



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

**January 2010**

Persons Interested in operating a Hatchery or for export of Eggs or Egg Products are advised of the Procedures to be followed as listed below:

1. Ensure that the Hatchery meets the requirements of the Meat, Meat Products and Meat by-Products (Inspection and Export) Act 1999, 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 Hatchery 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 Meat, Meat Product and Meat By-Product Act 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 HATCHERY***

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 establishment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS**

Your application shall be accompanied by the following—

1. Name, address and telephone number of facility
2. Description/scope of the Hatchery
3. Organization chart with contact phone numbers
4. Copy of Public Health Certification
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. Temperature Recording Procedure of Hatchery

10. Waste disposal Programme

11. Flow Chart of Receival process

12. Floor plan of the facilities

- egg receiving and egg storage
- egg traying
- fumigation
- setting or initial incubation
- hatching
- sorting, sexing and placing chicks in boxes
- material storage, including egg and chick boxes, egg flats, box pads, chemicals and other items
- facilities for washing equipment and disposal of waste
- room for employees to have meals and
- office

13. Transportation procedures

14. Standard operating procedures

Signature of Applicant\_\_\_\_\_

**FOR OFFICIAL USE ONLY**\_\_\_\_\_

Date Inspected\_\_\_\_\_

Result of Inspection\_\_\_\_\_

Document Received\_\_\_\_\_

Application Granted/Refused

Fee Received\_\_\_\_\_

If Granted Licensed No.\_\_\_\_\_

Operating Certificate No.\_\_\_\_\_

Dated Application Received\_\_\_\_\_

If refused, reasons therefore:\_\_\_\_\_

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**THE PROCESSING ESTABLISHMENTS  
 (INSPECTION, LICENSING AND EXPORT) ACT, 1999**

*APPLICATION FOR A LICENCE TO ENTER PRESCRIBED PRODUCTS FOR EXPORT*

Application No. \_\_\_\_\_  
 Date of Application \_\_\_\_\_

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

**PART I — Particulars of Applicant**

Full name of applicant \_\_\_\_\_

Address of applicant \_\_\_\_\_

\_\_\_\_\_

Position of applicant (where applicable): \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Full Name of Licensed hatchery facilities:  
 \_\_\_\_\_

**PART II — Particulars of Prescribed Products**

Name: \_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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*Signature of Applicant*