Traducción realizada por la Sección Agrícola de la Embajada de Australia en la R. P. China

Notice N° 372 on Issues Concerning the Implementation of *Administrative Measures for Inspection, Quarantine and Supervision on Exports/Imports of Feeds and Feed Additives*

To all local CIQs,

In order to regulate the inspection, quarantine and supervision on exports and imports of feeds and feed additives (hereinafter referred to as "feed"), to improve the safety of exports and imports of feeds and to promote the healthy development of feed export and import trade, General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C.(AQSIQ) issued 2009 Decree 118 *Administrative Measures for Inspection, Quarantine and Supervision on Exports & Imports of Feeds and Feed Additives* (hereinafter referred to as *Measures*). Here is the notice on relevant issues pertaining to the *Measures*.

1. Unify thoughts, raise the awareness and firmly establish a sense of ensuring feed safety

Feed safety is the basis for the safety of food chain, and the safety of exports and imports of feed is the key guarantee of the healthy development of husbandry and aquiculture as well as the consumers' safety. In the current situation where the foreign regulations and technology for feed safety is more and more stringent while the situation for control and prevention of animal and plant diseases and poisonous/hazardous substances are still severe, the exports and imports of feed safety is highly sensitive with great difficulties in controls and supervision. Therefore, all of the local inspection and quarantine bureaus are required to attach much importance to the safety of imports and exports of feeds by realizing the significance of implementing the *Measures* and firmly establish the sense of feed safety, and take the program of "Year of Quality and Safety" as a good opportunity to regulate the inspection, quarantine and supervision of the feed.

2. Study hard and grasp the core of the Measures

The aim of the *Measures* is to ensure the safety and traceability of the exported and imported feed, with the core being risk management. The key is to carry out the risk control based on the risk analysis. To do this, the first is to establish and improve the system of grading product risk, adopting different measures for feeds with different risks; the second is establish and improve the system of classifying enterprises, focusing the limited inspection and quarantine resources on the control and supervision of high-risk enterprises and products; the third is to evaluate the feed safety supervision system of those countries which export feed to China and the announce the list of countries or regions which are eligible to export their feeds to China as well as the list of products; the fourth is to push forward the registration of foreign feed producers and Chinese enterprises importing feeds, and the inspection of imported feed labels, to improve the traceability of imported feeds; the fifth is to implement the system of the first responsible person for the product safety in enterprises, to raise their self examination and self control ability; lastly, strengthen the risk monitoring and warning of the imported and exported feeds, putting the possible risks into the monitoring scope. The inspection and quarantine bureaus at different levels should study carefully and gain better understanding and grasp the essence of the *Measures*. You should formulate the implementing rules by taking into consideration the local conditions , and revolve around the building of scientific and reasonable system of guaranteeing the safety and quality of the imported and exported feeds, and drive the reform of inspection, quarantine and supervision models.

3. Organize with due care and implement the Measures appropiately.

I Import Inspection and Quarantine

(1) Registration

AQSIQ will publish a list of countries/regions which are eligible to export their feed products to China as well as a list of the permitted products, and will carry out the registration of foreign feed producers step by step. For those countries/regions who have completed registration, the imported feeds shall only be sourced from the registered producers or processors; before a registration is completed, the feed products on the list can continue to be exported to China (for updates, please refer to the website of the AQSIQ).

(2) Entry Quarantine Approval

In accordance with the *Methods for Risk Grading, Inspection and Quarantine of Exports and Imports of Feed and Feed Additives* promulgated by AQSIQ, feed products which fall into Grade I and Grade II quarantine risks are all required to apply for Animal and Plant Quarantine License. It must be strictly carried out that the rule of online verification and cancellation of licenses. Those enterprises which apply for more but use less licenses will be blacklisted and subjected to strict control.

(3) Checking of Label of Imported Feeds

Since Sept.1, 2009, each local CIQ shall check and approve the labels of imported feeds in accordance with *Regulations on Checking Labels of Imported Feeds and Feed Additives* (see attachment 1). If any labels are found not up to standard, the relevant importers, the imported feed products and exporters will be put on record. The cargo receivers or their representatives shall collect the *Regulations* and promise to correct accordingly, ensuring that the labels of imported feeds imported after 28 February, 2010 conforming to the requirements. As of 1 March, 2010, imported feeds whose labels are not up to standard must be delivered to the location designated by inspection and quarantine institutions for label application or rectification.

(4) Recording Importers

Each local CIQ shall, no later than Dec 31, 2009, report the list of feed-importing enterprises, including name, address, contact information and imported feed categories to Animal & Plant Quarantine Department of AQSIQ. (Please send electronic version to siliao@aqsiq.gov.cn). The list should be updated and reported to AQSIQ semi-annually.

II . Export Inspection and Quarantine

1. Registration

From Sep. 1, 2009 on, new enterprises dealing in production, processing and warehousing shall register strictly adhering to the *Measures*. Such related documents as registration application form, document-reviewing form, acceptance notification, on-site evaluation record, incompliance and tracking report, numbering rules for registration, form of registration certificate, notice of denial, export supply certificate and the form of supervisory manual shall be referred to in Appendix 2-11 (available for download from ‘feed safety’ column of the website of the Division of Animal and Plant under the General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C.).

