



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Elliptical Road, Diliman, Quezon City

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF AGRICULTURE  
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ADMINISTRATIVE ORDER

No. 16  
Series of 2006

SUBJECT: PRE-BORDER MEASURES FOR THE EXPORT OF MEAT AND MEAT PRODUCTS TO THE PHILIPPINES

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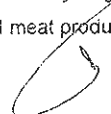
WHEREAS, the spread of animal diseases and food-borne diseases among countries that continues as a consequence of increased global and inter-country trade of livestock and poultry and their products causes negative impacts on the domestic industry and economy;

WHEREAS, it is a paramount objective of the government to protect its borders and territories from the entry, establishment and spread of animal diseases that may be introduced by the importation of disease-carrying, contaminated, and/or adulterated meat and/or meat products, which endanger the safety/health and lives of the consuming public and which could bring potentially serious economic consequences to the livestock, poultry and related industries;

WHEREAS, the multilateral framework of rules and disciplines on international trade under the World Trade Organization (WTO) particularly the *Agreement on the Application of Sanitary and Phytosanitary Measures (SPS)* and the *Agreement of Technical Barriers to Trade (TBT)* reaffirm and guarantee the right of a country to institute appropriate measures as it deems necessary for the protection of human and animal health/life, or the prevention of deceptive practices, at the levels it considers appropriate, subject to the requirement that they are not applied in a manner that would constitute as a disguised restriction to trade;

WHEREAS, the Department of Agriculture (DA) recognizes and adopts international standards, guidelines and recommendations for: (a) animal health and zoonoses prescribed under the Terrestrial Animal Health Code of the Office International des Epizooties (OIE); and (b) food safety prescribed by the Codex Alimentarius Commission;

WHEREAS, Republic Act (RA) No. 9296 otherwise known as the *Meat Inspection Code of the Philippines* provides the general guidelines governing the sanitary regulations in handling, processing, distribution, marketing and trading of meat and meat products;



WHEREAS, Section 34 of RA 9296 provides that an exporter to the Philippines is required to secure accreditation of its Foreign Meat Establishments (FMEs) and to subject its relevant region/s and/or country to the DA's import risk analysis (IRA) before the export of meat and meat products to the Philippines can be commenced;

WHEREAS, the DA Administrative Order (AO) No. 26, Series of 2005, otherwise known as the *Revised Rules, Regulations, and Standards Governing the Importation of Meat and Meat Products into the Philippines* provides that pre-border measures (PBMs) are integral part of the country's risk management measures/policy (RMMs/RMP) to achieve the country's appropriate level of protection (ALOP);


WHEREAS, Section XV-B of AO 26, Series of 2005 provides that existing exporters of meat and/or meat products to the country shall be subject to review and assessment of their accreditation status;

WHEREAS, Section 35 of RA 9296 and Section V of DA AO 26, Series of 2005, mandate that only those FMEs recognized by, or under the inspection of the National Competent Authority (NCA) of the exporting country are qualified for DA accreditation to export to the Philippines;

WHEREAS, in the interest of transparency and clarity while ensuring that meat and meat products exported to the Philippines do not pose a threat to the health and safety of the consuming public and the domestic livestock and poultry industry, there is a need to issue a comprehensive set of rules, regulations and procedures governing pre-border measures particularly on the accreditation of FMEs that may be allowed to export meat and meat products to the Philippines;

NOW, THEREFORE, I, DOMINGO F. PANGANIBAN, Secretary of Agriculture, by the powers vested upon me by law do hereby issue this Order prescribing specific Pre-Border Measures governing the accreditation of Foreign Meat Establishments to export meat and meat products to the Philippines.


Section I  
DEFINITION OF TERMS

- 1.1 *Accreditation* – refers to the privilege granted by the DA to a country or FME to export its meat and meat products to the Philippines after due evaluation, validation, on-site inspection and conduct of import risk analysis based on a set of rules, regulations, recommendations, and standards to determine the soundness of the veterinary services, animal health surveillance/monitoring system and the meat inspection system of the government and the status and features of the FMEs.
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- 1.2 *Accredited FME* – refers to a foreign meat establishment that has been assessed by the NCA of the Philippines and have been found to meet the requirements to export meat and meat products to the Philippines
- 1.3 *Applicant country* – refers to a foreign country applying for accreditation either system or for individual FME accreditation to export meat and meat products to the Philippines.
- 1.4 *Application fee* – refers to the fee to be paid by applicant countries to cover processing and administrative expenses of their application.
- 1.5 *Audit* – is a systematic and functionally independent examination to determine whether activities and related results comply with planned objectives including, but not limited to, on-site inspection and evaluation of livestock farms, laboratories, government establishments, FMEs to ascertain conformity to the standards and compliance to regulations set by the DA in accordance with the international standards. General Considerations during the conduct of audit is stated in ANNEX A1.
- 1.6 *Certificate of FME Accreditation (CFMEA)* – refers to the legal instrument issued by the Secretary of Agriculture declaring and notifying the public that a particular FME has been accredited to export meat and meat products to the Philippines and has satisfied all the requirements set by the DA.
- 1.7 *Certificate of System Accreditation (CSA)* – refers to the legal instrument issued by the Secretary of Agriculture declaring and notifying the public that a particular country has been accredited by the DA as source of meat and/or meat products to the Philippines processed from its NCA accredited and guaranteed FMEs.
- 1.8 *Codex Alimentarius Commission* – refers to the international organization recognized by the WTO for establishing food standards, codes of practice, guidelines and recommendations aimed at protecting consumer health and ensuring fair food trade practices. Codex also refers to food standards and related texts elaborated and adopted by the Commission, which are recognized by the WTO as benchmark standards in relation to food quality and safety.
- 1.9 *DA Inspection Mission (DAIM)* – refers to the team of technical experts designated by the Secretary on border control, animal health and meat inspection.
- 1.10 *DAIM Report* – refers to the written document prepared by the DAIM upon completion of on-site inspection of FMEs and a country's system and of the IRA, which contains the relevant information, data and supporting documents referring to the scientific and

