



EXPORTACIÓN A SINGAPUR

INFORMACIÓN ESPECÍFICA – PROCEDIMIENTO AUTORIZACIÓN DE ESTABLECIMIENTOS PARA LA EXPORTACIÓN DE HUEVOS PARA CONSUMO HUMANO Y OVOPRODUCTOS

La información recogida en esta Nota Informativa es complementaria a lo descrito en el “Procedimiento de solicitud de inclusión en listas de establecimientos autorizados para exportar productos de origen animal destinados al consumo humano a terceros países”¹

1.- INTRODUCCIÓN:

Los establecimientos interesados en exportar a Singapur huevos para consumo humano y ovoproductos deben ser expresamente autorizados por la Singapore Food Agency (SFA) de este país, conforme al procedimiento establecido por dicho Organismo.

Conforme a lo anterior, los establecimientos interesados en ser autorizados para este mercado deberán cursar su solicitud según lo establecido en el *“Procedimiento de solicitud de inclusión en listas de establecimientos autorizados para exportar productos de origen animal destinados al consumo humano”* (publicado en CEXGAN), teniendo en cuenta, asimismo, la información específica recogida en esta Nota informativa.

2.- ÁMBITO DE APLICACIÓN:

a. Huevos para consumo humano:

- Deberán solicitar autorización los centros de embalaje (EPC)
- Hay que tener en cuenta que para la exportación de huevos destinados a consumo humano las Autoridades sanitarias de Singapur exigen que las explotaciones avícolas de origen cumplan una serie de requisitos (adjuntos a este documento) y estén autorizadas por la SFA. Para ello, el establecimiento que solicita autorización (centro de embalaje) deberá remitir, además de su información, la información de las explotaciones avícolas de las que se abastece, conforme a lo descrito en el punto 3 de este documento.

*Nota: Sólo se pueden exportar huevos procedentes de aves criadas en explotaciones en interior.

b. Ovoproductos y huevos procesados:

- Deberá autorizarse el establecimiento elaborador final (PP o RW) sin ser necesario que toda la cadena esté autorizada.

¹ https://www.mapa.gob.es/es/ganaderia/temas/comercio-exterior-ganadero/export/establecimientos_autorizados.aspx



3.- CRITERIOS APLICABLES PARA LA AUTORIZACIÓN:

a. Solicitud de autorización para la exportación de HUEVOS destinados a consumo humano

Los establecimientos, para ser autorizados, deberán:

- Disponer, aplicar y mantener un Plan Normalizado de Control Regular de la Higiene (PNCH)¹
- Disponer de un Plan de Análisis de Peligros y Puntos de Control Crítico validado cuya implementación haya sido auditada por las autoridades de control oficial.
- Presentar a los Servicios Veterinarios Oficiales de la CA la siguiente documentación complementaria para su oportuna validación:

➤ **Formulario para solicitar autorización a la SFA de Singapur para la exportación de HUEVOS destinados a consumo humano** (Publicado en CEXGAN)

Cada centro de embalaje que solicite autorización debe presentar la siguiente documentación:

- Un formulario por cada una de las explotaciones avícolas de las que se abastezca, validado por los Servicios Veterinarios Oficiales del Área de Agricultura de la Comunidad Autónoma donde se encuentre la explotación. El formulario de cada explotación debe cumplimentarse en su totalidad con excepción del punto M (“Egg grading and packing facilities”). Se recuerda que las explotaciones deben cumplir los requisitos indicados en Anexo 1, adjunto a este documento.

Un formulario con información del centro de embalaje solicitante, en el que únicamente deberán cumplimentarse los apartados “A) Particulars of Company” (donde se cumplimentarán los datos del centro de embalaje) y el apartado “M) Egg grading and packing facilities”. Este formulario debe estar validado por los Servicios Veterinarios Oficiales de Salud Pública de la Comunidad Autónoma donde se ubique el establecimiento.

*Nota: Se deberá cumplimentar el N° de Registro sanitario del establecimiento (R.G.S.E.A.A.) en la casilla “Unit no” del apartado A) del formulario.

Los formularios se deben cumplimentar en inglés y deberán ser firmados por el responsable del establecimiento.

Asimismo, los formularios se deberán acompañar con la información complementaria necesaria, que se presentará como anexos: planos del establecimiento, certificados de exportación a otros países, copias de boletines analíticos, etc. todo ello traducido al inglés.

La documentación anterior se debe presentar en un único archivo pdf (máximo 1GB) cumplimentado en su totalidad en inglés (textos, indicaciones de los planos, diagramas de flujo, fichas técnicas de los productos, analíticas, etc.), separando cada anexo con

¹ PNCH que recoge los principios del “Documento de directrices de cumplimiento del PNCH”
https://www.mscbs.gob.es/profesionales/saludPublica/sanidadExterior/docs/directrices_PNCH.pdf



carátulas en las que se indique el título correspondiente de la información que se adjunta. Asimismo, las fotografías que se adjunten llevarán pie de foto explicativo (en inglés).

