) **Endorsement by the Competent Authority is a pre-requisite.** The completed application form must be submitted to the District/Provincial Competent Authority of the exporting country for verification and endorsement; followed by submission to the Central Competent Authority (CCA) for their recommendation before submission to AVA. Applications that are not endorsed accordingly will not be processed.
- 2) **Each establishment with a unique establishment code must submit an individual application.** For example, establishments belonging to the same parent company or establishments located within the same premise are still required to submit individual applications.
- 3) **The application must be submitted in English. The compatible formats accepted are Microsoft Office compatible formats (doc, ppt, xls), jpeg and pdf.** It is critical that information be provided in English to enable our officers to evaluate the application. It is especially important for layout plans to be of clear resolution and labelled in English. In the case of documents that serve as supporting evidence (e.g. laboratory results, SOP checklists), at least the headers should be translated.
- 4) **Completed and endorsed applications can be submitted by the following means. Soft copy submission is preferred and will facilitate the processing time.**
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Agri-Food & Veterinary Authority (AVA)
52 Jurong Gateway Road #14-01 Singapore 608550
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AVA_AD_Applications@ava.gov.sg

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- 1) **Acknowledgement and confidentiality.** We will provide an acknowledgement via email when we have received your information. The submitted information will be treated in confidence.
- 2) **Processing time.** We aim to process your application in a timely manner. Our response time is generally 4-8 weeks from our date of receipt. Actual processing times are dependent on a number of factors, as follows.
 - Completeness of application, i.e. all required documents are provided and retrievable;
 - Clarity of the submitted information;
 - Transaction volume received by the department;
 - Priority may be given to cases that meet strategic alignment with national and organisation needs.
- 3) **Outcome of processing.** The outcome of the evaluation will be sent to the Competent Authority and the establishment contact will be copied to. In the event further assessment is required to complete the evaluation, the enquiries will be likewise communicated.



**APPLICATION FORM FOR PROCESSING / CANNING PLANT TO EXPORT
MEAT PRODUCTS TO SINGAPORE**

Date of Application	
Country	

Check box where applicable

Please use English and ensure all sections (A – K) are completed

(A) PARTICULARS OF ESTABLISHMENT

(1) Name of Establishment								
(2) Establishment Number								
(3) Address of Establishment								
Unit No.								
Street Name								
Post Code								
District/City								
State/Province								
GPS Coordinates		Longitude	<input type="checkbox"/> E <input type="checkbox"/> W		°		'	"
		Latitude	<input type="checkbox"/> N <input type="checkbox"/> S		°		'	"
(4) Website address								
(5) Year Constructed								
(6) Year Renovated / Upgraded (if relevant)								
(7) Total Land Area (m²)								
(8) Total Built-up Area (m²)								
(9) All Types of Meat Processed by the Establishment:								
<input type="checkbox"/> Beef/Veal		<input type="checkbox"/> Chicken		<input type="checkbox"/> Emu				
<input type="checkbox"/> Mutton/Lamb		<input type="checkbox"/> Duck		<input type="checkbox"/> Quail				
<input type="checkbox"/> Pork		<input type="checkbox"/> Goose		<input type="checkbox"/> Kangaroo				
<input type="checkbox"/> Suckling Pig		<input type="checkbox"/> Turkey		<input type="checkbox"/> Venison				
<input type="checkbox"/> Small Pig		<input type="checkbox"/> Ostrich		<input type="checkbox"/> Offal				
<input type="checkbox"/> Others (please specify): _____								
(10) Products Intended for Export to Singapore								
Product name	Species	Meat cut used	State (Chilled/Frozen/Retort)					
<i>e.g. Sausage</i>	<i>Pork and chicken</i>	<i>Muscle and fat</i>	<i>Frozen</i>					
<i>e.g. Braised pork ribs</i>	<i>Pork</i>	<i>Ribs</i>	<i>Canned</i>					



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(11) Export History			
(i) Export history of products intended for export to Singapore	List products and state country of source: (i) e.g. <i>Pork and chicken sausage – Country X</i> (ii) (iii)		
(ii) Proof of export	Provide the health certificate that accompanied the last export of the products to the importing country/countries as listed in A11(i). <input type="checkbox"/> Attach and label as “Annex - A11(ii)”		
(iii) Export inspection	Indicate if establishment has been inspected by a Foreign Competent Authority (e.g. EU, FSIS) <input type="checkbox"/> Yes. Please specify the foreign Competent Authority and provide a copy of the inspection report, label as “Annex – A11(iii): _____” <input type="checkbox"/> No.		

