

Technical Requirements for Feed Factories and Warehouses



Introduction:

This guide outlines the technical requirements that must be met by feed factories or warehouses to ensure their compliance with the regulations and specifications approved by the authority. It aims to ensure adherence to good production practices, thereby guaranteeing the safety and security of food for humans and animals. Article 36 of the Feed Law, issued by Royal Decree No. (M/60) dated 23/9/1435 AH, states: "The authority shall issue technical regulations and standard specifications for the handling of feed and its components, their use, as well as for establishments and their workers."



Chapter One: Definitions

- **The Authority:** The Saudi Food and Drug Authority
- **Registration:** Regulation of the Feed Act.
- **Licensing:** An official document issued by SFDA to authorize any feed-related activities.
- **Establishment:** Any legal entity involved (in full or in part) in feed handling stages.
- **Handling:** The stages, through which feed and feed ingredients undergo, from primary production to the end user, including importation, exportation, manufacturing, processing, packing, packaging, storing, transporting, distributing, seizing, placing on the market and selling.
- **Good Manufacturing Practices:** Integral segments of quality assurance, which ensure that production process is maintained along the lines of sound and well-organized quality standards as per the intended production outcome and approved technical standards.
- **Lessee:** The establishment (institution/company) that rents a specific space within the warehouse for the purpose of proper storage.
- **The Parties:** The lessor and the lessee.
- **Animal byproducts:** Animal wastes come from different sources including:
 - a. Animal farms: (Poultry litter or bedding, horse manure, or manures from cows, goat, sheep, camels or poultry wastes, fallen chicks or rotten eggs).
 - b. Butcher's and Slaughterhouse wastes: (entire bodies, or parts of an animal, or other products obtained from animals that are not intended for human consumption, hide hair wool, horns, hooves, viscera, intestinal contents, bladder, blood, womb, fallen stock, or animal droppings in slaughterhouses)
 - c. Poultry slaughterhouses: (Entire bodies or parts of an animal, or other products obtained from animals that are not intended for human consumption, fallen birds, broiler litters and blood).



- **Plant Wastes:** Plant wastes may come from different sources including:
 - a. Byproducts of plant origin. (For example: hays and espaliers) this type of waste includes post-harvest wastes and wastes produced during harvest and pre-sale preparations.
 - b. Byproducts of agricultural manufacturing. They are produced accidentally as a result of agricultural preservation and manufacturing processes such as wheat milling.
 - c. Byproducts of the food industry (e.g.: such as starch glucose and oil extraction factories.)
- **Cross-contamination:** The transfer of contaminants or undesirable substances to the feed by another feed material or product, causing negative or harmful effects on the animal.
- **Disinfection:** Reducing the level of microbes using chemical sanitary means or natural methods to a level that does not cause harmful contamination to feed products or humans.
- **Contaminant:** Any substance – chemical (e.g.: heavy metals, dioxin, and pesticides) physical (e.g.: foreign objects, or insects) microbial (e.g.: Salmonella, Colon Bacteria), or aflatoxin and other – the presence of which may lead to the contamination of feeds.
- **Technical Standards:** Mandatory documents, which describe the characteristics of feeds, their production and manufacturing methods, and any relevant regulatory information, including expressions, symbols, and feed-related labeling, and packaging requirements.
- **Standard Specifications:** Non-obligatory document, which contain requirements, accredited or adopted by SFDA.
- **Feed Raw Materials:** Any substance (of permitted animal/plant/mineral origin), which is not mixed with other substances, intended to be fed to animals. -
Laboratories: Entities that conduct tests and measurements within the scope of the Authority's work under standardized conditions, whether an independent private laboratory or one affiliated with another entity.
- **Top Management of the Feed Establishment:** The entity owning the establishment or the authorized party responsible for setting general policies and strategies, determining the establishment's goals, and making necessary decisions to comply with policies and strategies and achieve objectives. Top management



may be a board of directors represented by several individuals or a designated person.

- **Operational Processes:** A term referring to a series of processes to convert inputs into outputs, products, or services.
- **Manufacturing Process:** A term referring to a systematic series of operations aimed at manufacturing and producing goods, through which raw materials or semi-finished inputs are transformed into partially or fully manufactured products or services, with or without the use of machinery and technology.
- **Storage Process:** A term referring to a systematic process of retaining assets in appropriate quantities until requested in storage facilities or warehouses near the point of use, ensuring that the storage method is suitable for the stored materials.
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- **Support Operations:** Services or operations provided through various parts of the same institution or company, aimed at supporting the main operations to secure everything the institution needs to achieve its goals and enhance the quality of its services. They can also be described as logistical support activities for the company's main departments and tasks.
- **Quality System:** A set of procedures, processes, and policies focusing on quality policy to ensure or contribute to the safety of the final product.
- **Approved Procedure:** A part of the quality system consisting of one or more requirements prepared or adopted by the establishment, ensuring the procedure's



effectiveness and efficiency have been tested in advance, thus contributing correctly and safely to the safety of the final product.

- **FIFO (First In, First Out):** A method for inventory management and evaluation where the oldest stock produced, acquired, or used is sold or disposed of first.
- **FEFO (First Expired, First Out):** A method for inventory management and evaluation where the goods with the earliest expiration dates are sold first.
- **Impurities (Foreign Materials):** Any undesired substances added to or present in the feed (such as foreign objects or insects), which are detected through physical inspection, laboratory testing, or visual examination during sample collection.



Chapter Two: Technical Requirements for Feed Factories

This chapter explains the technical requirements that must be met by feed factories to ensure their compliance with the technical regulations and standard specifications approved by the Authority, as well as the relevant requirements and circulars, to achieve its mission of ensuring the safety and security of food for humans and animals. These requirements do not apply to factories producing feed products from poultry slaughterhouse by-products, which will be subject to the specific requirements for establishments manufacturing animal protein from poultry slaughterhouse by-products.