La SFA exige que los huevos que se exporten a Singapur vayan marcados de forma individual con un código de explotación que asigna dicho Organismo a cada una de las explotaciones españolas autorizadas para exportar a Singapur. Asimismo, previamente a poder iniciar las exportaciones la SFA exige el envío de unas fotos en las que verifique el correcto marcado de los huevos.

Conforme a ello, una vez que la SFA otorga el dictamen favorable y comunica el código que se asigna a la explotación preautorizada, se requerirá al solicitante (centro de embalaje asociado) el envío de las fotos a la dirección de correo electrónico exportacionanimal@mapa.es a fin de enviarlas a la SFA y que ésta otorgue la aprobación definitiva para la exportación de huevos de mesa procedentes de la mencionada explotación.

b. Solicitud de autorización para la exportación de OVOPRODUCTOS Y/O HUEVOS PROCESADOS destinados a consumo humano

Los establecimientos, para ser autorizados, deberán:

- Cumplir con los criterios de acreditación de mataderos y establecimientos elaboradores de productos cárnicos y ovoproductos publicados por la SFA de Singapur (adjuntos a este documento).
- Cumplir el estándar de aditivos de la normativa de Singapur¹
- Disponer, aplicar y mantener un Plan Normalizado de Control Regular de la Higiene (PNCH)²
- Disponer de un Plan de Análisis de Peligros y Puntos de Control Crítico validado cuya implementación haya sido auditada por las autoridades de control oficial.
- Los productos termoprocesados han sido tratados térmicamente (con un proceso de esterilización donde el valor de esterilización F0 no sea inferior a 3) para alcanzar la esterilidad comercial en envases herméticamente sellados y son estables a temperatura ambiente.
- Presentar a los Servicios Veterinarios Oficiales de la CA la siguiente documentación complementaria para su oportuna validación.

➤ **Formulario para solicitar autorización a la SFA de Singapur para la exportación de OVOPRODUCTOS destinados a consumo humano** (Publicado en CEXGAN)

Esta categoría se refiere a: Huevo pasteurizado líquido/en polvo (ej. clara de huevo, yema de huevo, mezcla de clara y yema), productos de huevo completo (ej. tortilla), etc.

Los formularios se deben cumplimentar en inglés, y deberán ser firmados por el responsable del establecimiento y validados por el SVO.

¹ Esta normativa se puede descargar en: <https://www.sfa.gov.sg/ava/> (Food Regulations - Sales of Food Act)

² PNCH que recoge los principios del "Documento de directrices de cumplimiento del PNCH"
https://www.mscbs.gob.es/profesionales/saludPublica/sanidadExterior/docs/directrices_PNCH.pdf



Asimismo, el formulario se deberá acompañar con la información complementaria necesaria, que se presentará como anexos: planos del establecimiento, certificados de exportación a otros países, copias de boletines analíticos, etc. todo ello traducido al inglés.

La documentación anterior se debe presentar en un único archivo pdf (máximo 1GB) cumplimentado en su totalidad en inglés (textos, indicaciones de los planos, diagramas de flujo, fichas técnicas de los productos, analíticas, etc.), separando cada apartado con carátulas en las que se indique el título correspondiente de la información que se adjunta. Asimismo, las fotografías que se adjunten llevarán pie de foto explicativo (en inglés).

c. **Solicitud de autorización para la exportación de HUEVOS SALADOS/PRESERVADOS destinados a consumo humano**

Los establecimientos, para ser autorizados, deberán:

- Cumplir con los criterios de acreditación de mataderos y establecimientos elaboradores de productos cárnicos y ovoproductos publicados por la SFA de Singapur (adjuntos a este documento).
- Cumplir el estándar de aditivos de la normativa de Singapur¹
- Disponer, aplicar y mantener un Plan Normalizado de Control Regular de la Higiene (PNCH)²
- Disponer de un Plan de Análisis de Peligros y Puntos de Control Crítico validado cuya implementación haya sido auditada por las autoridades de control oficial.
- Presentar a los Servicios Veterinarios Oficiales de la CA la siguiente documentación complementaria para su oportuna validación.

- **Formulario para solicitar autorización a la SFA de Singapur para la exportación de HUEVOS SALADOS/PRESERVADOS destinados a consumo humano**
(Publicado en CEXGAN)

Esta categoría se refiere a: huevos cocidos, huevos duros, huevos pasteurizados, huevos salados, etc.

Los formularios se deben cumplimentar en inglés, y deberán ser firmados por el responsable del establecimiento y validados por el SVO.

Asimismo, el formulario se deberá acompañar con la información complementaria necesaria, que se presentará como anexos: planos del establecimiento, certificados de exportación a otros países, copias de boletines analíticos, etc. todo ello traducido al inglés.

