



*Food Safety Agency (Pty) Ltd*

# **BUSINESS PROPOSAL**

## **POULTRY MEAT**

**R.946 OF 27 MARCH 1992, R.988 OF 25 JULY 1997 AND R.471 OF 22 APRIL 2016**

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## 1. EXECUTIVE SUMMARY

Food Safety Agency (Pty) Ltd is an independent privately owned company established in 2013 to render services to the food industry. It is currently assigned under the Agricultural Products Standards Act, 1990 (Act 119 of 1990) and its regulations with respect to the inspection of regulated animal products (poultry meat and eggs, as well as any other meat and meat products for which regulations may be promulgated).

Food Safety Agency (Pty) Ltd has vast experience in implementing and enforcing the regulatory mandate that fall under the Agricultural Product Standards Act, 1990 (Act 119 of 1990).

As an assignee, Food Safety Agency (Pty) Ltd is ideally situated to conduct inspections on poultry meat and the relevant regulation.

Consumer awareness is reinforcing the need for food quality. In order to meet the regulatory requirements as well as the consumer's expectation an assignee would need to focus on ensuring compliance of the following:

### Poultry Meat Regulation:

- Classes and grades of poultry meat;
- Standards for carasses and portions;
- Requirements for containers and packing;
- Marking of containers;
- Indications for class and grade designations, packer and production lot;
- Restrictions on the use of certain particulars;
- Method and procedure regarding absorbed moisture.

### **Application and Methodology**

Facilities that are being visited and inspected are abattoirs, repacking facilities, import/export harbours and retailers. The inspections will take place on the facilities premises. This provides a national network that the Department of Agriculture (DoA) can tap into that will allow swift and decisive action against non-compliers.

### **Finances**

This service has no governmental budget, and costs will need to be recovered from the industry. The expense budget is attached as Annexure "A".

### **Conclusion**

Poultry meat is a major food source in South Africa and in our view, proper control and reporting on this commodity benefits the industry and South Africa as a whole. With proper independent verification the industry will be able to improve its product quality.

## 2. COMPANY PROFILE

According to Section 2 of the Agricultural Product Standards Act, 1990 (Act 119 of 1990), the Minister may, with regard to a particular product, designate any person, undertaking, body, institution, association or board having particular knowledge in respect of the product concerned, as an assignee in respect of that product.

Food Safety Agency (Pty) Ltd is a privately owned independent assignee with highly experienced personnel in the food industry and internationally recognised expertise in



**Meat Inspection**

This company provides various functions at international level that includes the Southern African Developing Community (SADC) countries, as well as at national level where it is recognized by the Department of Agriculture as a Meat Inspection Assignee & Classification service provider. It is furthermore recognized by the various Provincial Veterinary Public Health Departments as a service provider company under the Meat Safety Act, 2000 (Act 40 of 2000).

**Meat Classification**

The National Government's official assignee for Meat Classification, the South African Meat Industry Company (SAMIC) under the Agricultural Product Standards Act, 1990 (Act 119 of 1990) responsible for coordination of meat classification nationally, appointed Food Safety Agency (Pty) Ltd as a service provider.

**Compliance Audits (ZA Export / Import Approval / Renewal)**

The Western Cape Province, considered as the largest Agricultural Exports Province in SA, has officially vetted and registered Food Safety Agency (Pty) Ltd as an approved service provider for conducting official export control approval (ZA) audits in the province. These audits are officially delegated from DoA, as the administrative authority responsible for official negotiation with international trading partners, to the Provincial Controlling Authorities in SA.

**Third Party Audits**

Third party audits provide an objective and credible verification system to the entire food processing industry including retail environments, meat, fish, poultry, vegetable and other produce suppliers. Purchasing food products from an outside source may directly impact on the success of a business, e.g. if the vendor does not adhere to the same strict standards as maintained in a production company's operations. Food Safety Agency (Pty) Ltd has thus also been contracted to conduct audits, nationally and internally, for various large food retailer groups and industry organisations in SADC. These third party audits have not only been successful in identifying potential problems in the food supply chain, but have also allowed Food Safety Agency (Pty) Ltd to act as liaison between vendors and suppliers to ensure that potential food safety and quality problems are solved in a safe, efficient and economical manner, i.e. to help achieve the aims and goals of national food safety and quality legislation (protection of the national consumer in SA).