1. Location:

When selecting a suitable site for establishing a feed factory, potential sources of contamination must be considered. Effective measures should be taken to protect the feed, including:

- 1.1 The feed factory site must be located outside residential areas of cities and villages and away from current and future residential expansions.
- 1.2 The feed factory site should be near paved or prepared roads.
- 1.3 The feed factory site should not be exposed to undesirable levels of smoke or dust, such as smoke from chemical factories or dust from crushers and cement factories, or other pollutants that could affect the safety of the manufacturing process or the final product.
- 1.4 The feed factory site must not be close to landfills, industrial waste sites, or locations for burning or burying waste, or sewage collection areas.
- 1.5 The electricity and water sources must be adequate for operational processes.
- 1.6 Preferably, the feed factory site should be away from natural habitats with a high presence of animals, reptiles, and wild animals such as snakes and monkeys, unless there are effective protection measures in place.
- 1.7 The site must be at least 1 km away from any livestock production projects.
- 1.8 If the feed factory is attached to an agricultural project, the distance between the feed factory and the agricultural project must be at least 300 meters.
- 1.9 If the feed factory is attached to an agricultural project that includes a slaughterhouse, the distance between the feed factory and the slaughterhouse must be at least 500 meters.



2. Building Requirements:

The construction and design of the building and its annexes must ensure the protection of the entire manufacturing process chain and support operations, providing adequate space for them. The specific requirements are as follows:

- 2.1 An external fixed signboard for the factory must be installed.
- 2.2 The design must ensure the achievement of occupational safety principles.
- 2.3 The factory must be surrounded by an appropriate fence with a minimum height of 1.5 meters, providing necessary protection against pests and being maintained regularly as needed.
- 2.4 The feed factory fence must have at least one gate designated for truck and vehicle entry, designed to accommodate their movement and passage, and another gate designated for exit.
- 2.5 If it is not possible to have separate gates for truck and vehicle entry due to reasons beyond the control of the feed factory's top management, necessary procedures must be applied to ensure easy entry and exit, maintaining the safety of operational and manufacturing processes.
- 2.6 The design of the truck and vehicle entry must allow for monitoring and recording of entry and exit movements, as well as monitoring the application of disinfection and sterilization procedures before trucks and vehicles enter the feed factory premises.
- 2.7 The truck and vehicle entrance must be equipped with a clear and legible directional and safety instruction signboard in multiple languages, including precautionary measures to be followed.
- 2.8 If the feed factory is attached to an agricultural project, it must be surrounded by a separating barrier that meets the requirements mentioned in section (1.8).
- 2.9 If the feed factory is attached to an agricultural project that includes a slaughterhouse, it must be surrounded by a separating barrier that meets the requirements mentioned in section (1.9).
- 2.10 The truck and vehicle entry gate must have disinfection and sterilization facilities upon entering and exiting the factory. This can be achieved by providing a disinfection basin or automated or manual sprayers to disinfect and sterilize tires and the vehicle's exterior.
- 2.11 There must be designated parking areas for vehicles to prevent contamination of the production area with vehicle exhaust fumes, tire marks, or dust. Preventive measures must be implemented if it is not possible to provide these areas.



- 2.12 Visitor parking areas should be located to the side or adjacent to the administrative buildings and should not be near the production area. Preventive measures must be implemented if it is not possible to provide these areas.
- 2.13 The building design must ensure the integrity of production inputs, including packaging materials, intermediate products, and final products, protecting them from spoilage, contamination, and cross-contamination.
- 2.14 Wall and partition surfaces must be smooth and easy to clean.
- 2.15 Buildings, roofs, and walls should not have unprotected openings that allow pest entry or permit the ingress of dust or water. Continuous maintenance of buildings, roofs, and walls must be ensured.
- 2.16 The design of the buildings and facilities must provide sufficient space to conduct all production and storage operations and product monitoring in an organized manner that prevents contamination and cross-contamination.
- 2.17 The design must ensure the safe separation between different parts of the production process and support operations. For example, areas for receiving materials, manufacturing, mixing, weighing additive mixtures, product waiting areas, rejected products, returned products, expired products, finished products, bulk material storage, laboratories, maintenance workshops, spare parts warehouses, and other related operations must be separated to prevent cross-contamination.
- 2.18 The design must include refrigerated storage areas in feed factories and warehouses for feed materials that require cold storage temperatures.
- 2.19 The building design must allow easy access for cleaning purposes. Doors of storage areas and production areas must be in good condition and tightly sealed when not in use.
- 2.20 The design must ensure that storage and production area doors, which need to be frequently or continuously opened, are equipped with appropriate measures to prevent the entry of birds, animals, rodents, and insects while the doors are open.
- 2.21 Floors must be level, solid, easy to clean, and should not allow liquid accumulation.
- 2.22 All surfaces, walls, partitions, and floors should have light colors.
- 2.23 Doors must have smooth, non-absorbent surfaces and be easy to clean.
- 2.24 The design must ensure good ventilation to maintain a continuous flow of fresh air.
- 2.25 The design must include measures to reduce temperatures in production and storage areas during the summer months to ensure a suitable and safe environment.



2.26 There must be designated areas for the safe collection of waste and trash throughout all areas of the facility.

2.27 It is recommended to limit gardens and other plantings to exterior areas only.

3. Cleanliness Requirements:

3.1 A cleaning and disinfection manual must be provided, outlining procedures that ensure cleanliness levels sufficient to guarantee the safety of the manufacturing process and support operations throughout all areas of the facility.

3.2 Cleaning procedures must include regular checks for the cleanliness of entrances, roofs, surfaces, walls, partitions, floors, windows, production machinery, auxiliary production tools, and all elements related to the production or storage process.