La documentación anterior se debe presentar en un único archivo pdf (máximo 1GB) cumplimentado en su totalidad en inglés (textos, indicaciones de los planos, diagramas de flujo, fichas técnicas de los productos, analíticas, etc.), separando cada apartado con

¹ Esta normativa se puede descargar en: <https://www.sfa.gov.sg/ava/> (Food Regulations - Sales of Food Act)

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carátulas en las que se indique el título correspondiente de la información que se adjunta. Asimismo, las fotografías que se adjunten llevarán pie de foto explicativo (en inglés).

4.- TRAMITACIÓN DE LA SOLICITUD

La solicitud de autorización se tramitará a través de CEXGAN según lo recogido en el *Procedimiento de solicitud de inclusión en listas de establecimientos autorizados para exportar productos de origen animal destinados a consumo humano a terceros países* (ver Nota informativa).

La empresa solicitante podrá hacer seguimiento de su solicitud a través de CEXGAN.

Actualizado 25 de enero de 2021



ACCREDITATION CRITERIA FOR OVERSEAS BROILER, LAYER, BREEDER FARMS AND HATCHERIES

A. DEFINITION

<i>Biosecurity plan</i>	A plan that identifies potential pathways for the introduction and spread of disease in the premise, and describes the measures which are being or will be applied to mitigate the disease risks.
<i>Cracked egg</i>	An egg with damaged shell, but with intact membrane.
<i>Dirty egg</i>	An egg with foreign matter on the shell surface, including egg yolk, manure or soil.
<i>Flock</i>	A number of animals of one kind kept together under human control. A flock is usually regarded as an epidemiological unit.
<i>Premises</i>	Refers to broiler, layer, breeder farms and hatcheries.
<i>Production area</i>	Refers to the poultry houses and the ranges used for free-range production.

B. LOCATION AND CONSTRUCTION

- 1) Premises shall be:
 - At a suitably isolated location, taking into consideration the location of other poultry and livestock establishments, wild bird concentrations and the distance from roads used to transport poultry.
 - Surrounded by a barrier (e.g. fence) to prevent the entry of unwanted animals and people.
 - Located and constructed to provide adequate drainage for the site.
- 2) Poultry houses and hatcheries shall be designed and constructed in a manner that facilitates effective cleaning and disinfection.
- 3) Poultry houses, and buildings used to store feed, eggs or other material, shall be constructed and maintained to prevent the entry of wild birds, rodents, arthropods and other animals.
- 4) Buildings, facilities and equipment shall be well-maintained and kept in good condition and working order.

Additional measures applicable to hatcheries

In addition to Section B, (1) to (4), the following shall apply:

- 5) The design of the hatchery shall allow unidirectional movement of eggs, day-old-chicks and airflow, in the same direction.
- 6) The hatchery building shall include physical separation of areas used for the following:
 - personnel changing, showering and sanitary facilities;
 - receipt, storage and transfer of eggs;
 - incubation;
 - hatching;
 - sorting, sexing and other handling of day-old birds;

- storage of egg boxes and boxes for day-old birds, egg flats, chick box liners, chemicals and other items;
- equipment washing;
- waste disposal;
- dining facilities for personnel;
- office space.

C. FARMING PRACTICE

- 1) Only single species and a single production type of poultry (i.e. broiler/layer) shall be reared in the farm.
- 2) The farm shall practise all-in-all-out system, of a single age group, on a house basis. Alternatively, each flock shall be managed as a separate epidemiological unit.
- 3) There shall be effective disinfection and spelling between production cycles.
- 4) The farm shall adopt good animal husbandry practices, which is preferably under a programme recognised by the Competent Authority of the country.
- 5) Drinking water supplied to poultry shall be potable in accordance with the World Health Organisation or to the relevant national standard, and microbiological quality should be monitored if groundwater is used.
- 6) The farm shall ensure the feed supplied to poultry is free from contamination.

D. BIOSECURITY PROCEDURES

- 1) All farms and hatcheries shall have a written biosecurity plan.
- 2) There shall be effective communication between persons involved in the production chain to ensure that steps are taken to minimise the introduction and dissemination of infectious agents.
- 3) The premises shall be well kept and clean, free from unwanted vegetation and debris that could attract or harbour pests.
- 4) Access to the premises shall be controlled and entry of visitors and vehicles shall be registered.
- 5) All persons entering the premises shall follow the farm's biosecurity procedure.
- 6) All persons entering the production area shall not have had recent contact with other poultry, poultry waste, or poultry processing plant(s).
- 7) There shall be effective measures for segregation between production and non-production areas (e.g. physical barriers, disinfection facilities).
- 8) Visitors and personnel entering the production area should shower and change into clean clothes and footwear provided by the farm. Where this is not practical, clean outer garments (i.e. coveralls or overalls, head covering and footwear) shall be provided.
- 9) All vehicles entering the premises shall be cleaned and disinfected via a covered wheel-dip with automated sprayer or in accordance with the biosecurity plan.
- 10) Facilities shall be available for disinfecting crates, vehicles and equipment associated with the transport of birds.
- 11) There shall be an effective programme to control pests and wild animals (e.g. birds, rodents and flies).