**Training**

Food Safety Agency (Pty) Ltd is extensively involved in training and focuses on the following:

- Technical Training
  - APS Inspector Training;
  - Line Function Training;
  - Supervisor Training;
  - Animal Welfare Training;
  - Quality and Hygiene Training;
  - Abattoir Process and Production Training;
  - Domestic Worker Training.
- Specialised Training
  - Professional Internship (On-site)
  - Continuing Professional Development (CPD)
- Tertiary Institutions
  - Meat Inspection:
    - Environmental Health Practitioners
    - Red Meat and Poultry Inspectors;
    - Red Meat and Poultry Examiners.
  - Animal Health (Animal Health Technicians);

- Veterinary Public Health (Veterinarians).

## 2.3 Personnel

Food Safety Agency (Pty) Ltd prides itself on its excellent pool of dedicated and experienced staff that is deployed nationally in order to ensure food and quality safety to consumers in South Africa and the rest of the SADC region. The company provides services including meat inspection, classification, hygiene management systems control, food safety audits and training at many food businesses in South Africa including four of the highest production plants in Africa.

Food Safety Agency (Pty) Ltd employs more than 547 employees that comprises of managers, APS inspectors, meat inspection and classification personnel; training officials and auditors including full- and part-time Veterinarians.

Additionally, Food Safety Agency (Pty) Ltd subscribes to food sector specific SAATCA registration for its food safety auditors according to the international standard of ISO19011 for lead auditors as a required criterion under the Food Safety Management Systems Scheme in order to conduct the various audits within the meat- and greater food industry as a whole. Food Safety Agency (Pty) Ltd also established its own laboratory in 2024 and started with the chemical analysis of processed and certain raw processed meat products in July 2024. Food Safety Agency (Pty) Ltd is also in the process of accrediting its laboratory services at SANAS.