(B) LOCATION AND LAYOUT OF THE ESTABLISHMENT

(1) Location of Establishment:	
(i) The establishment is located in a:	<input type="checkbox"/> Industrial area <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural area area <input type="checkbox"/> Others (please specify):
(ii) Type of operation performed in adjacent properties (if any):	<input type="checkbox"/> Heavy industry <input type="checkbox"/> Food-processing industry <input type="checkbox"/> Others (please specify):
(2) Layout Plan of Establishment:	
<input type="checkbox"/> Attach and label as “Annex - B2”	
Note: All areas should be depicted, from the processing areas and including storage facilities. The layout plan must be of <u>clear resolution</u> and labelled in <u>English</u> to demonstrate the following:	
(i) segregation of production areas and purpose of area (ii) location of all workers entrances/exits into production areas	



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(iii) production flow and workers' flow, as indicated by coloured arrows.



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(C) WATER SUPPLY

(1) Source of Water	<input type="checkbox"/> Well water <input type="checkbox"/> River <input type="checkbox"/> Town water <input type="checkbox"/> Others (please specify):
(2) Water treatment	Indicate if water treatment is performed. <input type="checkbox"/> Yes, provide a brief description of water treatment: _____ <input type="checkbox"/> No
(3) Chlorination	Indicate if chlorination of water is performed. <input type="checkbox"/> Yes, please state the level in ppm: _____ <input type="checkbox"/> No
4) Chemical / Bacteriological Examination	Indicate if water is tested in <input type="checkbox"/> In-house laboratory; please state frequency of testing: _____ <input type="checkbox"/> External laboratory; please state frequency of testing: _____ Provide copy of the latest test results, with method of testing indicated. <input type="checkbox"/> Attach and label as "Annex – C4"
(5) Ice Making/ Storage Facilities:	
(i) Ice-making machines are available in the premise	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii) Ice-storage rooms are available in the premise	<input type="checkbox"/> Yes <input type="checkbox"/> No

(D) MANPOWER

(1) Staff Information:	
(i) Organisational chart of the establishment	<input type="checkbox"/> Attach and label as "Annex – D1(i)"
(ii) Total number of general workers employed in the establishment:	
(iii) Staff are trained in food safety quality assurance programmes (e.g. GMP, HACCP, ISO22000, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Medical Examination and History:	
(i) Employees are medically examined and certified fit to work in a food preparation establishment prior to employment	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii) Annual health checks are available for workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Uniforms/Attire:	
(i) Uniforms are provided	<input type="checkbox"/> Yes <input type="checkbox"/> No



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(ii) Boots are provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iii) Gloves and facemasks are provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iv) Laundry is provided	<input type="checkbox"/> In-plant <input type="checkbox"/> By contract

(E) PROCESSING/CANNING PREMISES

(1) Source of Raw Meat:			
Species	Country of Origin	Establishment name	Establishment number
(2) Production Throughput:			
(i) Number of shifts:			
(ii) Number of working days per week:			
(iii) Production per shift (in tonnes):			
(iv) Annual production capacity (tonnes):			
(3) Chillers/Freezers:			
Indicate if refrigerated rooms suitable for effective cooling and storage of meat and meat products are present.			
<input type="checkbox"/> Yes, Number of chillers available: _____ Number of freezers available: _____			
<input type="checkbox"/> No			
(4) Sanitary Measures:			
(i) There is a system of collection and disposal of inedible or condemned products.	<input type="checkbox"/> Yes, <input type="checkbox"/> Attach description of the system and label as "Annex – E4(i)"		
	<input type="checkbox"/> No		
(ii) Indicate if there is a system of effluent treatment and disposal of waste.	<input type="checkbox"/> Yes, <input type="checkbox"/> Attach description of the system and label as "Annex – E4(ii)"		
	<input type="checkbox"/> No		
(iii) There is a pest control system in place.	<input type="checkbox"/> Yes, implemented by: <input type="checkbox"/> In-house staff <input type="checkbox"/> Contract staff		
	<input type="checkbox"/> Attach layout map of pest control points and label as "Annex – E4(iii)" <input type="checkbox"/> No		
(iv) Pest control records are kept and maintained.	<input type="checkbox"/> Yes		



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	<input type="checkbox"/> No
(v) Hands-free operated features for taps and toilet flushes are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(vi) Disposable paper towels and hand disinfectant are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(vii) Dedicated areas for the storage of chemicals and cleaning agents, dry ingredients, packaging and canning materials are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No

(F) QUALITY CONTROL AND FOOD SAFETY ASSURANCE

(1) Food Safety Programmes and Production Procedure:			
(i) Flow of production			
Provide flowchart of the production process, showing clearly the critical control points (CCP's), details of manufacturing process, temperature and duration of heat treatment. <input type="checkbox"/> Attach and label as "Annex – F1(i)"			
(ii) Processes are based on HACCP principles or its equivalent.			
<input type="checkbox"/> Yes, Provide copy of <u>HACCP certification</u> or its equivalent and <u>HACCP Summary Table</u> stating each CCPs identified and its critical limits, monitoring and verification activities <input type="checkbox"/> Attach and label as "Annex – F1(ii)"			
<input type="checkbox"/> No			
(iii) Core temperature and duration at which core temperature is maintained of <u>each</u> product listed in Section A10			
Product	Temperature (°C)	Time (minutes)	
(iv) For retort/canned products , indicate the sterilization temperature and time, and Fo value achieved for <u>each</u> product listed in Section A10			
Product	Sterilization Temperature (°C)	Sterilization Time (minutes)	Fo value achieved
(2) Laboratory analysis:			
(i) For sampling and testing procedures of finished products, food contact surfaces, indicate in the table below the type of tests performed and the frequency tested.			
Purpose	Test performed	Frequency	
<i>E.g. Contact surface</i>	<i>E.g. Microbiology</i>	<i>E.g. Once a month</i>	