Additional measures applicable to broiler, layer and breeder farms

In addition to Section D, (1) to (11), the following shall apply:

- 12) The farm shall obtain its replacement birds from a breeder farm/ hatchery that is regulated by the overseas Competent Authority.
- 13) Birds used to stock a poultry house shall be obtained from breeder flocks and hatcheries that are free from vertically transmitted infectious agents.
- 14) Personnel and visitors shall change footwear, use a boot spray or use a properly maintained disinfectant footbath before entering each poultry house. The disinfectant solution shall be changed on a regular basis to ensure its efficacy, in accordance with the manufacturer's instructions.
- 15) Any equipment shall be cleaned and sanitised before being taken into a poultry house.
- 16) Where litter is used in the poultry house, it shall be kept dry and in good condition.
- 17) Spilled feed shall be cleaned up immediately to remove attractants for wild birds and rodents. The movement of feed between flocks shall be avoided.
- 18) The farm shall practise a systematic disposal of dead birds and wastes, including manure and litter.
- 19) Poultry houses shall be effectively bird-proofed. For free-range farms, refer to section on "Additional measures for free-range farms".
- 20) Hatching eggs shall be collected at frequent intervals, at least daily, and placed in new or clean and disinfected packaging materials (for breeder farms only).

Additional measures applicable to free-range farms

In addition to Section D, (1) to (18), the following shall apply:

- 21) Free-range area shall not have environmental and amenity factors that attract congregations of large number of wild birds and waterfowl. There shall be control programmes that reduce and eliminate presence of wild birds and waterfowl on free-range areas.
- 22) Poultry shall not be allowed access to sources of contamination, such as household waste, litter storage areas, other animals, stagnant water and water of unknown quality.
- 23) Feeders, feed and other items which may attract wild birds shall be kept indoors.
- 24) The nesting area shall be inside the poultry house.

Additional measures applicable to hatcheries

In addition to Section D, (1) to (11), the following shall apply:

- 25) Dead-in-shell embryos shall be removed from hatcheries as soon as possible and disposed of in a safe and effective manner.
- 26) All hatchery waste, garbage and discarded equipment shall be contained or at least covered while on site and removed from the hatchery and its environs as soon as possible.
- 27) After use, hatchery equipment, tables and surfaces should be promptly and thoroughly cleaned and disinfected with an approved disinfectant.
- 28) Egg handlers and sexers and handlers of day-old birds shall wash their hands with soap and water before commencing work and between working with batches of hatching eggs or day-old birds from different breeder flocks.
- 29) Hatching eggs and day-old birds from different breeder flocks shall be identifiable during incubation, hatching, sorting and transportation.
- 30) Day-old birds shall be delivered to the farm in new containers or in clean, disinfected containers.
- 31) The cracked, broken and/or dirty eggs shall not be used as hatching eggs.

- 32) Hatching eggs shall be cleaned and sanitised after collection and stored in a dedicated room as soon as possible.

E. ANIMAL HEALTH PROGRAMMES

- 1) The farm shall be subjected to national disease monitoring and control programmes, particularly on *Salmonella enteritidis* (SE) and Avian Influenza (AI). Health management shall be implemented under supervision of a veterinarian.
- 2) No prohibited drugs shall be used. Where medication is used the farm shall adhere to the recommended withdrawal period stipulated by the manufacturer.
- 3) Sick / dying birds shall be culled.
- 4) The farm shall immediately investigate any serious outbreaks of diseases as well as any occurrence of high mortality in birds (e.g. more than 5% mortality in one house in one day). Where necessary, the Competent Authority shall be notified.

F. EGG MANAGEMENT

- 1) Handling and storage of eggs shall be hygienic. Eggs shall be stored in well-ventilated areas.
- 2) Cracked, broken and/or dirty eggs shall be identified and segregated from clean and intact eggs.
- 3) Egg collecting equipment and containers, if used, shall be well-maintained, cleaned and disinfected regularly.
- 4) The egg grading and packing amenities shall have facilities to individually label eggs for traceability purposes.

G. FARM RECORDS

- 1) The farm shall maintain a farm layout detailing the location of all houses and structures on the premises.
- 2) The farm shall maintain complete records of farm management protocol and health programmes, this includes :
 - Vaccination regime
 - Disease diagnosis
 - Use of veterinary drugs/medicine and vaccines
 - Production records (including poultry population, mortality and culling)
 - Source of poultry
 - Feed and feed additives used by the farm
 - Cleaning and disinfection records
 - Laboratory reports
 - Pest control records
 - Traceability records

H. OTHER REQUIREMENTS

- 1) The farm shall be regulated by the Competent Authority of the country.
- 2) Imports of eggs, broilers and day-old chicks are subjected to the Veterinary Conditions for the Importation of Table Hen Eggs, broilers and day-old chicks.