**2.3.1 Breakdown of Current Personnel**

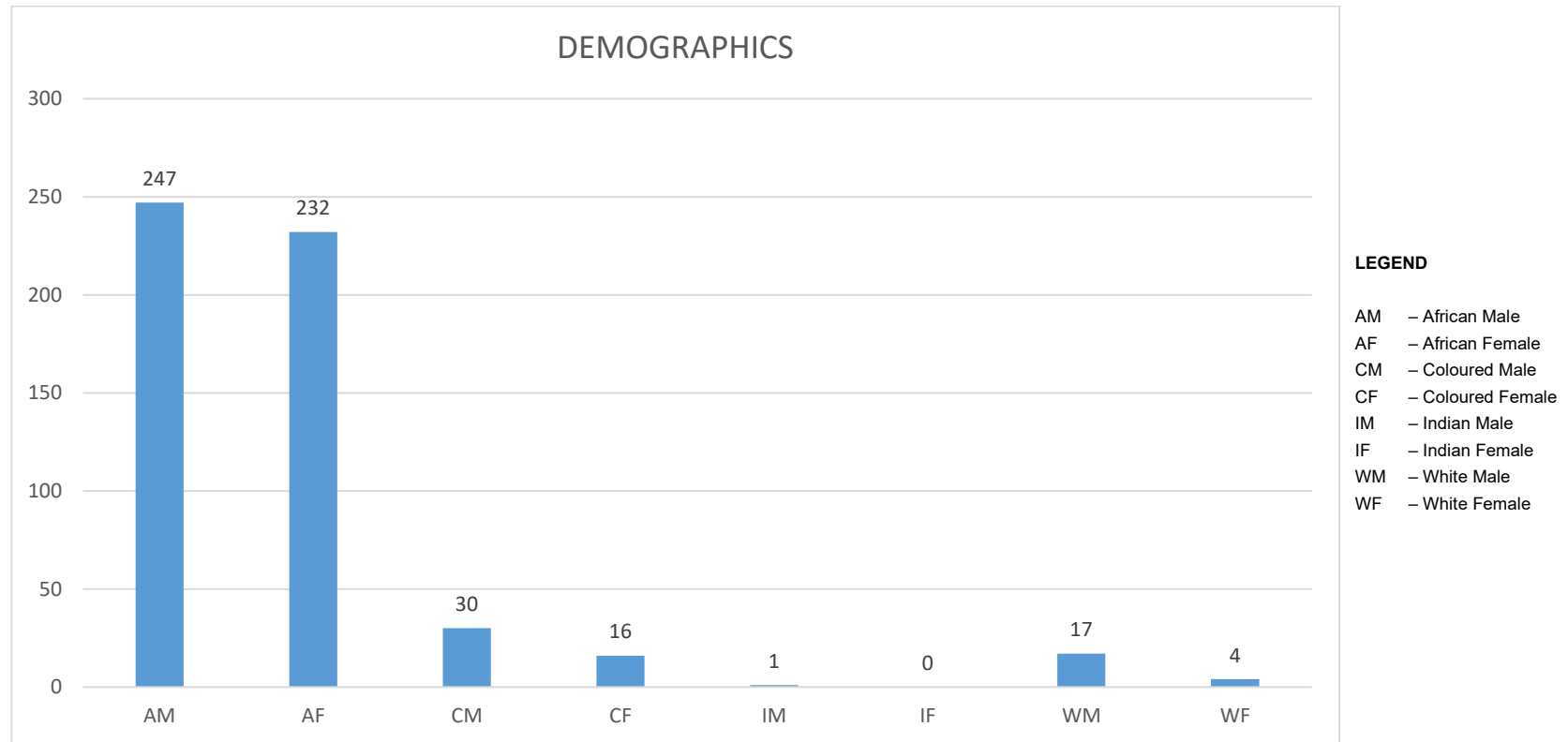


Figure 1

African Male	247
African Female	232
Coloured Male	30
Coloured Female	16
Indian Male	1
Indian Female	0
White Male	17
White Female	4
<b>TOTAL</b>	<b>547</b>

## 2.4 Personnel Levels

The following levels are currently applicable in Food Safety Agency (Pty) Ltd:

Level	Description
Top Management	Directors
Senior Management	Managers
Middle Management	Regional and Assistant Regional Managers
Junior Management	Operational Support Staff; and Training Officials
Professional	Veterinarians; and Auditors
Technically Skilled	APS Inspectors Relief Staff; Meat Inspectors; Meat Examiners; Meat Classifiers; and Personal Assistant
Semi-Skilled	Clerk
Unskilled	Tea Lady; and Cleaner

## 2.5 Capacity Building and Development

Food Safety Agency (Pty) Ltd believes that training and development of its personnel is vitally important to the success of any company. Therefore, Food Safety Agency (Pty) Ltd applied for and received accreditation as training provider for AgriSETA (Accreditation Number: AGRI/c prov/0658/16).



Food Safety Agency (Pty) Ltd is dedicated to building capacity within the company and for the industry as a whole. The company is continuously involved in multi-skilling its personnel by providing opportunities for qualified personnel to obtain an additional industry related qualification.

As an accredited training provider Food Safety Agency (Pty) Ltd currently conducts meat inspection training that is aligned to meet all requirements of the industry and the National Department of Agriculture (Directorate: Veterinary Public Health). Learners who complete the Red Meat Examiners; Game Examiners; Poultry Meat Examiners or Poultry Meat Inspectors course can be designated under the Meat Safety Act, Act 40 of 2000 to perform inspection services.

Food Safety Agency (Pty) Ltd has service delivery agreements in place with the majority of Universities of Technology in South Africa to provide the practical training for Environmental Health Practitioners during their course. By being actively involved in this training Food Safety Agency (Pty) Ltd can ensure that the students obtain the correct standard of 'day 1' skills required by the industry to effectively conduct their job functions once they are finally employed within the industry. Food Safety Agency (Pty) Ltd also provides practical training for Veterinary Students studying at the University of Pretoria's Onderstepoort campus by allowing them practical exposure to daily functions at abattoir facilities around South Africa.

Additionally, the Food Safety Agency (Pty) Ltd is also involved in pivotal grant training through the AgriSETA where university graduates are placed at our abattoirs and they are able to gain practical experience for a period of 6 months. Food Safety Agency (Pty) Ltd has had tremendous success with this project as Food Safety Agency (Pty) Ltd is able to permanently place at least 90% of the graduates that participate.

Food Safety Agency (Pty) Ltd believes that by being actively involved in training, it can provide a constant flow of well-trained candidates for the food industry as a whole.

## 2.6 Company Information

Company Name:	Food Safety Agency (Pty) Ltd
Company Registration Number:	2013/130308/07
Postal Address:	P O Box 35224 Menlo Park 0102
Physical Address:	318 The Hillside Street The Hillside Building Lynnwood 0081
Telephone Number:	(012) 361-1937
Email:	<a href="mailto:info@afsq.co.za">info@afsq.co.za</a>

## 3. THE POULTRY INDUSTRY AND MARKET

The Agricultural Product Standards Act, 1990 (No 119 of 1990) as amended, together with the regulations regarding the control over the sale of poultry meat in the Republic of South Africa controls/governs the quality and sale of this commodity. Any person who contravenes or fails to comply with the provisions of these regulations shall be guilty of an offence. This implies that the Department of Agriculture should control the application and enforcement of these regulations.

