



The Animal By-Products (Enforcement) (England) Regulations 2013  
The Animal By-Products (Enforcement) (Scotland) Regulations 2013  
The Animal By-Products (Enforcement) (Wales) Regulations 2014  
Regulation (EC) No. 1069/2009 laying down health rules concerning  
animal by-products not intended for human consumption

**APHA address:  
ABP Team  
APHA Customer Service Centre  
County Hall  
Spetchley Road  
Worcester, WR5 2NP**

or

Date Received

Ref. No.

Date of Inspection

## Application and Inspection Form for Approval of a Pet Food Plant

Name of applicant

Name of operator or company if different

Full postal address of premises

Postcode

Telephone no. (incl. national dialling code)

Fax no. (incl. national dialling code)

Email address

CPH No (if applicable)

OS grid map ref

**Important - Instructions for applicant.** The sections of this application form follow the general layout explained below.

- **Legal Requirements.** This section provides a summary of the basic requirements, which must be met before an approval can be issued.
- **Guidance.** These notes provide a summary only and should not be taken as exhaustive.
- **Details.** Information to be provided by the applicant. If insufficient space is provided on this form, please continue on a separate sheet quoting the relevant section number
- **Hazard Analysis and Critical Control Point (HACCP) Plan.** Operators must put in place a permanent procedure following the principles of HACCP to identify and control Critical Control Points (CCPs), monitor check and record CCPs, sample each batch and record the results; establish a traceability system for each batch dispatched.
- **Online Guidance.** Please refer to the

before

completing this form.

**Once you have completed this form, please send the signed copy to the Animal By-Product (ABP) Team address at the top of the page, or email to**

### Online Fee Guidance

There are application fees and ongoing inspection fees that apply. Please refer to the relevant legislation below:

- **England -**
- **Scotland -**
- **Wales -**

Customer (company) name

Please note:

- details in the customer name field above must be entered **exactly** as they will appear on invoices
- the customer name must be the **full legal trading name**
- **do not** use initials and acronyms

Are you a government department or public organisation?

Yes

No

Billing Address for company (if different from Correspondence Address above):

Postcode
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Country

VAT registration number

**Contact for invoices/billing**

Contact email address  
(for all invoices relating to  
the above site)

Full name of contact

Telephone number

**1. Location**

**Guidance:** Ideally, pet food plants should not be on premises where animals or birds are kept. If animals/birds are kept on the same premises, there must be total, safe separation (i.e. fences/walls) between all the pet food plant operations and the animals/birds, and also their accommodation, feed and bedding. There must also be a pest control programme as part of the HACCP plan (see Q9).

**Details:** Provide a plan showing the location of the premises, boundaries and access from highways. Also show the location of animals/birds and associated accommodation, feed and bedding stores either on the premises or close by. If necessary, give a written description in the box below, to clarify the plan.

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**2. Premises**

**Requirement.** The Regulations require that no person shall operate a pet food plant unless the premises, the operator and the equipment are approved. There must be adequate facilities for storing and treating incoming material in complete safety.

**Guidance.** The structure of the premises must be in good condition and capable of satisfactory cleansing. The equipment must be similarly maintained and fully operational including where necessary temperature controlled storage.

**Details.** A plan of the premises showing production procedures and product flow lines from reception, through production, storage and dispatch should be provided. Please provide a description of the structure and equipment together with details of maintenance procedures which confirms capability to store and treat in complete safety.

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### **3. Incoming raw materials**

**Requirement.** Pet food plants may only receive Category 3 by-products as defined by Article 10 of Regulation (EC) No 1069/2009 and certain imported Category 1 material.

**Details.** List the raw material received and usual source(s) of supply.

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#### 4. Products Produced and Processing Standards

**Requirement.** Canned pet food must have been heat treated to a minimum Fc value of 3 and other processed pet food must have been heat treated to a minimum of 90°. Dog chews must have been heat treated sufficiently to destroy pathogens. After processing, every precaution must be taken to ensure that the product is not exposed to contamination. The product must be packed in new packaging. Raw pet food must be protected from contamination throughout production and packed in new, leak proof packaging which is labelled 'Pet food Only'.

**Details.** Which type of pet food are you going to produce? Which processing standards are you going to apply? If you are producing raw petfood how are you going to meet the temperature controls? Please attach a copy of the raw petfood label that you are going to use.

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#### 5. Microbiological Sampling

**Requirement.** Annex XIII Chapter II(5) of Regulation No. 142/2011 requires that random sampling must be undertaken during production and/or storage (before dispatching) to verify compliance with standards for Salmonella and Enterobacteriaceae.

Samples must be identified with:

- a) the name and address of the premises at which they were taken
- b) the date on which they were taken
- c) the description and identity of the sample such as the batch number which will allow traceability in the event of

an unsatisfactory result - see Section 9, HACCP.

Canned pet food which has been treated in accordance with (4) above need not be sampled and tested.

**Guidance.** These measures are intended to protect animal health (and human health as pet food will end up in domestic kitchens and refrigerators). Samples must be collected hygienically, placed in sterile, screw top plastic containers and packaged in accordance with Post Office Regulations. They must be sent by first class post or courier. You may wish to discuss the procedure with an approved laboratory of your choice. For a list of approved laboratories, please see

The sampling protocol for Pet food (other than canned pet food) should include weekly representative sampling of each product line.

A representative sample means a sample comprising five separate units of a weight appropriate to the test to be carried out, taken at different times and at reasonable intervals during production. The day on which the samples are collected should be varied each week.

