



Government of the People's Republic of Bangladesh
Ministry of Fisheries & Livestock

Edible Aquatic Animal Products Control Guideline



Department of Fisheries
Competent Authority

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1. Introduction & Background of the Guideline

1.1 Introduction

This document becomes the compulsory manual to regulate the services and procedures of Competent Authority (CA) for official Controls in respect to the certification, approval, licensing, inspection, audit and monitoring of production and exports of edible aquatic animal products' operators: farms, vessels and processing establishments and related sub-sector activities of collection and landing centres, distribution, transport, ice and feed production. It will function as compulsory guidance for Competent Authority Staff and as potential informative guidance of the establishments on how safety controls will be established and implemented.

This protocol is also developed for transparency purposes for transmitting a perception of the integrity and effectiveness of Edible aquatic animal products control operations and activities in Bangladesh, for both local and export markets.

1.2 Background

The development of this document "Edible Aquatic Animal Products Official Controls Protocol" is directly linked to the importance of Bangladeshi edible aquatic animal products' export to the P.R. China.

In this context it is important that the official guarantees in terms of compliance to Edible aquatic animal products' export requirements should be given by a competent authority, Department of Fisheries, Bangladesh which is officially responsible for the organisation of official control of edible aquatic animals and products thereof. This statement has to be read in terms of the official controls as required in terms of food safety, production standards and others, as specified as per legislation of P. R. of Bangladesh and P.R. of China for Edible Aquatic Animal Products.

All methods, procedures and regulatory instruments to be used for conformity assessment, regulatory verification and official guarantees, are presented in this "Edible Aquatic Animal Products Official Controls Protocol".

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Listing Guidelines

1. Objectives

This chapter has the objective to identify the listing process of edible aquatic animal products business operations.

2. Scope

The chapter establishes the mechanism for official listing to be applied by the Competent Authority and the potential possible scenarios arising in terms of offering of official assurances.

3. General principles

Establishments producing, handling and packaging of edible aquatic animal products must appear on the relevant establishments lists specified in this sub-part and which are maintained by the Bangladesh CA, as appropriate, before those edible aquatic animal products are produced at, or enter, the establishments. The CA will therefore maintain control over the complete production chain allowing the traceability of the products.

CA will notify the operator of the dates of CA's acceptance and importing country's listing. The listing entitles registration and approval of establishments/ operators.

4. Types of listing

The CA manages two general types of lists as follows which have relation to the requirements for export to the P. R. China.

4.1. Internal listing

- The operators of this type are listed as per rules and regulations of Bangladesh.
- The operators under this type of listing may not export directly to the P. R. China but are part of the destined value chain.

- Operators like fishing vessels, processing plants, packing centers will be allowed to export as per rules and regulations and
- Other operators who provides raw materials and services to those establishments exporting edible aquatic animals to P. R. China directly.

The following types of establishments are listed under this category:

4.1.1 Farms

Independent aquaculture producers or part of a company production chain, which are part to the refereed export destined value chain (under DoF controls) will be registered by respective local competent authority with unique coding system.

4.1.2 Vessels

Vessels providing to operators that are part of the referred export destined value chain are divided in three groups¹:

Coastal: Fishing vessels that maintain raw materials in storage for less than 24 hours and preserve catch on Ice.

High seas: Fishing vessels that maintain raw materials on storage for more than 24 hours and preserve catch on Ice, RSW², or Brine.

Reefers: Vessels providing the service of storing and transporting frozen materials for vessels, and/or processing establishments, that are part the referred export destined value chain.

4.1.3 Depots, Landing Centres, Auction Centres, Packing Centres, Processing Plants etc.

Establishments where aquaculture edible aquatic animals are landed or collected or sold for further distribution; or dockyard on which product is landed; both destined to the referred export markets.

Packing Centres, processing plants etc. comprehend the collection of edible aquatic animals directly from suppliers and middlemen for export.

4.1.4 Ice Factories

Independent providers of ice (in any shape or form) to farms, depots, landing centres, auction and packing centres, vessels, and processing establishments, that are part of the referred export destined value chain.

4.2. External listing

The operators under this type, subject to listing/approved by the General Administration of the Customs of P. R China (GACC), are **allowed to export to China**. In this case, the listing is maintained by the CA with the help of Embassy of Bangladesh in Beijing, China and presented to the GACC regularly for any addition or modification or deletion of the operators.

Operators having valid license under internal listing should apply to the concerned RCA of DoF for inclusion/approval in the list of GACC. DoF, as the Competent Authority, requests GACC for listing through the Embassy of Bangladesh in Beijing, China. As per request of the CA, GACC approves addition, modification or deletion of any operators and publishes in its website. Upon approval by the GACC as information provided through the Embassy of Bangladesh in Beijing, China, CA allows the operators/establishments to export edible aquatic animals and products thereof to China.

Operators like fishing vessels, processing plants, packing centers etc. under this listing are automatically part of the internal listing as well.

5. Mechanism for listing processing establishments

Initial listing procedure comprises the following steps:

a) Submission of application for approval

Edible aquatic animal products establishments operating a registered license or newly established, wishing to be included on the list shall, in the first instance, complete the application form for Producer / Exporter Registration and forward as instructed to the local CA. This is identified as the initial application for approval and will be submitted together with a set of documentation integrating the following:

1. Business Pre-requirements:

- Tax Identification Number (TIN) registration and Value Added Tax (VAT) registration certificate.
- Article of Memorandum from the processing establishment.
- Chamber of Commerce Certificate.
- Export Registration Certificate (ERC) and Import Registration Certificate (IRC) as required.

2. General description of the company, facilities (construction plants, layout), products and process, number of employees (by section, task, or processing line and shift, production capacity by product or processing line and the storage capacity.
3. The description of operations followed (SOP).
4. The documented prerequisite programmes (SSOP), including water/ice quality program (with test report from the Third party) and also waste water disposal system.
5. The HACCP plan (whenever necessary).
6. GACC refer FAO and WHO guidance for ensuring safety in food business which is not contaminated with Corona virus.
7. The system to provide guarantees for the product traceability.
8. The documented and formalized withdrawal and recall procedures.
9. Brand registration certificate if necessary.

After receiving such documents the CA will carry out a desk audit to detect any missing element or requesting for revising or completion of the necessary documentation.

Where the CA is satisfied with the documentation received, a full regulatory visit - **Full Verification Audit**- will take place for approval of the establishment.

b) Full Verification/Evaluation Audit of the factory

Takes place when is in full operation. It includes an in depth full verification / audit of physical settings, operational conditions and control strategies, concerning the entire production process, following the Procedure of Regulatory Verification and specific application of the respective verification / audit forms.

Documentation received previously will be confirmed on-site. Verification / Audit will include checking and evaluation of all pre-requisite programmes, including:

1. The general hygiene requirements and conditions of infrastructure (building and surroundings) and equipment.
2. Water supply and water quality management system, detailing the internal distribution net, treatment if any, quality monitoring plan and related data filing.
3. Ice production or storing, internal distribution and quality monitoring
4. The absence of cross contamination / air currents risks / separation between dirty-clean areas or wet-dry areas (lay-out considerations).
5. Personnel health and hygiene control (including training).
6. Sanitary filtering of personnel arrangements, toilets and dressing facilities.
7. Facilities and equipment cleaning and sanitation plans (methods, chapters, chemicals used and approvals).
8. Raw materials acceptance criteria and controls (freshness, temperature, transport, consignment identification).
9. Cold chain assurance if needed.
10. Toxic materials handling and storing.
11. Protection of product from adulteration.
12. Specifications for other entrants as ingredients, additives or packaging.

13. Waste disposal system.
14. Labeling system and consignments codes, providing effective traceability.
15. Pests control plan: Insects, rodents, and other undesirable pest control.
16. Equipment and facilities preventive maintenance plan.
17. Storage and transport of finished products.

c) Approval will be granted and followed by numbering and listing.

Where the CA is satisfied that the establishments can meet the requirements respectively for production into domestic market, other countries or for export to the China, USA and Canada as per the positive outcomes of the regulatory visit performed by CA against standards laid down by the CA and the relevant specific requirements.

d) List sent to the China (only for China exporters)

The CA will list establishments or send applications to the GACC or as appropriate, once the recommendations have been accepted as complying with the requirements. It is acknowledged that the processing of the applications by the China can take within shortage possible time.

From the date of authorization, establishments can process, pack and store edible aquatic animal products as being eligible for the China. For establishments exporting directly to the China, no exports can be made to the China until official written notification or approval by the China has been received.

Note: It may take some time for notifications of new establishments to reach ports of entry in individual Member States. The CA accepts no responsibility for product held up as a result of this.

e) Relisting or renewal of approval

Consists of an annual full verification of approved establishments. Following an annual plan, the CA performs a general reassessment / audit of the system.

This should have the same content as a full verification / audit for approval.

Therefore annual renewal of approval will again include all of the previous steps to be taken in an annual basis, as programmed by the CA.

If the operator fails the full verification evaluation a letter will be issued requesting corrective actions within a time frame not exceeding 45 days.

f) Changes to listings (regarding China exports)

Any changes to the details about the listing for edible aquatic animal products establishments (e.g. establishment's name, official number, address) shall be notified to the China. This applies particularly to changes to the establishments name or official number.

Requests for changes to the listing for edible aquatic animal products establishments, identifying the details of the change, shall be notified to the CA in the first instance.

Notification of the changes will be forwarded to Animal and Plant Quarantine Department of the GACC Beijing as soon as verification provides official assurances.

Establishments will be notified in writing when the changes have been gazetted by the Animal and Plant Quarantine Department of the GACC Beijing. Until the establishments have received this written notification the old details shall continue to be used.

g) Delisting of fish establishments (all)

Suspension and reinstatement of certification by the RCA

If the level of compliance in a edible aquatic animal products processing establishment is unacceptable, certification of edible aquatic animal products may be suspended in the first instance until such time as the RCA considers a satisfactory level of compliance has been attained.

Notification of suspension, and reinstatement of certification, shall be given in writing.

If the level on non-compliance is not rectified under an agreed timeframe, the RCA could withdraw the premise from the official listing.

h) Communication of changes

Domestically

Any changes in the listing status or suspensions of either providers of exporter will be communicated to all parties involved under this scheme by an e-mail or fax notification from the CA.

Procedure to update the GACC List

All additions, amendments and deletions from the exporters listing will be forwarded to the GACC for approval.

6. Mechanism for Internal Listing

Initial listing procedure comprises the following steps:

a) Submission of application for approval

Operators operating a registered license or newly established, wishing to be included on the internal list for supply of raw materials and services to those establishments exporting directly for the China shall, in the first instance, complete the application form for China destined Value Chain Supplier / Service and forward as instructed to the local CA or authority delegated for auditing in this purpose by the CA. This is identified as the initial application for approval.

The Operator will receive information on the minimum hygiene requirements to comply with, in order to be accepted and listed as China destined Value Chain Supplier / Service.

b) Full Verification / Evaluation Audit of the Operator

A Full Regulatory visit - **Full Verification / Evaluation Audit** - will take place for approval of the operator. It includes an in depth full verification / audit of physical settings, operational conditions and control strategies, concerning the entire production process, following the Procedure of Regulatory Verification and specific application of the respective verification / audit forms.

c) Approval will be granted and followed by numbering and listing.

The CA will list the operators, as appropriate, once the CA is satisfied that the operator can meet the requirements for supplying or providing services for China export establishments as per the positive outcomes of the regulatory visit performed by CA (**or delegated authority**) against standards laid down by the CA and the relevant requirements.

d) List sent to the China approved export establishments

The CA will send the list of the approved operators to supply or provide services to the GACC approved edible aquatic animal products export establishments.

e) Relisting or renewal of approval

An annual, full verification audit of approval of the operators will be performed by the CA and/or **delegated authority**.

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China Certification Protocol

1. Objectives

To guide the CA Officers in the filling of the Chinese health certificate.

2. Scope

The chapter describes in detail how officers under CA shall fill in each of the sections of the China health certificate.

3. China Health Certificate

China Health certificates will only be issued for edible aquatic animal products processed in establishments that are listed on the General Administration of the Customs of P. R China (GACC) as approved establishment list.

A single, original, fully completed China Health certificate must accompany with each shipment.

The certificate provides the official guarantees from the Bangladesh CA to the China regarding the relevant provisions of Regulations of PR of China and certify that the edible aquatic animal products described were produced in accordance with those requirements, and in particular that they are complied with the following conditions:

- The relevant capture area and registered enterprises comply with the requirements of the laws and regulations of Bangladesh, and under the supervision of the administrative competent department of Bangladesh ;
- The edible aquatic animals had been examined clinically by official veterinary within 48 hours before export and found to be healthy and free from any signs of infectious/contagious diseases. The edible aquatic animals are suitable for transport ;
- The edible aquatic animals have been sampled for random testing prior to export and the test results have not detected pathogenic microorganisms ;
- The edible aquatic animals to be exported are free of crystal violet, malachite green, oxolinic acid, chloromycetin and prohibited hormones. Other drug residues and heavy metal such as arsenic, cadmium and lead do not exceed Chinese limit standard ;
- The packaging container is completely new or sterilized, the water or ices during the transportation are sanitary and the package of transporting meet the quarantine requirements ;
- The edible aquatic animals to be exported are fit for human consumption.