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technical findings including its recommendations. Integral to this report are all supporting documents relevant throughout the accreditation process including those resulting from the IRA undertaken and the prescribed PBMs/RMMs.

- 1.11 *Foreign Meat Establishments (FMEs)* – refers to facilities in a foreign country engaged in slaughtering and dressing of food animals, and processing, cutting, packing and storing of meat and meat products, and are duly licensed by the NCA of that country to export meat and meat products.
- 1.12 *Hazard Analysis and Critical Control Point (HACCP)* – refers to the “HACCP System and Guidelines for its Application” issued by the Codex Alimentarius Commission [CAC / RCP 1 – 1969, Rev. 3 (1997)].
- 1.13 *Import Risk Analysis (IRA)* – refers to the assessment of the risks of importation based on the risks to human, animal, plant life or health, taking into account risk assessment techniques developed by international organizations.
- 1.14 *Individual FME* – refers to an applicant FME in a country which is not a system accredited.
- 1.15 *Inspection and Audit Fund* – refers to the fund collected from fees paid by the applicant relative to their application for accreditation to export meat and meat products to the Philippines, which shall be deposited in the NMIS Trust Fund as a special account for the sole purpose of expending on activities relevant to accreditation and audit.
- 1.16 *Meat* – refers to the fresh, chilled or frozen edible carcass or parts thereof including offal derived from food animals.
- 1.17 *Meat Product* – refers to meat, which has been subjected to physical change and/or treatment such as cooking, drying, salting, brining or smoking.
- 1.18 *National Competent Authority (NCA)* – refers to the national veterinary authority having jurisdiction over the whole country for implementing the animal health measures based on OIE Terrestrial Animal Health Code and/or meat and meat products quality and safety measures based on Codex standards.
- 1.19 *Office International des Epizooties (OIE)* – refers to the international organization recognized by the WTO as the responsible body for establishing the animal health standards, guidelines and recommendations.
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1.20 *Representative FME* – refers to an FME which has been randomly selected by the DA from among the list of FMEs submitted by the NCA of a country applying for system accreditation. It shall serve as an example of export FMEs in the applicant country for inspection and evaluation for physical structure and operations during on-site visits of the DAIM. The total number of selected representative FMEs to be visited shall be based on the DA's evaluation on the submitted questionnaire and other available information not necessarily provided by the applicant country.

1.21 *Risk Management Policy (RMP)* – refers to the overall risk management measures (RMMs) being applied by DA based on OIE and Codex standards and other science-based standards, which are deemed necessary to achieve the country's appropriate level of protection. Each measure required by DA herein is an integral part of the whole RMP, which guarantees protection of the country from the entry, establishment and spread of foreign diseases and contaminations associated with the importation of meat and/or meat products into the country. The RMP includes all measures which have the effect of verifying SPS controls at the country of origin, the country's customs areas, and post-entry areas, which take the form of, but not limited to, documentation requirements, certifications by appropriate bodies, slaughtering and processing standards, packing and labeling requirements, transportation and handling conditions, marketing, advertising, distribution requirements, risk communication measures, and disease and contamination control measures.

1.22 *System Accredited Country* – a country whose standards and system of monitoring, surveillance, inspection and control for animal and public health have been assessed by the NCA of the Philippines and have been found to meet the requirements to export meat and meat products to the Philippines.

## Section II

### SCOPE AND LIMITATIONS

This set of rules and regulations shall apply to a country or FME that intends to export HACCP (or equivalent standard) certified meat and meat products to the Philippines.

## Section III

### REQUIREMENTS FOR ACCREDITATION

1. The applicant country intending to export to the Philippines must be an OIE member.
2. The applicant country may apply either for a *SYSTEM ACCREDITATION* or *INDIVIDUAL FME ACCREDITATION*.