3.3 Cleanliness levels must be adequate in all areas of the facility.

3.4 Continuous efforts must be made to remove any stagnant water within the facility or the surrounding environment.

3.5 The roof must be kept clean to prevent the accumulation of dirt.

3.6 Windows must be kept clean to reduce dirt buildup and should be equipped with cleanable metal mesh to prevent the entry of insects and pests. The mesh should not be torn or have large openings.

3.7 There must be designated areas for collecting waste and trash in all areas of the facility.

3.8 Waste and trash within the facility or the surrounding environment must be disposed of safely in a manner that does not pose environmental hazards.

3.9 Waste containers must be intact and securely closed.

3.10 Effective measures must be in place to control animals, birds, insects, and rodents in all areas of the feed mill.

4. Water Requirements:

4.1 Water used in feed manufacturing must come from safe and potable sources.

4.2 Ensure that there is no sewage inspection room within the production, storage, or distribution areas.

4.3 Ensure that there are no leaks in sewage supplies and connections within the facility or in the surrounding environment.

4.4 Drain openings must not be left open or inadequately sealed.



5. Lighting Requirements:

5.1 Lighting in all areas of the facility must be sufficient and suitable for the required work.

Area	Minimum Illuminance (lx)
Raw Material Receiving Areas, Warehouses, and Production Areas	220
Inspection Areas	450
Other Areas	110

6. Temperature and Humidity Requirements Inside Buildings:

6.1 Temperature and humidity gauges must be adequately distributed in all feed material warehouses, and their adequacy is measured according to the device's type and its data specifying the range and scope it measures.

6.2 Records of temperature and humidity levels in storage and production areas must be maintained.

6.3 Temperature and humidity gauges must be maintained and calibrated periodically to ensure their effectiveness, as per quality control procedures, with records of calibration kept.

7. Ventilation Requirements:

7.1 Adequate ventilation means must be provided in areas of receiving, delivery, manufacturing, and storage to ensure continuous renewal and flow of clean air.

7.2 Ventilation systems must assist in achieving appropriate temperature and humidity levels for the safety of workers and products as specified in the requirements for trading and product areas.

8. Quality System:

8.1 There must be a quality system approved by the senior management, such as Good Manufacturing Practices (GMP) or an integrated quality system that ensures the quality system guarantees the safety of the entire production, manufacturing, operational, and support processes.

8.2 The quality system must be documented and approved by senior management.

8.3 The quality system must have a comprehensive and indexed procedural manual.



- 8.4 The quality system must be clear and understandable to all employees in the feed mill.
- 8.5 The quality system must be available for reference by employees.
- 8.6 The quality system must be flexible and adaptable for improvement, adaptation to changes, or overcoming obstacles and challenges.
- 8.7 The quality system must adhere to the requirements and regulations of the General Authority for Food and Drug Administration for feed mills.
- 8.8 The quality system must take into account any updates, modifications, or directives issued by the General Authority for Food and Drug Administration regarding feed mills.
- 8.9 There must be a designated individual responsible for the quality system, who is the technical person responsible for ensuring the correct implementation of the system.
- 8.10 The Quality Manager is responsible to senior management for implementing the system and any support tools, training, or qualification of workers and employees required for the implementation of the quality system.
- 8.11 The Quality Manager is responsible to senior management for making any modifications or developments to the system.
- 8.12 Any modification or development in the quality system is considered valid only after documented approval from senior management.
- 8.13 When making any modifications or developments to the quality system, the modified or developed version of the system must be given a new reference number and date to indicate the version number of the quality system and the date of the modification.

9. Documentation, Verification, and Quality:

- 9.1 Considering the requirements of the "Quality System," the feed mill must:
- 9.2 Implement the principle of hazard analysis and critical control points (HACCP) system.
- 9.3 Have necessary licenses or clear and documented copies.
- 9.4 Have certificates and identifications for employees or clear and documented copies.
- 9.5 Maintain a list of employees, indicating their responsibilities, duties, and authorities.
- 9.6 Notify employees of their duties, responsibilities, and authorities in writing.
- 9.7 Have a mechanism for product recall and traceability.



- 9.8 Retain records and information regarding feed and finished products traceability for at least 180 days after the expiry date.
- 9.9 Have a mechanism for disposing of rejected products, raw materials, or other materials due to non-compliance with specifications or contamination.
- 9.10 Provide a statement outlining procedures, records, and observations related to pest control.
- 9.11 Maintain a record of cleaning operations on the production line from the previous product.
- 9.12 Maintain a record of manufacturing errors and corrective actions.
- 9.13 Ensure the existence of a record proving the cleaning of the production line from the previous product before starting to pack the new product.
- 9.14 Maintain records of samples taken from all trading stages.
- 9.15 Keep a record of tests conducted.
- 9.16 Maintain records of analysis results.
- 9.17 Retain reference samples for at least 180 days from the date of sample withdrawal.
- 9.18 Preserve records until the expiration date of the facility's license.
- 9.19 Types of records that must be provided and retained:
 - Record quantities and data of incoming raw materials and items: (product name, concentration, country of origin, batch number, expiration date, purchase invoice number and date).
 - Records of primary material analysis and results, and records of sampled items.
 - Records of waste and rejected materials.
 - Records of final products.
 - Record quantities and data of sold final products: (item name, batch number, production date, quantity, selling entity, sales invoice number and date, signature of the disbursing person, and remaining quantity).
 - Records of final product analysis and results, and records of sampled items.
 - Customer complaint records.
 - Employee training records.
 - Cleaning records.