4. Obtaining a China Health Certificate

It is the exporters' responsibility to request export certificates accordingly to the filling of a form destined for this purpose (same format as the **For Edible Aquatic Animal Products intended for export from the People's Republic of Bangladesh to the People's Republic of China**). This form will be signed and stamped by the CA after checking of the consignment, to include sensory analysis of sample. The signed and stamped export request, including agreed authorization of FIQC is then delivered to the FIQC Officer responsible for the signing of the export Health Certificate.

Issuing health certificates are subject to following main conditions:

- Only listed exporters may apply for official assurances regarding their products.
- Only export request certificates, produced officially by the FIQC, shall be used.
- Consignments pretended for exporting will be subject to a pre-shipment control of respective documentation, traceability and own-checks register, and sample testing
- The Health Certificate will be issued only after authorization of FIQC certification officers.

The certificate must provide an accurate description of the identity of the approved processor of the goods, the type of edible aquatic animal products being shipped, the quantity of product being shipped, and the final destination of the goods.

The name and number of the establishment where the edible aquatic animal products was packed or processed for export to the China must be recorded on the China Health Certificate. It must be recorded as on the List of Establishments Approved to Export edible aquatic animal products to the China (the China List).

Information published on the China List must match the information about the exporting establishment that is listed on the certificate and the product labels.

Bangladeshi exporters should ensure that their products are accompanied by the proper China documentation prior to being exported from Bangladesh, if transshipped via another country.

Certificates will be signed and stamped in ink that is a different colour than the remaining text on the certificate.

4.1 Preparation of the China Health Certificate

Exporters must ensure that the raised export certificate information is correct prior to it being submitted for issuing by a certifying officer.

The certificate will be completed in English & Chinese language for the country where the shipment will be subject to import controls (Port of first entry).

The information to be completed on the Health Certificate must comply accordingly to the following descriptions (next section) identified for each of the respective boxes shown in the HC.

General: Complete the certificate in capitals. To positively indicate any option, please tick or insert an X.

Where mentioned, the ISO codes use the two-letter country code in compliance with the international standard ISO 3166 alpha-2.

Completing the Health Certificate:

The Health Certificate comprises the following sections/boxes which should be completed as follows:

I. Information of the competent authority	
Country of export :	
Country of Production:	
Competent authority:	
Department of certificate issuance:	
II. Identification of the aquatic animals	
Commodity name:	
Scientific name:	
Number of packages:	
Net weight:	
III. Origin of the aquatic animals	
Aquacultured: yes <input type="checkbox"/> no <input type="checkbox"/>	Wild caught: yes <input type="checkbox"/> no <input type="checkbox"/>
Name, address and approval number of farm:	Catch area:
	Name, address and approval number of package enterprise :
IV. Information of transport	
Name& address of consignor:	
Name& address of consignee:	
Place of departure	
Date of departure:	
Place of destination:	
Means of transport:	
Name of Vessel:	

Flight Number:	
Other transport means:	
Container Number:	
Seal Number:	
V. Health Attestation	
<p>This is to certify that</p> <p>5.1 The relevant capture area and registered enterprises comply with the requirements of the laws and regulations of Bangladesh, and under the supervision of the administrative competent department of Bangladesh ;</p> <p>5.2 The edible aquatic animals had been examined clinically by official veterinary within 48 hours before export and found to be healthy and free from any signs of infectious/contagious diseases. The edible aquatic animals are suitable for transport ;</p> <p>5.3 The edible aquatic animals have been sampled for random testing prior to export and the test results have not detected pathogenic microorganisms ;</p> <p>5.4 The edible aquatic animals to be exported are free of crystal violet, malachite green, oxolinic acid, chloromycetin and prohibited hormones. Other drug residues and heavy metal such as arsenic, cadmium and lead do not exceed Chinese limit standard ;</p> <p>5.5 The packaging container is completely new or sterilized, the water or ices during the transportation are sanitary and the package of transporting meet the quarantine requirements ;</p> <p>5.6 The edible aquatic animals to be exported are fit for human consumption.</p>	
Done at place	Done at dates
Official Stamp	Official Veterinary Signature

4.2 Additional exporter declarations, endorsements, etc

An export certificate, once produced, must not be modified with alterations, deletions, additional declarations or endorsements.

Commercial information such as contract numbers and bank arrangements must not be entered on an export certificate.

Commercial inventory references to products, including product item numbers, are valid product identifications. The references may be placed with the product description on the export certificate, and are verifiable.

5. Issue of export certificates

A certifying officer must not issue an export certificate unless:

- a. The certificate is covered by the appropriate supporting documentation provided for in this Programme, and/or
- b. Has current first hand knowledge of the on-site operation to state that the information used in the export certificate set is complete and accurate.

The certifying officers issuing the export certificate must additionally check the contributing premises compliance status, product restrictions and other relevant information on the compliance database prior to issuing the export certificate.

An export certificate must not be issued by a certifying officer if the information provided by the exporter is known, to be incomplete, inaccurate, or otherwise, not in accordance with any requirement of the applicable legislation.

A certifying officer must not issue an export certificate that has been altered or modified in any way other than in accordance with an overseas market access requirement.

5.1 Multiple certification not permitted

Certifying officers may issue only one set export certificate for each consignment.

5.2 Requirements for export certificates

Every export certificate must have:

- the certifying officer's name shown legibly below the signature.
- the certifying officer's signatory seal.
- the date of signature.

Only one original export certificate may be issued by a certifying officer as a single certificate.

Where declarations are entered on the reverse side of an export certificate, they must have the certifying officer's name and qualifications. It must also be signed, sealed and dated in the same manner as declarations entered on the front of the certificate.

Certifying officers must keep file copies of all paper export certificates they sign for 2 years.

The file copies must be exact replicas of the original completed certificate.

5.3 Numbering of export certificates

Certifying officers must ensure all export certificates are issued with a unique shoulder numbering sequence.

5.4 Date stamping of export certificates

Certifying officers, issuing export certificates, must enter the actual date the export certificate is issued in the designated box clearly.

6. Certification of Imported Products

China Health certificates for Edible Aquatic Animal Products exported from Bangladesh to the China and which are derived wholly or partly from raw materials products must:

- Have originated from a third country eligible to export the animal product to the China.

7. Certification Integrity standards

7.1 Conditions for certifying officers

Certifying officers delegated by the Competent Authority.

- a. Have a status which ensures their impartiality and have no direct commercial interest in the products being certified or in the holdings or establishments in which they originate.
- b. Are fully aware of the significance of the contents of each certificate which they sign.
- c. Will keep strictly confidential the information obtained from a company

8. Recruitment and training of staff

The Competent Authority will appoint an adequate number of staff as may be necessary for the purpose of carrying out verification of establishments/ certification and will provide all necessary facilities for training.

9. Language considerations

Certificates should be bi-lingual, in English and in the official languages of the first port of entry into the China.

10. Traceability of certificates

The National Competent Authority would be able to link certificates with the relevant certifying officer and ensure that a copy of all certificates issued is retained.

11. Certifying Auditing

An external auditor or his/her representative would audit on an annual basis the competence and functions of certifying officers.

Without prejudice to any legal proceedings or penalties, the report of the audit would be furnished to the management for appropriate measures to penalize any instances of false or misleading certification which are brought to their attention.

12. Sanctions

If it is found in the course of the checks that:

- A certifying officer has knowingly issued a fraudulent certificate.
- An individual or other has made fraudulent use of their position or has altered an official certificate.

The CA management shall take all necessary measures to ensure, as far as is possible, that the individual or other cannot repeat the offence.

Such measures may include a refusal subsequently for the authorized nor certifying officer to sign an official certificate.

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Sampling, sample collection, microbiological and chemical criteria

1. Objectives

The objective of this chapter is to identify the established procedure for sampling and sample collection for Edible Aquatic Animal Products.

2. Scope

This chapter describes how inspectors/ auditors / verifiers of fish and fishery business operators shall proceed for sampling and sample collection for edible aquatic animal products.

3. Inspection focus and sample size

The inspection will focus on the external quality of processed Edible Aquatic Animal Products, labelling and net weight inspection.

Samples are to be collected through random selection, for the purpose of examination (according to approved check list) of the external quality, labelling, net weight and other harmless qualities, using an acceptable quality level.

4. Sample collection process

The process of collection of samples for the purpose of microbiological testing in Edible Aquatic Animal Products.

While collecting samples for microbiological testing in edible aquatic animal products, utmost importance shall be given for correct reflection of the condition of bacteria and for that purpose sterile container and sterile poly bag shall be used for the purpose of collecting an aseptic sample. The collected sample shall be kept under safe condition so that it is not contaminated from outside.

In addition, the samples shall be stored in such a protected manner that the primary bacteria load present inside do not die or increase in number, the collected frozen samples shall be kept under temperature between -18°C and -25°C. The sample, which is not frozen, shall be kept inside refrigerator and up to the time of examination of the sample at 0° to 5°C but not more than 36 hours.

Steps of sample collection are as follows:

4.1 Sample Container

For the purpose of collection of sample, a clean, dry, sterile and impervious container such as glass, plastic jar or bottle with large mouth, stainless steel pot or plastic bag whose shape may be sufficient to hold up to 200 g sample shall be used. The glass container shall have opening with screw cap.

4.2 Sampling devices and equipment

1. For the purpose of collecting of sample, sterile probe, drill, spoon, scope, stirrer, pipette, swab plate, knife, forcep, hammer, etc;
2. Scissor, knife, can opener for the purpose of opening carton;
3. Label or marker;
4. Insulated box or refrigerator to keep samples between 0° to - 5°C;
5. Insulated container for transportation of frozen and chilled samples; and
6. Sterilizing equipment (small autoclave, oven) and sterilizing agent (70% alcohol).

4.3 Number of samples

For any consignment the number of samples is defined regarding to the type of testing to be performed. For microbiological testing will be applied table 2. For chemical testing applies section 7 and for water and ice applies section 5.

4.4 Quantity of the sample

Each sample may have minimum 200 g approximately.

4.5 Procedure for the collection of samples

The procedure for collection of sample of a fixed group of commodity is somewhat different. The general issues are mentioned here:

1. Wherever possible without opening the container (inner packet), intact container (inner packet) is to be procured;
2. When the container or carton is of big size, in that case through using sterile equipment, sample is to be collected and kept inside the container or poly bag by breaking in aseptic condition. In such case about 70% alcohol is to be used for washing or sponging the outer surface for the case of paper carton. The outer portion is to be separated through cutting the surface of the carton. Thereafter, with the help of sterile cutting equipment, the mouth of the container or poly bag shall be cut; and

If the commodity inside the container is large and if it is not possible to mix the sample well, then samples shall be drawn from different portions.

4.6 Labelling

1. At the time of collecting of sample, if it is not possible to do so instantaneously, then marking and tags shall be attached; and
2. If refrigeration is required, that shall be mentioned on the label.

4.7 Transport of sample

1. The collected sample shall be sent to the laboratory as quick as possible;
2. Non-perishable and non-frozen substances shall be chilled between 0°C to 5°C, and shall be kept inside an insulated container with sufficient ice at temperature between 0°C to 5°C and until the substance reaches the laboratory, the same temperature shall be maintained. The sample can be chilled in refrigerator or by keeping in ice room to quickly lower the temperature and the product shall be transported in such a manner that water from the ice can flow outside;
3. Frozen samples may be kept in frozen condition until examination. Non-frozen samples soon after collection shall be kept inside the freeze and after the temperature comes down to 0°C, the cargo shall be carried to the laboratory through insulated container; and
4. The sampling report shall be preserved and it shall be sent along with the sample.

4.8 Sampling report

The sampling report contains the following information:

- a. The name of the sample collector and his designation;
- b. The time, place and date of collection of samples;
- c. The purpose or reason of sampling;
- d. The nature of the commodity, characteristics and the name of importer/exporter, etc;
- e. The number of consignment, mark, number of inner packets and quality;
- f. The name of the place or factory from where sample has been collected;
- g. The process of sampling;
- h. Number of sample and quantity;
- i. The temperature of the product at the time of sampling;
- j. Description in respect of what parameters are to be examined; and
- k. Other necessary information.