3. The NCA of the applicant country shall serve as the counterpart contact agency of the DA. It shall be responsible for endorsing and certifying the veracity of all documentary requirements submitted to the DA.
4. Applicant country for system accreditation shall submit documentary requirements referred to in this AO as the questionnaire on Information on Animal and Veterinary Public Health (ANNEX A) and a list of exporting FMEs from which the DA shall select representatives for inclusion in the onsite visits and validation.
5. A country that would qualify for system accreditation shall, through its NCA, submit the list of FMEs interested to export meat and meat products to the Philippines. These FMEs will not be subjected to onsite visits but shall be required to submit an accomplished ANNEX B for DA's reference and monitoring. Certificate of FME Accreditation (CFMEA) shall be issued prior to any exportation of meat and meat products to the Philippines.
6. Applicant countries seeking individual FME accreditation shall submit documentary requirements referred to in this AO as the questionnaire on Information on Animal and Veterinary Public Health (ANNEX A) and a list of exporting FMEs intending to export meat and meat products to the Philippines together with accomplished questionnaires on Information on the Foreign Meat Establishment (ANNEX B) of the said FMEs.
7. All documentary requirements shall be accomplished in English.

#### Section IV

#### APPLICATION PROCEDURES and PRELIMINARY EVALUATION

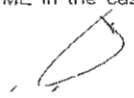
1. The applicant country seeking either system accreditation or individual FME accreditation shall submit a letter of intent and application to the Secretary of the Department of Agriculture. The letter shall be addressed to:

THE SECRETARY  
Department of Agriculture  
Elliptical Road, Diliman,  
Quezon City 1101  
Republic of the Philippines

2. The letter of intent and application shall be accompanied by an accomplished ANNEX A questionnaire for all applicant countries. Applicant countries seeking

- accreditation for individual FMEs are further required to submit accomplished ANNEX B questionnaires of the FMEs wishing to export meat and meat products to the Philippines.
3. Additional information and materials may be attached to the questionnaire (ANNEX A) to support claims and statements made. Complete information must be provided to avoid delays in the processing.
  4. All applications shall be coursed through the NCA of the applicant country.
  5. The DA shall make a preliminary evaluation of the application and the information provided in the questionnaires.
  6. In the conduct of the preliminary evaluation, the DA may require the applicant country to submit other pertinent information that may be needed apart from what have been already provided in the application and in the questionnaires.
  7. Preliminary evaluation of the applicant country shall be completed within six (6) months provided all the necessary requirements are complied with.
  8. The DA shall notify the applicant country of the results of the preliminary evaluation and the areas of interest for verification and validation of the DA. The applicant country shall be classified as either qualified for System Accreditation or Individual FME Accreditation.
  9. Applicant country deemed qualified for system accreditation shall now propose an itinerary for the DAIM based on the areas of interest for verification and validation identified by DA. The applicant country shall also pay the application fee and shall coordinate with the DA regarding cost sharing arrangements on the on-site verification and validation activities.
  10. Applicant country deemed qualified for individual FME accreditation shall propose an itinerary for the DAIM based on the areas of interest for verification and validation identified by DA. The applicant country shall also pay the application fee and shall coordinate with the DA regarding cost sharing arrangements on the on-site verification and validation activities.

**Section V**  
**ON-SITE INSPECTION AND VALIDATION**

1. The Secretary of Agriculture shall designate the members of DAIM team, which shall undertake the validation of documents, select the representative FME in the case of
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system accreditation or individual FME in the case of individual FME accreditation, the conduct of on-site inspection and other activities related to the IRA.

2. The DAIM shall be composed of but not limited to technical experts on border control, animal health and meat inspection. It shall have the following mandate:
  - a) Prepare the IRA design;
  - b) Conduct the on-site inspection and document validation;
  - c) Prepare and submit the DAIM Report to Accreditation Review Board (ARB) within 30 days from the completion of IRA, on-site inspection and validation; and
  - d) Undertake other activities relevant to the accreditation
3. The NCA of the applicant country shall extend full cooperation with the DAIM during the inspection by ensuring, among others, that the DA approved itinerary including the activities relevant thereto, are duly completed.
4. Individual FMEs from countries that do not qualify for system accreditation shall be evaluated based on the submitted questionnaire and additional information endorsed by the NCA of that country and findings of the DAIM during on-site visit and summary of IRA.