All other principles as stated in the international guidelines below will apply:

1. OIE Biosecurity Procedures in Poultry Production
2. Codex Code of Hygienic Practice for Eggs and Egg Products

Disclaimer: where necessary, additional relevant requirements may be imposed.



ACCREDITATION CRITERIA FOR OVERSEAS SLAUGHTERHOUSES, EGG & MEAT PROCESSING ESTABLISHMENTS

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A. DEFINITION

<i>Ante-mortem inspection</i>	Any procedure or test conducted by a competent person on live animals for the purpose of judgement of safety and suitability and disposition.
<i>Carcass</i>	The body of an animal after dressing.
<i>Contaminant</i>	Any biological or chemical agent, foreign matter, or other substances not intentionally added to food which may compromise food safety or suitability.
<i>Contamination</i>	The introduction or occurrence of a contaminant in food or food environment.
<i>Dressing area</i>	Location for progressive separation of the body of an animal into a carcass and other edible and inedible parts.
<i>Egg product</i>	All, or a portion of, the contents found inside eggs separated from the shell, with or without added ingredients, intended for human consumption.
<i>Establishment</i>	Premises approved and registered by the controlling authority in which meat products are prepared, processed, handled packaged or stored.
<i>HACCP</i>	A system which identifies, evaluates, and controls hazards which are significant for food safety.
<i>Headspace</i>	The volume in a product container not occupied by the food.
<i>Meat</i>	Any edible part of the carcass of any animal or bird, healthy at the time of slaughter, which is ordinarily used as food by man, whether fresh, or prepared by freezing, chilling, preserving, salting or by any other process.
<i>Red offal</i>	Refers to diaphragm, heart, kidneys, liver, tongue, spleen, trachea and larynx.
<i>Green offal</i>	Refers to intestines/chitterings (includes rectum/bung), oesophagus/weasand and stomach/maw.
<i>Potable water</i>	Water fit for human consumption. Standards of potability should be equivalent or above World Health Organization standards.
<i>Post-mortem inspection</i>	Any procedure or test conducted by a competent person on all relevant parts of slaughtered/killed animals for the purpose of judgement of safety and suitability and disposition.
<i>Processing area</i>	Location in the premise where food is handled, prepared and produced.
<i>Product container</i>	Metal, glass, flexible pouch object designed to be filled with food and hermetically sealed.
<i>Retort</i>	A pressure vessel designed for thermal processing of food packed in hermetically sealed product containers.

B. ESTABLISHMENT: DESIGN AND FACILITIES

1. Design

1.1 The building and facilities shall be:

- designed and maintained to prevent entry of pests, wild animals and environmental contaminants such as smoke, dust, mould, etc.
- not located near pollutive industries that could cause contamination
- constructed of materials suitable for intended use and not transfer any undesirable substances to the food.

2. Layout

2.1 Building and facilities shall be designed to provide separation by partition, location or other effective means, between those operations that may cause contamination. Low risk and high risk areas shall be effectively separated.

2.2 Food processing and storage shall be in separate areas/rooms.

2.3 The workflow shall be unidirectional (i.e. low risk to high risk area).

2.4 Adequate measures for transfer of raw materials, finished products and waste materials (e.g. time-separation with end of shift removal and sealed completely) shall be in place.

2.5 The processing area shall not be directly accessible to outdoor areas, with the exception of emergency doors.

3. Structure

Floor

3.1 Floors shall be constructed of durable, impervious, appropriately coloured (for the activity of the establishment and type of product produced), non-toxic, crack-resistant and easy to clean materials.

3.2 Measures shall be in place to prevent stagnation of water (e.g. floors shall be even and sloped towards the floor traps or internal drains).

3.3 The junction between the floors and walls shall be impervious to water and covered.

Pipes and drains

3.4 Pipes conduit and mechanisms shall be avoided directly above exposed products.

3.5 Drains shall be designed and maintained to prevent water retention in or around the drain and to carry the maximum anticipated load to prevent any problem of flooding or contamination of clean area.

Walls

- 3.6 Walls shall be appropriately coloured (for the activity of the establishment and type of product produced) and made of smooth, impervious, crack-resistant materials that can be cleaned easily.
- 3.7 All sheeting joints shall be welded or sealed with compounds which are resistant to heat and mould growth.

Ceiling

- 3.8 Ceiling shall be made of crack and moisture resistant materials.
- 3.9 Ceilings and overheads shall be maintained clean and prevent harbourage of pests.
- 3.10 If false ceiling is used, they shall be made of moisture resistant material without any perforations, and plenum (space) shall be well maintained.

Windows and doors

- 3.11 Window sills, doors and frames shall be made of smooth, waterproof materials.
- 3.12 Windows should be kept closed at all times. If windows have to be left opened, meshed screens shall be used to minimise dust and pest entry. The windows and meshed screens shall be cleaned and maintained regularly to prevent accumulation of dust and dirt.
- 3.13 External doors and dock levellers shall be close fitting or adequately pest-proof.

