



Food Safety Agency (Pty) Ltd

BUSINESS PROPOSAL

**PROCESSED MEAT PRODUCTS
R.1283 OF 4 OCTOBER 2019**

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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 processed meat products 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:

Processed Meat Products Regulation:

- Requirements for containers and outer containers;
- Marking of containers and outer containers;
- Categories and classes of processed meat products;
- Specific compositional standards for processed meat products;
- Processed meat products presented for sale in a display fridge.

Application and Methodology

Products will be inspected in the market, retailers, re-packers and distribution centres and other identified sites and traced back to its origin. Inspections and sampling will be conducted at the source of where products are manufactured and packaged, however, inspections where products are presented for sale in deli display fridges will also be conducted to ensure compliance to the regulation. Compositional testing will be done by the Food Safety Agency's Laboratory. If products are found non-compliant, they will be sent to accredited laboratories, except in cases where a client specifically requests for samples to be sent to only, accredited laboratories.

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

Processed Meat Products have been highlighted in recent times, and the consumers have become more conscious of the composition and specie specifics of these products. It is our view that with the proper control and reporting on this sensitive area it will be to the benefit of the industry and South Africa as a whole. With proper independent verification the industry will be able to improve its image, reputation and provide a quality product.

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.

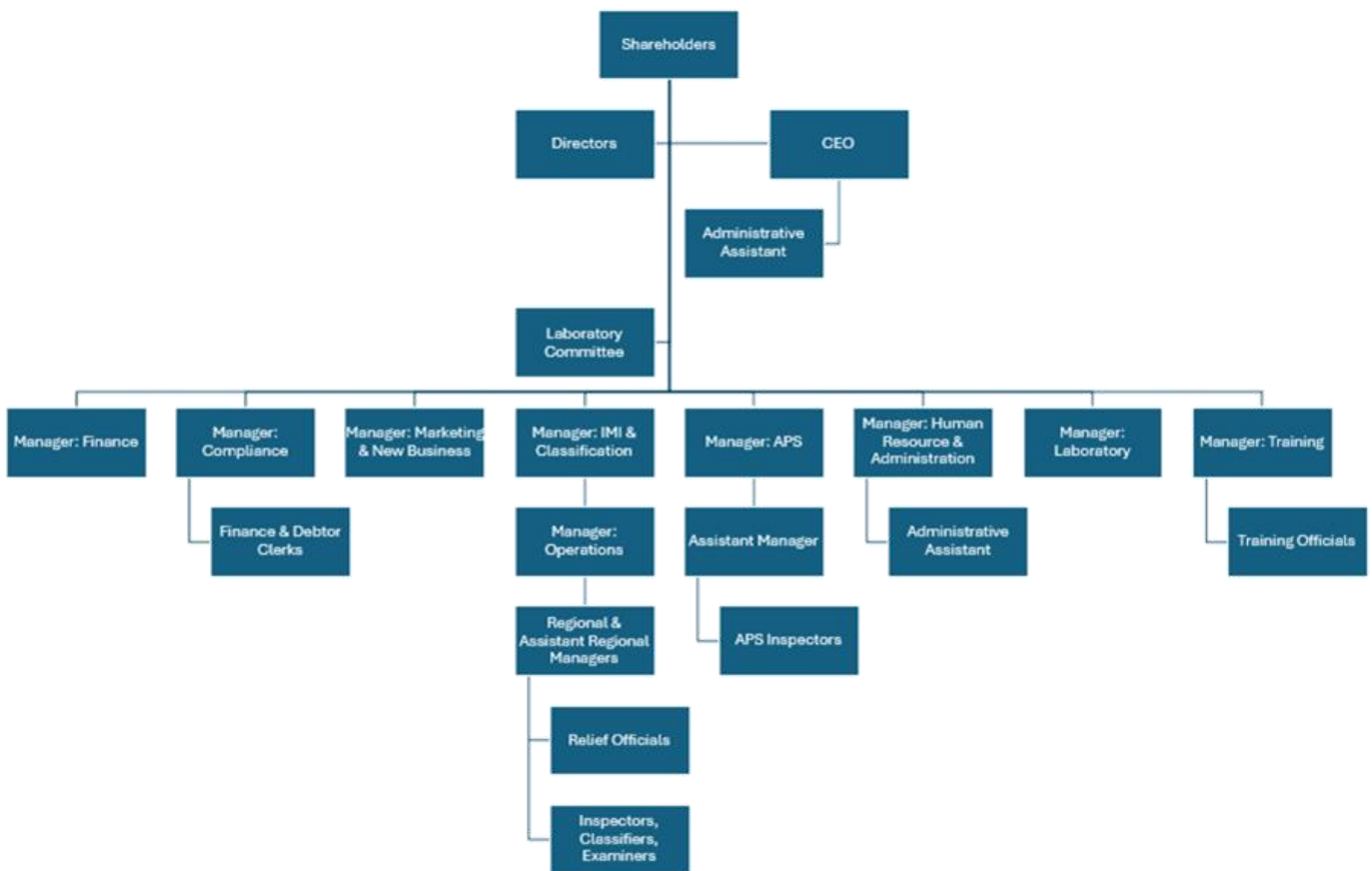
Food Safety Agency (Pty) Ltd is a privately owned independent company with highly experienced personnel in the food industry and internationally recognised expertise in Veterinary Public Health (VPH). In order to comply with the requirements of ‘independence’ as required, Food Safety Agency (Pty) Ltd has no direct or indirect interests in any industry organisation.