As a company with many years' experience in the practical on-line execution and compliance maintenance of national regulations on behalf of the Department of Agriculture with regards to meat inspection and meat classification within the meat industry, Food Safety Agency (Pty) Ltd is ideally situated to assist DoA in ensuring that the required regulatory standards regarding the control over the sale of poultry meat are complied with by the parties selling such products in the Republic of South Africa.

### **The poultry meat production industry and market**

The poultry industry remains one of South Africa's most important agricultural sectors. As of 2025, it is valued at roughly R65-billion, and continues to be the largest employer in agriculture, employing almost 58,000 people across the value chain. Poultry (meat + eggs) accounts for around 17-20% of total agricultural production in recent years and represents over 40% of the value of all animal products in the country.

Production has expanded: slaughter capacity has been raised from 19.5 million birds/week to about 22.5 million/week, although actual slaughtering in 2025 is about 21.5 million birds/week, with some idle capacity due to avian influenza outbreaks and other constraints. Chicken remains the most affordable of animal-origin proteins for many consumers, and poultry continues to provide a larger share of locally produced animal protein than beef, pork, mutton, and goat combined.

There are roughly 973 poultry farms in the country, of which 684 are large commercial farms (defined in broiler industry as those having more than 40,000 birds). As of mid-2024, North-West Province leads in broiler meat production in South Africa, contributing about 21.4% of the national chicken flock, followed by Mpumalanga with 17.8%, and Western Cape at 16.9%. Gauteng is not among the top producers by percentage of flock.

In recent reports it is evident that for the year ending June 2025, South Africa exported 51,888 metric tonnes of chicken meat, down about 19% year-on-year. Most of this export volume was comprised of bone-in portions. Forecasts suggest exports will rise in subsequent years. For example, chicken meat exports are predicted to reach  $\approx$  65 000 tonnes in 2025 and around 70 000 tonnes in 2026, due to improved production capacity, recovery after avian influenza outbreaks, and increasing demand from neighbouring markets.

### **The Act and its Regulations**

All poultry meat sales in South Africa are governed by the Act and the relevant regulations. These regulations dictate matters such as:

- Classes and grades of poultry meat;
- Standards for carcasses and portions;
- Requirements for containers and packing;
- Marking of containers;
- Indications for class and grade designations, packer and production lot;
- Restrictions on the use of certain particulars;
- Method and procedure regarding absorbed moisture.

## **4. RENDERING OF SERVICE**

Food Safety Agency (Pty) Ltd is an independent third-party company with an established national infrastructure network and more than 547 employees across the country that currently perform services within the food of animal origin industries.

Due to the duties as required for the poultry meat industry, Food Safety Agency (Pty) Ltd can use their already established network to deliver this service. The current company structure allows for the effective and efficient roll out of the service. Trained APS inspectors will be responsible for visiting the sites for inspections and the reporting thereon.

APS Inspectors will be strategically placed within the nine provinces of South Africa, with a bigger team in Gauteng.

### **4.1 Methods and Procedures**

The Agricultural Product Standards Act, 1990 (No 119 of 1990) requires the inspection, grading and sampling of poultry meat for quality control purposes.

#### **4.1.1 Inspection Model**

In order for Food Safety Agency (Pty) Ltd to compile an inspection model a number of available data was used:

- There are an estimated 200 poultry abattoirs in South Africa;
- Food Safety Agency (Pty) Ltd made the assumption that the functions required will only be conducted at the high and low through-put abattoirs. This assumption is based on the obviously and

real logistical problems that exist in accessing rural abattoirs. The problems include travel distances, accommodation, facilities etc.;

- One visit per site per month would be the norm and that the Department of Agricultural can request additional visits on a cost recovery basis;

As an assignee to deliver independent meat inspection services to the poultry industry under the Meat Safety Act, 2000 (Act 40 of 2000), we were able to work and negotiate the APS function into the negotiated abattoir contract fee as signed and agreed upon between the parties on an annual basis. This allows on-site meat inspectors to be trained on the additional requirements and functions of the APS inspections in terms of the poultry meat regulations and conduct monthly inspections based on the regulations through designed checklists.

The checklists are filed on an abattoir file and provided to the monitoring APS inspector on a monthly basis. In the instances where a poultry abattoir does not have a contract for independent meat inspection services with the assignee, monthly inspections are conducted at the abattoir and the abattoir charged on a cost recovery basis.

Over and above the mentioned inspections, inspectors will conduct inspections on retail and butchery level, monthly, to ensure compliance with the Act and regulations.

An inspection model matrix is provided below for each of the services that will be undertaken by Food Safety Agency (Pty) Ltd.