#### Section VI THE ACCREDITATION REVIEW BODY (ARB)

1. The ARB shall be created and tasked to review the DAIM Report as defined in Section I.10 and recommend to the Secretary the appropriate action on the application for accreditation.
2. The ARB shall be composed of the following:

Chairperson	DA Undersecretary;
Vice-Chair	Designated by the Chair from the members;
Members	Representative; <ol style="list-style-type: none"><li>a) National Meat Inspection Service (NMIS)</li><li>b) Bureau of Animal Industry (BAI)</li><li>c) Livestock Development Council (LDC)</li><li>d) Bureau of Agriculture and Fisheries Products Standards (BAFPS)</li><li>e) DA Policy Research Service (DA-PRS)</li><li>f) DA-Legal Office</li></ol>



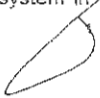


Section VII  
ISSUANCE AND MAINTENANCE OF ACCREDITATION

1. The DA shall issue a Certificate of System Accreditation (CSA) to a country.
2. The DA shall issue CFMEA to FMEs under System Accredited Country.
3. CFMEA can only be issued to individual FMEs after all the requirements are complied with.
4. The accreditation shall be effective upon the issuance of the CSA or CFMEA and shall continue to be in effect provided the accredited country and FME conform to the provisions of this AO.
5. The NCA of all exporting countries regardless of accreditation status as system or individual shall submit a copy to the DA of its annual animal health status report, food safety concerns to include product recalls and current list of meat establishments licensed to export including the list of those that were delisted or suspended.

Section VIII  
SUSPENSION AND/OR CANCELLATION OF ACCREDITATION

The accreditation shall be suspended and/or cancelled by DA if:

1. the accredited country violates relevant provisions of Philippine laws and DA issuances that pose risk to human, animal and plant health in the Philippines;
  2. the accredited country / FME fails to meet audit requirements ;
  3. Emergency situations in the exporting countries that may pose risk to human and animal health in the Philippines (e. g. outbreaks of zoonoses and important notifiable diseases);
  4. Repeated rejection of consignments upon arrival due to evidence of serious food safety or public health issues in the exporting country;
  5. Repeated occasions of serious misrepresentations or consumer fraud;
  6. Repeated evidence of a serious failure in the inspection or control system in the exporting country reflected in the imported products;
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## Section VII

7. There are evidence of repeated failures of correctable nature (e.g. labeling errors, misrepresentation of documents etc); and
8. Failure or lack of interest on the part of the NCA to comply with commitments with the DA.


## Section IX

### INSPECTION AND AUDIT FUND

1. The inspection and audit expenses shall be shared by the DA and the applicant country and /or individual FME applicant.
2. All amounts collected relative to accreditation activities shall be deposited in the account of the NMIS Development Trust Fund created under Section 47 of RA 9296.
3. The funds are to be disbursed for the purpose of undertaking the activities pertinent to accreditation and audit of exporting countries, subject to government accounting and auditing rules and regulations.
4. Supplemental fees may be required subject to the mutual agreement of the DA and the applicant country if additional on-site or follow-up inspection is required.

## Section X

### REVIEW AND AUDIT OF EXPORTERS OF MEAT AND MEAT PRODUCTS

1. FMEs or countries, which have been exporting meat and/or meat products to the Philippines prior to the issuance of this AO, shall be subject to review and audit following the standards and procedures prescribed under this regulation. Failure of FMEs or countries to comply with this provision one (1) year from the approval of this AO shall lead to suspension of export.
  2. FMEs or countries accredited after the issuance of this AO shall be audited two years from the approval of the accreditation and every three years thereafter. Audits can be done earlier as may be warranted by circumstances e.g. animal health and food safety conditions.
  3. The frequency of audit may be modified in accordance with the history of compliance of the individual FMEs.
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Section XI  
REPEALING CLAUSE

All existing rules and regulations, which are inconsistent with this Order, are thereby modified, revoked or repealed accordingly.

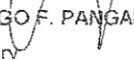

Section XII  
SEPARABILITY CLAUSE

The provisions of this Order are hereby declared to be separable and in the event one or more of such provisions are held unconstitutional, the validity of the other provisions shall not be affected thereby.


Section XIII  
EFFECTIVITY


This order shall take effect 15 days after its publication in two (2) newspapers of national circulation.

Done in the City of Quezon, this 16<sup>th</sup> day of October in the year of the Lord, 2006

  
DOMINGO F. PANGANIBAN  
Secretary 

Recommending Approval:

  
DR. MINDA S. MANANTAN  
OIC, Office of the Executive Director  
National Meat Inspection Service

  
DR. DAVINO P. CATBAGAN  
OIC, Office of the Director  
Bureau of Animal Industry

**ACCREDITATION QUESTIONNAIRE****Information on Animal and Veterinary Public Health**

*(To be filled up by the National Competent Authority (NCA) of the Exporting Country)*

Applicant Country: \_\_\_\_\_

**1. GENERAL INFORMATION**

Geographical issues:

- Site of the main and extension offices of the national veterinary authority on all matters pertaining to meat and meat product inspection and hygiene. Include the territorial jurisdiction of the main and extension offices and their respective official representative.
- Site of the main and extension meat laboratories of the NCA involved in the analysis of meat and meat product samples and include the territorial jurisdiction.

**2. LEGISLATION:**

Give the title of the national legislation considered providing equivalence to meat and meat product inspection and hygiene of the Philippines. Include also local legislations pertaining to public health. Copies of the above should be provided.