10. Receipt area for primary feed materials, raw materials, and production inputs:

- 10.1 Consideration of the general requirements in paragraphs 1 to 9 of Section 2. When receiving primary feed materials and production inputs, they must be accompanied by reliable documents to ensure their source and compliance with the requirements, regulations, and technical specifications of each feed material.
- 10.2 All information and data for all received items such as packaging materials, cleaning materials, and others must be recorded.
- 10.3 A specific number must be assigned to each received product for tracking purposes.
- 10.4 Temperature and humidity of received materials should be measured physically and any material not conforming to specifications or showing signs of damage or decay should be excluded.
- 10.5 There should be a mechanism to ensure that the truck enters the correct unloading area to avoid errors in the unloading process.
- 10.6 The grain unloading area should be isolated and secured during the unloading process.
- 10.7 Unloading points should be properly and securely closed when not in use.
- 10.8 Dust and powder resulting from the unloading process should be disposed of.
- 10.9 Products or raw materials or other materials that have been rejected due to non-compliance with specifications or contamination should be disposed of.

11. Storage Area Requirements:

• All Storage Areas:

- 11.1 Consideration of the general requirements in paragraphs 1 to 9 of Section 2.
- 11.2 Any storage of chemicals or items with negative effects such as cleaning materials or pesticides should be avoided alongside primary feed materials, raw materials, or final products.
- 11.3 The FIFO (First In, First Out) and FEFO (First Expired, First Out) systems must be applied, where items received into the warehouses and silos are either not dispensed or used or dispensed according to their expiration date.
- 11.4 There should be a designated area for damaged, expired, and returned materials.
- 11.5 Care must be taken to avoid dripping or condensation on storage shelves or products, avoiding storage under air conditioners or any equipment that may cause dripping or leakage.
- 11.6 Materials and products should not be stored directly on the ground.



11.7 Animal feed should not be stored outside warehouses.

- **Warehouses for Primary Feed and Raw Materials:**

11.8 Areas for primary feed and raw materials should be clearly separated within the warehouses or storage areas.

11.9 Silos should be provided for primary feed and raw materials requiring silo storage.

11.10 Effective and safe procedures should be in place to maintain cleanliness in storage areas for primary feed and raw materials.

11.11 Effective and safe procedures should be in place to ensure compliance with appropriate temperature and humidity levels for storing each primary feed or raw material according to its specifications and technical regulations.

11.12 If raw materials specify certain temperature or humidity on their cards, they must be adhered to.

11.13 A storage area should be allocated for primary feed materials requiring refrigeration if the warehouse contains other products that do not require refrigeration.

11.14 For factories producing fibrous animal feed and facilities permitted to use animal-origin materials, a refrigerated storage area must be allocated for these materials.

11.15 Effective and safe procedures must be in place for the proper and safe storage of liquid or oily primary feed materials.

- **Final Product Warehouses:**

11.16 Areas for storing final products, both packaged and bulk, must be clearly separated within warehouses or storage areas.

11.17 Effective and safe procedures should be in place to maintain cleanliness in storage areas for final products.

11.18 Mechanisms must be in place to ensure that final products are not mixed with each other and to prevent cross-contamination.

11.19 Appropriate temperature and humidity levels must be considered for storing each final product according to its specifications and technical regulations or as indicated on the product card registered with the authority.

11.20 A storage area should be allocated for final products requiring refrigeration if the warehouse contains other products that do not require refrigeration.



11.21 In factories processing food industry by-products, a warehouse for manufactured final products as feed should be allocated to prevent cross-contamination.

12. Production and Manufacturing Area Requirements:

12.1 Consideration of the general requirements in paragraphs 1 to 9 of Section 2.

12.2 The production area must be isolated from other operational areas.

12.3 Effective and safe procedures must be in place for metal detection to detect any metals that may leak into the feed.

12.4 Effective and safe procedures should assign a unique number to each batch to ensure the proper and accurate implementation of tracking procedures.

12.5 Effective and safe procedures should assign a unique number to each batch to ensure the proper and accurate implementation of tracking procedures.

12.6 Effective and safe procedures must be in place to sample the final product for each batch, analyze it, and ensure its compliance with specifications.

12.7 Effective and safe procedures should be in place to retain a reference sample for each batch of the final product.

12.8 Effective and safe procedures should be in place to clean the production line(s) using appropriate methods and to sanitize after finishing production of each product and before commencing the mixing and manufacturing of a new similar product in composition and target animal.

12.9 Mechanisms must be in place for dealing with non-compliant and returned products.

12.10 Mechanisms must be in place for handling dust generated from manufacturing, spills, or leakage from packaging, broken containers after filling, production waste, or returns.

• Feed Additive Mixing Point:

12.11 The weighing scales directly touching the feed components must be in excellent condition, durable, easy to clean, and maintain.

12.12 The scales must be accurate and suitable for their intended purpose.

12.13 Effective and safe procedures for periodic calibration of scales must be in place, complying with manufacturer specifications.

12.14 Feed additives must be clearly and simply labeled for workers to prevent errors at the feed additive mixing point.

12.15 The feed additive mixing point should be monitored by cameras, and recordings should be kept for at least 90 days.



- 12.16 Effective and safe corrective procedures must be in place in case of errors at the feed additive mixing point, with records of actions taken.
- 12.17 No medicinal feed additives should be added to feeds unless authorized by the regulatory body.

13. Packaging and Labeling Area Requirements:

- 13.1 Consideration of the general requirements in paragraphs 1 to 9 of Section 2.
- 13.2 There should be a separate area for packaging and labeling.
- 13.3 Mechanisms should be in place to ensure that the final product is packaged in its designated container.
- 13.4 Product cards must be available for all packaged final products, and a product card for bulk final product shipments, in accordance with regulatory requirements.
- 13.5 Product cards must be registered with the regulatory body.
- 13.6 There should be a dedicated warehouse for packaging materials and product cards, locked and only accessible to authorized personnel.
- 13.7 Packaging equipment must be clean, in good condition, and ensure no contamination of other products.
- 13.8 Effective and safe procedures must be in place during packaging to ensure the final product's safety from unwanted materials, such as broken needles during bagging.
- 13.9 Old product cards must be destroyed appropriately and safely.
- 13.10 Product cards and packaging materials used must be new, clean, and comply with the technical specifications and regulations approved by the authority.