Each bureau will organize an annual auditing and rectification towards registered feed-export companies in the near future. In the event of enterprises having been reported of defects aborad and having not yet resumed export business, if it has been confirmed through investigation that such enterprises shall be held responsible but they have put forward no improvement, registration of such

enterprises shall be revoked, provided that they are not in compliance with the requirements referred to in the *Measures*, have significant safety loopholes and undertake to effective measures to improve. In the event of discovery of any general incompliance, a written notice of defects and rectification requirements shall be issued to direct the enterprises to establish and complete their self-inspection and self-control systems. Each bureau shall submit to the Division of Animal and Plant of the General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C. an annual auditing and rectification report as well as a list of registered enterprises in both Chinese and English prior to Dec. 31, 2009 according to Appendix 12 (the list shall be forwarded to liujl@aqsiq.gov.cn in the form of excel.)

In the event of any registration requirements by the import country/region, each bureau shall report to the General Administration after a review and approval. The General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C. shall organize a sampling test by a group of experts before circulating a notice of recommendation. The results of registration shall be published on the website of the Division of Animal and Plant of the General Administration.

2. Establish a Scientific Mode of Export Supervision

By the way of risk analysis, a scientific mode of export supervision shall be gradually established on the basis of self-inspection and self-control, consisting mainly of official supervision and supplemented by spot tests. Each bureau shall put the emphasis on supervision and management of change in suppliers of materials, safety and health control, critical control points and filling in of *Supervisory Manual for Exported Feeds*.

3. Inspection, Quarantine and Issue of Certificates

The inspection and quarantine rules of the origin shall be strictly complied with. The application for inspection must not be filed in a city other than the origin. The to-be-exported feeds must have an outgoing quality certificate provided by the producer, and evaluated on the basis of self-inspection by the producer, daily supervision, safety and health management, on-site examination and pre-export spot test results as necessary.

The General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C. shall gradually enter into agreements with major import countries on the form of health certificate and forward it to each bureau for implementation. A uniform health certificate shall be issued for feeds to be exported to import countries with which an agreement has been reached. For feeds to be exported to other countries, a health certificate shall be issued according to the previous form and requirements. For countries where no health certificate is required, feeds to be exported shall be inspected and quarantined before released.

4. Filing of Export Enterprises

Each bureau shall submit to the Division of Animal and Plant of the General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C. (an electronic form forwarded to siliao@aqsiq.gov.cn) a list of feed exporters under their jurisdiction prior to Dec. 31, 2009, which includes names , addresses and contact information of the enterprises, varieties of feeds to be exported, and whether or not such enterprises are feed producers. Each bureau shall report to the General Administration of any change in the list semi-annually.

III. Supervision and Control of Risks Related to Import and Export of Feeds

The General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C. will formulate a guidebook for supervision of safety and health of imported and exported feeds. Each bureau shall build a feed safety panel, which will determine the supervised items and supervision frequency based on the risk analysis and conduct risk control according to the supervisory

guidebook by the General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C.

IV. Enhance Supervision and Investigation, Severely Punish Illegal Activities

Each bureau shall enhance supervision and examination, severely punish such illegal activities as concealment, inclusion, fabricating and use of spurious certificates, and exporting products by non-registered enterprises; maintain a fair and healthy environment for import and export trades; reinforce supervision and monitoring of inspectors; and investigate and make the punishment according laws and regulations in case of import or export of any disqualified product due to incompliance with the working rules and any bad influence incurred thereby.

V. Reinforce Assurance Measures and Ensure the Implementation of the Measures

Each bureau shall support and facilitate development of import and export feeds inspection and quarantine procedures in terms of labours, facilities and expenses; enhance coordination between departments and cooperate with the administrations for agriculture and feed safety, to jointly popularize feed safety knowledge and applicable regulations, and create a good domestic environment for enforcement of feed inspection and quarantine in import and export grades.

VI. Other Issues

1. Report of Disqualification

Each bureau shall report to the Division of Animal and Plant of the General Administration in a timely manner of any disqualification found in daily supervision and management in the form of *Disqualification in Inspection and Quarantine of Feeds and Feed Additives for Imports and Exports* (Appendix 13).

2. Report of Data on Feed Import and Export Trades

From Oct. 1, 2009 on, each bureau shall, before ending of the fourth working day of each month, report to the Division of Animal and Plant of the General Administration of the feed import and export data in the previous month in their jurisdiction according to the requirements referred to in Appendix 14 [fax to 010 - 82260158, or e-mail electronic version to siliao@aqsiq.gov.cn titled XX Bureau (year) (month)].

3. Medicated Feed Additive

Import and export of medicated feed additives shall be supervised and managed by the administration for veterinarians according to the Animal Drug Administration Regulations of the People's Republic of China. For enterprises producing or processing medicated feed additives that having been registered, the registration shall be written off.

Each bureau shall report to the General Administration of Quality Supervision, Inspection and Quarantine of the P.R.C in a timely manner in case of any problem discovered or encountered in the implementation of the *Measures.*

24 August, 2009

Appendix 1:

Regulation on Labeling for Imports of Feed & Feed Additive

1. Scope of application

The Regulation is intended for the check, approval and supervision of labeling for imported feed and feed additive (exclusive of grains and cereals for feed).

2. Definition of label

In this, the term “label” refers to all kinds of tabs and other illustration exponents which are used to describe feed and feed additive in words, graphics and symbols.

3. Label check

1) When performing the inspection and quarantine of the feed and feed additive on spot, the label check includes the following:

(1) Label should be printed on the package, or stuck to or attached to the package, and should not be detached from the package.