**PART I: Animal Health Program****1. Organization and Structure of Veterinary Services****a. National Veterinary Services**

Organizational chart including number of personnel and positions

**b. Sub-national (State or Provincial) Veterinary Services**

Organizational charts including number of personnel and positions

**c. Other providers of Veterinary Services**

Description of any linkage with other providers of Veterinary Services.

## 2. National Information on Human Resources

### a. Veterinarians

#### i) Total numbers of:

- a) Veterinarians registered in the country.
- b) Graduate veterinarians (of other veterinary schools) who are not included in the above list.

At

#### ii) Numbers of:

- a) Full time government veterinarians: national and sub-national;
- b) Part time government veterinarians: national and sub-national;
- c) Private veterinarians authorized by the NCA to perform official veterinary functions (Describe accreditation standards, responsibilities and/or limitation applying to these private veterinarians.)

#### iii) Animal health:

Numbers associated with farm livestock sector on a majority time basis in a veterinary capacity, by geographical area (*Show categories and numbers to differentiate staff involved in field service, laboratory, administration, import/export and other functions, as applicable.*):

- a) Full time government veterinarians: national and sub-national;
- b) Part time government veterinarians: national and sub-national;
- c) Privately employed veterinarians.

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#### iv) Veterinary public health:

Numbers employed in meat inspection on a majority time basis, by commodity (*Show categories and numbers to differentiate staff involved in inspection, laboratory and other functions, as applicable.*):

- a) Full time government veterinarians: national and sub-national;
- b) Part time government veterinarians: national and sub-national;
- c) Privately employed veterinarians.

#### v) Numbers of veterinarians relative to certain national indices:

- a) Per total human population;
- b) Per farm livestock population, by geographical area;
- c) Per livestock-farming unit, by geographical area.

vi) Veterinary education:

- a) Number of veterinary schools;
- b) Length of veterinary course (years);
- c) International recognition of veterinary degree (*if applicable*).

b. Graduate staff (non-veterinarian)

Details to be provided by category (*including biologists, biometricians, economists, engineers, lawyers, other science graduates and others*) on numbers within national *Veterinary Services* and available to national *Veterinary Services*.

c. Technical assistants employed by the *Veterinary Services*

i) Animal health:

- a) Numbers involved with farm livestock on a majority time basis: by geographical area;
  - Proportional to numbers of field *Veterinary Officers* in the *Veterinary Services*, by geographical area.
- b) Education/training details.

3. Financial Management Information

- a. Total budgetary allocations to the *Veterinary Services* for the current and past two fiscal years:
- b. Sources of the budgetary allocations and amount
- c. Proportional allocations of the amounts in 3.a for operational activities and for the program components of *Veterinary Services*.
- d. Total allocation proportionate of national public sector budget (this data may be necessary for comparative assessment with other countries, which should take into account the context of the importance of the livestock sector to the national economy and of the animal health status of the country.).
- e. Actual and proportional contribution of animal production to gross domestic product.

4. Administration Details

a. Accommodation

Summary of the numbers and distribution of official administrative centers of the *Veterinary Services* (national and sub-national) in the country.

b. Communications

Summary of the forms of communication systems available to the Veterinary Services on a nation-wide and local area bases.

c. Transport

- i) Itemized numbers of types of functional transport available on a full-time basis for the Veterinary Services. In addition provide details of transport means available part-time.

5. Laboratory Services

a. Diagnostic laboratories (laboratories engaged primarily in diagnosis)

- i) Descriptive summary of the organizational structure and role of the government veterinary laboratory service in particular its relevance to the Veterinary Services.
- ii) Numbers of veterinary diagnostic laboratories operating in the country;
- government operated laboratories;
  - private laboratories accredited by government for the purposes of supporting official or officially-endorsed animal health control or public health testing and monitoring programs and import/export testing.
- iii) Descriptive summary of accreditation procedures and standards for private laboratories
- iv) Human and financial resources allocated to the government veterinary laboratories, including staff numbers, graduate and post-graduate qualifications and opportunities for further training.
- v) List of diagnostics methodologies available against major diseases of farm livestock (including poultry)
- vi) Details of collaboration with external laboratories including international reference laboratories and details on numbers of samples submitted.
- vii) Details of quality control and assessment (or validation) programs operating within the veterinary laboratory services.
- viii) Recent published reports of the official veterinary laboratory service which should include details of specimens received and foreign animal disease investigations made.
- ix) Details of procedures for storage and retrieval of information on specimen submission and results.
- x) Reports of independent reviews of the laboratory services conducted by government or private organizations (if available)