14. Loading and Transportation Requirements:

In addition to complying with the Saudi standard for hygienic practices in transporting packaged and bulk feed (SFDA.FD 40), the following should be considered:

- 14.1 A designated area for loading and transportation must be available.
- 14.2 Mechanisms must be in place to ensure products are loaded into their designated vehicles.
- 14.3 A customer register should be maintained for traceability purposes.
- 14.4 Shipments must include documents detailing all relevant information.
- 14.5 Trucks must be cleaned and disinfected and their condition verified before loading.



- 14.6 Documentation proving the disinfection of the transportation means must be provided.
- 14.7 Packaged feed must be covered with bags after loading onto trucks.
- 14.8 Trucks loaded with bulk feed must be sealed.

15. Equipment, Devices, and Tools Requirements:

- 15.1 Equipment and tools must be designed and installed in a way that allows for easy cleaning and sanitization.
- 15.2 All surfaces in contact with feed products must be non-toxic, not produce contaminants or substances that affect the properties of the feed, resistant to corrosion and rust, able to withstand repeated washing and disinfection, smooth, and free of pits, cracks, and peeling paint to ensure feed product safety.
- 15.3 Plastic or glass used in feed product manufacturing must be scratch-resistant and not affect the properties of the feed material it contacts.
- 15.4 Equipment in contact with feed must be clean from grease, oil, rust, feed residues, and rodent or bird droppings.
- 15.5 Steam boilers and packaging materials must be non-porous, non-absorbent, and non-reactive with the product.
- 15.6 Conveyor belts used in feed factories must be made of material that is easy to clean and non-absorbent to liquids.
- 15.7 Protective measures must be in place for equipment and tools with sharp edges to prevent industrial injuries.
- 15.8 Dripping or condensation above production lines must be avoided.
- 15.9 Transport and loading equipment within storage and production areas must not cause contamination to feed products, and preferably, they should be electric.
- 15.10 Tools like scoops and knives used for opening bags and weighing feed additives must be collected or kept in a safe place and not placed on the ground or on bags of raw materials and feed products.
- 15.11 In cases where microbial contamination is detected in a product or if an employee has a disease that could be transmitted through feed, the production line must be properly disinfected.
- 15.12 Effective and safe procedures must be in place to periodically ensure no microbial, chemical, or fungal contamination in production and manufacturing equipment and tools.



15.13 Effective and safe procedures must be in place to periodically sanitize the production line(s) without harming the product safety.

16. Product-Specific Requirements:

16.1 Compliance with the specifications and technical regulations for each product is mandatory.

16.2 The use of raw materials of unknown origin or not registered with the regulatory authority is prohibited.

16.3 Feed materials must not be accepted if they are contaminated, contain unwanted substances, foreign materials, or exceed the maximum legislative limits approved by the authority.

16.4 Approved formulations for final products must be available at the factory.

17. Additional Requirements for Analysis and Laboratories:

17.1 Samples must be taken in accordance with Gulf Standard GSO-999.

17.2 Samples must be prepared according to Gulf Standard GSO ISO 6498.

17.3 There must be a written self-monitoring plan for sampling primary and raw feed materials and ensuring their compliance with requirements and absence of contaminants.

17.4 There must be a written self-monitoring plan for sampling final products for laboratory analysis to ensure their compliance with requirements and absence of contaminants.

17.5 If there is an internal laboratory, the analysis methods must comply with the practices and procedures stipulated in the international standard "General requirements for the competence of testing and calibration laboratories."

17.6 If an external laboratory is used, it must be licensed by the regulatory authority.

17.7 There must be designated areas for reference samples with appropriate storage conditions.

18. Occupational Safety Requirements for Workers and Visitors:

18.1 Workers in direct contact with feed must hold valid official health certificates proving their medical fitness.

18.2 Occupational health measures must be in place to clarify the procedures for allowing or disallowing sick workers or employees to attend work.



- 18.3 The factory must implement necessary occupational safety measures to prevent accidents such as collisions, falls, slips, trips, and other potential accidents and injuries.
- 18.4 First aid tools must be available.
- 18.5 Workers must wear appropriate uniforms for their work area, preferably uniform.
- 18.6 Personal protective and safety equipment (helmets and appropriate footwear) must be provided to all workers.
- 18.7 Procedures and tools must be in place to encourage, assist, and ensure workers maintain personal hygiene.
- 18.8 A designated area must be available for workers and visitors to wash and sanitize their hands and feet before entering production and storage areas.
- 18.9 Workers' changing rooms and restrooms must be clean and isolated.
- 18.10 The entrance to changing rooms and restrooms must not open directly onto production or storage areas.
- 18.11 A shoe disinfecting basin containing a safe and effective disinfectant solution must be available.
- 18.12 Handwashing stations at the entrances to the production area must be equipped with soap, paper towels, or other suitable hand drying methods like air dryers.
- 18.13 Preferably, handwashing stations should be automated or operable by elbow or foot to avoid direct hand contact for operation.
- 18.14 Workers with diseases that can be transmitted through feed products must be kept away from feed handling areas.
- 18.15 Hand sanitizers must be available in production and storage areas.
- 18.16 There must be a mechanism to train workers on the procedures and operations they are responsible for.
- 18.17 Special procedures must be provided for visitors, including wearing appropriate uniforms and personal protective equipment (helmets and suitable footwear) during their visit to ensure their safety and the safety of the products.
- 18.18 The surfaces, ceilings, and floors of restrooms must be smooth, non-absorbent to water and moisture, and of light colors.



18.19 Restrooms should be equipped appropriately for workers, including soap, paper towels, hand sanitizer, and hot water.