(2) The material which is used to print label should be durable.

(3) Symbols, codes and terms shown on label should be in accordance with national laws, regulations and rules, and should be clear and legible.

(4) Label should use legal units of measurement.

(5) A label can show only one product of feed and it is forbidden to show more than one product on a label.

(6) The label on the imported feed should use Chinese language in standardized characters, in addition to the corresponding Chinese Phonetic Alphabet Pinyin or foreign language.

(7) The label of imported feed which are in bulk should be delivered together with bill of goods.

2) Labels are checked to make sure if they meet the following requirements:

(1) Name of feed should be adequate to describe the truth of the feed.

(2) If the objects to be fed and feeding stage should be indicated, the label should include the indication.

(3) Indicate the main raw materials used to produce feed, as well as the names of additives, carriers and diluters. Label of feed additive containing single effective ingredient may not indicate the ingredient.

(4) Check if guaranteed analytical value of product ingredients meets the relevant rule (see Remark 1).

(5) Label should indicate the number of code which the feed follows in production.

(6) Check if the label on each package indicates the net weight in legal unit of measurement (metric system), and for feed and feed additive packed in bulk, the label should indicate the net weight of each package container (see Remark 2).

(7) Check if production date of the product is indicated according to international practice, including date, month and year when production occurs.

(8) Check if shelf life is indicated, in a format of "Shelf Life: ____ months (years or days).

(9) Storage conditions and methods.

(10) Name, address and code of manufacturer and distributor.

(11) Country or region of origin.

(12) For feed additive, premix, condensed feed and concentrate supplement, check if the label indicates the method of usage and particulars to note.

(13) Label of animal derived feed must indicate the species of animals applicable.

(14) For feed added with medicated feed additive, check if the label indicates "containing medicated feed additive", as well as the legal name, exact content, incompatibility and withdrawal time and particulars to note.

3) Requirements on the site where bulky feed is packaged and stuck with label

The site should be in compliance with the requirements on animal and plant against health and disease control and safety. It should make available complete records on entry and exit, packaging and labeling. Waste should be disposed of in a timely and effective way and avoid cross contamination. The local inspection and quarantine institution should make strict supervision of the process of packaging and labeling, and records in detail should be made and kept.

4) Handling of nonconformity

In case that the labeling or the text on the label fails to meet the requirements, a *Notice of Inspection & Quarantine Handling* will be issued, stating what is in nonconformity with the requirements. The cargo owner or its agent should dispatch the cargo to the site designated by the inspection and quarantine institution to re-label or correct. If relabeling or rectification is not possible, cargo must be returned or destroyed.

4. Basis

1) *Regulation on Administration of Feed and Feed Additive*

2) *Measures for Inspection, Quarantine and Supervision of Exported/Imported Feeds and Feed Additives*

3) *Feed Hygienic Standard* (GB 13078 – 2001)

4) *Feed Labelling* (GB 10468-1999)

5) *Generic Terms for Feed Industry* (GB/T 10647-1989)

5. Others

Where this Regulation conflicts with the national standards on feed labeling, the national standards should prevail. Regulation on Label Check of Imported Grain and Cereal for Feed & Feed Additive will be separately formulated.

Remark 1:

Indicating of Measurement Unit on Feed Label

1. Guaranteed analytical value of ingredients

1) Contents of crude protein, crude fiber, crude fat, crude ash, total phosphorus, calcium, salt, water, and amino acid are expressed by mass fraction %.

2) Contents of trace elements are expressed by the mass of certain element per 1000g feed, for example, mg or μg.

3) Contents of hazardous and harmful substances are expressed by the mass or number of certain hazardous or harmful substance per 1000g feed, for example, mg, μg or number of bacteria.

4) Contents of medicine and vitamin are expressed by the mass of medicine or vitamin per 1000 feed, or by the international unit of medicine biological value (mg, μg or IU).

2. Net weight

Net weight is expressed by national legal measurement units such as gram (g)、kilogram (kg) or ton (t).

Remark 2:

Items in Guaranteed Analytic Value of Product Ingredients

No.	Product category	Items in guaranteed analytic value of product ingredients	Remarks
1	Protein category	Crude protein, crude fiber, crude ash, water (add calcium, total phosphorus, salt in animal protein feed) and amino acid	
2	Compound feed	Crude protein, crude fiber, crude ash, calcium, total phosphorus, salt, water and amino acid	
3	Condensed feed	Crude protein, crude fiber, crude ash, calcium, total phosphorus, salt, water, amino acid, and main trace elements and vitamin	
4	Concentrate supplement	Crude protein, crude fiber, crude ash, calcium, total phosphorus, salt, water, amino acid, and main trace elements and vitamin	
5	Compound premix	Contents of Trace elements and vitamin and other effective components; name of carrier and diluter; water	
6	Trace elements premix	Contents of trace element effective components; names of carrier and diluter; water	
7	Vitamin premix	Contents of Vitamin effective components; names of carrier and diluter; water	
8	Mineral feed	Content of main components, main hazardous and harmful substances, water and granularity	The two items may be excluded if granularity or water are not required
9	Nutritive additive	Contents of effective components	
10	Non-nutritive additive	Contents of effective components	Exclusive of medicated feed additives
11	Others	Indicate the items which are illustrated inner quality of products.	
Note: The kinds of amino acid and the indication of guaranteed value of Items 1, 2, 3, 4 can be decided by the company according to the property of a product.			