Food Safety Agency (Pty) Ltd aims to provide a vehicle that can enable Government and Industry to make available a fully recognised and assigned competent technical service provider, delivering on-site regulatory compliance functions under the applicable industry sector laws and regulations.

We endeavour to be the most recognised independent assignee, officially approved and legally compliant, rendering services to the food industry thereby enabling the production of safe food that is of sound quality according to national and international standards.

2.1 Organisation and Management

Food Safety Agency (Pty) Ltd is an independent company. The Chief Executive Officer (CEO) of the company, Mr Louis Visagie, is well known in the food industry and has many years of experience in the industry. The rest of the management team is made up of Operational Directors, Managers and Inspectors.



2.1.1 Functions and Services

APS Inspections

The company provides inspection services as assignee under the Agricultural Product Standards Act, 1990 (Act 119 of 1990) as amended, on various commodities including eggs, poultry meat and other meat products (processed meat products and certain raw processed meat products).

Meat Inspection

This company provides various functions at international level that includes the Southern African Development 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, 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).

2.2 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 employ more than 547 employees comprising 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.

2.2.1 Breakdown of Current Personnel

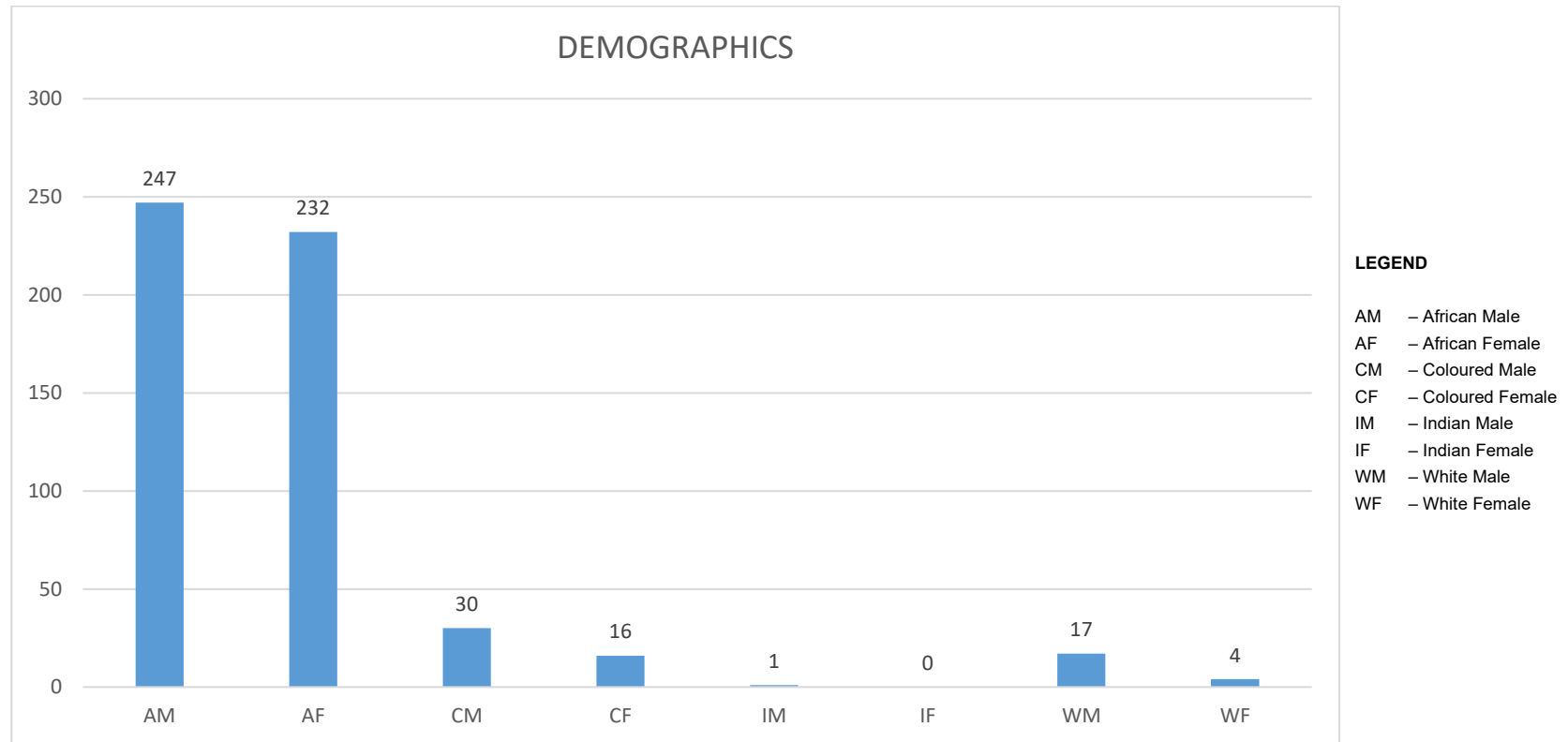


Figure 1

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

2.3 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

2.4 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.

2.5 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:	info@afsq.co.za

