

# **Approval Conditions for**

## **Central Points of Recording**

Annex C of Council Regulation 21/2004 allows for record keeping requirements to be carried out on behalf of keepers by approved central points of recording (CPRs). This means that where sheep are electronically identified, farmers can opt to allow a CPR to capture the tag numbers using electronic readers and provide him/her with the list of numbers at a later stage.

The advantage of this for keepers is that they will not need to purchase reading equipment and will not have to manually transcribe large volumes of tag numbers on to dispatch documents.

Central Points of Recording must be approved by the Department of Agriculture, Food and the Marine and the conditions of approval are set out in this document. A Central Point of Recording can be approved at a slaughter plant or mart.

### **Legislation**

A slaughter plant seeking to be approved as a CPR must be registered as a food business in accordance with the European Communities (Food and Feed Hygiene) Regulations 2009, S.I. 432 of 2009

A mart seeking to be approved as a CPR must be in compliance with the Animal Health and Welfare (Livestock Marts) Regulation 2018 (S.I. 128 of 2018).

Any applicant slaughter plant or mart must be operating in accordance with the rules set out in the National Sheep and Goat Identification Systems (NSIS and NGIS) and must be in compliance with Council Regulation (EC) No. 21/2004.

### **Standard Operating Procedures**

All applicant CPRs must prepare a standard operating procedure (SOP) outlining how they intend to comply with the conditions set out below as well as animal and public health requirements.

### **Section 1 – Documentation**

All sheep arriving at a CPR must be accompanied by a dispatch document completed by the keeper and containing the following information:

1. Name, address and flock number of keeper
2. Date
3. Number of animals in the consignment
4. Dispatch Document Serial Number
5. Name of transporter and registration number of trailer
6. Details of destination
7. Signature

By signing the front of the white top copy dispatch document the keeper is declaring that all of the animals in the consignment meet the specified Food Chain Information (FCI) requirements. Where any animals in the batch do not meet the FCI requirements, the keeper must provide relevant details by also completing and signing the section entitled 'Additional Food Chain Information' on the reverse side of the white top copy dispatch document.

## **Section 2 – Identification**

All sheep presented to a CPR must be identified electronically.

Lambs aged under 12 months of age moving directly to a slaughter plant from the holding of their birth may be identified with a single yellow electronic tag in the right ear, bearing the animal's 15 digit individual identification number.

All other sheep must be identified with a full EID set of tags or an electronic bolus set.

An EID set of tags is made up of one yellow electronic tag in the animal's right ear and a corresponding conventional yellow tag in the left ear, each bearing the same 15 digit individual animal identification number.

An electronic bolus set is made up of an electronic bolus implanted into the stomach of the sheep and a corresponding blue conventional tag, each bearing the same 15 digit individual animal identification number.

## **Section 3 – Segregation**

Council Regulation (EC) No. 21/2004 requires that where a CPR is recording tag numbers on behalf of the presenting keeper, sheep from different holdings must not be mixed during transport.

## **Section 4 – Reading of Tag Numbers**

The tag numbers of **all** sheep presented to a CPR must be read and recorded on the CPR's computer system.

Where a sheep entering a slaughter plant is identified with a single slaughter EID tag and this is not functioning or cannot be read by the equipment employed by the CPR, the CPR must manually read and record the tag number on the printout.

Where a sheep entering a slaughter plant had been identified with a single slaughter EID tag but that tag has been lost in transit, the sheep must be retained by the CPR until it has been properly identified with an EID tag from the keeper.

Where a sheep had been double-tagged with an EID device and a corresponding conventional tag, and one or other of these tags is missing on presentation, provided it is accompanied by the correct documentation and there is evidence of a second tag having been applied, it can be accepted without the need to apply a new tag. Where

the missing tag is the electronic element of an EID set, the CPR must manually read the tag number from the corresponding conventional tag and record it on the printout.

Where a sheep is presented to a mart with a single EID tag and there is no evidence that a corresponding conventional tag had been applied to the other ear to indicate that the animal was originally tagged with an EID set, the animal should be retained until it is properly identified with an EID set of tags.

Where a slaughter plant is operating as a CPR, it must provide a printed document to the seller with full information relating to the consignment of sheep within 48 hours of slaughter.

The slaughter plant must be in a position to accurately associate the official NSIS tag number with a carcase number. The mechanism for achieving this correlation must be clearly documented in the SOP of any slaughter plant applying for approval to operate as a CPR.

