

POULTRY – CONDEMNATION 1

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Poultry – Condemnation

This function allows you to perform submission of a complete record of all the poultry and organs condemned. It is mandatory for all licensed poultry slaughterhouses to submit the Condemnation Report to SFA.

Pre-Requisites

- Singapore Residents can login to inspection & Laboratory e-Services using your SingPass ID.
- For Non Singapore Residents, you need to apply for an account to login to Inspection & Laboratory e-Services.
- The administrator of the company must assign your SingPass ID / personal account as an authorised representative in order to perform transaction for his/her company.
- The company you are authorised to must have a Premises assigned.

How to Perform Submission

1. Go to **Daily/Monthly Submission → Poultry – Condemnation** on the navigation menu bar. The following screen will be displayed.

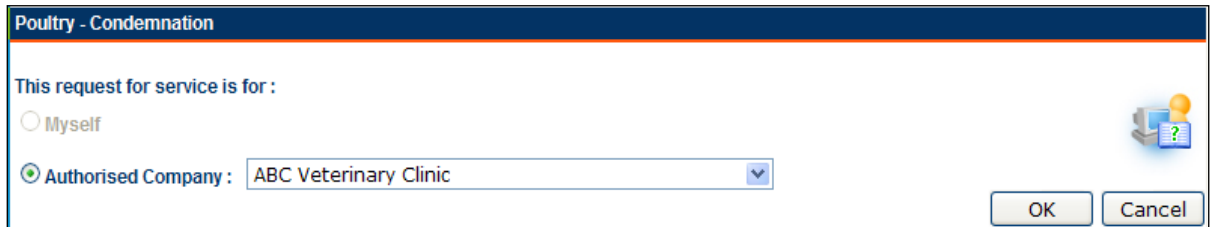


Figure 1: Service Representative Selection

2. Select your company from **Authorised Company** to confirm the service request representative. Click on **OK** to proceed. The **Poultry – Condemnation** screen will be displayed.

Instruction

1. **Poultry Slaughterhouse - Condemnation Report**
The poultry slaughterhouse Condemnation Report is a complete daily record of the type/origin of the poultry and the type/disease conditions/number of the organs condemned. It is mandatory for all licensed poultry slaughterhouses to submit the Condemnation Report to SFA.
2. **New Submission**
Before submitting the poultry slaughterhouse daily Condemnation Report, please ensure that you have read and understood the information under Section A to E.
 - A. **Terms & Conditions**
 - a. The Condemnation Report must be submitted to SFA via the e-Services at the end of the daily slaughter Operations.
 - b. All information provided in the Condemnation Report must be checked and verified by you to ensure the accuracy of the data.
 - c. You must not intentionally withhold any information from SFA.
 - d. In the event that you are unable to access the e-Services, a softcopy of the report will have to be emailed to SFA. SFA should be promptly informed of the inaccessibility. You must submit the same report via the e-Services again once you are able to access the e-Services.
 - B. **Procedures for submission**
 - a. For the keying of the data online,
 - i. Fields with should be completed using the enquiry function.
 - ii. Data should be keyed into fields with
 - iii. Click on to input the any additional information that you may wish to highlight.
 - iv. Click on or to add additional row(s).
 - b. Alternatively, you may choose to key the data into a designated Microsoft Excel form, which can be obtained from SFA. Once the form is completed offline, click on , select the form and click on to upload the data. Then, click on to submit the statistics to SFA
 - c. Should you have any query on the submission of the Condemnation Report, please contact SFA at Tel: 6805 2764 / 6805 2759 between 9.00am to 5.00pm, Monday to Friday.
 - C. **Fees payable**
There are no fees payable for e-Services provided for the submission of the Condemnation Report.
 - D. **Time and Information needed to complete the submission online**
 - a. This form may take you about 10 minutes to fill in.
 - b. You will need the following information to fill in the form:
 - i. Cargo Clearance Permit
 - ii. Post-mortem records
 - iii. Other relevant documents
 - E. **Acronyms used in the Condemnation Report**
 - a. No. Condemn : Number of organs condemned
 - b. Rmks : Remarks column for additional information

Poultry - Condemnation - (Step 1/4)

Poultry - Condemnation

Condemnation Date* (dd/mm/yyyy)

More Advanced Options

Figure 2: Poultry – Condemnation (Main Screen)

- To perform enquiry, click on **Search**. Refer to [How to Perform Enquiry](#).
 - To submit a new report using online screen, click on **Add New**.
 - To submit a new report using Ms Excel, click on Import Data File. Refer to [How to Import Data File](#).
3. Read through the instruction in the **Instruction** panel.
 4. Select a valid **Condemnation Date**. This is a compulsory field.
 5. Click on **Add New** to add a new set of data to the same Poultry – Condemnation Report. The following screen will be displayed.

Figure 3: Poultry – Condemnation (Add New)

6. The **Slaughter House** field will be auto-populated based on the authorised company selected at the **Service Representative Selection** screen.
7. All data fields are compulsory and valid information must be entered to submit the report successfully. The list of **Disease** available for selection is based on the selected **Organ**.
8. Click **Submit** after completing the data entry for the day's slaughter operation.
9. Verify the data and click on **Confirm**.
10. The following message will be displayed upon successful submission of the report.

Record(s) has/have been submitted/updated successfully

How to Import Data File

1. This is an alternative to the direct entry of data into the online Poultry - Condemnation report form.
2. Navigate to **Poultry – Condemnation** screen. (Refer to Step 1 and 2 of [How to Perform Submission](#))
3. Click on **Import Data File**. The following screen will be displayed.

Figure 4: Poultry – Condemnation (Import Data File)

4. Click on **Browse** to locate the Microsoft Office Excel file to upload. The file should not exceed 1 MB file size.
5. Click on **Upload**. The online Poultry – Condemnation report form will be displayed with the fields populated with the data from the Microsoft Office Excel file.
6. Amend the data on the online Poultry - Condemnation report form if required. (Refer to Step 6 to 10 of [How to Perform Submission](#))

How to Perform Enquiry

1. Navigate to **Poultry – Condemnation** screen. (Refer to Step 1 and 2 of [How to Perform Submission](#))
2. Select the **Condemnation Date** and click on **Search**. Records meeting the search criteria will be displayed. Click on **More Advanced Options** checkbox for more search criteria.

Poultry - Condemnation

Condemnation Date*

More Advanced Options

Slaughter House

Animal

Organ

Disease

Search Result:
1 item(s)

Slaughter House	Animal	Farm	Organ	Disease	No. Condemn	Rmks	Del
SGSP92M0007	VPL0CHI	SGEC002	D	06	1	TEXT	<input type="checkbox"/>

Figure 5: Poultry – Condemnation (Search)