

**Department of Agriculture**

**National Directorate Animal Health**

<b>Notice No. VPN-2002-23</b>	<b>Date: 8 OCTOBER 2002</b>
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<b>TO: STATE VETERINARY OFFICERS</b>
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**SUBJECT: Standards for the registration of a veterinary approved tannery**

<b>PART I</b>	<b>Definitions</b>
<b>PART II</b>	<b>Registration of a veterinary approved tannery.</b>
<b>PART III</b>	<b>Listing of veterinary approved tannery.</b>
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<b>ANNEX B</b>	<b>Inspection report of a veterinary approved tannery.</b>

# PART I

## DEFINITIONS

### FOR THE PURPOSES OF THIS STANDARD DOCUMENT

<b><i>Authorised person</i></b>	means any person authorised to exercise or perform any power or duty, or requested to render any service, by the Controlling Authority.
<b><i>Approved Tannery</i></b>	means an officially supervised agricultural, industrial or commercial undertaking on which raw hides and skins are being fully processed.
<b><i>Controlling Authority</i></b>	means the authority which is directly responsible for the application of animal health measures.
<b><i>Manager</i></b>	in relation to a facility includes any person for the time being responsible for the management of the facility.
<b><i>Official veterinary control</i></b>	means that the Controlling Authority knows the location of the animals and the identity of their owner or responsible keeper and is able to apply appropriate animal health measures, as required
<b><i>Owner</i></b>	means the person in whom the ownership in respect of animal, thing or property is vested.
<b><i>State Veterinarian</i></b>	A veterinarian authorised by the Controlling Authority to perform animal health inspections.
<b><i>State official</i></b>	An officer authorised by the Controlling Authority to perform animal health inspections.

**Note:** The definitions used in the South African Animal Diseases Act (No 35 of 1984) should be used in case of uncertainty.

## PART II

### REGISTRATION OF A VETERINARY APPROVED TANNERY.

#### 1. REGISTRATION FOR IMPORT STATUS

The applicant must apply in writing to the Controlling Authority, if he wishes to register for a veterinary approved tannery.

A plan, indicating surrounding structures, neighbouring activities and a detailed plan of the facility, showing flow patterns, must accompany the application, - Annex A, for approval. These plans must be endorsed by the controlling authority to confirm the existence of structures and the flow pattern.

A descriptive report about the management of the facility must also be supplied by the controlling authority.

The site must be suitably isolated from game and livestock enterprises. The controlling must be able to apply official veterinary control in the area.

The below listed documents must be presented to the Senior Manager Animal Health on application for registration:

- Annex A - Application form.
- Site and detailed structural plans.
- Annex B - Inspection Report completed by the Controlling Authority or inspector from the National Department of Agriculture Directorate of Animal Health.
- Written undertaking from the Controlling Authority that they are able to supply the necessary inspection services.

Note that registration is valid for one year only, in order to prevent dilapidation and only an Inspection Report need to be submitted, unless there were structural changes then a new plan must be submitted.

In conclusion it must be stated that the ***approval of the facility can be withdrawn at any time without warning, at the discretion of the Senior Manager Animal Health, if any shortcomings are detected.***

## **2. MINIMUM STRUCTURAL REQUIREMENTS FOR A VETERINARY<sup>4</sup> APPROVED TANNERY**

- 2.1. The site must be suitably isolated from game and livestock enterprises. The controlling authority must be able to apply official veterinary control in the area.
- 2.2. A plan, indicating surrounding structures, neighbouring activities and a detailed plan of the facility, showing flow patterns, must accompany the application, Annex A, for approval. These plans must be endorsed by the controlling authority to confirm the existence of structures and the flow pattern.
- 2.3. The establishment should be surrounded by a 2.4m high and small animals proof (domestic animals) security fence or wall and must have strong lockable gates at the entrance / exit, which are locked when unmanned. The fence must be secure enough to prevent access of any livestock to the tannery.
- 2.4. A sign indicating restricted entry should be posted at the entrance.
- 2.5. There must be facilities to wash delivery vehicles and showers for drivers at the delivery entrance.
- 2.6. Contaminated water and fluids from the tannery must leave the premises in such a way that animals are prevented from making any physical contact with it. If it is not disposed of through municipal or other sewer systems, provision must be made to dispose of the effluent through proper underground channels.
- 2.7. There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes separate personnel for handling raw and finished products, as well as separate stores.
- 2.8. All waste products not to be tanned must be disposed of on the premises or effectively treated so as to prevent the possibility of contamination of the surroundings.
- 2.9. Imported hides and skins originating from e.g. Foot-and-Mouth Disease controlled areas must be off-loaded under official supervision and stored separately (lockable quarantine room) until moved to the tanning tubs. Only processed products may leave the premises. The facility must therefore have a quarantine store room which is big enough to accommodate imported hides and skins and must be lockable.