## **Section 5 – Reading Equipment**

Reading equipment must be adequate for the volume and speed of presentation of the animals appropriate to that CPR. It is recommended that it meets the following standard –

1. ISO 11784/11785 in accordance with Sections 10.3.5.2 and 10.4.5.2 of ICAR;
2. Mechanical, thermal robustness and endurance tests, as defined in Part 2 (paragraph 3.6) of the EID technical guidelines;
3. Electromagnetic performance tests, specified in Section 10, appendix 10.6.2 of ICAR; and
4. ISO 24631-6

## **Section 6 – Providing Lists of Presented Tag Numbers (LPTs)**

In respect of all sheep presented, each CPR must provide a printed document to the seller and where appropriate, to the buyer with the following information relating to the consignment of sheep –

1. Full list of tag numbers
  2. Serial number of the seller's dispatch document
  3. Date of movement to the CPR
  4. Number of sheep read by EID
  5. Number of sheep manually entered
  6. Total number of sheep presented
  7. Total number of sheep recorded on the dispatch document Name/address holding number of the CPR
  8. Name and flock number of the seller
- (See Annex 2 for sample document)

The CPR may provide this information in the form of a replicated dispatch document which conforms with the model drawn up by the competent authority (DAFM) and which contains all of the original information provided by the original keeper including LQAS information, FCI information etc. With regard to the original keeper's signature,

it is sufficient for the CPR to record on the replicated dispatch document that the original document was signed.

(See Annex 3 for sample document)

A CPR operating in a slaughter plant should give the relevant printed LPT document to the seller within 48 hours.

A CPR operating in a mart must generate 2 copies of the relevant document and should provide one copy to the buyer/buyers haulier on the day of movement to ensure compliance with movement regulations. The other copy of the document should be provided to the seller on the day of the movement or if this is not possible then within 48 hours.

A CPR must reconcile the number of sheep on the printed LPT with the total number recorded on the original dispatch document presented by the keeper.

Sellers must keep the List of Presented Tag numbers (LPT) provided by the CPR with their copy of the dispatch/movement document and food chain information, and must enter the list of tag numbers in their holding register within 48 hours of the movement. They can do this by recording the dispatch document serial number in the flock register.

## **Section 7 – -Interaction with DAFM**

An approved CPR will be required to upload such information as is required by DAFM in accordance with the NSIS rules on the day of movement where possible, but within 7 days at the latest. The Department will keep CPRs fully informed of the level of detail required in relation to the information to be provided to AIM.

## **Section 8 – Records**

The CPR must retain all information for 3 years either in hard copy or in electronic format on a securely backed IT system and must make it available to the Department of Agriculture, Food and the Marine on request.

The CPR must have a documented process for the quality assurance of the information they capture. This must include –

1. Spot checks of records and system of reading tags
2. A record for each day of sale or slaughter of the numbers of animals received, and the number of tags which had to be entered manually as a result of not being successfully read by an EID reader.
3. To underpin integrity of the traceability system processes must be put in place to record irregularities where animals presented at a slaughterhouse with single EID tags do not bear the EID designator code of the presenting keeper i.e. they have not come direct to the slaughterhouse from the holding of birth.

## **Section 9 – Liability and Advice to Keepers**

In documentation supplied to keepers, a CPR must make it clear that it is the seller's responsibility to check that it contains the same number of tag numbers as the total

number of sheep recorded on the dispatch document. In the unusual event that a discrepancy occurs, the seller should in the first instance bring the discrepancy to the attention of the CPR to resolve it as soon as possible. In the event that a discrepancy is noticed by the Department, DAFM will engage with the farmer and the CPR to resolve the issue.

## **Section 10 – Contingency Plans**

As part of its standard operating procedure (SOP), a CPR must provide a contingency plan for approval by DAFM. This contingency plan should set out the action to be taken in the case of equipment or power failure. Once approved, the contingency plan must be adhered to.

## **Notes**

### **Application for Approval**

Upon receipt of an application for approval, DAFM will examine the application and may carry out an inspection of the premises in order to ensure compliance with the conditions above. Approval of SOPs is an ongoing process and updating of SOPs may be required where appropriate as required by DAFM.