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(H) SINGAPORE IMPORTER INFORMATION

Indicate if contact with Singapore importers has been established	
<input type="checkbox"/> Yes, please provide the following information.	
<input type="checkbox"/> No	
Name of importing company in Singapore	
Name and designation of correspondent	
Business Address	
Telephone / Mobile	
Email address	

(I) SALES CONTACT INFORMATION

Please provide the contact details of the Sales Department. This contact point would be provided to interested Singapore importers.	
Name and designation of sales contact person	
Office address (if different from the establishment address)	
E-mail address	
Telephone / Mobile	

(J) 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	
Telephone / Mobile	
Signature and Company Stamp	



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Date	
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(K) VERIFICATION BY COMPETENT 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	
Telephone / Mobile	
Signature and Official Stamp of Veterinary Service:	
Date	



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

Name of Establishment and Establishment No: _____

INFORMATION REQUIRED BY AVA FOR ACCREDITATION (Tick ✓ if information or Annex provided)			
All information must be submitted in English			<input type="checkbox"/>
A. PARTICULARS OF ESTABLISHMENT			
1. Name of establishment	<input type="checkbox"/>	7. Total land area	<input type="checkbox"/>
2. Establishment number	<input type="checkbox"/>	8. Total built-up area	<input type="checkbox"/>
3. Address of establishment	<input type="checkbox"/>	9. All types of meat processed by the establishment	<input type="checkbox"/>
4. Website	<input type="checkbox"/>	10. Meat products intended for export	<input type="checkbox"/>
5. Year constructed	<input type="checkbox"/>	11(i). Export history of the products, including Annex A11 (ii) - Veterinary health certificates	<input type="checkbox"/>
6. Year Renovated/Upgraded	<input type="checkbox"/>	11(iii). Inspection by a foreign Competent Authority including Annex A11(iii) – Inspection report	<input type="checkbox"/>
B. LOCATION AND LAYOUT OF THE ESTABLISHMENT			
1. Location of the establishment	<input type="checkbox"/>	2. Annex B2 - Layout plan of establishment	<input type="checkbox"/>
C. WATER SUPPLY			
1. Source of water	<input type="checkbox"/>	4. Chemical/Bacteriological examination of water, including Annex C4- Copy of the latest test results	<input type="checkbox"/>
2. Water treatment	<input type="checkbox"/>	5. Ice Making/Storage Facilities	<input type="checkbox"/>
3. Chlorination	<input type="checkbox"/>		
D. MANPOWER			
1. Staff information, including Annex D1(i) – Organization chart	<input type="checkbox"/>	2. Medical examination and history	<input type="checkbox"/>
		3. Uniforms/Attire	<input type="checkbox"/>
(E) PROCESSING/CANNING PREMISES			
1. Source of raw meat	<input type="checkbox"/>	4. Sanitary measures, including Annex E4(i), (ii) and (iii) – description of collection and disposal of inedible and effluent waste and pest control map	<input type="checkbox"/>
2. Production Throughput	<input type="checkbox"/>		
3. Chillers/Freezers	<input type="checkbox"/>		
(F) QUALITY CONTROL AND FOOD SAFETY ASSURANCE			
1(i). Annex F1(i) - Flowchart of the production process and CCP's	<input type="checkbox"/>	2. Lab analysis, including Annex F2 (iii) – recent laboratory test reports	<input type="checkbox"/>
1(ii). Annex F1(ii) - copy of the certificate of HACCP or its equivalent and the HACCP Summary Table	<input type="checkbox"/>	3. Product recall and traceability system, including Annex F3 – description of system	<input type="checkbox"/>
1(iii)/(iv) – Heat treatment condition	<input type="checkbox"/>	4. Sanitation Standard Operating Procedure including Annex F4(ii) – description of SSOP	<input type="checkbox"/>
(G) VIDEOS/PHOTOGRAPHS OF ESTABLISHMENT			
Annex G1-3 - Labelled photographs or video of processing facilities, products photographs			<input type="checkbox"/>
(H) SINGAPORE IMPORTER INFORMATION			
<input type="checkbox"/>			
(I) SALES CONTACT INFORMATION			
<input type="checkbox"/>			
(J) DECLARATION BY ESTABLISHMENT			
<input type="checkbox"/>			
(K) VERIFICATION BY COMPETENT VETERINARY AUTHORITY			
<input type="checkbox"/>			