Lighting

- 3.14 Adequate lighting shall be provided at the premises.
- 3.15 The establishment shall use shatterproof lighting or the light fittings shall be enclosed with shatterproof cover.

Ventilation

- 3.16 Proper vents or air circulation system shall be installed to prevent excessive heat, condensation and contamination with odours, dusts, vapour or smoke.
- 3.17 Ventilation openings shall be screened and equipped with proper air filters. The screens shall be easily removable for cleaning.

4. Sanitary and washing facilities

- 4.1 Toilet facilities shall be adequately segregated and not open directly to food processing area.
- 4.2 Sufficient, designated changing facilities shall be provided for all personnel before entry into food processing area.

- 4.3 Suitable and sufficient sanitary facilities such as footwear-sanitising and hand-washing facilities shall be provided at entry, and at other appropriate points within processing area. The hand washing facilities shall be equipped with a supply of hot and cold (suitably temperature controlled) potable water, hands-free operated taps and covered waste bin, liquid/foam soap, suitable hand drying facilities (*disposable paper towels preferred, hand dryers if used must be regularly cleaned and maintained).
- 4.4 An area or room shall be provided for cleaning and disinfection of equipment and utensils.

5. Staff amenities

- 5.1 Staff welfare room, if provided, shall be properly separated from the processing areas.
- 5.2 Workers shall be provided with lockers which are maintained to prevent accumulation of dust and debris.

6. Storage Facilities

- 6.1 Poisonous or harmful materials including cleaning compounds, disinfectants and insecticides shall be stored in separate rooms designed and marked specially for this purpose. The room shall only be accessible by authorised personnel.
- 6.2 There shall be separate storage facilities/areas for the raw materials, final products, chilled products, frozen products, packaging materials, cleaning equipment, etc. The First-In-First-Out (FIFO) system shall be practised.
- 6.3 Raw meat shall not be stored in the same chillers or freezers for other food products unless properly demarcated and segregated, with primary and secondary packaging intact, to prevent cross contamination.
- 6.4 Where shelving racks are required, they shall be made of impervious, durable and corrosion-resistant materials. For trolleys and racks, the lowest shelf shall be off the ground.
- 6.5 Food products shall be placed adequately off the ground and away from the wall.
- 6.6 The temperature of chillers shall be maintained at 4°C or below and that of freezers shall be -18 °C or below and monitored. They shall be equipped with temperature gauge and/or automated temperature data loggers. If not possible, manual recording of temperature shall be implemented. Chillers and freezers shall not be over loaded beyond their designated capacity.
- 6.7 There shall be continuous cold chain at loading and unloading bay.
- 6.8 Inflow of outdoor air into the cold store shall be minimized. Where the door of cold store has to be opened frequently, measures shall be implemented to minimize air flowing into the store.
- 6.9 Chillers and freezers shall be maintained in a sanitary condition at all times.

C. ESTABLISHMENT: PEST CONTROL

- 1 The establishment shall have in place an effective pest management programme, or engage a competent pest control company, to prevent the harbouring and breeding of pests, in the establishment and delivery vehicles.
- 2 Baits and pest control devices shall be appropriately sited (e.g. not in processing areas) maintained and operational. Alternative systems and equipment shall be used if the device might cause contamination of the product.
- 3 Pets shall not be kept within the premises.

D. ESTABLISHMENT: HYGIENIC PRACTICES

- 1 All food contact surfaces shall be inert, non-toxic, smooth and non-porous and equipment shall be suitable for intended use.
- 2 Ice, if used in food processing, shall be manufactured from potable or clean water.
- 3 All chilled/frozen food products delivered to, or collected from the establishment shall be transported in refrigerated vehicles, equipped with temperature gauge and/or automated data loggers, to maintain and monitor cold chain system.
 - For chilled products, the temperature shall be maintained at 0 to 4°C and with a core temperature not exceeding 7°C during transportation.
 - For frozen products, the temperature shall be maintained at -18°C or below and with a core temperature not exceeding -12°C during transportation.
- 4 Vehicles used for the delivery of finished products shall be maintained in a sanitary and hygienic condition at all times.
- 5 No food products shall be kept outside the establishment except at the time of loading/unloading into vehicles for delivery.
- 6 All food products shall not be placed directly on the floor. Measures shall be implemented to prevent food products from contact with floor.
- 7 Expired/non-conforming food products shall be clearly identified and stored in a designated area.
- 8 Separate equipment and utensils shall be provided for raw food products, ready-to-eat/cooked food products and waste.
- 9 Good housekeeping shall be observed at all times.
- 10 Food processing areas including equipment, tables, utensils and protective clothing shall be washed and cleaned daily and disinfected whenever necessary.
- 11 All persons working in contact with food products, food-contact surfaces and product packaging materials shall adhere to hygienic practices while on duty to prevent adulteration of product.

