



The Animal By-Products Regulations (NI) 2003  
Regulation (EC) 1774/2002 laying down health rules  
concerning animal by-products not intended for human  
consumption

## Application and inspection form for approval of a petfood plant

Department of Agriculture and Rural Development Dundonald House Room 927 Upper Newtownards Road Belfast, BT4 3SB
Date Received:
Ref. No.:
Date of Inspection:

Name of applicant

Name of operator or company if different

Full postal address of premises

Postcode

Telephone no. (incl. national dialling code)

Fax no. (incl. national dialling code)

Email address

CPH No. (if applicable)

OS grid map ref (If known)

**Important - Instructions for applicant.** The sections of this application form follow the general layout explained below.

- **Legal Requirements.** This section provides a summary of the basic requirements, which must be met before an approval can be issued. Applicants should ensure their premises comply fully with these requirements before sending their application for approval.
- **Guidance.** These notes provide a summary only and should not be taken as exhaustive.
- **Details.** Information to be provided by the applicant. If insufficient space is provided on this form, please continue on a separate sheet referring back to the relevant section number.
- **HACCP Plan.** Operators must put in place a permanent procedure following the principles of HACCP to identify and control critical control points; monitor check and record CCPs; sample each batch and record the results; establish a traceability system for each batch dispatched.

**Once you have completed this form, please send the signed copy to Dundonald House (address at the top of the page).**

### 1. Premises:

**Requirement.** EU Regulation 1774/2002, Annex VIII, Chapter I. The 2003 Regulations, 14(1)(h) requires that no person shall operate a petfood plant unless the premises, the operator and the equipment are approved.

There must be adequate facilities for storing and treating incoming material in complete safety.

**Guidance.** The structure of the premises must be in good condition and capable of satisfactory cleansing.

The equipment must be similarly maintained and fully operational including where necessary temperature controlled storage.

**Details.** A plan of the premises showing production procedures and product flow lines from reception, through production, storage and dispatch should be provided. Please provide a description of the structure and equipment together with details of maintenance procedures which confirms capability to store and treat in complete safety.

**1. Premises: (continued)**

--

**For official use only**

--

**2. Incoming raw materials:**

**Requirement.** EU Regulation 1774/2002, Annex VIII, Chapter II. Petfood plants may only receive Category 3 by-products as defined by Article 6 (1) (a) to (j) of the EU Reg., or processed products derived from it.

Raw petfood may be manufactured only from products referred to in Article 6(1)(a)

An approval is not necessary for plants receiving **only** fully processed fish and poultry meal or mammalian meat and bone meal derived from Category 3 material which has been processed to the pressure-cooking standard (Method 1)

**Guidance.** The above requirement is absolute.

Article 6 (1)(a) products are parts of slaughtered animals fit for human consumption but not intended for that purpose.

**Details.** List the raw materials received and usual source/s of supply.

--

**For official use only**

--

### 3. Products produced and processing standards:

**Requirement.** EU Regulation 1774/2002, Annex VIII, Chapter II requires canned petfood to have been heat treated to a minimum Fc value of 3 and other processed petfood to have been heat treated to a minimum of 90°. Dogchews must have been heat treated sufficiently to destroy pathogens.

**Guidance.** These measures are intended to protect animal (and public) health and must be met.

**Details.** Describe the production process and standards applied.

Where raw petfood is produced detail the handling and temperature control procedures plus packaging details which confirm that the requirements are met.

--

<b>For official use only</b>

### 4. Bacteriological sampling:

**Requirement.** EU Regulation 1774/2002, Annex VIII Chapter II (6) requires that random sampling must be undertaken during production and/or storage (before dispatching) to verify compliance with standards for Salmonella and Enterobacteriaceae.

In accordance with the 2003 Regulations, samples must be identified with a) the name & address of the premises at which they were taken b) the date on which they were taken c) the description and identity of the sample such as the batch number which will allow traceability in the event of an unsatisfactory result – see Section 8, HACCP.

The 2003 Regulations, reg. 21 requires that samples are sent to a laboratory approved by DARD to carry out the tests required.

Canned petfood which has been treated in accordance with (3) above need not be sampled and tested.

**Guidance.** These measures are intended to protect animal health.

Samples must be collected hygienically, placed in sterile, screw top plastic containers and packaged in accordance with Post Office Regulations. They must be sent by first class post or courier. You may wish to discuss the procedure with an approved laboratory of your choice.

The protocol should include daily sampling of each product line for ten working days. If all results are satisfactory this may be reduced to weekly sampling of each product line.

**For a list of approved laboratories, please contact DARD's Animal Welfare and Trade Branch on 028 90 524091**

#### 4. Bacteriological sampling (continued):

**Details.** Describe the sampling protocol with reference to procedures/ batch identification and results monitoring.

Identify the approved laboratory facility to be used.

--

**For official use only**

--

#### 5. Collection, transport and storage

**Requirements.** The 2003 Regulations reg. 8, which refers to Article 7 of EU Regulation 1774/2002 and Annex II, requires that Category 3 by-products be kept separate and identifiable.

Also that during transportation the vehicle or container be labelled "Category 3 material - not for human consumption". Transport must be in covered leakproof containers or vehicles which are cleaned washed and disinfected after each use, maintained in clean condition and clean and dry before use.