An adequate amount of the product must be submitted for sampling (e.g. ten samples of 30 grams each, combined into one whole sample). Each sample will have to provide at least 125 grams for *Salmonella* testing plus at least 50 grams for *Enterobacteriaceae* testing plus additional sample for confirmation and dilution counts. The same sample can be tested for both *Salmonella* and *Enterobacteriaceae* as long as the laboratory is UKAS accredited to carry out both tests.

Meat or offal from each type of species used to manufacture a pet food/dog chew product should be considered as one product line e.g. minced chicken, minced lamb, minced beef, minced turkey etc. Tripe (of all species) should be treated as a separate product line, even if meat or offal from the same species is also being sampled.

Samples for each product line should be taken from different product types each week, and all five samples for each product line must be taken from the same product type.

After four consecutive weeks of satisfactory testing, the sampling frequency may be reduced.

**Details.** Describe the sampling protocol with reference to procedures/batch identification and results monitoring. Identify the UKAS accredited laboratory facility to be used.

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## 6. Collection, transport and storage

**Details.** Describe how by-products will be delivered to your premises, including temperature control if required. Attach a copy of the commercial document that you will be using.

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**7. Record keeping**

**Requirement.** Production and other records must be kept for at least two years. This includes records relating to transport, receipt of by-products and of their subsequent use or disposal and records of microbiological testing  
Records must be kept which confirm the date, description, quantity and use made of any by-product.

**Details.** Describe the form in which these records will be made and kept. If records are in electronic format describe the backup/data retrieval system.

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**8. Disposal of un-used or reject by-products**

**Details.** How will you store unused or reject material? How often will it be removed? To where will it be consigned?

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**9. HACCP**

**Details.** Your plant must have a HACCP plan. Attach a copy to this application (*please tick box to confirm a copy has been attached*).

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<b>Does the HACCP plan:</b>	<b>Tick as appropriate</b>
• identify any hazards that must be prevented, eliminated or reduced	<input type="checkbox"/>
• identify the critical control points (CCPs) at the steps at which control is essential	<input type="checkbox"/>
• establish critical limits at CCPs	<input type="checkbox"/>
• establish procedures to monitor the CCPs	<input type="checkbox"/>
• establish corrective actions to be taken if a CCP is not under control	<input type="checkbox"/>
• establish procedures to verify whether the above procedures are working effectively, and	<input type="checkbox"/>
• establish documents and records to demonstrate the effective application of the above measures	<input type="checkbox"/>

**Are the following points addressed by the HACCP plan and the pre-requisites?**

**Tick as appropriate**

- Clean/Dirty separation (by-pass) (layout) (product flow)
- Covered reception - handling of untreated material
- Movement of personnel and equipment (by-pass)
- Vehicle cleaning and disinfection (by-pass)
- Rodent/Pest prevention and control
- Clean down procedures/hygiene controls
- Monitoring equipment/Repair/Calibration
- Sampling Protocol (amount/frequency)
- Reprocessing (action in the event of processing failure and including recall procedures)

**List the agreed CCPs, critical limits and corrective actions, associated with the process:**

**10. Export**

**Details.** Do you intend to export animal by-products or derived products into the EU? *(please tick box if you intend to export to the EU).*

Signature of applicant

Date

**DATA PROTECTION**

For information on how we handle personal data please go to [Personal Information Charter](#).

and search Animal and Plant Health Agency

**This application only relates to the Animal By-Products Regulations. It does not relate to such matters as planning permission or environmental control. It is likely that other authorisations will be required.**

**Note:** Following a satisfactory inspection report a temporary approval will be granted, for a period of three months. During this time you must demonstrate that your plant can meet the time and temperature requirements for the system operated, and the microbiological monitoring requirements of the Regulation.

**Data Protection Act**

Details of the name, address and type of the business and its registration number will be made publicly available. This is to enable those in possession of animal by-products to identify legitimate outlets and to enable us to meet EU obligations to provide details of registered premises to the European Commission and other member States. The above details may also be used by Defra, Scottish Government and Welsh Government respectively and shared with each other and with public bodies for the purposes of the Animal By-Products Regulations and related issues, and for consultation on issues of relevance to your business. All of the details on this application form may be made available to the Local Authorities and other public bodies for enforcement and policy purposes.

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**Inspector Comments**

**Inspector Recommendation:**

- Reject
- Further work needed
- Approve

**Notes for inspecting officer on issuing approval**

(1) In England and Wales, if necessary, obtain AB58 holder counter signature. The ABP Team, CSC One Health hold a list of all AB58 holders.

In Scotland send to the Lead APHA Veterinarian



(2) In England and Wales if agreed by AB58 holder, issue approval

In Scotland send to Scottish Government to issue approval

(3) In England and Wales copy to:

(a) CSC One Health:

(b) Local Authority

(c) Environment Agency/Natural Resources Wales

In Scotland, copy to the Scottish Environment Protection Agency

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**AB58 Holder Authorisation**

**Comments and mark forward date**

AB58 Holder Signature

Name in  
BLOCK LETTERS

Date

- **In England and Wales, amendments to approvals and suspension of approvals are carried out by the AB58 Holders. The Operational Delivery Network (ODN) may be consulted in formulating a recommendation.**
- **In Scotland, amendments and suspensions are carried out by the Scottish Government. The ODN may be consulted in formulating a recommendation.**

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.

<b>HM3 Stamp</b>	Name:		Date Received:		WS ID:	
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