- Animal health controls of importation of veterinary biological products including vaccines;
  - Administrative powers available to Veterinary Services for inspection and registration of facilities for veterinary control purposes (if not included under other legislation mentioned above);
  - Documentation and compliance.
- ii) Assessment of ability of Veterinary Services to enforce legislation.
- b. Animal Health Controls
- i) Description of and sample reference data from any national animal disease reporting system controlled and operated or coordinated by the Veterinary Services.
  - ii) Description of and sample reference data from other national animal disease reporting systems controlled and operated by other organizations which make data and results available to Veterinary Services.
  - iii) Description and relevant data of current official control programs including:
    - epidemiological surveillance of monitoring programs;
    - officially approved industry-administered control or eradication programs for specific diseases.
  - iv) Description and relevant details of animal disease emergency preparedness and response plans.
  - iv) Recent history of animal disease status.
    - animal diseases eradicated nationally or from defined sub-national zones in the last ten years;
    - animal diseases of which the prevalence has been controlled to a low level in the last ten years;
    - animal diseases introduced to the country or to previously free sub-national regions in the last ten years;
    - emerging diseases in the last ten years;
    - animal diseases of which the prevalence has increased in the last ten years.

8. Membership to the OIE

State if the applicant country is a member of the OIE and brief history of its membership.

## Part II: Veterinary Public Health Program

### 1. National Competent Authority (NCA) Control Systems

#### a. Management Structures

- i) Give the details of the NCA (for meat inspection and meat hygiene) to include main responsibilities and contact details of the key officials.
- ii) Describe the structure of the NCA and provide an organizational chart from the national to sub-national. Indicate the address of each office.
- iii) Indicate to whom the head of the NCA reports to. Describe the linkages of the NCA with other related government agencies.

#### b. Independence of the NCA

- i) Procedure to ensure the independence of the NCA
- ii) Links existing between the NCA and the industry, consumer groups and other private bodies.
- iii) Powers of investigation and enforcement given to the NCA

#### c. Resources

##### i) Financial

- Indicate the budget for the operation of the NCA (include those provided by the government and other sources)

##### ii) Personnel

- Give the total number of official veterinarians employed directly by the NCA for the inspection of meat and meat products for export and domestic consumption.
- Give the total number of official non- veterinary meat inspectors employed directly by the NCA for the inspection of meat and meat products for export and domestic consumption including the education requirements for these inspectors
- Give the total number of personnel in the national meat laboratories and its extension laboratories and their specific functions.
- Give the number of sub-national meat laboratories, their functions and personnel.

d. Personnel Conduct

- i) Rules that apply to the private/professional conduct of government officials outside their official duties
- ii) Code of discipline for Meat Inspection Officers.

e. Recruitment and training

- i) Give the minimum qualifications/requirements for veterinarians.
- ii) Give the minimum qualifications/requirements for non-veterinary meat inspectors.
- iii) Give the details of the initial and continuing training programs for newly recruited and regular veterinary and non-veterinary meat inspectors in relation to their duties and functions. Include also the continued professional development.

f. Enforcement powers

- i) Indicate powers of enforcement and sanctions in the event of non-compliance with existing rules and regulations.
- ii) Indicate the power of NCA to require data or information from a particular meat establishment.

g. Control programs

- i) Describe any formal written system for the identification and prioritization of food safety controls operated by the NCA. Explain how regular reviews are undertaken of the control program.

h. Documentation of controls

- i) Provide details of written official control programs and provide examples of documented results. What actions are taken in response to these results?

2. Certification

- a. Describe the system of printing, storage, maintaining and distribution of certificates to include the entity responsible for it.
- b. Describe the procedure for the completion of certificates (attach flow chart).
- c. Provide the lists of authorized controlling officer signatories for health certificates and who are authorized to sign / issue health certificates for export.
- d. Procedure in the recall and amendment of signed certificates (attach flow chart) and the authorized signatory.

### 3. Import Controls

This section relates to control of operation over imports from a third country

- a. Describe the general controls over the import of meat and meat products (legislation, approved countries and meat plant establishments, issuance of import permits, public health guarantees, certification, post-import testing, etc).
- b. Describe the type and frequency of checks carried out on imports of meat and meat products at the point of entry.
- c. Indicate the status and responsibility of the officer in charge of import controls at the border inspection posts.
- d. Describe the action available under legislation and actually taken when an illegal import is detected that is related to public health safety.

### 4. Laboratory Services

- a. Describe the management structure of the NCA laboratory service (include the organizational structure)
- b. State if the laboratory is certified by an international body. If yes, specify.
- c. Indicate if it accredits private laboratories to perform laboratory testing
- d. Give and describe any links with international reference laboratories.
- e. Give details of the type of tests undertaken by the laboratories in respect to food hygiene with the test results reported (e.g. Microbial, residue, etc.)
- f. Describe the laboratory participation in the conduct of proficiency testing
- g. Give details of internal quality management systems (e.g. ISO GLP etc.) that exist in the laboratory.
- h. Describe qualifications and academic credential of laboratory staff.
- i. Give training programs for laboratory staff in relation to their duties and functions.

### 5. Food Safety Standards

- a. Give details of the national meat safety and quality assurance program. Documentation of this program and its result should be provided.