Appendix 2:

Registration Application Form for Inspection & Quarantine of Enterprises Producing, Processing and Storing Exported Feed

☐Registration ☐Replace Certificate

Applicant: _____

Inspected by: _____

Application date: _____

Printed under the supervision of General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China

Notes for Completion of the Form

1. This form is in three duplicates. Please complete it in block letters by writing in black or blue ink or by printing.

2. “Name of feed inspection department” refers to the name of the department in the feed producer responsible for quality inspection, e.g. “Quality Inspection Section”. “Name of Entrusted Inspection Institution” refers to the institution entrusted to inspect the quality of feed.

3. “Main inspection items” refers to the items for a feed producer to inspect feed.

4. “Production License No.” refers to the number of production license issued by agricultural administrative authority.

5. “Product Approval Document No.” refers to the number of approval document of feed additive or additive premix issued by a government of a province, autonomous region or a municipality directly under the Central Government.

6. “Feed category” refers to living animal used as bait, iced animal product and aquatic product used as feed (including bait), processed animal protein and oil fat, pet food and edible chewing bones, forage grass, silage, grain and cereals used as feed, bran and dregs, processing plant protein and plant powders, compound feed, additive premix and feed additive.

7. “Annual capability” refers to the weight (tons) of feed produced by a feed producer according to the design capability.

8. “Main components of feed and their contents” should be written by feed. If the space provided in the form is not big enough, an attachment is acceptable.

9. “Name of attachment” refers to the relevant materials which *Measures for Inspection, Quarantine and Supervision of Exported/Imported Feeds and Feed Additives* or an inspection/quarantine institution requires a feed producer to provide.

10. A company seal must be affixed on the form when it is submitted after the completion.

Enterprise	(Chinese name)					
	(English name)					
Registered address						
Legal representative		Title		Tel		
Fax						
Organization Code		No. of Business License				
Address of factory/warehouse		Contact		Title		
Post code		Tel				
Factory area (m^2)		Factory building area(m^2)				
Name of feed inspection department		Main inspection items				
Information on inspection technician	Name	Technology field	Post duty			

<table>
<tr><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="3">Name of entrusted inspection institution</td><td></td><td>Main inspection items</td><td></td></tr>
<tr><td colspan="3">Production license No.</td><td></td><td>Additive & additive premix approval document No.</td><td></td></tr>
<tr><td colspan="3">Registration type</td><td colspan="3">☐Manufacturing ☐Processing ☐Storing</td></tr>
<tr><td colspan="3">Business type</td><td colspan="3">☐ State-owned ☐ Collective ☐ Private ☐ Joint venture ☐Solely foreign-funded ☐Others</td></tr>
<tr><td colspan="3">Brand and code of exported feed</td><td colspan="3"></td></tr>
<tr><td colspan="3">Category of exported feed</td><td colspan="3"></td></tr>
<tr><td colspan="3">Name of exported feed</td><td colspan="3"></td></tr>
<tr><td colspan="3">Annual production capability (ton)</td><td colspan="3"></td></tr>
<tr><td rowspan="3">Main ingredients of the feed which is ready to apply for the export registration</td><td>Main ingredients of the feed & their contents</td><td colspan="4"></td></tr>
<tr><td>Name and content of medicated additives</td><td colspan="4"></td></tr>
<tr><td>Name and content of other additive</td><td colspan="4"></td></tr>
<tr><td>Name of attachment provided</td><td colspan="5"></td></tr>
<tr><td>Declaration by the applicant</td><td colspan="5">We hereby declare that we apply voluntarily for the registration for inspection and quarantine of enterprises producing, processing and storing exported feed. We guarantee that all the materials we provide are true and effective, and that we will abide by the regulations formulated by General Administration of Quality Supervision Inspection, and Quarantine, and are willing to recognize the supervision and management of the inspection and quarantine institution.

Legal representative: (Signature and company stamp)

Date:</td></tr>
<tr><td colspan="6">Columns hereunder to be completed by entry-exit inspection and quarantine institution.</td></tr>
<tr><td>Comments given by evaluation team</td><td colspan="5">Team chief (signature)
Evaluator(s)(signature)
Date:</td></tr>
<tr><td>Opinions given by the department in charge, bureau directly under the AQSIQ</td><td colspan="5">Head (signature):
Stamp
Date:</td></tr>
<tr><td>Opinions given by the bureau directly under the AQSIQ</td><td colspan="5">Head (signature)
Stamp
Date:</td></tr>
<tr><td>Registration No.</td><td colspan="5"></td></tr>
</table>

Appendix 3:

Examination Form of Registration Documents for Inspection and Quarantine of Enterprises Producing, Processing and Storing Exported Feed