The transportation of by-products must take place at an appropriate temperature to avoid any risk to animal or public health.

During transportation a commercial document which specifies:

- (a) the date of consignment;
  - (b) the description of the by-product and species in respect of Category 3 material;
  - (c) the quantity;
  - (d) the place of origin;
  - (e) the name & address of the carrier;
  - (f) the name & address of the receiver (and approval number);
- must accompany the consignment.

The original of this triplicate document accompanies the consignment and is retained by the receiver.

Unprocessed Category 3 by-products must be transported chilled or frozen unless processed within 24 hours of departure.

**Guidance.** If you or anyone acting on your behalf collects and transports by-products you must both comply with the conditions of transport and record keeping.

The original of the commercial document must be provided to you upon delivery.

## 5. Collection, transport and storage (continued):

**Details..** Describe the arrangements for transportation and delivery of by-products to the petfood plant which indicate how the requirements are met.

**For official use only**

## 6. Record keeping:

**Requirement.** The 2003 Regulations, reg. 32 requires records to be kept for at least two years. This includes records relating to transport, receipt of by-products and of subsequent use or disposal.

Regulation 35 requires records to be kept which confirm the date, description, quantity and use made of any by-product.

Records of tests undertaken at Section 4 must be kept for 2 years.

**Guidance.** This information should be available from the commercial document (see Section 5) and in all cases the record must include:

- when consigning animal by-products (a), (b), (c), (e) and (f)
- when transporting animal by-products (a), (b), (c), (d) and (f)
- when receiving animal by-products (b), (c), (d), (e) and the date of receipt.

**Details.** Describe the form in which these records will be made and kept.

If records are in electronic format describe the back up / data retrieval system.

## 6. Record keeping: (continued)

**For official use only**

## 7. Disposal of by-products:

**Requirement.** EU Regulation 1774/2002, Annex VIII Chapter 1 (2) requires adequate facilities on-site for disposing of unused or rejected animal by-products or petfood or that the material is sent to an approved processing or incineration plant.

Article 6(2) requires that this be done without undue delay.

**Guidance.** Unused animal by-products and mammalian meat and bone meal arising in the manufacture of petfood must be disposed of to a plant approved under the 2003 Regulations.

**Details.** Describe the facilities or disposal arrangements for unused material identifying where appropriate the on site storage facilities, the frequency of collection and the plants to which it is consigned.

**For official use only**

**8. HACCP:**

**Requirement.** EU Regulation 1774/2002, Article 18 requires a plant to establish and implement methods of monitoring and checking the critical control points on the basis of the process used. Records relating to this procedure are to be kept for 2 years.

**Guidance.** Within the HACCP procedure, operators must identify and control the critical control points in the plant.

They must also establish and implement methods of monitoring & checking the control points. Corrective action must be taken when a critical control point has failed. Documentation must be kept of all procedures, corrective action verification results. A nominated person within the plant should be made responsible for the plan and action points.

You may consider seeking guidance from specialist advisers on a HACCP plan for your plant.

**Details.** Have you attached a copy of your HACCP plan (*tick the box to confirm*) .....  Yes  No

**For official use only**

**Does the HACCP plan:**

*Tick as appropriate*

- |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| <ul style="list-style-type: none"> <li>• identify any hazards that must be prevented eliminated or reduced; .....</li> <li>• identify the critical control points (CCPs) at the steps at which control is essential; .....</li> <li>• establish critical limits at CCPs; .....</li> <li>• establish procedures to monitor the CCPs; .....</li> <li>• establish corrective actions to be taken if a CCP is not under control; .....</li> <li>• establish procedures to verify whether the above procedures are working effectively; and .....</li> <li>• establish documents and records to demonstrate the effective application of the above measures.</li> </ul> | <table border="1" style="border-collapse: collapse; width: 100%;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table> |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Signature of applicant  Date

**This application only relates to the Animal By-Products Regulations (NI) 2003. It does not relate to such matters as planning permission or environmental controls. It is likely that other authorisations will be required.**

**Data Protection Act**

Details of the name, address and type of the business and its registration number will be made publicly available. This is to enable those in possession of animal by-products to identify legitimate outlets and to enable us to meet EU obligations to provide details of registered premises to the European Commission and other member States. The above details may also be used by DARD, DOE, DEFRA, SEERAD, NAWAD respectively and shared with each other and with public bodies for the purposes of the Animal By-Products Regulations (NI) 2003 and related issues, and for consultation on issues of relevance to your business. All of the details on the application form may be made available to the District Councils and other public bodies for enforcement and policy purposes.

**For official use only**

**VO comments**

**VO recommendation:**

- Reject.....
- Further work needed.....
- Approve.....


VO Signature

Date

Name

(BLOCK LETTERS)

**Notes for inspecting officer on issuing approval.**

- (1) Send form to DVO for counter signature with draft approval .....
- (2) If agreed by DVO, issue approval .....
- (3) Copy to:
  - (a) Dundonald House .....
  - (b) DVO.....
  - (c) District Council.....
  - (d) DOE/EHS .....


**DVO comments**

DVO Counter  
Signature

Signature Date

Name

(BLOCK LETTERS)

Question  
Number.

---