**Inspection Model – Poultry Meat**

Province	No. of Visits	Packing and Marking Verification	Classes and Grade Verification	QUID Determination	Sample Size
Eastern Cape	1 Visit per month per abattoir	Daily by the IMI inspector & Monthly by APS inspector	Daily by the IMI inspector & Monthly by APS inspector	Daily by the IMI inspector & Monthly by APS inspector	Sample size as defined in regulation
Free State					
Gauteng					
KwaZulu Natal		Verification that packaging and markings adhere to the regulations	Verification of class, grade as it appears on the packaging	Absorbed moisture and formulated solution uptake determination to required limits are adhered to.	
Limpopo					
Mpumalanga					
North-West					
Northern Cape					
Western Cape					

**Inspection Model – Retailers**

<b>Province</b>	<b>No. of Retailers</b>	<b>No. of Personnel</b>	<b>No. of Visits</b>	<b>Packing and Marking Verification</b>	<b>Sampling Size</b>
Eastern Cape	Undetermined	APS Inspectors	APS inspection personnel will conduct retail inspections on their daily routes.	Verification that content is as described on the packaging and marking.	Sample size is defined in the regulation
Free State					
Gauteng					
KwaZulu Natal					
Limpopo					
Mpumalanga					
Northern Cape					
North-West					
Western Cape					
		20			

#### 4.1.2 Poultry Meat Quality Control

The Regulations Regarding Control over the Sale of Poultry Meat provides guidelines for the quality control of the product.

<b>Determination of injection rates and retention of formulated solution for poultry portions and carcasses</b>	
<b>Objective</b>	To enable the inspector to test and verify the injection of formulated solution into poultry meat in a unified manner. This will ensure that the test method used will be conducted nationally. All results and conclusions will be interpreted uniformly.
<b>Required equipment</b>	<ul style="list-style-type: none"> <li>• Probe thermometer with a range of minus - 50°C to plus + 150°C with an accuracy of <math>\pm 1^\circ\text{C}</math>;</li> <li>• Scales with increments of not more than 1.0 gram and capable to measure a weight of 5kg are required. The scale must be calibrated with a valid calibration certificate with annual renewal. Scale must stable to ensure accurate weighing;</li> <li>• Calculator</li> <li>• Netted bags</li> <li>• Markers</li> <li>• ID Tags</li> </ul>
<b>Test Procedure</b>	<p><i>1. Injection Monitoring</i></p> <p>Select the number of portions that will represent five eviscerated carcasses, a representative sample of portions equal to the weight of at least five eviscerated carcasses. Five birds will be re-presented by the following portions:</p> <ul style="list-style-type: none"> <li>• breast portions</li> <li>• wing portions</li> <li>• thigh portions</li> <li>• drumstick portions</li> </ul> <p>(May also include a keel cut portion depending of the configuration of the cut – 8 piece cut, 9 piece cut or 10 piece cut)</p> <p>Injection Process:</p> <ol style="list-style-type: none"> <li>(a) Collect the portions that will represent five whole bird;</li> <li>(b) Place them in a netted bag; The portions places in a net should be representative of one bird/carcass each.</li> <li>(c) Mark the bag with a specific ID tag;</li> <li>(d) Check that the scale is stable and that it is level, because it can have an influence on the accuracy of the weighing process;</li> <li>(e) Ensure that the scale tare is correct;</li> <li>(f) Weigh the bag with portions to determine the initial weight (Before injection - W1) and record the weight on the check sheet;</li> <li>(g) Ensure that all the portions is placed skin up;</li> <li>(h) The portions must not overlap each other;</li> <li>(i) Place the netted bag with portions on the conveyer belt between the other normal portions;</li> <li>(j) Send the netted bag with portions through the injector;</li> <li>(k) Collect the netted bag with portions after the injector machine;</li> <li>(l) Ensure that no extra pressure is exerted on the portions that will cause excessive loss of formulated solution;</li> <li>(m) Allow 30 seconds drip time before the netted bag with portions is weighed;</li> <li>(n) Weigh the portions and record the reading on the check sheet (After injection – W2);</li> </ol>