Document name	Conclusion		
	Judgment		Objective description
1. Form of Registration Application	☐Yes ☐No	☐conform ☐non-conform	
2. Copy of Business License	☐Yes ☐No	☐conform ☐non-conform	
3. Copy of organization code certificate	☐Yes ☐No	☐conform ☐non-conform	
4. Copies of production license, product approval document etc	☐Yes ☐No	☐conform ☐non-conform	
5. Copy of certificate issued by environment protection authority	☐Yes ☐No	☐conform ☐non-conform	
6. Post responsibility system	☐Yes ☐No	☐conform ☐non-conform	
7. Personnel training system	☐Yes ☐No	☐conform ☐non-conform	
8. Practitioner Health examination system	☐Yes ☐No	☐conform ☐non-conform	
9. Documents on quality management system established according to HACCP principles.	☐Yes ☐No	☐conform ☐non-conform	
10. Standard Sanitary Operation Practice（SSOP）	☐Yes ☐No	☐conform ☐non-conform	
11. System for evaluation and acceptance of qualified suppliers of raw & auxiliary materials, and packaging materials	☐Yes ☐No	☐conform ☐non-conform	
12. System for feed labeling management and product tracing system	☐Yes ☐No	☐conform ☐non-conform	
13. System for waste and effluent treatment	☐Yes ☐No	☐conform ☐non-conform	
14. System for handling customer complaint and recalling nonconformity product	☐Yes ☐No	☐conform ☐non-conform	
15. System for Response to quality and safety emergency	☐Yes ☐No	☐conform ☐non-conform	

16. Production process workflow (indicating necessary parameters)	☐Yes ☐No	☐conform ☐non-conform	
17. Relevant photos and pictures	☐Yes ☐No	☐conform ☐non-conform	
18. List of products and raw materials under application for registration	☐Yes ☐No	☐conform ☐non-conform	

Document examination conclusion:

☐Conform to the requirements.
☐Non-conform to the requirement. The enterprise is required to make rectification within____ days. (See ***Notice of Non-acceptance of the Registration Application for Inspection & Quarantine of Enterprises Producing, Processing and Storing Exported Feed***)

Examined by:
Date:

Follow-up of document examination:

☐ The problems existing in the above documents have been corrected within ___ days, and now the documents conform to the requirements.
☐ The problems existing in the above documents fail to be corrected within ___ days, and it is regarded as voluntary withdrawal of application.

Examined by: Signed by the head of department
Date: Date:

Appendix 4:

Notice of Acceptance of Registration Application for Inspection & Quarantine of Enterprises Producing, Processing and Storing Exported Feed

_____:

The materials which are provided by your company concerning the application for the registration of enterprises producing, processing and storing exported feed for inspection and quarantine conform to the qualifications stipulated in the Decree No.118 of AQSIQ, and are accepted in accordance with Clause 32.1.5, the provision in *Law of the People's Republic of China on Administrative Permit*. We will send an evaluation team within 10 days to perform an evaluation on site. If the evaluation results meet the requirement, your case will be escalated according to the procedures. If not, you also will be notified.

Department in Charge under Entry-exit Inspection & Quarantine Bureau

Date:

Appendix 5:

Notice of Non-acceptance of Registration Application for Inspection & Quarantine of Enterprises Producing, Processing and Storing Exported Feed

_____:

The materials which are provided by your company concerning the application for the registration of enterprises producing, processing and storing exported feed for inspection and quarantine are not accepted for the following reasons:

Department in Charge under Entry-exit Inspection & Quarantine Bureau

Date:

Appendix 6:

Examination Record of Registration for Inspection and Quarantine of Enterprise Producing, Processing and Storing Exported Feed

Purpose ☐ **First evaluation**

☐ **Reexamination for replacing an old certificate**

☐ **Annual examination**

Company name： _____

Product category： _____

Product name: _____

Head of evaluation team： _____

Team members： _____

Printed under the supervision of General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China

Instructions on Filling in Examination Record

1. Please complete the form by writing in black or blue ink in block letters, or by filling in a form of its electronic version. In case of the latter, a completed paper form must be printed out, with the name of examiner on it.

2. Once the documents provided go through the examination, the following procedures should be followed.

1) Hold a meeting and confirm the following details:

Introduction to the purpose, basis and scope of examination;

Confirm the procedures and methods of examination;

Confirm the company concerned is in normal operation (no examination will be done for those companies out of operation);

Confirm the plan for examination;

Verify the basic information of the company concerned:

(1) Time of founding the factory, reconstruction of facilities after that and the latest reconstruction;

(2) Area of factory, various workshops, number of production lines, number of employers, work shifts and working hours;

(3) Product categories and annual capacity;

(4) Export destination country or region, categories of exported products and annual export volume;

(5) Information on the return of the exported goods or on the criticism by domestic and foreign competent authorities.

2) Examination on spot

3) Internal meeting of the evaluation team

4) Summing-up meeting

3. The evaluation team should mark the "√"accordingly in the "□" of the selective column, and write down the specific information or existing problems in the column of "objective description" in the record form. If the examiner doesn't find out any problem in terms of an examination item, mark the "√"of "objective description" for the item; If the item is not applicable, please indicate "N/A" in the corresponding column.

4. "Product category" refers to any of the to-be-exported feed, including living animal used as bait, iced animal product and aquatic product used as feed (including bait), processed animal protein and oil fat, pet food and edible chewing bones, forage grass, silage, grain and cereals used as feed, bran and dregs, processing plant protein and plant powders, compound feed, additive premix and feed additive.

5. If the record form fails to meet the needs due to the special requirements of a product, additional record should be attached.

6. The record acts as the original proof of the examination of the registration process, and an examiner should not miss any items or information.

This record shall be kept and put on files by the department in charge of the inspection and quarantine bureau directly under the supervision of AQSIQ.

On-spot Examination Record for Inspection and Quarantine of Registration of Enterprise Producing, Processing and Storing Exported Feed

(This form applies to registration, replacing the expired certificate and annual examination)

1.Enterprise's Basic Information			
Enterprise name	(Chinese name)		
	(English name)		
Registered address			
Address of factory or warehouse		Contact	
Registration no.		Tel	
Registration type	☐Manufacturing ☐Processing ☐Storing		
Business type	☐State-owned ☐Collective ownership ☐Private ☐Joint venture ☐Solely foreign-funded ☐Others		
Time of building factory		Time of reconstruction	
Factory area (m^2)		Factory building area (m^2)	
Brand and code of exported feed			
Category of exported feed			
Name of exported feed			
Annual production output (T)			
Information on export last year			
Information on return or criticism			

2.On-spot recheck of documents			
Document name	Results		
	Judgment		Objective description
Business license (Original)	☐Yes ☐No	☐conform ☐non-conform	
Organization code certificate (Original)	☐Yes ☐No	☐conform ☐non-conform	
Certificate issued by environment protection authority (Original)	☐Yes ☐No	☐conform ☐non-conform	
Production license issued by agricultural administrative authority(Original)	☐Yes ☐No	☐conform ☐non-conform	
Product approval document issued by department in charge of feed and feed additive business and the directions (Original)	☐Yes ☐No	☐conform ☐non-conform	
Documents on quality management system established according to HACCP principles.	☐Yes ☐No	☐conform ☐non-conform	
Post responsibility system	☐Yes ☐No	☐conform ☐non-conform	
Personnel training system and relevant training	☐Yes ☐No	☐conform ☐non-conform	
Practitioner health examination system and relevant records	☐Yes ☐No	☐conform ☐non-conform	
Standard Sanitary Operation Practice（SSOP）	☐Yes ☐No	☐conform ☐non-conform	
System for evaluation and acceptance of qualified suppliers of raw & auxiliary materials, and packaging materials	☐Yes ☐No	☐conform ☐non-conform	
System for feed labeling management and product tracing system	☐Yes ☐No	☐conform ☐non-conform	
System for waste and effluent treatment	☐Yes ☐No	☐conform ☐non-conform	
System for handling customer complaint and recalling nonconformity product	☐Yes ☐No	☐conform ☐non-conform	
System for Response to quality and safety emergency	☐Yes ☐No	☐conform ☐non-conform	
Has the enterprise gone through the food hygiene registration?	Registration no. Registration category: Registration date:		
System certification			
Other information required:			
Conclusion of document reexamination:			

☐ Conform to the requirements.
☐Non-conform to the requirement. The enterprise is required to make rectification within ___ days. _____
.

Signed by head of evaluation team:
Date:

3.On-spot Evaluation Record

Items to be evaluated		Judgment	Objective description
A. Workshops, technological process, equipment & facilities	A1.Surrounding environment	☐conform ☐Non-conform	
	A2.If the overall layout is reasonable	☐conform ☐Non-conform	
	A3.Sanitary conditions in the factory area and workshops	☐conform ☐Non-conform	
	A4.Reasonability of technology design	☐conform ☐Non-conform	
	A5.Have workshops, equipment and warehouses which match the production capability	☐conform ☐Non-conform	
	A6.Devices for the prevention of harmful plants/animals	☐conform ☐Non-conform	
B. Raw materials management	B1.Raw materials and packaging materials come from eligible suppliers.	☐conform ☐Non-conform	
	B2.Raw materials are kept separately by category, product name and batch no, with clear marking.	☐conform ☐Non-conform	
	B3.Certificate of imported raw materials passing the inspection and quarantine	☐conform ☐Non-conform	
	B4.Records of raw material inspection and acceptance	☐conform ☐Non-conform	
	B5.Materials warehouse-in/out Records	☐conform ☐Non-conform	
C. Medication and additive management	C1.If it is medicated or not	☐Yes ☐No	
	C2.If the medicated conforms to the national relevant regulations or not	☐conform ☐Non-conform	
	C3.If medication and additives have any conformity certificate or not	☐conform ☐Non-conform	
	C4.If any banned medication, hormones and additive is used or stored or not?	☐conform ☐Non-conform	
	C5.If any medication or additive which are not permitted by governmental departments for production or unidentified medication or additive are stored / used or not?	☐conform ☐Non-conform	
	C6.If medication is separately stored and under the management of dedicated person or not?	☐conform ☐Non-conform	
	C7. If records on the picking up and offsetting of medication are complete or not?	☐conform ☐Non-conform	

D. Management of production	D1.Deployment of key control points	☐conform ☐Non-conform	
	D2.Records on key control points	☐conform ☐Non-conform	
	D3.Excution of Standard Sanitary Operation Practice (SSOP)	☐conform ☐Non-conform	
	D4.Measures to ensure the flow of persons, goods, materials and air conform to the sanitary requirements and prevent the cross contamination.	☐conform ☐Non-conform	
	D5.Cleaning procedure of production lines and the relevant records	☐conform ☐Non-conform	
E. Management of finished products	E1.If package conforms to requirements with clear and legible marks or not.	☐conform ☐Non-conform	
	E2.Quality inspection certificate is included with each batch of feed.	☐conform ☐Non-conform	
	E3.Record of finished product warehouse-in/out	☐conform ☐Non-conform	
	E4.Batch management and product tracing	☐conform ☐Non-conform	
F. Self inspection & self control	F1.Organizations and personnel	Department name: Number of employers: Disciplinary background:	
	F2.Self-inspection and self-control plan	☐conform ☐Non-conform	
	F3.Self-inspection items	☐conform ☐Non-conform	
	F4.Entrusted inspection items	☐conform ☐Non-conform	
	F5. Qualification as a self-inspection lab	☐conform ☐Non-conform	
	F6. Qualification as an entrusted inspection lab	☐conform ☐Non-conform	
	F7.Measurement and regulation of instruments and devices	☐conform ☐Non-conform	
	F8.Keep samples by batch long enough	☐conform ☐Non-conform	
	F9.Handling procedure of nonconformity products and the relevant records	☐conform ☐Non-conform	
	F9.Handling procedure of nonconformity products and the relevant records	☐conform ☐Non-conform	
Part A-F Other additional records			
Based on the on-spot examination and check of documents, the judgment and objective description of the above examination items are true. Signed by evaluators: Date:			

