

FANMEAT SELF-DECLARATION FORM



FEED MANUFACTURERS

Feed Manufacturer Name

FAN MEAT NO.

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Postal address:

Phone/fax number

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email:

SIGNATURE:

This questionnaire needs to be completed by Feed Manufacturers and must be returned to the Meat Board of Namibia. Only one box per question may be marked. Please ensure that no question has been left out. Questions to be answered in conjunction with the requirements of the relative Standard where the Standard is mentioned in the question.

The Meat Board of Namibia . PO Box 38. Windhoek

REGISTRATION	YES	NO			
1. Are all products registered with the Registrar of Feeds?			25. Is a Personnel Code of Conduct that guides the degree of hygiene amongst personnel on site in operation and adhered to?		
RESPONSIBILITY OF FEED MANUFACTURER MANAGEMENT			26. Does the Code of Conduct include Visitors and Contractors on Site?		
2. Does Manufacturer adhere to all National Legislation relevant to the Feed Manufacturing Business?			FEED INGREDIENT MANAGEMENT		
3. An Organogram indicates all staff required to fulfill production and quality functions.			27. Does the Manufacturer use only registered additives and stock remedies for the production of feed?	YES	NO
4. Is a Quality Management System implemented and maintained?			28. Does the manufacturer source feed ingredients and raw materials from approved suppliers only?		
5. Does the Quality Management System include a formal HACCP System?			29. Is a Supplier Selection and Control procedure documented and implemented?		
6. Does the HACCP System include and control all potential hazards that might adversely affect safety of the product?			30. Is there proof that suppliers of feed ingredients have applied the principles of Good Manufacturing Practice and HACCP?		
7. Are Internal Audits conducted according to a planned program, by trained Internal Auditors?			31. Is there a documented list of approved Suppliers?		
8. Does a Customer Complaint procedure exist to deal with complaints relating to issues of feed compliance?			32. Was all feed ingredients subject to a formal HACCP based risk assessment?		
9. Are complaints adequately recorded, handled and corrected?			33. Is a process in place for acceptance of incoming ingredients, raw materials and packaging material?		
10. Is Labelling done according to National Legislation requirements?			34. Are manufacturing control as specified by Par. 6 of the Standard documented and implemented for the feed manufacturing process at the Feed Manufacturer's site?		
11. Are production records for the entire process available and kept for at least 2 years?			35. Are documented feed specifications available for each specific feed type?		
12. Can production records prove traceability one step back and one step forward?			36. Are formulations controlled and handled by a designated, competent person as per PAR. 6.2 of the Standard?		
13. Are records available for feeds containing veterinary medicines?			37. Is production scheduling done to avoid cross contamination of different types of feed?		
14. Is a procedure available to enable prompt recall of product from the distribution network in case of emergency?			38. Does the Feed manufacturer adhere to the concepts mentioned in PAR 6.4 of the Standard to avoid cross contamination of feeds?		
15. Does the Feed Manufacturer follow national legislation regarding specification for animal protein content in compound feed?			39. Is a documented REWORK procedure in place that controls storage, identification and reworking of authorized rework material?		
16. Does the Feed Manufacturer have a sustainable sourcing policy for purchasing raw materials and does the policy include a minimum reference to human rights, labor practice and responsible environmental issues?			40. Is a documented manufacturing control procedure, that conforms to the requirements of PAR 6.6 of the Standard implemented and maintained?		
SITE HYGIENE AND MANAGEMENT			STORAGE	YES	NO
17. Is the site exterior maintained according to a documented procedure that ensures a tidy, clean and hygiene condition?			41. Do storage facilities allow for clear separation and identification of ingredients, packaging materials and finished feeds?		
18. Is the interior site managed and maintained according to a documented program which complies with the requirements as set out in Par.3.2 of the FAN Meat Feed Manufacturer Standard?			42. Do storage facilities maintain clean, dry and a protecting environment for the products stored as specified in PAR. 7 of the Standard?		
19. Is production flow designed to minimize feed contamination and/or cross contamination?			43. Are Veterinary medicines, pre-mixes and feed additives stored as per requirements of PAR 7.5 of the Standard?		
20. Are all equipment and metering devices used in animal feed production appropriate for the range of weights/volumes to be measured and are these regularly tested for accuracy?			QUALITY CONTROL OF FINISHED FEEDS		
21. Are all mixers used for the manufacture of animal feed capable of producing homogenous mixtures and dilutions?			44. Is a Quality control and final product release procedure in place as specified by PAR. 9 of the Standard?	YES	NO
22. Does water used in animal feed manufacture that come in direct contact with feed (e.g. steam) meet hygiene standard and be of potable quality?			45. Is a competent person appointed to be officially responsible for Quality Control and Feed Safety?		
23. Is a documented Pest Control Program implemented to ensure that pest activity on site is under control?			46. Is analysis of final feed done as per Quality Plan?		
PERSONNEL			TRANSPORT	YES	NO
24. Is personnel competent, adequately trained, instructed and aware of their role and responsibility in protecting food safety?			47. Is feed transported as per requirement of PAR. 8 of the Standard?		
			RECORDS		
			48. Are all 9 documented records mentioned in PAR. 10 of the Standard maintained by the Manufacturer?	YES	NO