3. THE PROCESSED MEAT INDUSTRY AND MARKET

The Agricultural Product Standards Act, 1990 (No 119 of 1990) as amended, together with the Regulations regarding the classification, packing and marking of processed meat products, intended for sale in the Republic of South African 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 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 classification, packing and marking of processed meat products are complied with by the parties selling such products in the Republic of South Africa.

The processed meat production industry and market

The processed meat sector includes poultry, red meat, and other animal products that are altered beyond primary cutting or deboning. This covers sausages, polonies, hams, cured meats, and ready-to-eat meat products. It is a major component of South Africa's food industry, serving both the domestic retail/wholesale market and the export market.

Poultry based processed meat products, dominates the market as it's the largest segment of the meat sector and the biggest source of processed products as the most affordable protein, (e.g. viennas, polonies, nuggets, smoked chicken). Red meat processing (beef, pork, lamb) is smaller in comparison but adds high-value products such as sausages, bacon, hams, biltong, and ready-to-eat meals. Fish & alternative proteins are niche but growing in processed product lines.

Pork consumption is rising, especially in bacon, ham, and sausage segments. Biltong and droëwors remain culturally significant, with both artisanal and mass-market production. In the more informal market, polonies, viennas, and cooked sausages are widely consumed in lower-income households and street food outlets. In a 2018 ProAgri article, the South African Meat Processors Association (“SAMPA”) said: *“There are close to 200 processed meat manufacturers around the country”*. This includes big, small, independent, and corporate producers.