Conclusion of on-spot examination:

☐ On-spot examination is up to standard. It is suggested to permit: ☐Registration ☐ Replacing an old certificate ☐ Passing annual examination ☐ On-spot examination is not up to standard due to the following non-conformity items

_____

It is suggested ☐not to permit registration ☐to revoke the registration

☐ There are non-conformity items (see the non-conformity items listed and the tracking reports. The company is required to carry out the rectification within____days. ☐ Others.

Head of evaluation team(signature):

Member of evaluation team (signature):

Date:

We confirm that

☐ The above information &conclusion on the examination is true.

☐ The above information & conclusion on the examination doesn't agree with the actual situations. Please see the attachment for the details.

Signed by head of the company:

Date:

Non-conformity Items Found in Registration Examination of Enterprises Producing, Processing and Storing Exported Feed and Tracking Report

<table>
<tr><td>Enterprise name</td><td></td><td>Address</td><td></td></tr>
<tr><td>No. of non-conformity items</td><td>Description of non-conformity items</td><td>Rectification and follow-up record</td><td>Conclusion</td></tr>
<tr><td></td><td></td><td>(Enterprise’s report on rectification will be provided separately)</td><td>☐ After the rectification, it meets the requirements and it is suggested to permit:
☐ Registration
☐ Replacing an expired certificate
☐ passing the annual examination.

☐ Rectification is not up to standard and it is suggested:
☐ not to permit registration;
☐ Revoke the registration</td></tr>
<tr><td colspan="2">Head of the company (signature): Head of evaluation team (signature):
Date: Date:</td><td colspan="2">Follow-up examiner (signature):
Date:</td></tr>
</table>

Note: 1. Extra pages are acceptable in this report; 2. The enterprise may keep one photocopy of the report.

Appendix 7

Certificate of Registration for Inspection and Quarantine of Enterprises Producing, Processing and Storing Exported Feed

(Original)

Registration no.:

Enterprise name:

Legal representative:

Registered address:

Factory/warehouse address:

Registration type: ☐Manufacturing ☐Processing ☐Storing

Registered products:

Valid from_____until _____

Certificate-Issuing Authority (Stamp)

Printed under the Supervision of General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China

Certificate of Registration for Inspection and Quarantine of Enterprises Producing, Processing and Storing Exported Feed

(Duplicate)

Registration no.:

Enterprise name:

Legal representative:

Registered address:

Factory/warehouse address:

Registration type: ☐Manufacturing ☐Processing ☐Storing

Registered products:

Valid from_____until _____

Certificate-Issuing Authority (Stamp)

Year	Result of annual examination

Printed under the Supervision of General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China

Appendix 8:

Rule for Registration Numbering of Enterprises Producing, Processing and Storing Exported Feed

Enterprises producing, processing and storing exported feed which are registered at the entry-exit inspection and quarantine institution will be centrally numbered by the respective inspection and quarantine bureau directly under the supervision of AQSIQ in the format of XXXXPF/FA/AFYYY. In this format, XXXX stands for the code of the respective inspection and quarantine bureau (all of which are listed below), “PF” pet foods, “FA” feed additive and additive premix, and “AF” other exported feed, in addition to YYY as serial number. For example, enterprises exporting pet food, feed additive and additive premix, and other feed will be numbered by Shanghai Inspection and Quarantine Bureau as 3100PF001, 3100FA001 and 3100AF001.

Code of Respective Inspection and Quarantine Bureau Directly under the Supervision of AQSIQ

Respective bureau	Code	Respective bureau	Code	Respective bureau	Code
Beijing	1100	Fujian	3500	Zhuhai	4404
Tianjin	1200	Jiangxi	3600	Sichuan	5100
Hebei	1300	Shandong	3700	Guizhou	5200
Shanxi	1400	Xiamen	3502	Yunnan	5300
Inner Mongolia	1500	Ningbo	3302	Tibet	5400
Liaoning	2100	Henan	4100	Chongqing	5000
Jilin	2200	Hubei	4200	Shaanxi	6100
Heilongjiang	2300	Hunan	4300	Gansu	6200
Shanghai	3100	Guangdong	4400	Qinghai	6300
Jiangsu	3200	Guangxi	4500	Ningxia	6400
Zhejiang	3300	Hainan	4600	Xinjiang	6500
Anhui	3400	Shenzhen	4403		

Appendix 9:

Notice of Non-approval of the Registration Application for Inspection & Quarantine of Enterprises Producing, Processing and Storing Exported Feed

