



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

January 2010

Persons Interested in operating a Feed Mill or for export of Feed or Feed Ingredient are advised of the Procedures to be followed as listed below:

1. Ensure that the Feed Mill meets the requirements of the Fertilizer and Feeding Stuff Act 1942, the Codex Alimentarius guidelines and the World Animal Health Organization (OIE).
2. Complete all relevant sections of the application(s) and submit same with the required fees as stipulated in the attached fee schedule.
3. Ensure that application(s) are accompanied by all documents required as listed on the form attached as a guide to what must accompany application.
4. Request for inspection of Feed Mill to be made in writing to the Veterinary Services Division (VSD) – the Competent Authority, 193 Old Hope Road, Kingston 6, Jamaica.
5. Inspector will notify applicant of in writing within fourteen (14) working days. The said applicant must indicate by notice to said Inspector or the VSD – the Competent Authority as to when the deficiencies will be corrected for further inspection.
6. The Veterinary Committee will deliberate on all applications and make their recommendation to the VSD – the Competent Authority accordingly. Applicants will be notified in writing of approval or denial of license.
7. The appropriate Registration Licence and Operating Certificates shall be issued by the VSD – the competent Authority upon the settling in full of all fees due and payable on said application.
8. A certified copy of Licence(s) under the Fertilizer and Feeding Stuff Act 1942, the Codex Alimentarius guidelines and the World Animal Health Organization (OIE) shall be required for any application for a Licence to Export.



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

***APPLICATION FOR A LICENCE TO OPERATE
A FEED MILL***

Application No. _____

Date of Application _____

Particulars of export operations _____

Other operations at the processing establishment, if any likely to affect the export operations,
carried on at the Feed Mill _____

MISCELLANEOUS

Your application shall be accompanied by the following—

1. Name, address and telephone number of facility
2. Description/scope of the Feed Mill
3. Organization chart with contact phone numbers
4. Good Manufacturing Practices
5. Statement indicating that the water supply is from National Water Commission
(or other source)
6. Emergency Disaster Plan
7. Pest Control Programme
8. Sanitation Programme
9. Waste disposal Programme
10. List of the Source of Feed and Feed ingredients
11. List of Feed additives and veterinary drugs used in feed
12. Flow Chart of Receival process

13. Floor plan of the facilities

- production
- processing
- storage
- administration office
- distribution
- washing equipment and disposal of waste
- room for employees to have meals and changing facilities

14. Transportation procedures

15. Standard Operating Procedures (SOP)

Signature of Applicant_____

FOR OFFICIAL USE ONLY_____

Date Inspected_____

Result of Inspection_____

Document Received_____

Application Granted/Refused

Fee Received_____

If Granted Licensed No._____

Operating Certificate No._____

Dated Application Received_____

If refused, reasons therefore:_____