18.20 Adequate ventilation should be provided to prevent the accumulation of unpleasant odors or cleaning agent smells and to ensure a supply of fresh air.

18.21 Adequate lighting should be provided to allow safe use and cleaning of the restrooms.

18.22 The number of restrooms and handwashing stations should be appropriate for the number of workers, as indicated in the following table:

Number of Workers per Shift	Number of Restrooms	Number of Handwashing Stations
1 - 10	2	2
11 - 20	4	4
21 - 40	6	6
41 - 60	8	8
61 - 80	10	10
81 - 100	12	12
101 and above	1 additional restroom per 10 workers	1 additional handwashing station per 10 workers



Chapter Three: Technical Requirements for Feed Warehouses

This chapter outlines the technical requirements that must be met for feed and feed additive warehouses whose primary activity is storage without any manufacturing processes, ensuring compliance with the specifications approved by the authority. This ensures the safety and security of food for both humans and animals. These requirements do not apply to feed warehouses affiliated with barns or pens within the licensed animal production projects by the Ministry of Environment, Water, and Agriculture.

1. Location:

When choosing a suitable location for establishing a feed warehouse, potential sources of contamination must be considered. Additionally, the effectiveness of any measures taken to protect the feed should be ensured, including:

- 1.1 The feed warehouse must be located in an area designated and licensed for storage and warehousing activities.
- 1.2 The feed warehouse must not be located near waste dumps, industrial waste sites, or waste incineration or burial sites.
- 1.3 The feed warehouse location must not be exposed to levels of smoke or dust such as chemical factory smoke, quarry and cement plant dust, or other pollutants that may affect the safety of the stored feed materials and products.
- 1.4 The location must not be prone to water immersion and flooding unless adequate protective measures are in place.
- 1.5 The location must be genuinely far from environmentally polluted and industrially active areas that pose a threat due to the potential contamination of the feed.
- 1.6 It is preferred that the feed warehouse be located away from natural environments with a high presence of wild animals, reptiles, and pets, such as areas with a high presence of snakes and monkeys.
- 1.7 The feed warehouse must be at least 1 km away from any animal production projects.

2. Building Requirements:

Buildings and structures should be constructed and designed to ensure the protection of feed products from contamination at all times. The appropriate space must be available for all operations and storage for equipment and materials, as stipulated in the following requirements:



- 2.1 An external fixed signboard must be placed on the warehouse.
- 2.2 The design must ensure the preservation of the integrity of stored materials and products from spoilage and contamination, including cross-contamination.
- 2.3 In bulk feed material warehouses, there must be special gates for the entry and exit of transport vehicles.
- 2.4 In bulk feed material warehouses, vehicles must be sterilized and disinfected upon entering and exiting, by providing a sterilization or disinfection pool for vehicles.
- 2.5 In grain warehouses, areas should preferably be available for vehicle waiting to prevent contamination of the storage area with vehicle exhaust fumes, tire tracks, or dust generated by the vehicles, with preventive measures in place if such areas are not available.
- 2.6 The surfaces of walls and barriers must be smooth and easy to clean.
- 2.7 Buildings, roofs, and walls should not have unprotected openings that allow the entry of pests, dust, or water. Continuous maintenance of buildings, roofs, and walls must be ensured.
- 2.8 Adequate storage space must be provided, ensuring the design prevents overcrowding, accumulation, leakage, or any similar consequences due to insufficient space for the storage operation.
- 2.9 The height of the walls inside the warehouse must be at least 3 meters.
- 2.10 The warehouse must be appropriately divided into the following areas with a layout diagram:
 - Receiving and delivery area.
 - Storage area (side shelves or ground pallets).
 - Quarantine area for damaged, expired, and returned materials.
- 2.11 Vertical storage of feed and feed products is allowed at a level not less than 1 meter below the warehouse ceiling height.
- 2.12 The design must ensure safe separation of stored materials and products, such as: separating incoming materials, receiving, product waiting area, rejected products area, returned products area, expired products area, bulk material storage areas, and all areas related to the storage operation and supporting operations.
- 2.13 The doors of the warehouses and production areas must be in good condition and tightly closed when not in use.
- 2.14 Warehouse doors that are frequently opened for long periods must be equipped with appropriate measures to ensure the warehouse remains secure against the entry of birds, animals, and pests during the door opening period.
- 2.15 The design of buildings and structures must allow easy access for cleaning.



- 2.16 The flooring must be easy to clean, level, solid, and prevent liquid accumulation.
- 2.17 The doors must have smooth, non-absorbent, and easy-to-clean surfaces. It is recommended to limit gardens and other plants to external areas only.

3. Hygiene Requirements:

- 3.1 The cleanliness level must be appropriate in all areas of the warehouse.
- 3.2 Ensure the cleanliness of the roof to prevent the accumulation of dirt.
- 3.3 Ensure the continuous removal of any stagnant water inside the facility or the surrounding environment.
- 3.4 Ensure the cleanliness of windows to reduce dirt accumulation, and they should be equipped with cleanable metal screens to prevent the entry of insects and pests. The screens must not be torn or have large holes.
- 3.5 There must be designated places or areas for collecting waste and garbage in all areas of the warehouse.
- 3.6 Waste and garbage inside the warehouse or in the surrounding environment must be safely disposed of promptly to ensure they do not pose an environmental hazard.
- 3.7 Waste containers must be undamaged and securely closed.
- 3.8 Effective mechanisms must be in place to control animals, birds, insects, and rodents in all sections of the feed warehouse.
- 3.9 Ensure that there is no sewage inspection room within the storage area.
- 3.10 Ensure that there are no leaks in sewage supplies and connections inside the warehouse or in the surrounding environment.
- 3.11 Drain openings must not be left open or inadequately closed.
- 3.12 When storing bulk feeds, dust and powder resulting from the unloading process must be disposed of.
- 3.13 Ensure the cleanliness and safety of transportation vehicles before loading.

