



*Competent Authority
Veterinary Services Division
Ministry of Agriculture & Fisheries
Hope Gardens, Kingston 6
Jamaica*

January 2010

Persons Interested in operating a cold storage facility for Meat, Meat Products and Meat By-Product are advised of the Procedures to be followed as listed below:

1. Ensure that the cold storage facility meets the requirements of the Meat, Meat Products and Meat By-Products (Inspection and Export) Act 1999 Codex Alimentarius guidelines for cold storage.
2. Complete all relevant sections of the application(s) and submit same with the required fees as stipulated in the attached fee schedule.
3. Ensure that application(s) are accompanied by all documents required as listed on the form attached as a guide to what must accompany application.
4. Request for inspection of cold storage facilities or processing establishment to be made in writing to the Veterinary Services Division (VSD) – the Competent Authority, 193 Old Hope Road, Kingston 6, Jamaica.
5. Inspector will notify applicant in writing within fourteen (14) working days of deficiencies, if any and said applicant must indicate by notice to said Inspector or the VSD – the Competent Authority as to when the deficiencies will be corrected for further inspection.
6. The Veterinary Committee will deliberate on all applications and make their recommendation to the VSD – the Competent Authority accordingly. Applicants will be notified in writing of approval or denial of license.
7. The appropriate registration Licence and Operating Certificates shall be issued by the VSD – the competent Authority upon the settling in full of all fees due and payable on said application.
8. A certified copy of Licence(s) under the Meat, Meat Products and Meat By-Products Act shall be required for any application for a Licence to Export Meat, Meat Products and Meat By-Products.



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THE MEAT, MEAT PRODUCTS AND MEAT BY-PRODUCTS ACT 1999
(INSPECTION, LICENSING AND EXPORT)

APPLICATION FOR A LICENCE TO OPERATE A COLD STORAGE FACILITY

Application No. _____ **Date of Application** _____

Name of Cold Storage Facilities _____

Address of Cold Storage Facilities _____

Name and Address of Operator of Cold Storage Facilities _____

Type of cold storage facilities:

TYPE OF COLD STORAGE	NUMBER OF UNITS
Refrigerated/Reefer Container (Plug In)	
Refrigerator/Reefer Container (Self Power)	
Cold Rooms	
Other:	

Miscellaneous

Your application shall be accompanied by the following documents:-

1. Name, address and telephone number of facility
 2. Description/scope of the Cold Storage facilities
 3. Organizational chart with contact phone number
 4. Copy of Public Health Certification
 5. Copy of Registration of Cold Storage by the Registrar of Companies
 6. Copy of Factory Act certification (if applicable)
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7. Table of the food Handlers Permit (name of employees, test and expired date)

8. Statement indicating that the water supply is from National Water Commission (or other sources)
9. Emergency Disaster Plan
10. Pest Control Programmes
11. Sanitation Programme
12. Temperature Recording Procedure of cold storage facilities/refrigerated container
13. Waste Disposal Programme
14. Flow Chart of receival process
15. Floor plan of the facilities (in relation with the cold storage, bathrooms, offices road, etc.)
16. The Prescribed Fees.

Signature of Applicant_____

FOR OFFICIAL USE ONLY

Date Inspected_____

Result of Inspection_____

Document Received_____

Application Granted/Refused

Fee Received_____

If Granted Licensed No._____

Operating Certificate No._____

Dated Application Received_____

If refused, reasons therefore:_____



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THE MEAT, MEAT PRODUCTS AND MEAT BY-PRODUCTS ACT 1999
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APPLICATION FOR A LICENCE TO ENTER PRESCRIBED PRODUCTS FOR EXPORT

Application No. _____

Date of Application _____

I/We.....
hereby apply for a licence to enter for export the consignment of prescribed products specified below:

PART I – Particulars of Applicant

Full name of applicant _____

Address of applicant _____

Position of applicant (where applicable): _____

Telephone No. _____ Fax No. _____ E-mail _____

Full Name of Licensed processing establishment or cold storage facilities: _____

MISCELLANEOUS

Your application is to be accompanied by the prescribed application fees.

DECLARATION

I/We hereby declare that the provisions of the Act that apply to the products referred to in this notice have been and will be complied with until the products are exported, and that all due care will be exercised to ensure that the prescribed products mentioned above arrive at their destination in compliance with the provisions of the Act.

I/We understand that any failure to comply with the Act may result in the suspension or cancellation of the export licence or export health certificate

Dated this _____ day of _____, 2010

Signature of Applicant