Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION

09 AUG 2016

FDA CIRCULAR
No. 2016-013

TO : **ALL CONCERNED ESTABLISHMENTS, FOOD ASSOCIATIONS, STAKEHOLDERS, PRIVATE INSTITUTIONS, AND OTHER GOVERNMENT AGENCIES**

SUBJECT : **Guidelines on the Implementation of the Joint Food and Drug Administration (FDA) - National Meat Inspection Service (NMIS) Administrative Circular No. 02 on the Transfer of Functions in the Regulation of Processed Meat**

In line with the implementation of the Joint FDA-NMIS Administrative Circular No. 02 on the transfer of functions in the regulation of processed meat, the following guidelines are hereby provided for compliance of all concerned establishments:

1. The FDA shall start receiving and processing applications for License to Operate (LTO) of establishments and Certificate of Product Registration (CPR) of processed meat on or immediately after 23 July 2016, the date of effectivity of Joint Administrative Circular 02, s. 2016.

2. The establishments shall comply with existing guidelines, requirements and procedure of FDA on filing and submission of applications, such as but not limited to:

   a. **For Licensing:**

      a.1 DOH Administrative Order No. 2016-0003 || Guidelines on the Unified Licensing Requirements and Procedures of the Food and Drug Administration

      a.2 FDA Circular No. 2016-004 || Procedure on the Use of the New Application Form for License to Operate (LTO) thru the FDA Electronic Portal (e-portal)

   b. **For Registration:**

      b.1 DOH Administrative Order No. 2014-0029 || Rules and Regulations on the Licensing of Establishment and Registration of Processed Food, and Other Food Products, and For Other Purposes

      b.2 FDA Circular No. 2014-029 || Procedure for the Use of Electronic Registration (E-registration) System for Raw Materials or Ingredients and Low Risk Pre-packaged Processed Food Products

   c. **For Labelling:** DOH Administrative Order No. 2014-0030 || Revised Rules and Regulations Governing the Labelling of Prepackaged Food Products

   d. Future issuances related to Licensing and Registration procedure and requirements.

For further information on the procedure on filing and submission of LTO and CPR applications, clients may visit the following link: *http://www.fda.gov.ph/industry-corner/downloadables/237-integrated-application-form-and-process.*

3. The classification of "Class A", Class "AA", and Class "AAA" shall no longer be applied to all processed meat establishments to be licensed by FDA. Establishments can already distribute their products nationwide and internationally provided that an LTO, CPR, and/or Export Commodity Clearance/Export Certificate are secured from FDA.

4. The FDA shall recognize the validity of the LTO including Good Manufacturing Practice (GMP) and Hazard Analysis Critical Control Points (HACCP) certifications issued to meat processing plants and CPR for processed meat issued by NMIS until their respective expiration date.

    a. Companies with LTO issued by NMIS that is due for renewal shall file for initial issuance of LTO in FDA starting 23 July 2016.

    b. Companies with LTO from NMIS with validity until 2017 shall apply for CPR with FDA using the same license.

    c. Companies with existing LTO from FDA shall apply for additional **product line** as manufacturers/toll manufacturers of processed meat.

5. Importers of meat including Indian Buffalo Meat (IBM) to be used for further processing, shall secure their LTO as Importer/ Manufacturer from FDA first before securing LTO as Meat Importer from NMIS.

6. Importer of raw materials for own use shall only present their LTO whereas, importer/distributor of processed meat shall present their LTO and CPR to the Bureau of Customs (BOC) prior to the release of their imported raw materials or finished product from the port. Certificate of Meat Inspection (COMI) will no longer be required by the FDA to importers of processed meat.

7. The NMIS shall still conduct laboratory analyses (e.g. Total Plate Count, *Salmonella, E. coli, S. aureaus*) and shall still issue Official Meat Inspection Certificate (OMIC) for export meat products only until **30 September 2016**. Thereafter, the company shall only secure Export Commodity Clearance (ECC) from FDA prior to exportation of processed meat, as required by the country of destination. FDA shall still avail of the services of NMIS Laboratory for testing prior to issuance of ECC.

8. The local shipping permit for cooked processed meat shall no longer be a requirement prior to distribution. Henceforth, all manufacturers and distributors of these products shall only secure LTO and CPR from FDA. All concerned establishments requesting for issuances of shipping permit for uncooked processed meat shall follow Bureau of Animal Industry (BAI) Memorandum Circular No. 1 series 2016.

9. In lieu of CPR from FDA, a valid LTO issued by NMIS shall be recognized during inspection of shipment of processed meat starting 23 July until 26 August 2016.

However, proof of payment to FDA CPR application with case number or document tracking number shall be required from 27 August until 31 December 2016.

10. Only those products applied for CPR starting 23 July to 31 December 2016 will be allowed to present proof of payment to FDA CPR application with case number or document tracking number from 01 January to 30 April 2017.

11. Starting 01 May 2017, valid CPR issued by FDA shall be required prior distribution and shipment of processed meat.

12. Consumer complaints on processed meat shall be filed at FDA.

For guidance and strict compliance of all concerned.

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