Applications to operate as CPRs should be submitted, along with the required SOPs to:

Sheep Identification and Movement Section  
AIM Division  
Administration Building  
Department of Agriculture, Food and the Marine  
Backweston Campus  
Celbridge  
Co. Kildare.

### **Non-Compliance**

In the event that non-compliances are discovered by DAFM, CPR's will be offered a reasonable opportunity to remedy the position.

### **Revocation**

An approval to operate as a CPR may be suspended or revoked by DAFM in the event of non-compliance.

### **Offences**

It is an offence for a mart or slaughter plant that has not been approved as a CPR to receive sheep without a fully completed movement document bearing the correctly identified individual tag number/s, or range of numbers, for each animal presented for slaughter or sale.

It is an offence for a keeper to send sheep to a slaughter plant or mart not approved as a CPR, without having listed the sheep's tag numbers on the movement document before leaving his holding.

## **Annex 1**

### **Step by Step Guide to the operation of a CPR**

- Step 1. Flock keepers bringing electronically identified animals to a CPR must complete a movement document but may leave the section requiring a listing of individual tag numbers blank. The total number of sheep in the batch must be recorded in the relevant box of the dispatch document.
- Step 2. Flock keepers provide a copy of the dispatch document to CPR and keep a copy for their own records.
- Step 3.
- A. In a slaughter plant, the CPR reads the required number of EID tags in the lairage to enable ante mortem inspections to be carried out.
  - B. In a mart the CPR reads the EID tags prior to sale.
- Step 4. Where possible, a list of the tag numbers should be provided to the seller on the day of sale or if this is not possible then within 48 hours. In the case of animals sold at a mart operating as a CPR the dispatch document plus completed list of tag numbers or replicated dispatch document containing the tag numbers must be provided to the buyer/buyer's haulier before the animals leave the mart.
- Step 5. The slaughter plant CPR ensures traceability by correlating the official NSIS tag number with a carcase number.
- Step 6. CPR notifies AIM, via webservices, of the required movement database information within a maximum of 7 days.
- Step 7. When satisfied that the printed LPT lists the same total number of animals as recorded on the associated dispatch document, flock keeper associates the printed list of tag numbers provided by the CPR with the copy of the relevant dispatch document and then records the serial number of the dispatch document in the flock register.

**Annex 2****Sample LPT**

Name of Keeper:  Dispatch Document Serial Number

Address of Keeper  Flock Number   
 Date of Movement

Total No. of EID tags recorded by scanning

Total No. of tags manually read and recorded

Total No. of sheep presented

Total No. indicated in dispatch document

Tag No.	M (where applicable*)

Tag No.	M (where applicable*)

**\*Enter 'M' where tag number had to be manually recorded**

Name and Address of CPR:

FBO/Mart Number



### **Annex 3**

**Sample Replicated Sheep Dispatch/Movement Document and Food Chain  
Information generated by Mart that is an approved to operate as a Central Point  
of Recording (CPR)**

<b>National Sheep Identification System (NSIS)</b> Replicated Sheep Dispatch/Movement Document and Food Chain Information generated by Mart that is an approved to operate as a Central Point of Recording (CPR)		<b>Original Document Serial No. 12345-67890</b>  Serial No. Bar Code
<b>Mart Name &amp; Approval No.</b>	<b>Mart Lot No.</b> <b>987B</b>	<b>PAGE 1 of ?</b>

<b>Name</b> <b>Add1</b> <b>Add2</b> <b>Add3</b> <b>Add4</b>	<b>Sheep Designator:</b> <b>12345</b>	<b>Total number of sheep on this document</b>  <b>85</b>
	<b>Herd/Flock No.</b> <b>A1234567</b>  Herd No. Bar Code	

**Flock Keeper Declarations**

All animals identified in the attached LPT are part of the Lamb Quality Assurance Scheme LQAS): Yes ☐ No ☐  
All animals listed in the LPT have been resident on the holding from birth Yes ☐ No ☐  
If 'No' please specify residency period: 60 days or more ☐ 42 days or more ☐ less than 42 days ☐

The corresponding DAFM dispatch document (bearing the same original document serial number as that listed above) is required to contain a signed declaration from the flock keeper stating that all of the sheep in this consignment including those listed on any approved continuation sheet departed the holding on the date signed, that the relevant requirements of the National Sheep Identification System have been complied with and that to the best of his/her knowledge and belief the animals satisfy the Food Chain Information (FCI) statements listed below.