- b. Give the frequency of visit/inspection and nature of regulatory controls of the NCA over the operation of meat establishments.
- c. Describe the procedures for the granting, suspension and withdrawal of accreditation/registration for meat establishments. Describe the notification/communication procedures in the issuance of the registration list of meat establishments. Where are these published?
- d. Give the frequency/standard of medical check-up of food handlers and how the health status of the employees is addressed.
- e. Describe if any, the quality assurance management system that meat establishment operators are required to implement and include the role of the NCA.
- f. Describe the product traceability system.
- g. Describe the product recall system in placed.
- h. Describe the required labeling official health mark used on carcasses, and labels of packaged meat, to indicate that the meat and meat products were prepared in registered or accredited meat establishment. Its reproduction (manufacture of stamps, printing of labels) and control to prevent unauthorized use.
- i. Provide details of categories of products other than that passed for human consumption, in establishments registered for export for meat and meat products. (e.g. for pet food, for rendering for feed manufacture, etc.)

6. HACCP (or equivalent international standard) Program

- a. Describe the system that firmly establishes the NCA's requirement pertaining to the adoption of a meat safety and quality assurance program by meat establishments.
- b. Describe the NCA's audit system to ensure the effective enforcement of the program.

7. Residue Plan

- a. Provide a copy of regulations used in the control of agricultural/industrial chemical residues and veterinary drugs, providing the list of respective tolerances and withdrawal program.
- b. Describe the residue-monitoring program.
- c. Describe system of approving use of pesticides and herbicides for crops used as animal feeds. Include a list of the approved chemicals.

8. Sub-National Veterinary Authority (State or Province)

- a. Describe levels of control over meat inspection and meat hygiene to cover the whole range of supply to retail trade. Is there legislation attendant to the functional arrangement.
- b. Describe in detail supervisory authority of national veterinary authority over sub-national control systems/organizations.

**General Considerations in System and Individual FME Accreditation**

1. The state of health of livestock, poultry, other domestic animals and wildlife in a country, taking into consideration exotic animal diseases which will endanger human and animal health in the Philippines.
2. The regularity and rapidity of the information supplied by the country relating to the existence of reportable animal diseases in its territory.
3. The regulations and policies of a country on the prevention and control of animal diseases.
4. The structure of veterinary services and their powers in a country.
5. The country adequacy of legislations governing controls on border, animal health, food safety, food quality and veterinary public health.
6. The guarantee, which a country can offer with respect to the implementation and compliance with the provisions of the regulations, referred to in the succeeding statement.
7. The existence of a national system of controls on border, animal health, food safety, food quality and veterinary public health to ensure the organization and administration compliance of meat and meat products with the provisions of relevant legislations and of import requirements in a country.
8. Reliance of certificates required and issued by the National Competent Authority (NCA) of a country.
9. Sources of animals where meat and meat products are derived for export to the Philippines.
10. The foreign meat establishment (FME) adoption of the recommendations of Codex and application of HACCP or other internationally accepted standards of equivalence.
11. Accreditation/classification of the FME as a meat export facility by the NCA of a country.
12. Supervision and control of the NCA in the FME on the preparation and handling of meat and meat products to be exported to the Philippines, inspection carried out by veterinarians or inspectors under direct supervision of veterinarians.
13. Maintenance of a single system of inspection and sanitation throughout the FME and the separation of export establishment from a non-export establishment.
14. Compliance to the provisions of the Meat Inspection Code of the Philippines (RA 9296) and other relevant food regulations in force in the Philippines reflected in the meat and meat products to be exported to the Philippines.

15. Completeness and veracity of documentary requirements referred to as questionnaires for information on the: 1. *Animal and Veterinary Public Health (ANNEX A)* and 2. *Applicant FME (ANNEX B)*. The FME details focusing on the physical structure and the operation of such an establishment in meeting the criteria in the Code of Hygienic Practice for export establishment.
16. Willingness and cooperation of the NCA of a country to comply and commit to the meat and meat products import requirements of the Philippines stipulated in this AO.
17. Evaluation and validation of an applicant country qualification as an exporting country whether for *SYSTEM ACCREDITATION* or *INDIVIDUAL FME ACCREDITATION* shall be based on the submitted accomplished questionnaires and supporting documents, other available information, on-site visits and import risk analysis to be conducted by the DA.



## ACCREDITATION QUESTIONNAIRE

## Information on the Foreign Meat Establishment

(To be filled up by the applicant FME and information must be written in English)

## (A) PARTICULARS OF THE FME

1. Name of the FME:
2. Address:
3. Establishment Number:
4. Year Constructed:
5. Total Land Area:
6. Total Building Area:
7. Types of Products Manufactured:
8. Products Intended for Export to the Philippines:
9. Source of Livestock/Poultry/Other Animals:
  - List part of the country from where animals are sourced for slaughter/processing
  - Whether company owned or contracted
  - Brief description of the animal sourcing marketing plan and policy of the FME
10. FME exportation record:
  - List the countries, dates of approval, types of products approved for export, year of first export, dates of most recent exports. Attach copy of Veterinary Health Certificate that accompanied latest shipment to each country.
11. State whether FME is a service facility or used exclusively by the company.