	<p>(o) Do the calculation to determine the percentage formulated solution pick- up (% pick up).</p> <p><i>Calculations:</i></p> $\text{Injection Rate} = \frac{W_2 - W_1}{W_1} \times 100$ <p><b>2. Injection Retention Monitoring</b></p> <p>This will be done after freezing</p> <p>(a) Take the netted bag with portions after determining the injection up take/pick up;</p> <p>(b) Place the netted bag with portions bag onto the conveyer belt that enters the spiral freezer;</p> <ul style="list-style-type: none"> <li>• If freezing is done in a blast freezer/tunnel freezer ensure that bags are not stacked on top of each other, this process can be as long as 12 hours;</li> <li>• The freezing process is normally about 60 – 80 minutes in a spiral freezer.</li> </ul> <p>(c) Collect the netted bag with frozen portions after the freezing process and weigh the bag immediately (W3);</p> <p>(d) Deduct the after freezing weight (W3) from the before injection weight (W1) and divide by the before injection rate to determine the actual retention percentage.</p> <p><i>Calculations:</i></p> $\text{Up Take Rate} = \frac{W_3 - W_1}{W_1} \times 100$ <p><b>Retention weight is the weight that will be sold to the consumer.</b></p> <p>Handling loss could also be determined but is not a legal requirement.</p> $\text{Handling Loss} = \frac{W_3 - W_2}{W_2} \times 100$
<p><b>Testing Timeframes/Regularity</b></p>	<p>Quality inspections for testing and verification will take place as follows:</p> <ul style="list-style-type: none"> <li>• Once per month at abattoirs by APS inspectors;</li> <li>• Retailers: As the opportunity presents itself;</li> <li>• As instructed by government.</li> </ul>
<p><b>Recording/Reporting</b></p>	<p>The following checklists will be maintained E-Click cloud based software system with results recorded:</p> <ul style="list-style-type: none"> <li>• Summary report.</li> </ul>

## 4.2 Recording/Reports System

### 4.2.1 Records

Designed, documented checklists have been incorporated on the E-Click cloud-based software system. The E-Click application is used, and is installed on the inspectors' company cell phone, allowing them to capture inspection information and record all their findings and comments immediately (in real time).

The documentation is based on the regulation and working operations and include information such as:

- Date of inspection;
- Inspector information;
- Client information;
- Detail criteria to be evaluated;
- Sampling/Testing Details(if applicable);
- Results (if applicable);
- Deviation and non-conformances
- Corrective actions
- Signatures of both inspector and client

Records of the inspections, directions, etc. are stored on the cloud through the E-Click software. The system is backed up on a daily basis.

#### **4.2.2 DoA Reporting**

A monthly or quarterly activity report will be prepared for the DoA containing the following information, inter alia:

- Monthly activities (inspections)
- Incidents
- Non-conformances
- Corrective Actions
- Challenges

### **4.3 Internal Audit**

#### **4.3.1 QMS – Internal Audit**

Internal Audits are described in the company QMS:

The following procedure is followed:

- Food Safety Agency (Pty) Ltd will determine the date and area to be audited;
- An audit plan will be developed and distributed to the relevant personnel;
- The plan will included the following:
  - Date of audit;
  - Personnel required to attend;
  - Resources required
  - Scope of Audit.
- Any resources that are required will be identified and acquired;
- Independent auditors will be identified by Food Safety Agency (Pty) Ltd;
- Should suitable auditors not be available in-house the function should be out-sourced;
- An audit report will be compiled at the conclusion of the audit. Non-conformances and corrective actions will form part of the report;
- Deadlines for preventative and corrective action must be identified as part of the report;
- If necessary, resources must be made available to implement preventative or corrective actions.

### 4.3.2 Internal Audit – In terms of the Regulations of Agricultural Standards Act, 1990

An internal auditor, other than the inspector who conducts the regular inspections, will visit each producer and or retailer twice per year to audit and verify the findings of the inspector.

The following are the sources and types of information/ reports/ documents that will serve as indicators of quality to measure successful implementation of the regulation:

- Checklists;
- Reports;
- Non-Conformance Records;
- Corrective Action Reports;
- Customer Complaints.

## 5. ANTICIPATED STRUCTURE

Based on the standard operating and working procedures and the various Acts and their regulations Food Safety Agency (Pty) Ltd envisages the following regarding organisational structure, personnel, infrastructure expansion.

### 5.1 Personnel in view of the mandate

The current company structure makes provision for a Manager: APS who will oversee the entire APS function, with an Assistant Manager. The inspectors will fall under the leadership and management of the above management.

Food Safety Agency (Pty) Ltd finance and administrative staff will provide administrative support.

## 6. TRAINING AND SKILLS DEVELOPMENT

Continuous training and development are vitally important to the success of any company. With an excellent working relationship with the Universities and industry role players (such as SAPA), Food Safety Agency (Pty) Ltd has access to a large network of potential employees, who can be trained and utilised for the quality control function at short notice.

### 6.1 Appointed Personnel

The APS inspectors appointed and who will be appointed will have experience in the industry as well as inspection experience for quality control purposes.

