



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

January 2010

Persons Interested in operating a Breeder Farm are advised of the Procedures to be followed as listed below:

1. Ensure that the Breeder Farm meets the requirements of the Good Agricultural Practices, 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 BREEDER FARM***

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 Breeder Farm
3. Organization chart with contact phone numbers
4. Good Agricultural Practices (GAP)
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. Flow Chart of Receival process
11. Ground plan of Farm(s)
12. Floor plan of the facilities
13. Floor plan of the facilities
  - Material storage, including egg and chick boxes, egg flats, box pads, chemicals and other items
  - setting or initial incubation
  - facilities for washing equipment and disposal of waste
  - room for employees to have meals and changing facilities
  - office
14. Transportation procedures
15. 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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