### 3. MANAGEMENT REQUIREMENTS FOR A VETERINARY APPROVED TANNERY

1. Good co-operation and communication with the State Official.
2. Full records relating to inspection visits, all hides and skins, which enter and leave the tannery as well as all processes applied to those hides/skins. These records must be made available to any official of the controlling authority.
3. Hygienic standards of premises and equipment are to be maintained at all times.
4. Only processes and chemicals approved by the Senior Manager Animal Health can be used.
5. A notice must be prominently displayed on all exits and entrances to the facility stating: "Quarantine Area. No unauthorised entry allowed."
6. The facility must be re-approved on an annual basis and the onus of application for re-approval rests with the owner of facility.

In conclusion it must be stated that the ***approval of the facility can be withdrawn at any time without warning, at the discretion of the Senior Manager Animal Health, if any shortcomings are detected.***

#### 4. INSPECTION TO APPROVE A VETERINARY APPROVED TANNERY

- 4.1 A state official will be appointed by the Controlling Authority to inspect the tannery.
- 4.2 The owner of the tannery and the state official as appointed in 4.1 will agree upon a suitable date for the inspection. The state official will inform the owner of the tannery of the conditions under which the inspection will be carried out.
- 4.3 The basis for import approval will be the requirements as described in this document.
- 4.4 The state official appointed by the Controlling Authority will be responsible for the following actions/procedures:
  - a. Acquaint himself/herself with the minimum requirements for a veterinary approved tannery.
  - b. Provide a new applicant with a application form that corresponds in form and content to the model in Annex A.
  - c. Inspect the tannery and complete Annex B with appropriate comments, upon receipt of the properly completed and signed application form.
  - d. If the facility does not comply with the requirements in 4.2.a the state official must provide the owner of a facility with a detailed report with the reasons why a facility can not be approved. The report must correspond in form and content to the model in Annex B.
  - e. Arrange for another inspection when the owner indicates that all the deficiencies had been rectified.
  - f. Provide an acceptable inspection service to the tannery. Approval will only be considered once such a service is in place.
  - g. Keep the original application document on file.
  - h. Submit a copy of the application and all supporting documents to the Senior Manager Animal Health for attention Dr B.B.P. Qwalela. The fax number is 012 3197491.
  - i. Inspect approved tannery as described in this document.

## PART III

### LISTING OF VETERINARY APPROVED TANNERY

1. All veterinary approved tanneries must be listed in an official “List of Approved Veterinary Facilities” to be compiled and regularly up-dated by the Controlling Authority with a copy to the Senior Manager Animal Health.
2. The list must contain the following information for each veterinary approved tannery.
  - a. Registration number
  - b. Name of owner
  - c. Registered name of veterinary approved tannery.
  - d. Postal address
  - e. Telephone number
  - f. Fax number
  - g. Province
  - h. District
  - i. Map co-ordinates
3. The list will only be made available upon request to interested parties or persons.

**ANNEX A (VPN/2002/23)**

(Logo of Controlling Authority)

**APPLICATION FOR IMPORT/EXPORT APPROVAL:**

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Reference no

**A. GENERAL INFORMATION ON THE ESTABLISHMENT**

DATE		
NAME OF REPORTING PROVINCIAL OFFICER		
NAME OF HOLDING		
APPROVAL NUMBER		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
POSTAL CODE		
TOWN		
PROVINCE		
TELEPHONE NUMBER		
FAX NUMBER		
NAME OF THE MANAGER / OWNER		
E-MAIL ADDRESS OF MANAGER / OWNER		
NAME OF THE HYGIENE MANAGER		
E-MAIL ADDRESS OF HYGIENE MANAGER		
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION		
NAMES OF AUTHORISED PROVINCIAL OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS		
EXPORTING TO (COUNTRIES)		
IMPORTING FROM (COUNTRIES)		
TYPE OF ESTABLISHMENT	LIVE ANIMALS FOR BREEDING	
	LIVE ANIMALS FOR SLAUGHTER	
	SEMEN	
	EMBRYOS/OVA	
	EMBRYONATED EGGS	
	TANNERY	
	TAXIDERMY	
	CANNED FEED FOR ANIMALS	
	DRY FEED FOR ANIMALS	
	OTHER (SPECIFY)	