5. Sample collection process for water and ice

Steps for the collection of samples of water and ice

- 5.1 The bottle or flask in which water is to be collected shall be of the size of 1(one) litter with autoclave worthy screw cap mouth and the bottles shall be sterilized at 180°C temperature. Opening and cleaning of the bottle shall be performed very carefully so that no sort of contamination occurs.
- 5.2 At the time of collecting of samples of water, the mouth of the tap shall be burnt well with spirit lamp and after the outflow of water from the tap up to 5(five) minutes, the water flowing through the tap shall be collected. If the activity relating to testing of the sample cannot be started within three hours, then the water bottle shall be kept in ice or at chilled temperature.
- 5.3 If chlorine is mixed with the sample of water (even in small quantity), it shall be neutralized. Solution prepared with one crystal of sodium thiosulphate or solution of 0.1 ml 2% thiosulphate shall be pushed inside the bottle to neuatralize the interior. Prior to examination of the sample of water, the water bottle shall be held upside down and jerked several times.
- 5.4 About one kilogram aseptical ice used in fish processing work is to be collected in a stainless steel/glass container. If testing cannot be started within a period of three hours then the bottle containing the sample shall be kept in ice. The water of melted ice shall be examined and in this respect, the ways of testing the water shall be followed.

6. Microbiological sampling plan and criteria

For the purpose of routine testing, five samples or the number of samples shall be collected through random sampling from each consignment.

Sample quantity:

1. Large fish; 200 g
2. IQF; one fish and in the case of small fish two or more fishes
3. Iced fillets; one whole fillet shall be collected as sample.
4. Large fish; representative portion shall be collected through cutting (e.g. three pieces from different parts of the fish).
5. Specimens of shrimp, lobster tail, cuttle fish and crab

7. Sample collection for the purpose of chemical testing

7.1 Chemical substance

From every consignment through random sampling, composite samples weighing about 1 (one) kg shall be collected from 12 (twelve) master cartons/boxs.

7.2 Food additives and proximate analysis

From each consignment 5 (five) samples each weighing 200 g shall be collected through random sampling.

7.3 Drugs (VMP) residues

From each consignment about 1 (one) kg composite sample is to be collected from 12(twelve) master carton through random sampling.

7.4 Chemical contaminants

About 1 (one) kg composite sample is to collected through random sampling from 12(twelve) master cartons.

7.5 Analysis of other chemical elements

For the purpose of other chemical or biochemical tests, 5 (five) samples of 200 g each are to be collected from each consignment.

8. Sample selection

Samples are to be collected through random selection based on product type, consignment number, product grade, palate, position of the palate (number of the row column & number of the perpendicular row).

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Approval of official testing laboratories

1. Objective

This chapter has the objective to establish how official testing laboratories are approved for support of official controls.

2. Scope

This chapter establishes the procedure for the Competent Authority to approve official testing laboratories within the official control needs.

3. Approval Conditions

The Competent Authority bases its approval of laboratories carrying out tests, analysis and determinations of edible aquatic animal products, on the laboratory's compliance with the general criteria for testing laboratories laid down in the ISO 17025 standards.

If a laboratory has not yet gained accreditation for any specific parameter, the CA will provide an interim approval based on a verifiable accreditation plan with clearly defined time milestones to be followed.

Maintaining approval is based on maintaining the accreditation required and only approved laboratories doing the chemical and microbiology tests.

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	Hygiene requirements compliance Guideline	

Hygiene requirements for Edible Aquatic Animal products production

1. PART I – OBJECTIVE, INTRODUCTION AND SCOPE

2. Objective

This chapter has the objective to identify and guide on the interpretation of the hygiene requirements regulated for compliance of the industry.

3. Introduction

The present protocol constitutes the compliance manual to be applied by industry and to be followed by auditors and inspectors when performing their duties of auditing and inspection of fish business operators. The application of these requirements is directly related with audit and inspection checklists.

4. Scope

The hygiene requirements are divided in two sets depending on the activity of the operator in terms of production before or after fish processing:

4.1 Primary production (before processing) and associated operations

Includes:

- a. Operators undertaking activities identified as primary production like farming, fishing and collection of live fishery products with a view for them being placed on the market.

Fishing, the handling of fishery products (without changing their nature substantially) on board vessels (except freezer and factory vessels) and their transport to the first establishment (including auction halls) on land. This includes the fishing, handling and transport of fish caught in fresh water (rivers, lakes) and the production, rearing, growing and harvesting of fish in aquaculture farms and their transport to an establishment.

- b. Associated operators – those which undertake the following activities:

- I. the transport, storage and handling of primary products at the place of production, provided that this does not substantially alter their nature, including live fishery products, within fish farms on land and from the place of production to establishments;
- II. the transport of live animals;

III. any of the following activities, if carried out on board fishing vessels:
slaughter, bleeding, heading, gutting, removing fins, refrigeration and wrapping;

Hygiene requirements for operators undertaking activities identified as primary production.

are presented in Part I.

Specific requirements as applicable are presented in Part IV.

4.2 Activities after primary production

Operator carrying out any stage of production, processing and distribution of edible aquatic animal products after primary production and those associated operations listed in 2.1.

Hygiene requirements are presented in Parts II and III.

Specific requirements are presented in Part IV

5. PART II - PRIMARY PRODUCTION REQUIREMENTS

GENERAL HYGIENE PROVISIONS FOR PRIMARY PRODUCTION AND ASSOCIATED OPERATIONS

I HYGIENE PROVISIONS

1. Primary fish products will be, as far as possible, protected against contamination, having also regard to any processing that primary products will subsequently undergo.
2. FBO will undertake control of hazards in primary production and associated operations, including the necessary measures:
 - 2.1 to control contamination arising from the air, soil, water, feed, veterinary medicinal products, and the storage, handling and disposal of waste;
 - 2.2 relating to animal health and welfare that have implications for human health, including programmes for the monitoring and control of zoonoses and zoonotic agents.
3. FBO rearing, harvesting or producing primary products of animal origin are to take adequate measures, as appropriate:
 - 3.1 to keep clean and, where necessary after cleaning, to disinfect in an appropriate manner:
 - 3.1.1 any facilities used in connection with primary production and associated operations, including facilities used to store and handle feed;
 - 3.1.2 equipment, containers, crates, vehicles and vessels;
 - 3.2 to ensure the cleanliness of aquaculture animals, as far as possible, during and post-harvest and slaughter;
 - 3.3 to use potable water, or clean water, whenever necessary to prevent contamination;
 - 3.4 to ensure that staff handling fish products are in good health and undergo training on health risks;

- 3.5 to prevent animals and pests from causing contamination, as far as possible;
 - 3.6 to store and handle waste and hazardous substances so as to prevent contamination;
 - 3.7 to prevent the introduction and spread of contagious diseases transmissible to humans through Edible aquatic animal products;
 - 3.8 to take account of the results of any relevant analyses carried out on samples taken from aquatic animals or other samples that have importance to human health;
 - 3.9 to use feed additives and veterinary medicinal products correctly, as required by the relevant legislation and item instructions.
4. Fish business operators are to take appropriate remedial action when informed of problems identified during official controls.

II RECORD KEEPING

- 5. Fish business operators are to keep and retain records relating to measures put in place to control hazards in an appropriate manner and for an appropriate period, commensurate with the nature and size of the business.
- 6. Fish business operators are to make available to the Competent Authority relevant information contained in these records mentioned in 5, on request.
- 7. Fish business operators rearing aquatic animals are, in particular, to keep records on:
 - 7.1 the nature and origin of feed fed to the aquatic animals, including batch number if applicable;
 - 7.2 veterinary medicinal products or other treatments administered to the aquatic animals, dates of administration and withdrawal periods;
 - 7.3 the occurrence of diseases that may affect the safety of products;
 - 7.3 the results of any analyses carried out on samples taken from aquatic animals or other samples taken for diagnostic purposes, that have importance for human health;
 - 7.4 any relevant reports on checks carried out on products.
- 8. Records should be kept within a traceability system.
- 9. The fish business operators may be assisted with the keeping of records by other persons, such as veterinarians, fisheries and aquaculture specialists/technicians.

PART III – Food Safety Management System

Applies only to FBO carrying out any stage of production, processing and distribution of food after primary production and those associated operations listed in section 2.1 (Part I)

Fish business operators (FBOs) shall put in place, implement and maintain a permanent procedure or procedures based on the Food Safety Management System principles and
Fish business operators shall:

1. provide the competent authority with evidence of their compliance with paragraph A) in the manner that the competent authority requires, taking account of the nature and size of the fish business;
2. ensure that any documents describing the procedures developed in accordance with this section are up-to-date at all times;
3. retain any other documents and records for an appropriate period.

PART IV - GENERAL HYGIENE REQUIREMENTS FOR POST-PRIMARY FBO

Applied only for FBOs carrying out post primary production activities.

Section I applies to all fish premises, except transportation

Section II applies to all rooms where fish is prepared, treated or processed

Section III applies to all transportation.

Sections V to XII apply to all stages of production, processing and distribution of fish products

SECTION I

General Requirements for All Fish Products Premises (other than those specified for transportation)

A. Infrastructure of Facilities

1. The layout, design, construction, site and size of fish premises shall permit:
 - a. minimization of cross-contamination,
 - b. separation of clean areas from dirty areas,
 - c. adequate maintenance,
 - d. cleaning and/or disinfection,
 - e. avoidance or minimization of air-borne contamination,
 - f. provision of adequate working space to allow for the hygienic performance of all operations,
 - g. protection against the accumulation of dirt,
 - h. avoidance of contact with toxic materials,
 - i. avoidance of shedding of particles into fish products,
 - j. avoidance of the formation of condensation or undesirable mould on surfaces,
- k. good food hygiene practices,
 - l. protection against contamination, in particular, from pests;
- m. infrastructure in the areas where fish is received, handled, processed and stored includes chill rooms, ice rooms and cold stores, when applicable.
- n. provision, where necessary, of suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining fishery products at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded.

B. Ventilation

2. There is to be suitable and sufficient means of natural or mechanical ventilation.
3. Mechanical airflow from a contaminated area to a clean area is to be avoided.
4. Ventilation systems are to be so constructed as to enable filters and other parts requiring cleaning or replacement to be readily accessible.

C. Lighting

5. Fish products premises are to have adequate and sufficient natural and/or artificial lighting.
6. Protected to prevent possible contamination of products by broken glass.
7. Easy to clean.
8. Maintained properly.

D. Drainage facilities

9. are to be adequate for the purpose intended.
10. are to be designed and constructed to avoid the risk of contamination. Where drainage channels are fully or partially open, they are to be so designed as to ensure that waste does not flow from a contaminated area towards or into a clean area, in particular an area where foods likely to present a high risk to the final consumer are handled.

E. Toilets

11. An adequate number of flush toilets are to be available and connected to an effective drainage system.
12. Toilets are not to open directly into rooms in which fish products is handled.
13. Sanitary conveniences are to have adequate natural or mechanical ventilation.

F. Wash-hand basins

14. Should be:
 - a. available in adequate number, according to number of staff,
 - b. suitably located,
 - c. specifically designated for cleaning hands,
 - d. provided with hot and cold running water,
 - e. provided with materials for cleaning hands and for hygienic drying.

G. Changing facilities for staff

15. Where necessary, adequate changing facilities for personnel are to be provided.

H. Disinfectants room

16. Cleaning agents and disinfectants are not to be stored in areas where food is handled.

I. Waste storage

17. (See Section V)

J. Hygiene Condition

18. Fish premises are to be kept clean and maintained in good repair and condition.

SECTION II

Specific Requirements for Infrastructure of Facilities in Areas / Rooms where Fish Products are Prepared, Treated or Processed (including rooms contained in means of transport)

A. Design and Layout

1. Are to permit:
 - a. good hygiene practices,
 - b. protection against contamination between and during operations.

B. Floors

2. Surfaces are to be:
 - a. easy to clean and, where necessary, to disinfect,
 - b. maintained in a sound condition.
3. Surfaces are required to be:
 - c. of impervious, non-absorbent, washable and non-toxic materials.
4. Floors, where appropriate, are to allow adequate surface drainage (constructed with sufficient slope);
5. Constructed with grooved junctions between floor and walls.

C. Walls

1. Surfaces are to be:
 - a. easy to clean and, where necessary, to disinfect,
 - b. maintained in a sound condition,
 - c. Light coloured.
2. Surfaces are required to be:
 - a. of impervious, non-absorbent, washable and non-toxic materials.
 - b. of a smooth surface up to a height appropriate for the operations;
3. Ceilings and Overhead Fixtures
4. Are to be constructed and finished so as to:
5. prevent the accumulation of dirt,
6. reduce condensation,
7. reduce the growth of undesirable mould
8. reduce the shedding of particles;

E. Windows and other openings

1. Are to be constructed to prevent the accumulation of dirt, (ex. Windowsills made with a slope);
2. Those which can be opened to the outside environment are, where necessary, to be fitted with insect-proof screens which can be easily removed for cleaning.
3. Where open windows would result in contamination, windows are to remain closed and fixed during production;

F. Doors

1. Are to be:
 - a. easy to clean and, where necessary, to disinfect,
 - b. maintained in a sound condition,

- c. Well closing.
- 2. Surfaces are required to be of smooth, non-absorbent and washable materials.
- 3. Door ribs constructed with a slope.

G. All Surfaces (including surfaces of equipment) in areas where products are handled, in particular those in contact with products

- 1. Are to be:
 - a. easy to clean and, where necessary, to disinfect,
 - b. maintained in a sound condition.
- 2. Surfaces are required to be of smooth, washable corrosion-resistant and non-toxic materials.
- 3. Structures and joints of smooth construction and tight for easy cleaning.

H. Specific facilities for working utensils

- 1. Adequate facilities are to be provided, where necessary, for the cleaning, disinfecting and storage of working utensils and equipment.
- 2. These facilities are to:
 - a. be constructed of corrosion-resistant materials,
 - b. be easy to clean
 - c. have an adequate supply of hot and cold water.

I. Specific facilities for products washing

- 1. Adequate provision is to be made, where necessary, for washing fishery products.
 - d. Every sink or other such facility provided for the washing of fishery products is to:
 - a. have an adequate supply of hot and/or cold potable water,
 - b. be kept clean and, where necessary, disinfected.

SECTION III

Transportation of Edible aquatic animal products

- 1. Conveyances and/or containers used for transporting fish products are to be:
 - a. kept clean and maintained in good repair and condition to protect products from contamination,
 - b. designed and constructed, where necessary, to permit adequate cleaning and/or disinfection.
 - c. used in a way that fish products are placed and protected into those so as to minimise the risk of contamination.
 - d. capable, where necessary, of maintaining fish products at appropriate temperatures and allow those temperatures to be monitored.
- 2. Receptacles in vehicles and/or containers are not to be used for transporting anything other than fish products, where this may result in contamination.
- 3. Conveyances and/or containers used for transporting anything in addition to fish products or for transporting different foodstuffs at the same time, there is, where necessary, to be effective separation of products.
- 4. Conveyances and/or containers used for transporting anything other than fish products or for transporting different foodstuffs, there is to be effective cleaning between loads to avoid the risk of contamination.

SECTION IV

Equipment requirements

1. All articles, fittings and equipment with which fish products comes into contact are to be:
 - a. effectively cleaned and, where necessary, disinfected at a frequency sufficient to avoid any risk of contamination;
 - b. constructed, be made of such materials and be kept in such good order, repair and condition as to:
 - c. minimise any risk of contamination;
 - d. enable them to be kept clean and, where necessary, to be disinfected;
 - e. installed in such a manner as to allow adequate cleaning of the equipment and the surrounding area.
2. Equipment is to be, where necessary, fitted with any appropriate control device to guarantee hygiene objectives.
3. Chemical additives, if used to prevent corrosion of equipment and containers, are to be used in accordance with good practice.

SECTION V

Fish waste

A. Fish products waste, non-edible by-products and other refuse

1. Are:
 - a. to be removed as quickly as possible, from areas/rooms where fish products are present, so as to avoid their accumulation.
 - b. to be deposited in closable containers, or evacuated using appropriate evacuation systems.
 - c. to be eliminated in a hygienic and environmentally friendly way in accordance with national legislation applicable to that effect.
 - d. not to constitute a direct or indirect source of contamination.

B. Waste containers

2. Are to be:
 - a. kept in sound condition,
 - b. easy to clean and to disinfect,
 - c. of an appropriate construction.

C. Waste Storage and Disposal

3. Adequate provision is to be made.
4. Refuse stores are to be designed and managed in such a way as to enable them to be kept clean and free of animals and pests.

SECTION VI

Water supplies and Ice

A. Water

1. Water supply:
 - a. There is to be an adequate supply of potable water, to ensure that fish products are not contaminated through the water;
 - b. Clean water may be used with whole fishery products.
 - c. Clean seawater may be used with live bivalve molluscs, echinoderms, tunicates and marine gastropods;
 - d. Clean water may also be used for external washing.
 - e. When using clean water or clean seawater, adequate facilities are to be available for its supply.
2. Non-potable water use (for example for fire control, steam production, refrigeration and other similar purposes), is:
 - a. to circulate in a separate duly identified system.
 - b. not to connect with, or allow reflux into, potable water systems.
3. Recycled water used in processing or as an ingredient is:
 - a. not to present a risk of contamination.
 - b. is to be of the same standard as potable water, unless the competent authority is satisfied that the quality of the water cannot affect the wholesomeness of the product in its finished form.

B. Ice

4. Ice which comes into contact with fish products or which may contaminate the products are to be:
 - a. made from potable water,
 - b. made from clean water when used to chill whole fishery products,
 - c. made, handled and stored under conditions that protect it from contamination.

C. Steam

5. Steam used directly in contact with fish products is not to contain any substance that presents a hazard to health or is likely to contaminate the product.

D. Cooling water after heat treatment

6. Water used to cool hermetically sealed containers, of fish products, after heat treatment is to be ensured that is not a source of contamination for the product.

SECTION VII

Personal hygiene

1. Every person working in a fish products handling area is to:
 - a. maintain a high degree of personal cleanliness
 - b. wear suitable, clean and protective clothing
 - c. observe adequate hygienical behavior.
2. Persons suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhea are:
 - a. not to be permitted to handle edible aquatic animal products or enter any fish products handling area in any capacity if there is any likelihood of direct or indirect contamination.
 - b. to report immediately the illness or symptoms, and if possible their causes, to the fish business operator.
3. Smoking, eating, drinking, spitting in work and storage premises of fish products must be prohibited.

SECTION VIII

Provisions applicable to fish products and operational practices

1. Raw materials or ingredients, other than live animals, or any other material used in processing products, are not to be accept, if they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the FBOs operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.
2. Raw materials and all ingredients storage are to be kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination.
3. Fish products, at all stages of production, processing and distribution, are to be protected against any contamination likely to render the product unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.
4. Adequate procedures are to be in place to control pests.
5. Adequate procedures are also to be in place to prevent domestic animals from having access to places where products are prepared, handled or stored (or, where the competent authority so permits in special cases, to prevent such access from resulting in contamination).
6. Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health. The cold chain is not to be interrupted. However, limited periods outside temperature control are permitted, to accommodate the practicalities of handling during preparation, transport and storage of fish products, provided that it does not result in a risk to health. FBO manufacturing,

handling and wrapping processed foodstuffs are to have suitable rooms, large enough for the separate storage of raw materials from processed material and sufficient separate refrigerated storage.

7. Fish products to be held at chilled temperatures, are to be cooled as quickly as possible following the heat-processing stage, or final preparation stage if no heat process is applied, to a temperature which does not result in a risk to health.
8. Thawing of fish products are to be undertaken in such a way as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins in the products. During thawing, products are to be subjected to temperatures that would not result in a risk to health. Where run-off liquid from the thawing process may present a risk to health it is to be adequately drained. Following thawing, fish products are to be handled in such a manner as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins.
9. Hazardous and/or inedible substances, including animal feed, are to be adequately labelled and stored in separate and secure containers.

SECTION IX

Provisions applicable to the wrapping and packaging of fish products (including on board fishing vessels)

1. Wrapping and Packaging Materials are:
 - not to be a source of contamination.
 - to be stored in such a manner that they are not exposed to a risk of contamination.
2. Wrapping and packaging operations are to be carried out so as to avoid contamination of the products.
3. The integrity of the container's construction and its cleanliness is to be assured, where appropriate, in particular in the case of cans and glass jars
4. Specific conditions to be applied:
 - i. Receptacles in which fresh fishery products are kept under ice must be water-resistant and ensure that melt-water does not remain in contact with the products.
 - ii. Frozen blocks prepared on board vessels must be adequately wrapped before landing.

SECTION X

Personnel Training

FBO are to ensure:

1. that food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity;
2. that those responsible for the development and maintenance of the HACCP procedure or for the operation of relevant guides have received adequate training in the application of the HACCP principles;
- and,
3. compliance with any requirements of national law concerning training programmes for persons working in food sectors.

9. PART V - SPECIFIC CONDITIONS

Part V presents the specific conditions which supplement the requirements in previous sections.

Part V does not apply to bivalve molluscs, echinoderms, tunicates and marine gastropods when placed on the market live.

SECTION I

Requirements for vessels

I. STRUCTURAL AND EQUIPMENT REQUIREMENTS

A. All vessels

1. Design and construction does not cause contamination of the fish products with bilge-water, sewage, smoke, fuel, oil, grease or other objectionable substances.
2. Surfaces with which fishery products come into contact must be:
of suitable corrosion-resistant material,
smooth and easy to clean.
durable and non-toxic.
3. Equipment and material used for working on fishery products must be made of corrosion-resistant material easy to clean and disinfect.
4. Water intake for using with fishery products, must be situated in a position that avoids contamination of the water supply.

B. Vessels preserving fresh fishery products for more than 24 hours

1. Vessels designed and equipped to preserve fishery products for more than 24 hours must be equipped with holds, tanks or containers for the storage of fishery products at the temperature approaching that of melting ice.
2. Holds must be separated from the engine compartments and from the crew quarters by partitions which are sufficient to prevent any contamination of the stored fishery products.
3. Holds and containers used for the storage of fishery products must ensure their preservation under satisfactory conditions of hygiene and, where necessary, ensure that melt water does not remain in contact with the products.
4. In vessels equipped for chilling fishery products in cooled clean seawater, tanks must incorporate devices for achieving a uniform temperature throughout the tanks. Such devices must achieve a chilling rate that ensures that the mix of fish and clean seawater reaches not more than 3°C six hours after loading and not more than 0°C after 16 hours and allow the monitoring and, where necessary, recording of temperatures.

C. Freezer vessels

1. Must have freezing equipment with sufficient capacity to lower the temperature rapidly so as to achieve a core temperature of not more than -18 °C;
2. Must have refrigeration equipment with sufficient capacity to maintain fishery products in the storage holds at not more than -18 °C.

3. Storage holds must be equipped with a temperature-recording device in a place where it can be easily read. The temperature sensor of the reader must be situated in the area where the temperature in the hold is the highest;
4. Must also meet the requirements for vessels designed and equipped to preserve fishery products for more than 24 hours (previous subsection).

D. Factory vessels

1. Factory vessels must at least have:

receiving area:

reserved for taking fishery products on board, designed to allow each successive catch to be separated.

easy to clean.

designed so as to protect the products from the sun or the elements and from any source of contamination;

a hygienic system for conveying fishery products from the receiving area to the work area;

work areas:

that are large enough for the hygienic preparation and processing of fishery products,

easy to clean and disinfect,

designed and arranged in such a way as to prevent any contamination of the products;

storage areas for the finished products:

that are large enough,

designed so that they are easy to clean.

a place for storing packaging materials that is separate from the product preparation and processing areas;

waste storage hold, separate and designated for the storage of such waste, if a waste-processing unit operates on board;

special equipment for disposing waste or fishery products that are unfit for human consumption directly into the sea or, where circumstances so require, into a watertight tank reserved for that purpose. If waste is stored and processed on board with a view to its sanitation, separate areas must be allocated for that purpose;

a water intake situated in a position that avoids contamination of the water supply;

hand-washing equipment with taps designed to prevent the spread of contamination, for use by the staff engaged in handling exposed fishery products.

2. Factory vessels where crustaceans and molluscs are cooked, chilled and wrapped onboard, need not meet the requirements of previous point (1), if no other form of handling or processing takes place on board such vessels.
3. Factory vessels that freeze fishery products must also have equipment meeting the requirements for freezer vessels laid down in previous subsection.

HYGIENE REQUIREMENTS OF OPERATIONS CARRIED OUT ONBOARD VESSELS

1. Parts of vessels or containers set aside for the storage of fishery products, when in use, must:
 - be kept clean,
 - be maintained in good repair and condition.
 - not be contaminated by fuel or bilge water.
2. Fishery products after they are taken on board:
 - must, as soon as possible, be protected from contamination and from the effects of the sun or any other source of heat.
 - When they are washed, the water used must be either potable water or, where appropriate, clean water.
 - must be handled and stored so as to prevent bruising. Handlers may use spiked instruments to move large fish or fish which might injure them, provided that the flesh of the products suffers no damage.
3. Fishery products other than those kept alive must undergo chilling as soon as possible after loading. However, when chilling is not possible, fishery products must be landed as soon as possible.
4. Ice used to chill fishery products must be made from potable water or clean water.
5. Deheading and/or gutting on board, must be carried out hygienically as soon as possible after capture, and the products must be washed immediately and thoroughly with potable water or clean water. Viscera and parts that may constitute a danger to public health must be removed as soon as possible and kept apart from products intended for human consumption.
6. Livers and roes intended for human consumption must be preserved under ice, at a temperature approaching that of melting ice, or be frozen.
7. Whole fish intended for canning, frozen in brine:
 - a temperature of not more than -9°C must be achieved for the product.
 - the brine must not be a source of contamination for the fish.

SECTION II

Requirements during and after landing

1. Unloading and landing equipment that comes into contact with fishery products is constructed of material:
 - easy to clean and disinfect,
 - maintained in a good state of repair and cleanliness;
2. Unloading and landing operations will avoid contamination of fishery products, in particular by:
 - carrying out unloading and landing operations rapidly;
 - placing fishery products without delay in a protected environment at the temperature applicable, regarding if the product is fresh (will be the temperature approaching that of melting ice) or if frozen (not more than -18 °C);
 - not using equipment and practices that cause unnecessary damage to the edible parts of the fishery products.
3. Landing site buildings, auction and wholesale markets or parts thereof where fishery products are displayed for sale must ensure compliance with the following requirements:

There must be lockable facilities for the refrigerated storage of detained fishery products and separate lockable facilities for the storage of fishery products declared unfit for human consumption.

If the competent authority so requires, there must be an adequately equipped lockable facility or, where needed, room for the exclusive use of the competent authority.

At the time of display or storage of fishery products:

the premises must not be used for other purposes;

vehicles emitting exhaust fumes likely to impair the quality of fishery products must not have access to the premises;

persons having access to the premises must not introduce other animals;

the premises must be well lit to facilitate official controls.

4. Fresh fishery products, other than those kept alive, must undergo chilling as soon as possible after landing and be stored at a temperature approaching that of melting ice, when chilling was not possible on board the vessel.

SECTION III:

Product Requirements for Establishments, including Vessels, handling fishery products

1. Fresh Fishery Products

2. Chilled, unpackaged products, which are not distributed, dispatched, prepared or processed immediately after reaching an establishment on land, must be stored under ice in appropriate facilities. Re-icing must be carried out as often as necessary.
3. Packaged fresh fishery products must be chilled to a temperature approaching that of melting ice.
4. Heading and gutting operations must be carried out hygienically. Where gutting is possible from a technical and commercial viewpoint, it must be carried out as quickly as possible after the products have been caught or landed.
5. Deheaded and gutted products must be washed thoroughly with potable water or, on board vessels, with clean water immediately after these operations.
6. Filleting and cutting operations must be carried out so as to avoid contamination or spoilage of fillets and slices.
7. Fillets and slices must not remain on the worktables beyond the time necessary for their preparation.
8. Fillets and slices must be wrapped and, where necessary, packaged and must be chilled as quickly as possible after their preparation.
9. Containers used for the dispatch or storage of unpackaged prepared fresh fishery products stored under ice must ensure that melt water does not remain in contact with the products.
10. Whole and gutted fresh fishery products:
 - may be transported and stored in cooled water on board vessels.
 - may also continue to be transported in cooled water after landing, and be transported from aquaculture establishments, until they arrive at the first establishment on land carrying out any activity other than transport or sorting.

1. Frozen fishery products

1. Land establishments must have:

freezing equipment with sufficient capacity to lower the temperature rapidly so as to achieve a core temperature of not more than -18 °C;

refrigeration equipment with sufficient capacity to maintain fishery products in cold storage at not more than -18 °C.

2. Cold storage facilities must be equipped with a temperature-recording device in a place where it can be easily read. The temperature sensor of the reader must be situated in the area where the temperature in the room is the highest;
3. Date of production refers to the date of harvesting or catching; Until the stage at which a Edible aquatic animal products is labelled or used for further processing, FBO

must ensure that in the case of frozen fishery products intended for human consumption, the following information is made available to the food business operator to whom the Edible aquatic animal products is supplied and, upon request, to the competent authority:

2. the date of production;
3. the date of freezing, if different from the date of production.

1. Mechanical separated fishery products

1. Raw materials used must satisfy the following requirements:
Only whole fish and bones after filleting may be used to produce mechanically separated fishery products;
All raw materials must be free from guts.
2. The manufacturing process must satisfy the following requirements:
Mechanical separation must take place without undue delay after filleting.
If whole fish are used, they must be gutted and washed beforehand.
After production, mechanically separated fishery products must be frozen as quickly as possible or incorporated in a product intended for freezing or a stabilising treatment.

1. Fishery products contaminated or potentially contaminated with parasites

1. FBO placing on the market the following fishery products derived from finfish or cephalopod molluscs must ensure that the raw material or finished product undergo a freezing treatment in order to kill viable parasites that may be a risk to the health of the consumer:

fishery products intended to be consumed raw; or
marinated, salted and any other treated fishery products, if the treatment is insufficient to kill the viable parasite;

2. For parasites other than trematodes the freezing treatment must consist of lowering the temperature in all parts of the product to at least:
 - 20 °C for not less than 24 hours; or
 - 35 °C for not less than 15 hours.

3. FBO need not carry out the freezing treatment set out in point 15 for fishery products:
 - that have undergone, or are intended to undergo before consumption a heat treatment that kills the viable parasite. In the case of parasites other than trematodes the product is heated to a core temperature of 60 °C or more for at least one minute;
 - that have been preserved as frozen fishery products for a sufficiently long period to kill the viable parasites;
 - from wild catches, provided that:

there are epidemiological data available indicating that the fishing grounds of origin do not present a health hazard with regard to the presence of parasites;

the competent authority so authorises;
derived from fish farming, cultured from embryos and have been fed exclusively on a diet that cannot contain viable parasites that present a health hazard, and one of the following requirements is complied with:
have been exclusively reared in an environment that is free from viable parasites; or
the FBO verifies through procedures, approved by the competent authority, that the fishery products do not represent a health hazard with regard to the presence of viable parasites.

4. When placing on the market fishery products referred to in point 15 must be accompanied by a document issued by the FBO performing the freezing treatment, stating the type of freezing treatment that the products have undergone.
5. Before placing on the market fishery products referred to in points 17(c) and (d) which have not undergone the freezing treatment or which are not intended to undergo before consumption a treatment that kills viable parasites that present a health hazard, a FBO must ensure that the fishery products originate from a fishing ground or fish farming which complies with the specific conditions referred to in one of those points. This provision may be met by information in the commercial document or by any other information accompanying the fishery products.

SECTION IV

Processed fishery products: cooking crustaceans and molluscs

1. Rapid cooling must follow cooking.
 - a. Cooling water must be potable water or, on board vessels, clean water. If no other method of preservation is used, cooling must continue until a temperature approaching that of melting ice is reached.
 - b. Shelling or shucking must be carried out hygienically, avoiding contamination of the product. Where such operations are done by hand, workers must pay particular attention to washing their hands.
 - c. After shelling or shucking, cooked products must be frozen immediately (at temperature not more than -18 °C), or be chilled as soon as possible to temperature approaching that of melting ice.

SECTION V

Heat treatment applied to hermetically sealed containers

1. Any heat treatment processing is to:
 - raise every party of the product treated to a given temperature for a given period of time;
 - prevent the product from becoming contaminated during the process;
2. FBO are to check regularly the main relevant parameters (particularly temperature, pressure, sealing and microbiology), including by the use of automatic devices, to ensure that the process employed achieves the desired objectives.
3. The process used should conform to an internationally recognized standard (e.g. Codex Alimentarius Code of Practice), for example, pasturization, ultra high temperature or sterilization).

SECTION VI

Storage of fishery products

1. Fresh fishery products, thawed unprocessed fishery products, and cooked and chilled products from crustaceans and molluscs, must be maintained at a temperature approaching that of melting ice.
2. Frozen fishery products must be kept at a temperature of not more than -18°C in all parts of the product; however, whole frozen fish in brine intended for the manufacture of canned food may be kept at a temperature of not more than -9°C.
3. Fishery products kept alive must be kept at a temperature and in a manner that does not adversely affect food safety or their viability.

SECTION VII

Transport of fishery products

1. During transport, fishery products must be maintained at the required temperature. In particular:

fresh fishery products, thawed unprocessed fishery products, and cooked and chilled products from crustaceans and molluscs, must be maintained at a temperature approaching that of melting ice;

frozen fishery products, with the exception of frozen fish in brine intended for the manufacture of canned food, must be maintained during transport at an even temperature of not more than -18°C in all parts of the product, possibly with short upward fluctuations of not more than 3 °C.

2. FBO need not comply with point 1(b) when frozen fishery products are transported from a cold store to an establishment to be thawed on arrival for the purposes of preparation and/or processing, if the journey is short and the competent authority so permits.
3. If fishery products are kept under ice, melt water must not remain in contact with the products.
4. Fishery products to be placed on the market live must be transported in such a way as not adversely to affect food safety or their viability.

SECTION VIII

General Health standards for fishery products

1. Microbiological criteria within the Competent Authority requirements must be met.
 2. Organoleptic examination of fishery products must be carried out, in particular, this examination must ensure that fishery products comply with any freshness criteria.
 3. FBO must ensure that the limits with regard to histamine are not exceeded, undertaking necessary controls.
 4. Unprocessed fishery products must not be placed on the market if chemical tests reveal that the limits with regard to TVB-N or TMA-N have been exceeded.

5. Fishery products must have been subjected to a visual examination for the purpose of detecting visible parasites before being placed on the market. They must not place fishery products that are obviously contaminated with parasites on the market for human consumption. Subject to respective temperature treatment as indicated before.
6. Fishery products derived from poisonous fish of the following families must not be placed on the market: Tetraodontidae, Molidae, Diodontidae and Canthigasteridae.
7. Fishery products containing biotoxins such as ciguatoxin or muscle-paralysing toxins must not be placed on the market.
8. Fishery products subject to non-authorized veterinary drugs must not be placed on the market.
9. Fishery products containing residues of veterinary drugs above MRL must not be placed on the market.

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Revision: 00	F 01.A – Full Verification Part A: Infrastructure condition	Date of Revision:

F01.A – Full Verification Part A: Infrastructure condition

REF.:

Name of the establishment:	China Approval Number:									
Verification Officers:	Establishment representatives:									
References consulted:	Verification type:	AA		ARA		FRV		PI		
	Date and time of verification:									

Full Verification for: approval audit (AA), annual re-approval (ARA), full routine verification (FRV), and partial inspection according to selected sections (PI)

PART A: INFRASTRUCTURE AND LAYOUT

Cr= Critical Non Conformity NC= No Conformity (M= Medium risk / L=Low risk) C= Conformity

	NC			C	Observations/Comments
	Cr	M	L		
1. Layout					
1.1 Sufficient areas to carry out the work under sanitary and hygienic conditions?					
1.2 Does the layout preclude contamination?					
1.2.1 Clean (LowR) / Dirty (HighR) areas separated?					
2. Reception area					
2.1 Is the receiving area clean & in good state of repair?					
2.2 Are the floor, walls, ceiling made of nontoxic materials easy to clean and sanitize?					
2.3 <u>Floors</u> . Allows easy drainage of water or it has water removal equipment?					
2.4 <u>Lighting</u> (Natural/Artificial). Adequate and protected?					
2.5 Is there sufficient potable water supply?					
2.6 The isolation from outside, is it sufficient to avoid contamination? And the isolation to the inside (processing areas) does it preclude contamination?					
3. Processing areas (all rooms)					
3.1 <u>Floors</u> . Made of materials easy to clean and sanitize?					
3.2 <u>Floors</u> . Allows easy drainage of water or it has water removal equipment?					
3.3 <u>Walls</u> . Made of nontoxic impermeable materials easy to clean and sanitize?					
3.4 <u>Windows</u> . Easy to clean and sanitize and precludes external contamination?					
3.5 <u>Ceiling</u> . Made of impermeable materials easy to clean and sanitize?					
3.6 <u>Doors</u> . Made of impermeable materials easy to clean and sanitize and precludes external contamination?					
3.7 <u>Ventilation</u> . Adequate/sufficient? Allows a good extraction of moisture?					
3.7.1 <u>Ventilation</u> . Filters and parts easily accessible.					
3.7.2 <u>Ventilation</u> . Avoids contamination from contaminated areas. Ex: Dirty (HighR) to Clean (LowR)					
3.8 <u>Drainage</u> . Avoids contamination.					
3.9 <u>Lighting</u> (Natural/Artificial). Adequate and protected?					
4. Hand washing facilities (at respective areas)					
4.1 Are the facilities in entry areas in sufficient numbers?					
4.2 Are the taps non hand operated?					
4.3 Hand cleaning agents have technical specifications?					
4.4 Facilities provided with approved cleaning /sanitizer agents, disposable hand towels and trash bins?					

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	NC			C	
	Cr	M	L		Observations/Comments
5. Chillers / Freezers / Ice rooms - structure					
5.1 <u>Floors</u> . Made of materials easy to clean and sanitize?					
5.2 <u>Floors</u> . Allow easy drainage of water or it has water removal equipment?					
5.3 <u>Walls</u> . Made of nontoxic impermeable materials easy to clean and sanitize?					
5.4 <u>Ceiling</u> . Made of nontoxic impermeable materials easy to clean and sanitize?					
5.6 <u>Doors</u> Made of impermeable materials easy to clean and sanitize?					
5.7 <u>Lighting</u> (Natural or Artificial) Is the lighting adequate and protected?					
6. Chillers and Freezers (capacity)					
6.1 <u>Freezing capacity</u> . Able to quick freeze product adequately?					
6.2 <u>Capacity</u> . Able to maintain raw materials/products at allowed Temperature? Fresh: near T°C melting ice (< 4°C). Frozen: -18°C. Brine -9°C					
6.3 <u>Monitoring storage</u> Is there an efficient T°C control programme? T°C automatic-recording + T°C display + thermal sensor in warmest area?					
7. Protection against vermin and pests (all areas)					
7.1 Are there adequate vermin proofing and appropriate protection facilities?					
8. Instruments and working equipment (all areas)					
8.1 Are they made of non corrosive, easy to clean and sanitize?					
9. By-products / waste (all areas)					
9.1 <u>Containers & Utensils</u> : made of nontoxic non corrosive materials, easy to clean and sanitize? Distinctively different from product boxes and containers. Identified for the purpose.					
9.2 Adequate flow, evacuation and room for storage of by-products? Avoids cross contamination?					
9.3 Appropriate cleaning and washing area of waste bins/trays that avoids potential cross contamination?					
10. Potable Water supply (all areas)					
10.1 Sufficient pressure in all areas?					
10.2 Distinction between water pipes (potable and non)?					
10.3 Backflow control?					
10.4 Hoses are not in constant contact with the floor?					
11. Cleaning chemical and utensils					
11.1 Appropriate and identified storing area, that avoids potential cross contamination? Utensils and containers identified?					
12. Waste water (all areas)					
12.1 Is there an adequate and hygienic wastewater disposal system? with adequate drain lid?					
12.2 Drains and sumps are easy to clean and sanitize?					
4. Cleaning and Washing Area for trolleys, vehicles, trays, etc. And final drying storing area					
13.1 In good conditions and easy to clean and sanitize?					
13.2 Appropriate cleaning, washing, storing area, that avoids potential cross contamination? Separate storing.					

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	NC	C	
	Cr	M	L
			Observations/Comments

14. Changing rooms and Toilets

Toilets

14.1. Placement. Not open directly onto the fish handling and processing areas?

14.2 Usage. Are they equipped with working water-flushing systems?

14.3 Floors. Made of materials easy to clean and sanitize?

14.4 Floors. Allows easy drainage of water or it has water removal equipment?

14.5 Walls. Made of impermeable materials easy to clean and sanitize?

14.6 Ceiling. Made of impermeable materials easy to clean and sanitize?

14.7 Wash hand basins. In exit areas and in sufficient numbers? Non-hand operated

Changing rooms

14.8 Placement. Control cross contamination from the exterior?

14.9 Usage. Equipped with clothing storage facilities in good condition? Includes facilities for clean cloth supply.

14.10 Floors. Made of materials easy to clean and sanitize?

14.11 Floors. Allows easy drainage of water or it has water removal equipment?

14.12 Walls. Made of impermeable materials easy to clean and sanitize?

14.13 Ceiling. Made of impermeable materials easy to clean and sanitize?

14.14 Wash hand basins. In exit areas and in sufficient number?

15. Laundry Contracted or not

15.1 Capacity in relationship to the number of workers?

15.2 Internal. In good hygienic condition?

15.3 Contracted. is the transportation done hygienically?

16. External Environment (factory premises)

16.1 Isolated, well maintained and clean?

16.2 Cleaning and disinfections of transportation vehicles in a separate, adequate and equipped structure?

17. Specific requirements – Value-added Products

17.1 Specific area precluding contamination from general processing?

17.2 Workers differentiated from general processing? Coming from specific changing rooms or entrance area?

17.3 Equipment (containers, trays, etc) different and identified from used in general processing?

18. Specific requirements - Ice Production

18.1 Is ice produced from potable water, and in good hygienic condition?

18.2 Ice storage and supply: precludes contamination?

18.2.1 Containers / room designed for this purpose?

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		NC			C	Observations/Comments
		Cr	M	L		
19. Specific requirements – Cooking area						
19.1 Separated cooking area with adequate ventilation?						
17.2 Thermal process verification provided?						
21. Specific requirements - Laboratory						
21.1 Separated from processing areas and with controlled access?						
SUB-TOTAL PART A						
	General Comments					
	Conformity evaluation					

Verifiers name and signature	Representative name and signature ¹
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DoF – Control	Date:	Comments:
Name: Signature:		

Form: F-01.B Edition: 01 Revision: 00	Department of Fisheries Edible aquatic animal products Official Controls Protocol F 01.B – Full Verification Part B: Hygiene and Good Manufacturing Practice (GMP)	Page 1 of 4 Date of Issue: Date of Revision:
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F01.B – Full Verification Part B: Hygiene and good manufacturing practices

REF:

Name of the establishment:	China Approval Number:
Verification Officers	Establishment representatives
References consulted:	Verification type: AA ARA FRV PI Date and time of verification:

Full Verification for:	approval audit (AA), annual reapproval (ARA), full routine verification (FRV), and partial
inspection according	to selected sections (PI)
PART B: Hygiene and good manufacturing practices	

Cr= Critical Non Conformity NC= No Conformity (M= Medium risk / L=Low risk) C= Conformity

	NC			C	
	Cr	M	L		Observations/Comments
1. Facilities and equipment hygiene (all)					
1.1 Are they kept in a satisfactory state of cleanliness?					
1.2 Is vermin systematically exterminated?					
1.2.1 Are rodenticides, insecticides, disinfectants and any other toxic substance identified and stored where appropriate, which can be locked?					
1.2.2 Can these toxic products contaminate products?					
1.3 Are the working premises used only for products? If not, was the company authorized?					
1.4 Is potable water used for the designated purposes?					
1.5 Are the detergents and the disinfecting agents approved and adequately labelled?					
1.6 Are the facilities and equipment cleaned and disinfected at least once per day (end of the shift)?					
1.7 Are products/raw materials in direct contact with floor					
1.8 Are there instructions of not smoking, spitting, eating and drinking in working and storage premises?					
1.9 Do practices effectively control cross contamination?					
2. Personnel hygiene					
2.1 Has every worker undergone a medical examination?					
2.2 Is medical examination periodically carried out on workers handling products?					
2.3 Is any person that can contaminate the products excluded from handling them?					
2.4 Do all the workers wear suitable and clean working clothes? not exposed to the outdoors?					
2.5 Workers wear a headgear, covering completely the hair?					
2.6 Do they wash and disinfect their hands each time before commencing work?					
2.7 Are the wounds covered with waterproof bandages?					
2.8 Workers respect instructions of not smoking, spitting, eating and drinking in working and storage premises?					
2.9 Flow of workers effectively avoids cross contamination?					
2.10 First aid kit available? Contains impermeable dressings for cuts and sores?					

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Revision: 00	F 01.B – Full Verification Part B: Hygiene and GMP	Date of Revision:

	NC			C	
	Cr	M	L		Observations/Comments
3. Cleaning / washing / sanitising of the facilities					
3.1 Is it done in appropriate frequency (including breaks and changing shifts)?					
3.2 Is it applied appropriate practices and equipment? Effectively avoids cross contamination of product?					
4. Ice utilization					
4.1 Is ice produced from potable water?					
4.2 Is ice stored and transported in containers designated only for this purpose?					
4.3 Are the ice containers clean and well maintained?					
5. Product Containers / trays (all)					
5.1 Clear differentiation / identification of use?					
5.2 Used only for the purpose identified.					
5.3 Are not on the floor?					
5.4 Do they lead to contamination?					
5.5 Cleaned, washed and sanitised after use?					
6. Containers for Fresh / Frozen shrimp / fish					
6.1 Do they protect shrimp/fish from contamination?					
6.2 Do they preserve shrimp/fish in a hygienic manner?					
6.3 Do they allow for easy drainage of water?					
7. Fresh products					
7.1 Are products that are not immediately processed, iced or refrigerated?					
7.2 Are iced products re-iced regularly?					
7.3 Are pre-packed products iced or refrigerated?					
8. Fresh and/or thawed raw materials processing					
8.1 Is handling, washing, sorting, and weighing done hygienically? Do these practices lead to contamination of product?					
8.2 Is Deveining, peeling, gutting, deheading, filleting, cutting done hygienically? Do they lead to contamination of product?					
8.3 Is Shrimp deveining, peeling, cutting carried in a place different from general processing?					
8.4 Are there delays in the processing activities?					
8.5 Are processed products rapidly refrigerated?					
8.6 Fish gutted or headed are immediately washed with potable water?					
8.7 Viscera and other undesirable parts of the fish quickly separated from the product?					
8.8 Fish filleting / cutting carried in a place different from the place where fish is gutted, deheaded or cleaned?					
9. Evacuation of waste					
9.1 Is waste adequately and frequently evacuated from processing premises?					
9.2 Are the waste containers and the waste storage premises cleaned and disinfected after each use?					
9.3 Can the stored waste be a source of contamination for the establishment?					
9.4 Are waste bins, boxes and trays different and differentiated of those used for products/raw materials and ice? (ex. by different colour)					

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	NC			C	
	Cr	M	L		Observations/Comments
10. Thawing of raw material					
10.1 Is thawing carried out hygienically? And in adequate separate area?					
10.2 Is there a risk of contamination during thawing?					
10.3 Is melting water drained properly?					
10.4 Do practices effectively control cross contamination?					
11. Storage of frozen products					
11.1 Is the temperature of the frozen products appropriate?					
11.2 Is T °C automatically recorded on the recorder?					
11.3 Is the recording kept for a duration equivalent to the shelf life of the product?					
11.4 There is independent storage of final product and raw materials?					
12. Separation of China products					
12.1 Includes control of authorised sources (under the control of the CA)?					
12.2 Includes physical separation of raw materials not fit to the China market ?					
12.3 Includes separation of processing from products not fit to the China market?					
12.4 Includes separation of storage from product not fit to the China market?					
13. Cooked Products					
13.1 Cooking followed by efficient cooling down to melting ice T°C.					
13.2 Only potable or clean sea cooling water used for cooling					
13.3 Pathogens control by authorized treatments (for cooked shrimps). Effective control of critical parameters.					
13.4 Approved Thermal treatments, documented/validated					
13.5 Records available for at least the product validity					
13.6 Cooked products to be frozen, quickly frozen (or chilled)					
13.7 Cooked products properly handled in clean controlled areas					
13.8 Microbiological verification tests done regularly					
	NC			C	
	Cr	M	L		Observations/Comments
SUB-TOTAL PART B					

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	F 01.B – Full Verification Part B: Hygiene and GMP	Date of Revision:

	NC			C	
	Cr	M	L		Observations/Comments
TOTAL A + B					

General comments

Evaluation of Compliance

Verifiers name and signature	Representative name and signature¹
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DoF – Control	Date:	Comments:
Name:		
Signature:		

Form: F-02	Department of Fisheries	Page 1 of 3
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 02 – Verification of pre-requisite and support programmes	Date of Revision:

F 02 – Verification of pre-requisite and support programmes

REF.:

Name of the establishment:		China Approval Number:					
Verification Officers		Establishment representatives					
References consulted:		Verification type: AA ARA FRV PI Date and time of verification:					

Full Verification for: approval audit, annual reapproval, full routine verification, and partial inspection (according to selected sections)

Verification of Pre-requisite and Support Programmes (Documental and Implementation)

Cr= Critical Non Conformity NC= No Conformity (M= Medium risk / L=Low risk) C= Conformity

	NC			C	Observations/Comments
	Cr	M	L		
1. Facilities and equipment hygiene, cleaning and sanitation					
1.1 Documented system for <u>all</u> areas and equipment. ₁					
1.2 Properly designed & programmed: feasibility?					
1.2.1 Adequate hygiene control of toilets and other facilities for the personnel					
1.2.2 Adequate hygiene control of processing and storage areas.					
1.3 Satisfactory conditions? Cleaning effectiveness verified?					
1.4 Chemicals documented for specific purpose (have technical specifications)?					
2. Pest and vermin control					
2.1 Documented system for <u>all</u> areas and equipment. ₁					
2.2 Is effectiveness assessed against presence of pest and vermin?					
3. Staff training and Hygiene					
3.1 Documented system that covers training? records?					
3.2 System covers infectious and communicable diseases?					
3.3 System covers control over non hygienic ₂ ₁					
3.4 Personnel hygiene control? Includes monitoring and ₁					
4. Water and Ice control					
4.1 Documented system that covers portability, has ₁					
4.2 Water distribution diagram?					
4.3 Are the ice containers clean and well maintained?					
4.4 Automatic treatment system used and operational?					
4.5 Monitoring of residual chlorine content if added?					
4.6 Surveillance of contamination indicators in place. Sampling plan adequate and systematically followed?					