- 12 Personnel handling food products shall clean and wash their hands at the hand washing facilities ([Section B, 4.3](#)) before commencing work, immediately after using the toilet and after handling materials that may result in contamination of food items.
- 13 Uniform, aprons, and other outer clothing worn by personnel who handle food products shall be of material that is disposable or readily cleaned. Clean garments, head covers, face masks, beard/moustache net, and suitable foot wear shall be worn at the start of each working day and changed as often as necessary. If gloves are worn, appropriate measures shall be applied to ensure that the gloves do not become a source of contamination (*disposable gloves shall be worn when handling ready-to-eat and cooked food products).
- 14 Any person who has or appears to have an infectious disease, visibly infected skin lesions or wounds or any other source of microbial contamination shall be excluded from any operations which could result in product adulteration.
- 15 All personnel in food processing area shall not wear jewellery and accessories (*except plain wedding band).
- 16 all personnel in food processing area shall keep their fingernails short, clean and free of any form of nail varnish.

E. SLAUGHTERHOUSE AND CUTTING/DEBONING OPERATIONS

1. Pre-slaughter

- 1.1 Only healthy visibly clean animals shall be used for slaughter.
- 1.2 Lairage shall be kept clean and stress to animals shall be minimized.
- 1.3 Proper protocols for ante-mortem inspection and condemnation of unsuitable animals shall be in place.

2. Slaughtering, Evisceration and Post Mortem Inspection

General

- 2.1 Stunning and bleeding areas shall be separated from dressing areas (physically or by distance).
- 2.2 Method of slaughter and stunning shall be humane.
- 2.3 Proper facilities for slaughter and condemnation of unsuitable animals shall be provided.
- 2.4 A room/area for evisceration shall be provided next to slaughtering room and railing or chute system shall be used to transport carcasses.
- 2.5 Railing for transport of carcasses shall be maintained clean.
- 2.6 Rooms/area for edible and inedible products shall be separate and distinct.

- 2.7 Knife sterilisers maintained at 82°C shall be provided and knives sterilised regularly.
- 2.8 Carcass shall be eviscerated in a manner that will not contaminate the carcasses.
- 2.9 Inspection point equipped with adequate mirror/s and knife sterilisers shall be provided on-line after evisceration.
- 2.10 Adequate number of official/authorised veterinary inspectors shall be present to carry out post-mortem examination of carcasses.
- 2.11 There shall not be spillage or discharge of any material from oesophagus, crop, stomach, intestines, cloaca, rectum, gall bladder, urinary bladder, uterus or udder that may contaminate the carcass.
- 2.12 There shall be a method of identification to distinguish condemned carcasses/organs from fit-for-consumption carcasses/organs (e.g. marking with a dye).
- 2.13 Antimicrobial wash/spray/rinse/dips (Pathogen Reduction Treatments) shall not be used, unless approved by SFA.

Poultry

- 2.14 Bleeding and de-feathering area shall be physically separated from live bird area.
- 2.15 Hygienic system for de-feathering shall be provided (e.g. feathers shall be removed on a regular basis).
- 2.16 If wax is used during the de-feathering process, it shall conform with the specifications for microcrystalline wax as recommended by the Joint Food and Agriculture Organisations of the United Nations and World Health Organisation (FAO/WHO) Expert Committee on Food Additives (“JECFA”).
- 2.17 Cloacae of poultry shall be removed completely.
- 2.18 Poultry feet shall be cleaned at low risk area and chilled to 4°C or below, within an appropriate time period.
- 2.19 Dressed poultry shall be chilled to 4°C or below, within an appropriate time period.
- 2.20 Clean water shall be used in spin chilling tank.

Ruminants (e.g. cattle, sheep) and pigs

- 2.21 All carcasses shall be tagged individually with name of slaughterhouse and date of slaughter.
- 2.22 Scalding, de-hairing and singeing areas shall be appropriately separated from dressing areas.
- 2.23 Hide removal shall be carried out before evisceration, and the external surface of the hide should not come into contact with the carcass meat during removal.

- 2.24 Separate rooms shall be provided for emptying and processing of green and red offal, handling of meat and inedible parts of animal as well as storage of inedible animal parts.
- 2.25 Rails shall be high enough such that the lowest part of the carcass or side is not in contact with the floor/platform.

3. Cutting and deboning room

- 3.1 The temperature of processing rooms shall be maintained at 12-15°C.
- 3.2 Knife steriliser with 82°C water, or other equivalent sterilisation method, shall be provided in cutting room.
- 3.3 For establishments that process meat from multiple species (e.g. beef, chicken) in the same production area, appropriate measures (e.g. time-separation with adequate sanitation, or physical separation) shall be taken to prevent cross-contamination.
- 3.4 Meat that has passed post-mortem inspections shall be removed without delay from dressing area and handled, stored and transported in a manner to protect it from contamination and deterioration.
- 3.5 Cases or cartons shall have a suitable inner lining, unless meat is individually wrapped before packing.
- 3.6 Meat in chiller/freezers that is not in cartons shall be hung or placed on racks to ensure adequate circulation of air and any drippings do not come into contact with other meat.