## (B) LOCATION AND LAYOUT OF THE FME

1. Description of the Area where FME is located
  - Attach a location plan to show clearly the surroundings where the FME is located.
  - attach a country map to show the town or city where the FME is located.

2. Layout Plan of FME

- Attach layout plan(s) showing the following in color indicated by arrows

- rooms for different operations.
- Entrance and exit of personnel,
- process and product flow

3. Materials Used and Design

Describe briefly:

- Floor;
- Walls;
- Ceilings and superstructures;
- Lighting;
- Ventilation system;
- Footbaths or similar disinfection areas for entrance into slaughter/processing areas

(C) WATER SUPPLY / ICE

1. Source of Water

2. Chlorination: (YES / NO)

If yes, state level in ppm

3. Bacteriological Examination:

- Method;
- Frequency;
- Records availability: (YES/ NO)

4. Ice making machine in the premises: (YES / NO)

If YES, state capacity of machine, describe the ice storage and its capacity

If NO, but using ice, state information on the source

(D) MANPOWER

1. Staff information

List the number, qualifications and names of professional, technical, general workers, etc employed by the FME.

4. MEDICAL EXAMINATION AND HISTORY

Are employees medically examined and certified fit to work in a food preparation establishment prior to employment? (YES / NO)

Annual health check and records for workers: (YES / NO)

Medical record of employees available? (YES / NO)

3. Uniforms/attire

Uniforms: (YES / NO)

Boots: (YES / NO)

Gloves and facemasks: (YES / NO)

Laundry (in-plant or contracted):

(E) SLAUGHTERING PREMISES

1. Equipment

Attach list of equipment (types, brand and manufacturer) used.

2. Slaughtering Procedures

- Attach process flow charts of livestock/poultry/other animals slaughtered:
- Brief description of process
- Line speed:

3. Food safety programs

List of HACCP (or equivalent international standard) Certified Products intended for export to the Philippines

Whether based on HACCP concepts (or equivalent international standard): (YES / NO)

If YES, attach HACCP (or equivalent international standard) Plan

State whether testing done in-house or provided by a service laboratory

If in-house, list the facilities and tests:

Attach copy of manual

Sampling and testing procedures

Criteria for rejection/ acceptance of products and raw materials:

4. Product Recall and Traceability System

Brief description

5. Sanitation Standards Operating Procedures (SSOP)

Brief description

Name and designation of individuals implementing and maintain SSOP activities

Attach manual and copies of the latest daily records of cleaning and sanitizing treatment

6. Daily Throughout

- Number of shifts:
- Slaughter capacity (Tonnes) per shift:
- Number of working days per week:

7. Capacity

Total annual slaughter/production capacity (tonnes):

8. Meat Inspection

- By government or company:
- Total number of inspectors, qualification and training:
- Number of inspectors per shift:
- Inspection Procedures:  
Attach copy of the inspection Manual
- Criteria for judgment: (disposition)  
Attach copy of the past condemnation record

9. Boning/Cutting Room

- Temperature control features. (YES / NO)  
If YES, state temperature
- Production capacity:

10. Storage Facilities

Brief description

- For packing/ canning materials
- For dry ingredients
- For chemicals, disinfectants and other cleaning agents

(Attach copy of the latest records)

11. Chillers/Freezers

Numbers, type (static, air blast, etc/ammonia or freon), capacity:

12. Offal Handling and Cooling Procedures

Brief description

13. Waste Treatment/Disposal

- System of delivery of inedible/condemned products for treatment
- System of waste treatment/disposal
- System of effluent treatment/disposal
- Designated disposal area/center
- Daily frequency of disposal for waste and affluent

14. Pest Control System

Brief description

**(F) WELFARE/WASHING FACILITIES**

Brief description

- Staff canteen(s)
- Toilets
- Lockers
- Changing rooms
- Shower facilities
- Hands free operated features for taps and toilet flush
- Disposal towels and hand disinfectant

**(G) PHOTOGRAPHS, VIDEO TAPES, BROCHURES, ANNUAL REPORTS AND OTHER RELEVANT INFORMATION ON THE FME to support information provided may be submitted together with this questionnaire.**

(H) DECLARATION BY ESTABLISHMENT

I declare that the information given above is true and correct.

\_\_\_\_\_  
Name and designation of person who submitted above information

\_\_\_\_\_  
Signature and Company Stamp

\_\_\_\_\_  
Date

(I) VERIFICATION BY THE NATIONAL COMPETENT AUTHORITY

I have verified the above information given by the company and certified that they are true and correct

\_\_\_\_\_  
Name and designation of veterinarian who verified above information

\_\_\_\_\_  
Signature and Official Stamp of NCA

\_\_\_\_\_  
Date

The FME application and accomplished questionnaire (ANNEX B) must be submitted through the National Competent Authority of the exporting country.