Upon appointment the personnel will undergo two-week in-depth training and onboarding on the regulations and working instructions, and refresher training on the relevant legislation and regulations.

### 6.2 Succession Training

Food Safety Agency (Pty) Ltd believes in developing and bettering individuals. **Succession training** is a structured process of preparing employees to take on critical roles within an organization when key staff members retire, resign, or move into new positions. It goes beyond simple handovers—it equips potential successors with the knowledge, skills, and confidence they need to step into leadership or specialized roles smoothly and effectively.

In short, succession training is an investment in **long-term stability and growth**. Food Safety Agency (Pty) Ltd will be identifying and developing talent early, to ensure the organizations future success while empowering employees to reach their full potential.

### 6.3 Continuous Inspector Training

Food Safety Agency (Pty) Ltd ensures that inspectors are trained on a weekly, monthly and annual basis through online training sessions, industry training/awareness events and annual company conferences in order to ensure alignment across departments and commodities.

## 7. FACILITIES AND EQUIPMENT

Food Safety Agency (Pty) Ltd ensures that all personnel are adequately equipped to perform their duty. The company maintains a head office in Pretoria. This office is equipped with the necessary technological equipment including computers, printers, faxes etc. Head office employs administrative and financial staff to ensure the effective running of the company. Inspectors have all the necessary equipment to conduct their functions and have access to IT, administrative and financial staff to assist with any problems that may arise.

### 7.1 Office Details

Food Safety Agency (Pty) Ltd Head Office is in Lynnwood, Pretoria. The office space includes several offices and is equipped with computer equipment, photocopiers, telephones, internet access etc.

The following is a breakdown of office details:

#### Head Office

CEO

Manager: Human Resources and Administration

Manager: Compliance

Manager: Finance

Manager: APS

Manager: Training

Manager: Marketing and New Business

Manager: IMI and Classification

Administrative Staff

### 7.2 Regional Offices

Due to the nature of the work conducted by our inspectorate team, home offices have been created to facilitate the administration of their functions.

### 7.3 Equipment and Tools

The personnel responsible for the quality inspections in the poultry meat industry will require the following equipment and tools to effectively perform their duties:

Description	Equipment Required
Administration/Office Equipment	<ul style="list-style-type: none"> <li>▪ Computer equipment (laptop; printer, etc)</li> <li>▪ Cellular telephone</li> <li>▪ Stationary (pens, markers, etc)</li> </ul>
Poultry Meat Monitoring Equipment	<ul style="list-style-type: none"> <li>▪ Pocket Scales (0.5 gram increments);</li> <li>▪ Authorisation Card</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Calculators;</li> <li>▪ Markers;</li> <li>▪ Vinier/Ruler</li> <li>▪ Netted bags</li> <li>▪ ID Tags</li> </ul>
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**Note:**

Costs of equipment as indicated in the budget will depend on the time of purchase and the rand exchange rate if relevant.

**8. RECORDS**

Food Safety Agency (Pty) Ltd has a Quality Management System that dictates the company record keeping including document control.

**8.1 Record Keeping as per QMS****Record-Keeping**

Records must be maintained, stored and controlled:

**Collation**

Data and records captured and maintained are accurate and verifiable and meet the requirements of the relevant legislation and authorities.

**Storage**

- Electronic Record-Keeping
  - Data will be stored on the server;
  - Data will be backed up and kept off-site.
- Hard Copy Record-Keeping
  - Records (documents) must be stored in a secure room;
  - The storage room will have a fire extinguisher.

**Access and distribution**

- The following rules for access and distribution of the records and documentation apply:
  - The data will only be distributed to the relevant and approved stakeholders;
  - Distribution of electronic data takes place via e-mail (confidential information must be password protected);
  - Distribution of hard copies takes place by means of registered mail or if possible hand delivered;
  - Data will only be accessed for legitimate business purposes by authorised personnel only;
  - Any information received from third parties will be treated as confidential;
  - Personnel found breaking confidentiality will be disciplined according to the Disciplinary procedures.

**De-centralised delivery sites**

- Data captured at de-centralised sites will be available on the E-Click software system;
- Hard copy documentation must be submitted on a daily basis;
- Finance and office administrators will collate the data and captured it on the relevant system;

- De-centralised sites must keep copies of all documentation submitted to Head Office;

## 8.2 Records

The following recording system will be in place to ensure records are maintained according to QMS Recordkeeping requirements:

### Client Records

- All client records (inspection checklists, directions, etc.) will be stored on the E-Click cloud based software system. All data is backed up on a daily basis.
- All information will be kept confidential, and access will only be granted to approved stakeholders.
- Sensitive information will be dealt with personally, either in person or by telephone and records will be kept secure.