**Food Chain Information (FCI) Statements**

- Each animal is clean and does not present an unacceptable risk for slaughter and dressing operations.
- Each animal is tagged with appropriate official identification.
- The farm of origin is not under disease restriction or investigation (Sheep comply with this declaration once they come from a flock where no movement restrictions apply or where movement is allowed with a movement permit).
- The sheep are healthy and have not tested positive for any condition that might render their meat unfit for human consumption.
- No substance, including feed, has been given to the sheep which might render their meat unfit for human consumption.
- The prescribed withdrawal period has been observed for any medication administered.
- All animals can walk unaided and be transported without injury or undue suffering.

The corresponding DAFM dispatch document presented at this premises contained the required signed declaration.

Yes: ☐ Date signed:  / No. ☐ Time of Loading

If the original declaration was not signed or if any additional information regarding Food Chain Information was recorded on that document, then that data must be replicated in the text box below. This must include any information provided on the issues below:

- any animals showing signs of a disease or condition that may affect the safety of meat derived from them.
- any relevant diseases or conditions that may affect the safety of the meat or diagnosis if a veterinary surgeon has examined the animal(s).
- any analysis of samples taken from animals on the holding, or other samples, showing that the animals in this consignment may have been exposed to any disease or condition that may affect the safety of the meat or to substances likely to result in residues in meat.

If additional FCI data was supplied on the corresponding DAFM dispatch document did it contain a flock keeper signature? Yes ☐ No ☐

If 'Yes' Date Signed

**Transporter / Haulier Details from Holding (not required if transported by seller)**

Name:  Vehicle Reg No.  Authorised Transporter No.

I declare that the transport vehicle was clean at the time of loading and that all the sheep described above were able to walk unaided onto the transport vehicle and could be transported in this vehicle without pain or undue suffering.

Was above declaration on original dispatch document signed? Yes: ☐ No: ☐ Date Signed:

**Transporter / Haulier Details from Mart**

Name:  Vehicle Reg No.  Authorised Transporter No.

I declare that the transport vehicle was clean at the time of loading and that all the sheep described above were able to walk unaided onto the transport vehicle and could be transported in this vehicle without pain or undue suffering.

Transporter / Haulier's Signature:  Date:

Replicated Sheep Dispatch/Movement Document and Food Chain Information generated by Mart that is an approved to operate as a Central Point of Recording (CPR)

**M123**

||||| Serial No. Bar Code |||||

[illegible]

## National Sheep Identification System (NSIS)

Replicated Sheep Dispatch/Movement Document and Food Chain Information generated by Mart that is an approved to operate as a Central Point of Recording (CPR)

Original Document Serial No. **12345-67890**

Serial No. Bar Code

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### Slaughter Plant Declaration

I have checked the Food Chain Information for the sheep described in this document, they have been examined by me and (with the exception of \_\_\_\_\_ animals that were dead on arrival) as far as I can judge;

☐ are properly identified as detailed on this dispatch/movement document\*

☐ do not come from a restricted holding or area\*

☐ are healthy\*

☐ are clean\*

☐ are in a satisfactory state as regards welfare\*

☐ are accepted by me and are presented for ante mortem examination\*

Time of unloading of above consignment:

Lot No.

Signature:

Date:

### Clean Livestock Policy category

A

A= Satisfactory

B

B=Acceptable  
(with Remedial  
Action)

C

C=Unacceptable  
(Require Extensive  
Remedial Action)

\*Please enter the number of sheep in each box

Slaughter Plant/FBO No.

### To be completed by the Official Veterinarian (Delete as appropriate)

I declare that I am satisfied / not satisfied that the relevant food chain information for the animals described overleaf has been received and checked by the slaughterhouse operator.

I further declare that I have carried out ante mortem examination on the \_\_\_\_\_ (number) sheep, and

☐ animals presented with evidence of compromised welfare\*

☐ animals have passed ante-mortem examination and are deemed fit for slaughter for human consumption\*

☐ animals have been detained at ante-mortem and require additional examination and / or tests to supplement post-mortem examination for the reasons on the accompanying AME form\*

☐ animals have failed ante-mortem examination for the following reasons\*: \_\_\_\_\_

\*Please enter the number of sheep in each box.

☐ The relevant food chain information for the animals described above has not been received by the slaughterhouse operator, but that slaughter may commence pending its arrival

Signature:

Time of Examination:

Date: