

POULTRY – DAILY ADMISSION..... 1

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Poultry – Daily Admission

This function allows you to perform the submission of a complete record of all the poultry that are processed in a slaughterhouse for the day. It is mandatory for all licensed poultry slaughterhouses to submit the Daily 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 – Daily Admission** on the navigation menu bar. The following screen will be displayed.

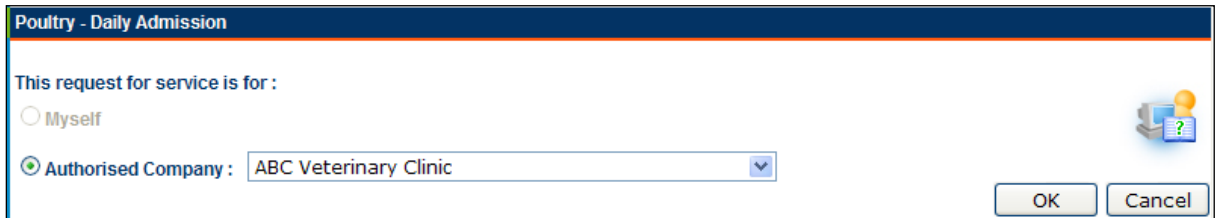


Figure 1: Service Representative Selection

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

Instruction

1. **Poultry Slaughterhouse - Daily Report**
 The poultry slaughterhouse Daily Report is a complete record of all the poultry that are processed in a slaughterhouse for the day. It includes the type of poultry processed, the origin of the poultry, price of live poultry as quoted by the farm, average weight of the poultry, admission/mortality/slaughter data and the trucks that transported the consignments of live poultry. It is mandatory for all licensed poultry slaughterhouses to submit the Daily Report to SFA.
2. **New Submission**
 Before submitting the poultry slaughterhouse Daily Report, please ensure that you have read and understood the information underand the information under Section A to E.
 - A. **Terms & Conditions**
 - a. The Daily Report must be submitted to SFA via the e-Services at the end of the daily slaughter Operations.
 - b. All information provided in the Daily Report must be checked and verified 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 or or
 - iii. Data in or will be automatically populated or computed.
 - iv. Click on **xxx** to input the any additional information that you may wish to highlight.
 - v. 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 Daily 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 Daily Report.
 - D. **Time and Information needed to complete the submission online**
 - a. This form may take you up to 10 minutes to fill in.
 - b. You will need the following information to fill in the form:
 - i. Cargo Clearance Permit
 - ii. Ante-mortem records
 - iii. Live poultry truck movement records
 - iv. Other relevant documents
 - E. **Acronyms used in the Daily Report**
 - a. CCP : Cargo Clearance Permit
 - b. DCLR : Number of poultry admitted for slaughter
 - c. DOA : Dead on arrival
 - d. DBS : Dead before slaughter
 - e. WS Price (\$/kg) : Wholesale (Ex-farm) price of poultry in SGD per kilogram
 - f. Ave Weight (kg) : Average weight (in kilogram)of one bird from the consignment
 - g. SLGHT : Number of poultry slaughtered
 - h. Veh No. : Licence plate number of truck carrying live poultry
 - i. Veh Arrival Time : Time of arrival of truck (carrying live poultry) at the slaughterhouse in 24 hours (hhmm) format. E.g. 0655, 1030 and 1315.
 - j. Rmks : Remarks column for additional information

Poultry - Daily Admission - (Step 1/4)

Poultry - Daily Admission

Admission Date*

[inspection/Monthly/CaptureLiveReport.aspx](#)

Figure 2: Poultry – Daily Admission (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 **Admission Date**. This is a compulsory field.

- Click on **Add New** to add a new set of data to the same Poultry – Daily Admission Report. The following screen will be displayed.

Poultry - Daily Admission

Admission Date*

Search Result:

Slaughter House	CCP	Animal	Farm	DCLR	DOA	DBS	WS Price (\$/kg)	Ave Weight (kg)	Mortality %	SLGHT	Veh No.	Veh Arrival Time	Rmks	Del
SGSP92M0007				0	0	0	0.00	0.00	0.00	0			TEXT	<input type="checkbox"/>

Declaration
I declare that the information given above is true and correct.

Figure 3: Poultry – Daily Admission (Add New)

- The **Slaughter House** field will be auto-populated based on the authorised company selected at the **Service Representative Selection** screen.
- All data fields are compulsory and valid information must be entered to submit the report successfully.
- Mortality %** and **SLGHT** (Number of Poultry Slaughtered) will be auto-calculated after you have entered a value in **DCLR** (Number of Poultry Admitted for Slaughter), **DOA** (Dead on Arrival) and **DBS** (Dead Before Slaughter).
- Click **Submit** after completing the data entry for the day's slaughter operation.
- Verify the data and click on **Confirm**.
- The following message will be displayed upon successful submission of the report.

Record(s) has/have been submitted successfully

How to Import Data File

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

Poultry - Daily Admission


Figure 4: Poultry – Daily Admission (Import Data File)

- Click on **Browse** to locate the Microsoft Office Excel file to upload. The file should not exceed 1 MB file size.
- Click on **Upload**. The online Poultry – Daily Admission report form will be displayed with the fields populated with the data from the Microsoft Office Excel file.
- Amend the data on the online Poultry – Daily Admission report form if required. (Refer to Step 6 to 11 of [How to Perform Submission](#))

How to Perform Enquiry

- Navigate to **Poultry – Daily Admission** screen. (Refer to Step 1 and 2 of [How to Perform Submission](#))
- Select the **Admission Date** and click on **Search**. Records meeting the search criteria will be displayed.

Poultry - Daily Admission

Admission Date* 

Search Result:
1 item(s)

Slaughter House	CCP	Animal	Farm	DCLR	DOA	DBS	WS Price (\$/kg)	Ave Weight (kg)	Mortality %	SLGHT	Veh No.	Veh Arrival Time	Rmks	Del
SGSP92M0007	IG9G296376T	VPL0CHI	SGEC002	10	1	1	0.00	0.00	20.00	8	QQQ	0900	TEXT 	<input type="checkbox"/>

Declaration
I declare that the information given above is true and correct.

Figure 5: Poultry – Daily Admission (Search)