F. MEAT PROCESSING OPERATIONS

- 1 Food products held on trays shall be placed such that there is no direct contact with the base of upper trays.
- 2 Food products shall be thawed in a designated area, in a manner that does not allow microbial proliferation, e.g.
- in a chiller (0 to 4°C) or
 - temperature controlled room (12 to 15°C) in carton boxes or placed on stainless steel racks or tables or
 - under running water with leak-proof packaging intact or
 - using a machine for controlled thawing of meat
- 3 The use of fuel or charcoal in cooking or other forms of heat treatment shall not cause any contamination to the food products.
- 4 For establishments that process meat from multiple species (e.g. beef, chicken) in the same production area, appropriate measures (e.g. time-separation with adequate sanitation, or physical separation) shall be taken to prevent cross-contamination.

- 5 Cooked products shall achieve time / internal temperatures that are validated as achieving appropriate pathogen reduction, including meeting specified performance objectives, performance criteria and microbiological criteria.
- 6 Cooked meat products shall be cooled rapidly immediately after processing and maintained chilled/frozen, where applicable.

G. EGG PROCESSING OPERATIONS

- 1 Shell eggs used for processing shall be intact and free from physical contaminants such as dirt, blood and faecal material prior to breaking and separating or washed using an automated egg washing machine.
- 2 Egg products shall be subjected to validated microbiocidal treatment to ensure the products are safe and suitable.
- 3 Egg products shall be cooled rapidly immediately after processing and maintained chilled/frozen, where applicable.

H. RETORT OPERATIONS

- 1 All steps in the production process, including filling, closing/sealing, heat processing and cooling shall be performed as rapidly as possible to prevent contamination and deterioration.
- 2 Conveying systems and equipment shall be designed to minimize abuse of the product containers.
- 3 Product containers shall be handled in a manner that protects container and closures from damage at all times.
- 4 Product containers intended for use on aseptic filling lines shall be in good condition (e.g. free from dents, punctures, scratches, etc), clean and dry, prior to filling sterilization.
- 5 The filling of product containers, either mechanically or by hand, shall be controlled so as to meet the filling and headspace requirements for effective thermal processing.
- 6 Contamination of seal/seam areas with product shall be avoided. Seam/seal areas shall be kept as clean and dry as necessary.
- 7 Regular observations shall be made for external product container defects and evaluation of seal/seam. Product container closures shall be visually examined and teardown inspections conducted at intervals of sufficient frequency to ensure proper closure and seam integrity.
- 8 Each retort and/or product sterilizer shall be equipped with at least one temperature/time recording device. There shall be a validated F_0 evaluation report for each product.
- 9 Potable water shall be used for cooling of any hermetically sealed product container. Where re-circulated water is used it should be filtered and if necessary treated by the

addition of chlorine or approved sanitizer. Residual free chlorine in the cooling water may be between 0.5 and 2 ppm. Chlorine levels in excess of this may accelerate corrosion of certain metallic containers.

- 10 Product containers shall be dried as soon as possible after processing and shall not be manually handled while still wet. The product containers shall remain in the crates until dry before manual unloading.

I. PRODUCT TRACEABILITY

- 1 All raw materials or ingredients received by the establishment shall be traceable to the source of origin.
- 2 Establishments shall have a system to ensure traceability at all stages of production. (e.g. from raw material through intermediate products to final product).
- 3 Final products shall be clearly marked and date labelled to ensure traceability of producer and the lot/production number.
- 4 A proper recall system or programme shall be in place to manage incidents effectively and enable the prompt notification to relevant parties, withdrawal and recall of implicated products.

J. FOOD SAFETY MANAGEMENT SYSTEM (FSMS)

- 1 All establishments shall implement Hazard Analysis and Critical Control Point (HACCP) or similar food safety management system to control the food hazards in the manufacturing processes to ensure the production of safe and wholesome food for human consumption.
- 2 The establishment shall have an effective document control system and maintain genuine records to demonstrate the effective control of product safety.

Required documents:

- Up-to-date labelled layout plan with product, worker and waste removal flow, designated high/low risk processing areas
- Product process flowchart
- Hazard analysis and critical control point (HACCP) summary table
- Monitoring records of the critical control points
- Corrective action records
- Ante-mortem and condemnation records
- Heat penetration data, circular chart or records of the thermal processing and sterilization graph for retort products
- Temperature controls of chillers/freezers
- Laboratory reports on water, food contact surfaces and finished products
- Cleaning and hygiene sanitation records
- Personal hygiene records
- Staff medical records
- Staff training records
- Pest control plan, layout and records

- Food recall records
- Competent Authority's inspection report
- Any overseas competent authority reports

All other principles as stated under Codex guidelines mentioned below will apply:

1. Codex Code of Hygienic Practice for Meat
2. Codex Code of Hygienic Practice for Low and Acidified Low Acid Canned Foods
3. Codex Code of Hygienic Practice for Eggs and Egg Products

Disclaimer: where necessary, additional relevant requirements may be imposed.