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Revision: 00	F 02 – Verification of pre-requisite and support programmes	Date of Revision:

	NC			C	
	Cr	M	L		Observations/Comments
5. Raw material reception					
5.1 Documented system for Organoleptic evaluation. Records?					
5.2 Includes refrigeration T°C control and C. Actions?					
5.3 Includes traceability control?					
6. Control during processing					
6.1 Documented system for control during general processing. Including traceability. Records for all?					
6.1.1 Includes refrigeration T°C control and C. Actions?					
6.1.2 Includes control over equipment and staff hygiene?					
6.1.3 Includes control over the condition and hygiene of product containers?					
6.2 Practices effectively control cross contamination?					
6.3 Documented system for Cooking control. Records?					
6.4 <u>Regulatory Verification</u> proves effectiveness of the systems?					
7. By product management					
7.1 Documented system for hygienic disposal. Records?					
7.2 Includes control over the condition and hygiene of containers?					
7.3 Practices effectively control cross contamination?					
8. Control during storage					
8.1 Documented system for temperature control during storage. Records?					
8.2 <u>Regulatory Verification</u> proves effectiveness of the					
9. Control during thawing					
9.1 Documented system for thawing control. Records?					
9.2 Practices effectively control cross contamination from water used?					
10. Repairs and Maintenance (infrastructure & equipment)					
10.1 Documented system for maintenance?					
10.2 Includes responsible, records and timeframes?					
10.3 <u>Regulatory Verification</u> proves effectiveness of the control system?					
10.4 Does the system cover calibration of measuring devices?					
11. Goods reception⁴					
11.1 Documented system for controls of arriving goods. Records?					
11.2 Includes correct identification and backed by suppliers guarantees / certificates?					
12. Parasites control (if applicable)					
12.1 Documented system for parasite control. / Records?					
12.2 Includes visual inspection, removal and/or freezing to <-20°C for 24hs?					

Form: F-02	Department of Fisheries	Page 3 of 3
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 02 – Verification of pre-requisite and support programmes	Date of Revision:

	NC			C	
	Cr	M	L		Observations/Comments
13. Traceability and Final Product recall					
13.1 Documented system for traceability and product recall. Records?					
13.2 Codification system capable to keep the traceability up and down?					
14. Separation of China products					
14.1 Documented system for separation control. Records?					
14.2 Includes control of authorised sources (under the control of the CA)?					
14.3 Includes physical separation of raw materials not fit to the China market ?					
14.4 Includes separation of processing from products not fit to the China market?					
14.5 Includes separation of storage from product not fit to the China market?					
14.6 <u>Regulatory Verification</u> confirms the effectiveness of the separation?					
TOTAL					

General comments

Evaluation of Compliance

Verifiers name and signature	Representative name and signature⁵
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DoF – Control	Date:	Comments:
Name: Signature:		

Form: F-03	Department of Fisheries	Page 1 of 3
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 03 – Document Verification of Food Safety Management System	Date of Revision:

F 03 – Documental verification of Food Safety Management System

REF.:

Name of the establishment:	China Approval Number:										
Verification Officers	Establishment representatives										
References consulted:	<table border="1"> <tr> <td>Verification type:</td> <td>AA</td> <td>ARA</td> <td>FRV</td> <td>PI</td> </tr> <tr> <td>Date and time of verification:</td> <td colspan="4"></td> </tr> </table>	Verification type:	AA	ARA	FRV	PI	Date and time of verification:				
Verification type:	AA	ARA	FRV	PI							
Date and time of verification:											

Full Verification for: approval audit (AA), annual reapproval (ARA), full routine verification (FRV), and partial inspection according to selected sections (PI)

Documental Verification of Food Safety Management System

Cr= Critical Non Conformity NC= No Conformity (M= Medium risk / L=Low risk) C= Conformity

	NC			C	Observations/Comments
	Cr	M	L		
DOCUMENTATION					
1. Facilities and process description					
1.1 Company/section general description providing sufficient information?					
1.2 <u>Compromise</u> . Commitment for HACCP (food safety) clearly expressed?					
1.3 <u>HACCP team</u> : Responsibilities documented and updated?					
1.4 <u>HACCP team</u> : Adequate qualification and experience available? (CV) (training)					
1.5 <u>HACCP team</u> : Documented references and resources utilized?					
1.6 <u>Personnel</u> . Informed about the objectives of HACCP?					
2. Product Description					
2.1 Products description clear and complete?					
2.2 Include origin and specifications of raw material?					
2.3 Include composition, packaging, distribution, validity, storage condition? Processing technology applied.					
2.4 Include additives and/or ingredients in the final product.?					
3. Users or consumers					
3.1 Sensitive consumers identified?					
3.2 Instructions given for the distribution, storage & use?					
4. Processing specification:					
4.1 Flow diagram includes each stage of processing chain? (at least)					
4.2 Flow diagram confirmed?					
5. Hazard ID and Analysis					
5.1 Includes Ph, Ch and Bi hazards associated to raw					
5.2 Includes Ph, Ch and Bi hazards associated to each step of processing?					
5.3 Hazards evaluated in terms of likelihood and severity (risk assessment)? (evaluation of significance)					

Form: F-03	Department of Fisheries	Page 2 of 3
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 03 – Document Verification of Food Safety Management System	Date of Revision:

	NC			C	
	Cr	M	L		Observations/Comments
5.4 Includes references, bibliography or external advice used on the analysis?					
5.5 Identifies potential process and staff variations?					
5.6 Preventive measures identified to control each relevant risks (significant hazard)?					
6. Determination of CCP					
6.1 The Identification is consistent with the identified hazards?					
6.2 It includes references to methodologies and resources used?					
6.3 Control measures were identified for each CCP?					
7. Adoption of Critical Limits					
7.1 Established for each CCP determined before?					
7.2 Are the CLs able to be checked / monitored, simple and routinely, during production?					
7.3 Limits validated taking into account published/experimental evidence?					
8. Monitoring of CCP					
8.1 Responsibilities and activities documented for each CCP.					
8.2 Includes what, who, when and how each CCP is monitored?					
8.3 Includes verifiable records and identification of the responsibilities?					
9. Corrective Actions					
9.1 Responsibilities and activities documented for each CCP?					
9.2 Includes what, who, when and how corrective actions are taken?					
9.3 Are CA realistic and cover destination of non suitable products ?					
9.4 Includes measures or action to avoid re-occurrence?					
10. Verification Procedures					
10.1 Responsibilities and activities documented for each CCP?					
10.2 Includes what, who, when and how verification activities take place?					
10.3 Includes final product testing and calibration of equipment?					
10.4 Includes action in case that verification shows non compliances?					
11. Documentation and Records					
11.1 Records are documented for each component of the HACCP plan?					
11.2 Includes what, who, when and how records are taken and stored?					
11.3 Procedure for the annual plan review adopted and documented?					
TOTAL					

Form: F-03	Department of Fisheries	Page 3 of 3
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 03 – Document Verification of Food Safety Management System	Date of Revision:

General comments

Evaluation of Compliance

Verifiers name and signature

Representative name and signature²

FIQC/DoF – Control

Date:

Comments:

Name:

Signature:

Form: F-04	Department of Fisheries	Page 1 of 2
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 04 – Verification of Food Safety Management System	Date of Revision:

F 04 – Verification of Food Safety Management System plan

REF.:

Precondition: this verification can only be performed if the establishment is in Conformance with the requirements of F02 – Verification of pre requisites and support programmes; **This form is for use only during industry operations**

Name of the establishment:	China Approval Number:																		
Verification Officers	Establishment representatives																		
References consulted:	<table> <tr> <td>Verification type:</td><td>AA</td><td></td><td>ARA</td><td></td><td>FRV</td><td></td><td>PI</td><td></td></tr> <tr> <td colspan="9">Date and time of verification:</td></tr> </table>	Verification type:	AA		ARA		FRV		PI		Date and time of verification:								
Verification type:	AA		ARA		FRV		PI												
Date and time of verification:																			

Full Verification for: approval audit (AA), annual reapproval (ARA), full routine verification (FRV), and partial inspection according to selected sections (PI)

Verification of Food Safety Management System plan performance

Cr= Critical Non Conformity NC= No Conformity (M= Medium risk / L=Low risk) C= Conformity

	NC			C	
	Cr	M	L		Observations/Comments
OBSERVATIONS					
1. Changes and Modifications					
1.1 Changes or modification in process -raw materials included in the plan?					
1.2 Changes or modification in process -raw materials have been subject to the necessary plan revision?					
1.3 Modifications non communicated or approved if affecting product.?					
1.4 The responsible (as documented) is in control of operations?					
2. Documentation and Records (all areas)					
2.1 Records are available in their respective areas and updated?					
2.2 Records can be traced and reviewed as far as the last regulatory verification?					
3. Management of the Plan					
3.1 Preventive measures followed and verifiable?					
3.2 Monitoring procedures followed and verifiable?					
3.3 Corrective actions followed and verifiable?					
3.4 Verifications activities followed and verifiable?					
TOTAL					

Form: F-04 Edition: 01 Revision: 00	Department of Fisheries	Page 2 of 2
	Edible aquatic animal products Official Controls Protocol F 04 – Verification of Food Safety Management Plan	Date of Issue: Date of Revision:

General comments

Evaluation of Compliance

Verifiers name and signature

Representative name and signature¹

FIQC/DoF – Control

Date:

Comments:

Name:

Signature:

Form: F-05.A	Department of Fisheries	Page 1 of 2
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 05.A – Verification of Covid-19 & Food Safety Guidance for FBO	Date of Revision:

F05.A Verification of Covid-19 & Food Safety Guidance for FBO

Precondition: this verification can only be performed if the establishment is in Conformance with the requirements of F02 – Verification of pre requisites and support programmes; This form is for use only during industry operations

Name of the establishment:	China Approval Number:	
Verification Officers	Establishment representatives	
References consulted:	Verification type:	AA <input type="checkbox"/> ARA <input type="checkbox"/> FRV <input type="checkbox"/> PI <input type="checkbox"/>
Date and time of verification:		
Full Verification for: approval audit (AA), annual reapproval (ARA), full routine verification (FRV), and partial inspection according to selected sections (PI)		
Verification of Covid-19 & Food Safety Guidance for FBO		

Cr= Critical Non Conformity NC= No Conformity (M= Medium risk / L=Low risk) C= Conformity

Elements to verify	NC	C	Observations/Comments
1. Food Workers (Awareness of Covid-19 symptoms)			
1.1 are the worker suffering by a fever (high temperature -37.5 degrees Celsius or above)?			
1.2 are the worker suffering by a cough-this can be any kind of cough, not just dry ?			
1.3 are the worker suffering by shortness of breath?			
1.4 are the worker suffering by breathing difficulties?			
1.5 does the worker feels fatigue?			
2. Food Workers: preventing the spread of Covid-19 in the work environment			
2.1 are the worker maintaining proper hand hygiene-washing with soap and water for at least 20 seconds (follow WHO advice)?			
2.2 does the worker use of of alcohol-based hand sanitizers frequently?			
2.3 are the worker maintaining good respiratory hygiene (cover mouth and nose when coughing or sneezing, dispose of tissues and wash hands)?			
2.4 are the worker frequent cleaning/disinfection of work surfaces and touch points such as door handles?			
2.5 have there any scope avoiding close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.			
3. Food workers: use of disposable gloves & storing status			
3.1 does the worker use of hand gloves?			
3.2 does the worker dispose of gloves properly?			
3.3 does the worker changing the gloves from time to time?			
3.4 are there any bins for storing used gloves?			
5.1 Are the facilities in entry areas and in sufficient numbers?			
5.2 Are the taps non hand operated?			
5.3 Have detergent and sanitizing agents available technical specs?			
5.4 Are the facilities provided with disposable hand towels and bins?			

Form: F-05.B Edition: 01 Revision: 00	Department of Fisheries Edible aquatic animal products Official Controls Protocol F 05.B – Verification of Conditions of Ice Plants	Page 1 of 2 Date of Issue: Date of Revision:
F 05 –Verification of conditions of Ice Plants		REG.:
Name of the establishment:	China Approval Number:	
Verification Officers	Establishment representatives	
References consulted:		
Verification type: AA ARA FRV PI		
Date and time of verification:		
Full Verification for: inspection according	approval audit (AA), annual reapproval (ARA), full routine verification (FRV), to selected sections (PI) and partial	
Verification of conditions on Ice plants		

NC= No Conformity C= Conformity

Elements to verify	NC	C	Observations/Comments
1. Production			
1.1 Good general conditions of cleanliness, hygiene and maintenance?			
2. Storage areas			
2.1 <u>Floors</u> . Made of materials easy to clean and sanitize?			
2.2 <u>Floors</u> . Allows easy drainage of water or it has water removal equipment?			
2.3 <u>Walls</u> . Made of impermeable materials easy to clean and sanitize?			
2.4 <u>Ceiling</u> . Made of impermeable materials easy to clean and sanitize?			
2.5 <u>Doors</u> Made of impermeable materials easy to clean and sanitize?			
2.6 <u>Lighting</u> (Natural or Artificial) Is the lighting adequate and protected?			
2.7 <u>Delivery area</u> . Good general conditions of hygiene and maintenance? Precludes contamination?			
3. Pest and vermin control			
3.1 Effectiveness assessed against presence of pest and vermin? Records?			
4. Safe Water monitoring (potable / clean sea water)			
4.1 Is the fresh water used from a verifiable safe source? Records?			
4.2 Is the sea water used from a verifiable safe source? Records?			
5. Hand washing basins			
5.1 Are the facilities in entry areas and in sufficient numbers?			
5.2 Are the taps non hand operated?			
5.3 Have detergent and sanitizing agents available technical specs?			
5.4 Are the facilities provided with disposable hand towels and bins?			
6. Changing room and toilets			
6.1 Toilets not opening directly to production, working area? Adequate number?			
6.2 Changing rooms sufficient in number/size?			
6.3 Changing rooms easy to clean and sanitise?			

Form: F-05.B	Department of Fisheries	Page 2 of 2
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 05.B – Verification of Conditions of Ice Plants	Date of Revision:

	NC	C	Observations/Comments
7. Hygiene conditions			
7.1 Good general condition of cleanliness in working areas?			
7.2 Trolleys, containers, boxes, pipes, easy to clean?			
7.3 Cleaning chemicals and utensils store separated and labelled?			
7.4 Cleaning and Pest control chemicals have supplier's guarantees?			
7.5 Offal and debris managed to preclude cross contamination?			
8. Staff training and Hygiene			
8.1 Documented system that covers training, with records?			
8.2 System covers infectious and communicable diseases?			
8.3 System covers control over non hygienic behaviours? ¹			
8.4 First aid kit contains impermeable dressings for cuts and sores?			
8.5 Adequate and complete protective gear, not expose to the outdoors?			
9. Practices			
9.1 Utensils, tools, equipment (ice crusher if applicable) adequate & in good condition, precluding contamination?			
9.2 Trolleys, containers, boxes, exclusive for ice?			
9.3 Practices (ice crushing, storing, packing, delivery) preclude contamination?			
TOTAL			
General Comments:			
Evaluation of Compliance			

Verifiers name and signature	Representative name and signature ²
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DoF – Control	Date:	Comments:
Name:		
Signature:		

Form: F-06	Department of Fisheries	Page 1 of 2
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue
Revision: 00	F 06 – Verification of Conditions for Transports	Date of Revision:

F 06 – Verification of conditions for transports

REF.:

Type: <input type="checkbox"/> Freezer <input type="checkbox"/> Chiller <input type="checkbox"/> truck with non insulated cargo box	
Name of transport company:	Approval Number:
Identification of the vehicle:	Company representatives:
	Verification type: AA <input type="checkbox"/> ARA <input type="checkbox"/> FRV <input type="checkbox"/> PI <input type="checkbox"/>
	Date and time of verification:
Verification Officers:	References consulted:

Full Verification for: approval audit (AA), annual reapproval (ARA), full routine verification (FRV), and partial inspection according to selected sections (PI)

NC= No Conformity C= Conformity

	NC	C	Observations / Comments
Construction and material			
1. Contact surfaces and utensils			
1.1 Adapted to fit purpose?			
1.2 Designed, constructed and maintained to facilitate hygiene? Non-absorbent surfaces? Precludes contamination?			
1.3 Good maintenance condition of cargo area?			
1.4 Containers, boxes, baskets of proper material? (smooth, non-absorbent, non-toxic, corrosion resistant) With adequate drainage?			
2. Transport, Load and Unload			
2.1 Managed to avoid cross contamination?			
2.1.1 Effective separation from different foods or from non-food items?			
2.1.2 Stacked avoiding drainage from upper boxes?			
2.1.3 Protection of product from sun and rain, dust and fumes?			
2.1.4 People not walk or sit over the containers or baskets of fish / shrimp?			
2.1.5 Product not stacked directly on ground?			
3. Ice usage and Temperature control			
3.1 Ice originated from a controlled provider?			
3.2 Handling and storage of ice minimizes potential for cross contamination?			
3.3 Temperature monitoring on freezer trucks?			
4. Fuel storage			
4.1 Separated from product and ice?			
5 Training and Hygiene			
5.1 Drivers understand the minimal requirements of personal hygiene?			
6. Traceability			
6.1 Product identified guarantees traceability? Records?			
TOTAL			

Form: F-06	Department of Fisheries	Page 2 of 2
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 06 – Verification of Conditions for Transports	Date of Revision:

Corrective Actions Request

Non Conformity	Timeframe	CA Required	CA Verified

General Comments

Evaluation of Compliance

Verifiers name and signature	Transporter name and signature ¹	Verification by DoF or delegated authority
		Date:

Form: F-07 Edition: 01 Revision: 00	Department of Fisheries	Page 1 of 1 Date of Issue: Date of Revision:
	Edible aquatic animal products Official Controls Protocol F 07 – Verification of Organoleptic Test Evaluation	

F 07 – Verification of Organoleptic Test evaluation

		REF.:
Name of the establishment:		Approval number:
Verification Officers:		Representatives of the establishment:
Type of product:		Identification/marks/codes:
Production stage:		Temperature of product:

Place of Products Storage	:	
Date of Inspection	:	
Time of Inspection	:	
Temp of Products	:	
Consignment no.	:	

Declared Products Description	Declared Weight	Actual Weight	MC. no	Production Date	Expiry Date
1	2	3	4	5	6

D E F E C T S	1	2	3	4	5
	Pcs	Pcs	Pcs	Pcs	Pcs
Physical Quality (apper)					
Texture					
Blood Clots					
Scale					
Gills					
Eye					
Odor					
Partial Decomposition					
Belly condition					
Dirt. Contamination					
Fin					
Parasite if any					
Extraneous Matter					
Others					

Comments:

Verifiers name and signature

Date and time of verification

Form: F08	Department of Fisheries	Page 1 of 3
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 08 – Verification of aquaculture farms	Date of Revision:

F 08 – Verification of aquaculture farms		REF::
Name of the Farmer / farm:		Approval Number:
License number:		GAP Certification:
Farm type: Artisanal	Advanced farming systems	Company representative:
Verification Officers		
References consulted:	Verification type: AA	ARA
		FRV
		PI
Date and time of verification:		

Full Verification for:	approval audit (AA), annual reapproval (ARA), full routine verification (FRV), and partial inspection according to selected sections (PI)
Verification of aquaculture farms	

NC= No Conformity C= Conformity

ALL TYPES OF FARMS	NC	C	Obs.
1. Site Location and selection			
1.1 Is the site sensitive to environment interferences (pollution, flooding, dangerous activities around, faecal contamination, etc)?			
1.2 Are dangerous chemicals used in the vicinity?			
1.3 Are dangerous pollutants present around?			
2. Ponds conditioning, fertilizers and feed			
2.1 Were the ponds properly conditioned?			
2.2 Only safe fertilizers used?			
2.3 Feed stock properly rotated?			
2.4 Feed ingredients approved by the CA?			
2.5 Feeds clearly labelled & composition declared?			
2.6 Feeds not containing prohibited substances?			
3. Veterinary medicines and withdrawal periods			
3.1 No use or Only authorized drugs applied?			
3.2 Indications, doses and administration records, Vet signed?			
3.3 Shrimp/Fish treated kept separated? Records?			
3.4 Withdrawal periods respected? Records?			
4. General hygienic conditions			
4.1 Harvesting materials, containers, boxes, pipes, surfaces easy to clean?			
4.2 Are they kept in a satisfactory state of cleanliness?			
4.3 Domestic animals excluded?			
4.5 Are rodenticides, insecticides, disinfectants and any other toxic substance kept stored where they can be locked?			
4.6 Can these toxic products contaminate the fish products or the ponds water?			
6. Containers for shrimp /fish			
6.1 Do they protect fish from contamination?			
6.2 Do they preserve fish in a hygienic manner?			
6.3 Do they allow for easy drainage of water?			

Form: F08	Department of Fisheries	Page 2 of 3
Edition: 01	Edible aquatic animal products Official Controls Protocol	Date of Issue:
Revision: 00	F 08 – Verification of aquaculture farms	Date of Revision:

5. Personnel			
5.1 Have farmer(s)/workers undergone GAP training?			
5.2 Is any person that can contaminate the products excluded from handling them?			
5.3 Do all the workers wear suitable and clean working clothes?			
5.4 If they have wounds are they covered with waterproof bandages?			
5.5 Does the staff respect and understand minimal hygiene instructions of not smoking, spitting, eating and drinking during work?			
6. Ice			
5.1 Does ice come from suitable source, produced from potable water?			
5.2 Is ice stored in containers designated for this purpose?			
5.3 Are the ice containers clean and well maintained?			
8. Traceability			
8.1 Register and records maintained respecting the buying of post-larvae and selling of shrimp/fish?			
8.2 Feeds (types, name, provenience and batch number) provided to each batch production are registered and identifiable?			
8.3 It is possible to identify from where post-larvae came from and to where/whom shrimp/fish was sold to?			
TOTAL			

In case of advanced farming systems

Minimum prerequisite plans to be in place, monitored and properly registered (*)			
Prerequisite plan	Y	N	Comments
5. Veterinary drug withdrawal periods control			
6. Monitoring of residues for vet drugs and pesticides			
7. Personnel Hygiene and health control			
8. Quality of water and ice management			
9. Pest control			
10. Cleaning and disinfection			
11. Quality of feeds supplies control			
12. Waste and debris management/elimination			
13. Identification of the lots and withdrawal plans			

All the plans are required. No file can be considered in their absence

General comments

Form: F08 Edition: 01 Revision: 00	Department of Fisheries	Page 3 of 3
	Edible aquatic animal products Official Controls Protocol F 08 – Verification of aquaculture farms	Date of Issue: Date of Revision:

Evaluation of Compliance

Verifiers name and signature	Representative name and signature ¹

Form: F09 Edition: 01 Revision: 00	Department of Fisheries	Page 1 of 2
	Edible aquatic animal products Official Controls Protocol F 09 – Verification of Producer/Exporter registration & Listing Forms	Date of Issue: Date of Revision:

Application Form: Producer / Exporter registration and listing

Registration to be included in the listing of producers authorised for:		CA Verification
<input type="checkbox"/> Production of fish products <input type="checkbox"/> export to the China <input type="checkbox"/> exports to other countries <input type="checkbox"/> supplier of processing establishments		
1. Exporter Identification		
A unique identification will be assigned to each exporter.		
Registration ID:		
2. Applicant Name:		
Registered company name or partnership names (including the trading name) or individual name.		
Full legal name:		
3. Business Address and Contact Details:		
Physical (for service/delivery of items):		
Phone No:		
Fax No:		
Postal (for communication):		
E-mail:		
4. Processing Establishment Address(es) and Contact Details:		
Only complete if the Processing establishment details are different from the business address in Section 3.		
Legally registered address:		
Phone No:		
Fax No:		
E-mail:		
5. Type of listing: Tick [] as many product categories as are applicable		
Exporter	Supplier	
<input type="checkbox"/> Processing Establishment	<input type="checkbox"/> Farm	
<input type="checkbox"/> Fishing Vessel	<input type="checkbox"/> Fishing Vessel <input type="checkbox"/> Coastal	
<input type="checkbox"/> Cool Store	<input type="checkbox"/> Off Shore	
	<input type="checkbox"/> Reefer	
	<input type="checkbox"/> Cool Store	
	<input type="checkbox"/> Ice Factory	
	<input type="checkbox"/> Transporters	
	<input type="checkbox"/> Depot	
Type of Product <div> <input type="checkbox"/> Wild Caught <input type="checkbox"/> Fresh/Frozen <input type="checkbox"/> Aquaculture <input type="checkbox"/> Smoked <input type="checkbox"/> Conserved <input type="checkbox"/> Others: </div> <div>Species:</div>		

Form: F09 Edition: 01 Revision: 00	Department of Fisheries	Page 1 of 2
	Edible aquatic animal products Official Controls Protocol F 09 – Verification of Producer/Exporter registration & Listing Forms	Date of Issue: Date of Revision:

- 6 **Applicant Declaration:** To be completed by applicant. I declare that:
1. I am authorised to make this application as the producer/exporter/supplier or person with legal authority to act on behalf; and
 2. the information supplied in this application is truthful and accurate to the best of my knowledge; and
 3. the applicant is a Bangladeshi, and in within the meaning of applicable sections of company registrations and tax purposes legislation, and
 4. I accept that due to the voluntary basis of this registration, it would be expected from the company to comply with production and compliance standards, as well as verification frequency that could exceed the requirements of the prevailing Bangladeshi, and
 5. I accept that verifications and control of Fish & Fishery Products establishments, will be performed by the Ministry of Fisheries and Livestock – Department of Fisheries as the Competent Authority (CA), and
 6. I accept that the obtaining of this registration is conditional to a positive outcome of a Verification visit performed by Competent Authority against standards laid down under the relevant requirements and the contents of the CA procedures issued and managed by the CA, and
 7. I accept that maintaining this registration as part of the listing of companies allowed to produce/export/supply/export to the China, is dependent on continuous regulatory compliance and ongoing performance against standards laid down under the relevant requirements and the contents of the CA procedures issued and managed by the CA, and

Name	Date
Designation	Signature
<p>Notes Section 1: A unique identification will be assigned to each exporter and must not be the same as any other identification used in regard to any other activity regulated under these regulations. In case the applicant holds identification as an exporter to the China under prior verification regimes, this ID would be maintained.</p>	
<p>Official Use Only:</p>	