_____:

We acknowledge that your registration application for inspection & quarantine of enterprises producing, processing and storing exported feed, together with relevant materials has been received. With our deliberate examination and discussion, it is believed that your company fails to meet the requirements for registration stipulated in *Measures for Inspection, Quarantine and Supervision of Exported/Imported Feeds and Feed Additives,* and therefore your application is rejected with the following reasons:

Entry-exit Inspection & Quarantine Bureau (Stamp)

Date:

Appendix 10:

Certificate of Supplying Feed and Feed Additive for Export

This is to certify that our factory is one enterprise which producing, processing and storing exported feed and feed additive, which has been approved by _____ Inspection & Quarantine Bureau, with the Registration No. _____. We supplied the following feed/feed additive to _____on _____. They are all produced by us and in compliance with the relevant regulations on inspection and quarantine of imported/exported feed & feed additive. If any of the above information is false, we are willing to assume any and all legal and economic responsibilities.

Commodity name	Product category	Specification	Quantity/Weight	Remarks

Head of the company (signature):

(Stamp)

Date:

Appendix 11:

Manual for Supervision for Inspection and Quarantine of Enterprises Producing, Processing and Storing Exported Feed

Registration No.:

Company Name:

Inspection & Quarantine Institution:

Printed under Supervision of General Administration of Quality Supervision, Inspection & Quarantine of the People's Republic of China

Instructions for Filling in Forms in the Manual

1. This Manual is intended for enterprises producing, processing, and storing exported feed to make record of the supervision, samples taking, inspection, and annual check by the inspection & quarantine institution as well as the visit by foreign official institutions.
2. The enterprises and persons concerned should fill in the forms according to the actual situations.
3. The Manual should be kept by the enterprise concerned and made available for review whenever needed.
4. The Manual should be well kept for at least five years.

Information on Enterprises Producing, Processing and Storing Exported Feed

Enterprise Name：_____

Address: _____

Registered Address: _____

Factory/Warehouse Address: _____

Registration Type: _____

Category of Registered Product:_____

Registered Product: _____

Registration No. _____ Post Code: _____

Legal Representative: _____ Contact: _____

Record of Daily Supervision, Inspection & Quarantine

Scope of supervision	
Existing problems and suggestions: Inspector (signature): Date:	
Commitment made by the enterprise for rectification: Head of the company (signature): Date:	
Performance of the enterprise carrying out the commitment: Person in charge of the performance (signature): Date:	
Result of follow-up examination: Follow-up examiner (signature): Date:	

Record of Sampling for Inspection & Quarantine

Date	Category	Quantity of sample	Sample No.	Production batch	Inspection item	Signature of taking sample

Record of Special Inspection

Date	Inspection institution	Scope of inspection	Suggestions or conclusions	Signature of inspector	Other accompanying persons	Remarks

Record of Annual Examination

Date	Examination institution	Conclusion	Signature of examiner	Accompanying persons from the enterprise concerned	Remarks

Record of Visit by Foreign Official Institutions

Date	Name of foreign institution	Purpose	Suggestions or conclusions	Signature of foreign visitor	Accompanying persons from inspection & quarantine institution concerned	Accompanying persons from the enterprise concerned

Appendix 12:

List of Registered Enterprises Producing, Processing and Storing Exported Feed

No.	Name of establishment	Address of establishment	Contact details	Registration number	Product category	Product names	Main materials	Major export destination country or region

Appendix 13:

Form of Information on Imported/Exported Feed & Feed Additive Which Fails to Conform to Inspection & Quarantine Requirements

Company name: No. of year 200_

Item		Description
Non-conformity information on imported feed and feed additive	Commodity trade mark	
	Commodity trade mark	
	HS code	
	Quantity/weight	
	Cargo value (U.S. dollars)	
	Name and approval No. of foreign manufacturer	
	No. of Hygiene Certificate provided with imported goods (attached with the photocopy)	
	No. of feed registration certificate issued by Ministry of Agriculture	
Non-conformity information on exported feed and feed additive	Product name	
	Name of manufacturer and registration No.	
	Export destination country or region	
Information on inspection and quarantine	Reasons for nonconformity (safety hygiene)	
	Inspection methods and results (attached with lab of inspection report)	
	Basis for judging the nonconformity	
	Inspection department	
	Reasons for labeling nonconformity	
Opinions for treatment	Treatment measures	
Provided information	Time of providing the information	
	Contact details	

(Stamp of Dept. in charge, the bureau directly under AQSIQ)

Appendix 14:

Monthly Report on Inspection and Quarantine of Exported Feed and Feed Additive

Date:

Country/ Region	Product category	Product name	Batch no.	Wt.(T)	Amount (in US$10000)	Results
Total						

Stamp of Dept. in charge, the bureau directly under AQSIQ

Monthly Report on Inspection and Quarantine of Imported Feed and Feed Additive

Date:

Country/ Region	Product category	Product name	Batch no.	Wt.(T)	Amount (in US$10000)	Results
Total						

Stamp of Dept. in charge, the bureau directly under AQSIQ

Description of product category

Living animal used as bait

Iced animal product used as feed(including bait)

Aquatic product used as feed (including bait)

Processed animal protein and oil fat

Pet food and edible chewing bones

Forage grass

Silage

Grain and cereals used as feed

Bran and dregs

Processed plant protein and plant powders

Compound feed

Additive premix

Feed additive

Concentrate supplement

Nutritive feed additive

Normal feed additive