### General

- Monthly logsheets will be maintained, recording travel and client visits. Logsheets will be kept on record at Head Office
- Summative report of monthly visits and deviations:
  - Copy on file at Head Officer;
  - Copy sent to DoA

## 9. FINANCIAL MANAGEMENT

Food Safety Agency (Pty) Ltd believes in good financial management. Financial management refers to the efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the organisation.

As a registered company, Food Safety Agency (Pty) Ltd is therefore subject to the Companies Act which requires financial audits on an annual basis. Food Safety Agency (Pty) Ltd has appointed auditors who conducts an annual financial audit.

The day-to-day financial management is managed by the CEO, the Manager: Finance and company directors. Food Safety Agency (Pty) Ltd has financial systems in place and makes use of accounting and payroll software to facilitate the process.

The following plan is envisaged for the poultry industry: Monthly visits per abattoir and/or retailer will be conducted. Food Safety Agency (Pty) Ltd will be remunerated for the inspections that are performed. Monthly fees will be charged for these services as part of the Independent Meat Inspection Services contract, or in the case if no contract, a per carcass fee based on the total slaughter figures of the abattoir (Schedule 9 document).

### 9.1 Projected Budget

A detailed breakdown of the estimated budgeted costs per account and month is included in Appendix "A".

The following plan is envisaged for the poultry meat industry: Monthly visits per abattoir and/or retailer will be conducted. In the case where the Food Safety Agency (Pty) Ltd is the Independent Meat Inspection Service Provider at the abattoir, the cost of the APS inspection function will be included in the abattoir monthly contract. Should a poultry abattoir not be under the servicing of Food Safety Agency (Pty) Ltd for Independent Meat Inspection the abattoir will be visited monthly and will be invoiced on the monthly slaughter figure.

See Annexure “A” for detailed breakdown of the projected budget

## **9.2 Sources of Funding**

### **9.2.1 Funding for Training**

The SETA environment, particularly AgriSETA, is available to Food Safety Agency (Pty) Ltd for the potential funding of training programmes.

## **9.3 Tariff Indicators**

By far the biggest expense involved would be that of employee remuneration and fuel, which remains an inevitable expense when visiting egg producers and/or retailers for inspections.

The cost of the service relating to the egg division has been estimated and a budget has been prepared.

## **10. BROAD-BASED BLACK ECONOMIC EMPOWERMENT**

Food Safety Agency (Pty) Ltd is a Level 4 contributor.

## **11. INDEPENDENCE, IMPARTIALITY AND CONFIDENTIALITY**

Food Safety Agency (Pty) Ltd is an independent company started specifically to ensure that inspection services and other related services can be delivered independently and impartially.

All shareholders have completed a Declaration of Conflict of Interest and said declaration is kept on record. None of the shareholders, directors, managers or inspectors have interests in any company that is directly related to the product and therefore no dissociation is required.

All employees are required to sign an employment contract in which a clause exist regarding the disclosure of information and confidentiality. Should said clause be broken the appropriate disciplinary steps will be taken.

Food Safety Agency (Pty) Ltd endeavours to ensure that all personnel remain independent and impartial and that they maintain confidentiality.

## **12. SUMMARY**

DoA requires an approved assignee to assist them with quality control within the poultry meat industry. Food Safety Agency (Pty) Ltd is already an independent third party service provider for meat classification as governed by DoA, the company has the practical experience and skills to understand and practically interpret the regulations in such a way that the theoretical intent of legislation may be physically put in place as practical service delivery at ground level (production line level).

This will enable poultry meat producers and retailers to comply with the requirements as set out in regulation. Food Safety Agency (Pty) Ltd has an existing national infrastructure in South Africa already tailor-made for delivering legal compliance services to the industry on behalf of government and understands the reporting requirements of DoA. Records will be maintained in accordance with the company’s QMS as well as according to DoA requirements and instructions.

By linking the required service onto an existing company infrastructure already geared to comply with legal service delivery on behalf of government, the lowered cost associated with this service will ultimately benefit the average South African consumer, already cash strapped in the tough current economic climate, as the additional expense linked to this function will inevitably be added to some extent into the final consumer selling price of the product. By supplying a food quality guarantee makes economic sense in a responsible manner towards even the most economically disadvantaged consumers of poultry meat products.

### **13. REFERENCES**

Information and statistics were sourced from the following:

- Agricultural Product Standards Act, 1990 (Act No. 119 of 1990);
  - Regulations regarding the control over the sale of poultry meat.

### **14. APPENDIX**

Annexure A – Projected Budget