4. Lighting Requirements:

- 4.1 Lighting in all areas of the warehouse must be sufficient and suitable for the required work:

Area	Minimum Illuminance (lx)
Unloading and Receiving Areas for Feed Materials	220
Storage Areas	220
Other Areas	110

(*lx = Lux, which is lumens per square meter*)



5. Temperature and Humidity Requirements Inside Buildings:

- 5.1 Temperature and humidity gauges must be sufficiently distributed in the warehouses, and their adequacy should be measured according to the type of device and its specific range and scope of measurement.
- 5.2 Records of temperature and humidity levels in storage areas must be provided.
- 5.3 Temperature and humidity gauges must be maintained and calibrated regularly to ensure their effectiveness.

6. Ventilation Requirements:

- 6.1 Suitable means of ventilation must be provided in storage areas.
- 6.2 Ventilation systems must help achieve appropriate temperatures and humidity levels for the safety of workers and products, as indicated below for each area of handling and products.

7. Documentation, Documentation, and Quality:

- 7.1 Original licenses or clear and documented copies must be available.
- 7.2 Workers directly involved with feed must hold valid and officially recognized health certificates proving their medical fitness.
- 7.3 Original certificates and identifications necessary for workers must be available or clear and documented copies.
- 7.4 It is preferable to have a list of employees outlining their responsibilities, duties, and authorities.
- 7.5 It's important to notify employees of their duties, responsibilities, and authorities in writing.
- 7.5 Mechanisms for training workers on their assigned procedures and operations must be considered.
- 7.6 It's important for the warehouse to follow necessary measures to avoid collision accidents by defining pathways inside the warehouse.
- 7.7 Mechanisms for retrieval and recall of products must be in place and tracked.
- 7.8 There must be a record of warehouse customers for tracking purposes.
- 7.9 Retain records and information regarding feed tracking for a period of no less than 180 days after the expiry date.
- 7.10 Establish a mechanism for disposing of products rejected due to non-compliance with specifications or contamination.
- 7.11 It's important to have a statement outlining procedures, records, and observations regarding the control of animals, birds, rodents, and insects.
- 7.12 Records must be kept for samples taken from all stages of storage.



- 7.13 Records of conducted tests must be maintained.
- 7.14 Records of analysis results must be kept.
- 7.15 Reference samples must be retained for a period of no less than 180 days from the date of sample withdrawal.
- 7.16 Types of records that are important to provide and retain:
- Records of Initial Quantities and Data for Incoming Materials and Varieties: (Product Name, Concentration, Country of Origin, Batch Number, Expiry Date, Purchase Invoice Number, and Date).
 - Records of Analysis of Initial Materials and Their Results, and Records of Samples Taken.
 - Records of Damage and Rejected Materials.
 - Records of Sold Products.
 - Records of Initial Quantities and Data for Sold Products: (Product Name, Batch Number, Production Date, Quantity, Selling Entity, Invoice Number, and Date, Signature of Issuer, and Remaining Quantity).
 - Records of Analysis of Sold Products and Their Results, and Records of Samples Taken.
 - Customer Complaint Records.
 - Employee Training Records.
 - Cleaning Records.

8. Requirements for the Feed Product Reception Area:

- 8.1 Adherence to the general requirements outlined in clauses 1 to 7 of the third section.
- 8.2 When receiving products, documents verifying their source and compliance with specific product requirements must be provided.
- 8.3 No product of unknown origin or unregistered with the authority should be circulated.
- 8.4 It's important to physically inspect the products and measure the temperature and humidity.
- 8.5 For bulk feed storage, a mechanism must ensure that the truck enters the correct unloading area to avoid errors in the unloading process.
- 8.6 For bulk feed storage, it's important to isolate and secure the unloading area during unloading.
- 8.7 For bulk feed storage, unloading points must be securely closed after use.



- 8.8 There should be a procedure in place for rejecting products that do not meet specifications or are contaminated, preferably documented.
- 8.9 For warehouses storing bulk feed materials, the unloading area must be isolated and secured during unloading.
- 8.10 For warehouses storing bulk feed materials, unloading points must be properly and securely closed upon completion of their use.
- 8.11 For warehouses storing bulk feed materials, dust and powder resulting from the unloading process must be disposed of.
- 8.12 For warehouses storing bulk feed materials, there must be an effective and safe procedure ensuring the cleanliness of ground-level feed tanks.

9. Storage Area Requirements:

- 9.1 Adherence to the general requirements outlined in clauses 1 to 8 of the third section.
- 9.2 Chemicals or substances with negative effects such as cleaning materials or pesticides should be avoided from storage alongside feed materials.
- 9.3 The FIFO (First In, First Out) system must be applied, where incoming stock to the warehouses and silos is not to be used until previously stocked items are used.
- 9.4 Condensation or dripping above storage shelves or products must be avoided, thus storage beneath air conditioners or equipment prone to condensation or leakage should be avoided.
- 9.5 Manufactured or packaged feed should not be stored directly on the ground.
- 9.6 Feed should not be stored outside of warehouses.
- 9.7 Storage areas for products should be clearly separated within warehouses.
- 9.8 Separate physical silos or areas should be designated for bulk feed materials stored in bulk.
- 9.9 Proper temperature and humidity levels should be maintained for storing each product according to its specifications and technical regulations.
- 9.10 Products with specified temperature or humidity on their labels must be stored accordingly.
- 9.11 A refrigerated storage area should be allocated for products requiring cooling, especially if the warehouse contains products that do not require refrigeration.
- 9.12 Facilities authorized for storing products of animal origin must designate a refrigerated storage area for these materials.
- 9.13 Adequate storage or suitable means should be provided for liquid or oily products.