The 2018 *Listeriosis outbreak* in processed meat severely impacted trust in brands and tightened regulatory scrutiny. Therefore, we believe the inspections and sampling as per the regulations, are now more important than ever.

The Act and its Regulations

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

- Requirements for containers and outer containers;
- Marking of containers and outer containers;
- Categories and classes of processed meat products;
- Specific compositional standards for processed meat products;
- Processed meat products presented for sale in a display fridge

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 processed 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 classification, packing and marking of processed meat products for quality control purposes.

4.1.1 Inspection Model

The legislation dictates that verification is required of the classification of the product, the packing and marking is done according to the specification.

Classification of the product:

Specific compositional standards are specified for the classes of the products. Verification is required on the products to ensure that the required quality is maintained. Final products would have to be verified by undergoing compositional testing and these tests will be done at the Food Safety Agency Laboratory and at accredited laboratories based on the testing criteria contained in the regulations.

Packing of the product:

Containers and outer containers must adhere to the specifications in the Regulations.

Containers:

- must be suitable for the product;
- must protect the contents from contamination;
- will not impart any undesirable flavour to the product;
- must be strong in order not to be damaged or deformed during normal handling or transport practices;
- must be intact;
- must close properly.

Outer containers:

- must be intact, clean, neat, suitable and strong enough; and
- not impart any undesirable taste or flavour to the product

Marking of the product:

Marking of the containers and outer containers must adhere to the specifications in the Regulations.

Containers and outer containers must contain the following particulars:

- The appropriate product name and addition to the product name on a main panel in a legible manner in letter size of at least 3mm in height;
- The name and address of the manufacturer, packer, importer, seller or person or entity on whose behalf the product has been packed in a letter size of at least 1mm in height;
- The date marking (“best before” / “use by” etc) or batch code/number, for the purpose of traceability and batch identification;
- The country of origin in 1mm in height lettering. Processed meat products originating from multiply countries all countries shall be declared on the outer container.

4.1.2 Inspection Schedule

Identification of all products is vital to the successful implementation of the regulations and ultimately ensuring that the customer gets what is stated on the product.

The inspector visits various retailers and businesses in the market (i.e., retailers, DC's, producers, etc.), products are sampled, the packing and marking verified and the sample sent to the Food Safety Agency's Laboratory. If products are found non-compliant, they are sent to accredited laboratories, except in cases where a client specifically requests for samples to be sent to only, accredited laboratories.

Inspectors are responsible for their own weekly route planning to ensure they reach all facilities within their designated area. Follow-up inspections are planned to ensure directions are closed, new facilities are identified, and complaints are timeously investigated (as required).

Processors/Retailer/DC's	Intervals of Visits	Product Categories	Verification Criteria			Sample Size
			Containers and Outer Containers	Labelling	Compositional Analysis	
Inter Alia: Woolworths Pick n Pay Spar Checkers Shoprite Massmart Food Lovers OK Boxer Boma Meats Hokaai Meats Kings Meat Meat World I&J Moja Cold Meats Spath Enterprise Eskort Theron's Feinshmecker Tip Top Bluff Smaller retailers Butcheries Distribution Centres	Monthly and/or per the agreed upon inspection and sampling plan	1. Whole muscle processed meat products 2. Comminuted Processed meat products 3. Reformed processed meat products 4. Coated processed meat products 5. Unspecified proceed meat products 6. Geographical Indication (GI) processed meat products	Verification that: <ul style="list-style-type: none"> • Containers and outer containers meet the specified requirements • Marking on the containers and outer containers meet the specifications 	Verification of information provided on the products meet the specifications: <ul style="list-style-type: none"> • Product name • Batch Identification • Country of Origin • Amongst others 	Compositional Analysis <ul style="list-style-type: none"> • Total Meat Equivalent • Total Meat Content • Lean Meat Content • Fat Content • Protein Content • Moisture Content • Calcium Content for MRM 	Sample size is defined and guided by the Regulations (min 250g, max 1kg) or as prescribed by the regulations R.1283 of 2019 as amended.

4.2 Compositional Analysis

4.2.1 Sampling and Compositional Analysis

Samples will be prepared in accordance with the latest version of the Association of Analytical Communities (AOAC) methods.

