

**APPLICATION FOR REGISTRATION OF ESTABLISHMENTS  
PROCESSING/FUTHER PROCESSING MEAT AND MEAT PRODUCTS  
FOR EXPORT**

**(Animal Disease Act No. 59 of 1992: Form XXXII of Animal Disease  
Regulations No. 1108/23)**

The Director General,  
Department of Animal Production and Health,  
P.O. Box 13,  
Peradeniya.

I/We hereby apply for the registration of our meat processing establishment/s under the registration scheme implemented by the Department of Animal Production and Health, as the Competent Authority for certifying Exports according to the Animal Diseases Act No 59 Of 1992 (Part 111, section 34 and second schedule).

The particulars of my/our Organization/ Establishment are given below:

**1. General**

- a. Name of the Processor/ Exporter:
- b. Address of the Establishment / Organization:

**2. Factory address, Tel/ Fax & E-mail Nos.:**

**3. Local Government Registration No.**

**3. Types of products processed/ Further processed**

- a.
- b.
- c.

**4. Capacity of the Processing/Further processing Establishment**

(No. of animals processed / day or Production( kg)/Day)

(Please tick off whatever applicable)

- a. Less than 1000
- b. 1001 - 5000
- c. 5001 - 10,000
- d. 10,001 - 15,000
- e. 15,001 - 20,000
- f. 20,001 - 25,000
- g. above 25,000

**5. Name of Countries where meat/meat products are expected to export**  
(if applicable)

- a.
- b.
- .

**6. Location of the Processing/ Further processing Establishment**

Province:

District:

AGA Division:

Extent of the land:

Description of the surrounding area (please attach a sketch):

**7. Environment hygiene in animal rearing/ growing areas/farms**

7.1 Names and addresses of regular suppliers/ out growers (please attach procedures of registering such farms/ out growers and a list.)

7.2 Bio security measures adopted in out grower farms

7.3 Disease surveillance program implemented by out grower farms

7.4 Transportation of live animals from out grower farms to the processing establishment

7.4.1 Means of transport

7.4.2 Time/ period of transport

7.4.3 Other details

## **8. Design of facilities of the processing / Further processing establishment**

- 8.1 Labeled sketch showing Farm/establishment Location, Lay-out of buildings and Roadways
- 8.2 Description of material used for walls, ceilings and floors
- 8.3 Power supply
  - a. Single phase / Three phase
  - b. Availability of stand-by power supply
- 8.4 Sanitary facilities
  - 8.4.1 Describe separation process of different areas within the establishment
  - 8.4.2 Water supply
    - a. Source
    - b. Are the storage tanks protected from extraneous contamination and Cleaned and chlorinated regularly? . State procedures
  - 8.4.3 Describe effluent and waste disposal system (please indicate whether approval Is granted by the Environmental Authority. Attach a copy of the latest test reports issued by the Authority)
  - 8.4.4 Describe methods of storage of waste and edible materials
  - 8.4.5 Describe changing and Toilet facilities for staff.
    - b. No of Toilets provided
    - c. For workers
    - d. For others
  - 8.4.6 Types of toilets, whether flush type or not.
  - 8.4.7 Describe changing facilities for staff.
  - 8.4.8 Describe hand-washing facilities in the processing area  
No. Of units -

#### 8.4.9 Staff amenities

- a. Lockers
- b. Lunch room

#### 8.4.10 Describe lighting and ventilation

### **9. Equipment and Utensils**

9.1 Details of the equipment and utensils used for processing

9.2 Hygienic operation procedure

9.3 Details of arrangements for supervision

- a. No. of Trained Technicians and ; or
- b. Veterinarians employed

9.4 Describe cleaning and disinfecting routines of premises, equipment and utensils (Annex schedule)

9.5 Describe methods of control of stray animals and vermin

9.6 Describe safeguards for hazardous substances

### **10. Personnel Hygiene and Health**

10.1 No. of persons engaged in the Processing Plant.

10.2 How often are workers subjected to medical examinations

10.3 Type of training the workers have undergone in processing and hygienic standards

### **11. Processing Requirement**

11.1 Inspection and sorting

11.1.1 Type of poultry processed/further processed at the establishment (if applicable)

11.1.2 Do you deploy a separate staff for working in clean/ unclean areas?

11.1.3 Details account of ante-mortem and post-mortem inspection procedures

11.2 Preparation and processing

11.2.1 Use of ice

a. Source

e. Whether examined for microbes/ chemicals ( attach latest lab report)

11.3 Cold Storage

11.3.1 Capacity

11.3.2 Type of freezing

## **12. Packaging of the finished product**

12.1 Whether packing material is stored in a place separated from chemicals such as detergents, disinfecting, insecticides etc.

12.2 Transport of the finished product

12.2.1 Distance to the port ( for export ) from the cold room (storage)

12.2.2 Distribution areas of finished products

12.2.3 Type and capacity of vehicles available for the transport of the finished products.

12.2.4 Temperature maintained while transport.

## **13. Hygienic Control Programme**

Indicate hygienic programmes (i.e. HACCP) adopted

## **14. Laboratory Control Programme**

14.1 Where do you get the samples tested ?

14.2 Do you get the chain/products tested regularly as a means of monitoring the quality ? (If so attach details)

14.3 Testing Procedures

- a. Sampling methods
- b. Frequency
- c. Test done

14.4 Labeling (attach specimen of label)

**15. Following are annexed for your information :**

- a) Labeled sketch of the processing/Further processing factory. (including floor areas for different Activities)
- b) Hygienic Program (i.e.: HACCP manual)
- c) Clearance from the Environment Authority

I / We do hereby certify that to the best of my knowledge, all particulars given above are correct and true.

Dated ... day of ... 201-

.....  
Signature

Name of the Signatory-  
Designation-  
On behalf of...

Name of the Organization

(Company Seal to be used)