SPECIES	CATTLE	
	SHEEP	
	GOATS	
	PIGS	
	HORSES	
	WILD GAME	
	POULTRY	
	CAGE REPTILES	
	OSTRICH	
	CROCODILE	
	PRIMATES	
	OTHER (SPECIFY)	

**B. DECLARATION BY STATE VETERINARIAN**

I \_\_\_\_\_ the veterinarian responsible for providing an inspection and certification service at the facility mentioned in the preceding pages hereby declare that:

Drawings of the establishment and a comprehensive inspection report are attached to this application; and

I agree to abide by all the conditions set by the Department of Agriculture and importing countries for the export of animals/animal products obtained from this facility.

**and/or**

I agree to abide by all the conditions set by the Department of Agriculture for the importation of animals/animal products.

Signed at (place) \_\_\_\_\_ on, (date) \_\_\_\_\_

Stamp \_\_\_\_\_  
 .....  
 (signature of official veterinarian)  
 \_\_\_\_\_  
 (name in capital letters, title and qualification)

## ANNEX B

### INSPECTION REPORT FOR A VETERINARY APPROVED TANNERY

1. The controlling authority must be able to apply official veterinary control in the area and at the facility.

Yes                       No

2. The site and location must be approved by the Senior Manager Animal Health. A plan, indicating surrounding structures and neighbouring activities must accompany the application for approval, as well as this form completed by either the Provincial State Veterinarian or an inspector from the National Department of Agriculture.

Yes                       No

3. A detailed plan of the facility, showing flow patterns, must accompany the application. These plans must be endorsed by a state official to confirm the existence of structures and the flow pattern.

Yes                       No

4. The site must be suitably isolated from game and livestock enterprises.

Comments:

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5. A descriptive report about the management of the facility must also be supplied.

Yes                       No

6. Where the facility is subject to municipal regulations, proof of approval by the municipal authority must be furnished.

Yes                       No                       Not applicable

7. The establishment should be surrounded by a 2.4m high and small animals proof (domestic animals) security fence or wall and must have strong lockable gates at the entrance / exit, which are locked when unmanned. The fence must be secure enough to prevent access of any livestock to the tannery.

Comments:

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8. Only authorised persons may enter the premises. Is there access control?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. There must be facilities with controlled drainage to wash delivery vehicles, near the delivery entrance, and showers for drivers and/or personnel handling raw material.

Describe area where delivery vehicles are washed, with specific mention of drainage.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Protective clothing must be provided to all personnel handling raw materials, and these clothes should be colour coded for the contaminated area and washed and disinfected on the premises.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes separate personnel for handling raw and finished products as well as separate stores.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Imported hides and skins originating from Foot and Mouth Disease controlled areas must be off-loaded under official supervision and stored separately (lockable quarantine room) until moved to processing area.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 13. All waste products must be disposed of within the premises or treated to prevent contamination of the surrounding area.

Describe how waste is disposed of

Comments:

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- 14. Drainage of all fluid waste and washing/rain run off must be contained and disposed of in a manner which prevents contamination and pollution of the surrounding area or contact with animals.

How is this dealt with?

Comments:

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- 15. Only processes and chemicals approved by the South African Senior Manager Animal Health can be used.

Describe processes used

Comments:

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Chemicals used

Comments:

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- 16. Hygienic standards of premises and equipment are to be maintained at all times.

Comments:

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- 17. A complete inventory register is to be kept of all hides and skins, which enter and leave the facility as well as all processes undergone while at the facility. These records must be available for inspection by any veterinary official, which shall sign the register after each visit. Supporting documents, e.g. movement permits, certificates of origin, release documents, etc., should be available for inspection.

Comment on the records currently available and outline what your recommendations are to improve the current record system.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 18. A notice must be prominently displayed on all exits and entrances to the facility stating: "Quarantine area. No unauthorised entry allowed."

Yes                       No

- 19. The facility must be re-approved on an annual basis. The onus of application for re-approval rests with the owner of the facility.

**General Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