Compositional Analysis will be conducted to verify content as contained in AOAC methods and or ISO methods.

Capacity of the Container	Minimum size of Primary Sample	Test Parameter
≤ 250g	The minimum number of containers that will result in a combined total mass of at least 250g.	<ul style="list-style-type: none"> • Total Meat Equivalent • Total Meat Content • Lean meat content • Fat content
> 250g ≤ 2kg	The minimum number of containers that will result in a combined total mass of at least 1kg.	<ul style="list-style-type: none"> • Protein Content • Moisture content • Determination of calcium content for Mechanically Recovered Meat (MRM) only
> 2kg	One container	

4.2.2 Institutions for Compositional Analysis

The company will utilise its own laboratory for the compositional analysis. Should a product be found non-compliant, the samples will be sent to an accredited laboratory for testing, except where the facility specifically requests for its samples to be tested at an accredited laboratory. Selection of the laboratory will be dependent on the geographical location of the retailer and producer (where applicable) as well as the cost of the testing.

4.3 Equipment and Tools

The inspectors responsible for the quality control of the Processed Meat Products will require the following equipment and tools to effectively perform their duties:

Description	Equipment Required
Administration/Office Equipment	<ul style="list-style-type: none"> • Computer equipment (laptop; printer, etc) • Office equipment and furniture • Cellular telephone and data dongle • Stationary (pens, markers, etc)
Processed Meat Equipment	<ul style="list-style-type: none"> • Sampling kits for Laboratory analysis <ul style="list-style-type: none"> - Containers - Packaging material - Cooler box - Ice packs - Tape
Electronic Programme	E-Click has been developed for inspectors to conduct their inspections online. The data is captured and accessible for management after the inspection. This application is installed on all APS Inspectors' company cell phones.

5. Recording/Reports System

5.1.1 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.

In the case of third-party laboratory analysis the report will be kept on record at Food Safety Agency's Head Office.

5.1.2 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

5.2 Internal Audit

5.2.1 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 outsourced;
- 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.

5.2.2 Internal Audit – In terms of the Regulations of Agricultural Product 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.

6. 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.

6.1 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.

7. 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 in the quality control function at short notice.

7.1 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.

7.2 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.

7.3 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.

8. 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.

8.1 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

8.2 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.

8.3 Equipment and Tools

The personnel responsible for the quality inspections in the processed 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"> ▪ Computer equipment (laptop; printer, etc) ▪ Cellular telephone ▪ Stationary (pens, markers, etc)
Processed Meat Products Monitoring Equipment	<ul style="list-style-type: none"> ▪ Authorisation Card ▪ Calculators; ▪ Markers; ▪ Vinier/Ruler ▪ Black Pens ▪ Ice Packs ▪ Cooler Box ▪ Tape

Note:

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

9. RECORDS

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

9.1 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;

9.2 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

10. 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 Processed Meat Product verification:

- Monthly inspections to the various retailers, DCs, producers etc. will be conducted. Food Safety Agency (Pty) Ltd will work on a cost recovery basis by being remunerated per sample for the inspections and laboratory analysis that are performed.
- Inspection fees will be charged for these services as per the approved budget. The cost excludes investigative cost such as complaints and other obligatory required inspections.

10.1 Projected Budget

See Annexure A for detailed breakdown of the projected budget

10.2 Sources of Funding

10.2.1 Funding for Training

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

10.3 Tariff Indicators

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

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

11. BROAD-BASED BLACK ECONOMIC EMPOWERMENT

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

12. 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.

13. SUMMARY

DoA requires an approved assignee to assist them with quality control within the processed 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 processed 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 processed meat products.

14. REFERENCES

Information and statistics were sourced from the following:

- Agricultural Product Standards Act, 1990 (Act No. 119 of 1990);
 - Regulations regarding the classification, packing and marking of processed meat products intended for sale in the Republic of South Africa (R.1283 of 4 October 2019) and its amendments.

15. APPENDIX

Annexure A – Projected Budget