10. Loading and Transportation Requirements:

- 10.1 There must be a designated area for loading and transportation outside the storage area.
- 10.2 Mechanisms must be in place to ensure proper loading of products onto designated vehicles, preferably with written instructions.
- 10.3 Shipments must include documentation detailing all relevant information.
- 10.4 Packaged feed must be covered with bags after loading onto trucks.
- 10.5 Trucks carrying bulk feed must be sealed.

11. Additional Occupational Safety Requirements for Workers and Visitors:

- 11.1 Occupational health measures should be in place, outlining procedures for allowing or disallowing sick employees or staff to attend work, preferably in written form.
- 11.2 First aid tools must be available.
- 11.3 Procedures and tools should be provided to ensure workers maintain cleanliness and personal safety during work (such as uniforms, helmets, and appropriate footwear).
- 11.4 Workers must maintain an appropriate level of personal hygiene.
- 11.5 A designated area should be available for workers or visitors to wash and sanitize their hands and feet before entering the storage area.
- 11.6 Changing rooms and restrooms for workers should be clean and separated from the storage area if available.
- 11.7 Handwashing sinks should preferably operate automatically or by foot pedal to avoid direct hand contact.
- 11.8 Measures should be in place to separate workers who carry diseases that can be transmitted through feed products from feed handling areas.
- 11.9 Hand sanitizers should be provided in production and storage areas.
- 11.10 Specific procedures for visitors should be provided, including wearing appropriate attire and personal protective equipment during the visit (such as helmets and suitable footwear), aiming to maintain their safety and the safety of the products.
- 11.11 Surfaces, ceilings, and floors of restrooms should be smooth, non-absorbent to water and moisture, and preferably light-colored if available.
- 11.12 Restrooms should be equipped with appropriate facilities for workers, such as soap, paper towels, hand sanitizer, and hot water if available.



- 11.13 Restrooms should have adequate ventilation to prevent the accumulation of foul odors or cleaning chemical smells and allow for the renewal of clean air if possible.
- 11.14 Restrooms should have sufficient lighting for safe use and cleaning.
- 11.15 Workers should wear appropriate uniforms for their work area.
- 11.16 Workers should wear personal protective equipment during work (such as helmets and suitable footwear).

12. Specific Requirements for Third-Party Storage:

Considering the provisions outlined in paragraphs 1 through 11 in Section 3, several provisions and conditions should be included in the contract between the parties:

- 12.1 The lessee must obtain the necessary permits from the authority authorizing storage of their specific feed products with third parties before utilizing the designated area.
- 12.2 The contract between the parties should specify who is responsible for transporting feed products to and from the warehouse according to the technical requirements outlined in good storage practice principles.
- 12.3 Areas designated for lessees should be defined in contracts and documented in warehouse records.
- 12.4 The contract should detail the complete duties and responsibilities of each party, particularly regarding:
 - Receipt and delivery.
 - Disposal.
 - Retrieval and recall.
- 12.5 A new contract should be signed between the parties upon or before the expiration of the previous contract.
- 12.6 The contract should explicitly prohibit the lessee from storing products of unknown origin or unregistered with the authority.
- 12.7 The leased warehouse must adhere to the provisions outlined in paragraphs 1 through 10 in Section 3.
- 12.8 In the event of contract termination or expiration, the lessor warehouse must notify the authority accordingly and assume regulatory responsibility for any feed products in the warehouse without a new lease contract.
- 12.9 The lessor warehouse bears both regulatory and practical responsibility for implementing directives issued by the authority regarding facilitating and allowing authority employees to sample products within the warehouse.



Chapter Four: Packaging and Re-packaging Facilities

The provisions of this section apply:

1. The facility is treated as a factory according to the guide, taking into account the jurisdiction of other licensing authorities.
2. Feed products that are re-packaged are subject to all provisions of the Feed Law and its executive regulations, and are subject to the requirements specified in the Feed Product Registration Guide.
3. The license issued by the authority for a feed facility shall include the re-packaging activity.
4. Feed products re-packaged or packaged in a tomorrow platform must be registered.
5. The re-packaging and re-packaging procedure is considered a high-risk operation.
6. No changes are allowed to the composition and components of the product to be re-packaged and re-packaged without obtaining approval from the company supplying its product as a raw material in a new product, and these changes will be considered another manufacturing activity, subject to the technical requirements for feed factories.
7. Provide records for each operation of re-packaged products for tracking purposes.
8. Without prejudice to what is stipulated in the Gulf Regulation on the Standard General Statement Card for Feed Materials (SFDA.FD GSO 2487), the following must be adhered to:
 - 8.1. Complying with writing all the required data in the Feed Product Registration Guide.
 - 8.2. It should not contain any data contrary to what is stated in the original card.
 - 8.3. Writing the name of the producing facility.
 - 8.4. Writing the name of the original country of origin.
 - 8.5. Writing the name of the facility repackaged after writing the phrase "Repackaged by."
 - 8.6. Changing the production and expiry (expiration) dates mentioned on the original product card is not allowed.
 - 8.7. Writing the packaging date.



Chapter Five: Grain Storage Facilities (Open Storage, Storage in Warehouses, Storage in Silos)

While adhering to the guidelines set forth in this manual, the following must be considered:

1. The station's location must be licensed by the relevant authorities.
2. The site should be distant from environmentally polluted areas such as factory waste, waste disposal sites, industrial areas that may affect the safety of manufacturing or storage operations unless effective protective measures are in place.
3. Protection measures against wildlife and reptiles must be in place unless the site is distant and has effective protective measures.
4. The site should be at least 1 km away from any animal production projects.
5. A fixed and clear external signboard for the station should be installed.
6. The facility should have fences or perimeter walls at least 1.5 meters high, providing necessary protection against pests and continuously maintained.
7. There should be one gate for vehicle entry and another for exit. If separate gates cannot be designated, necessary measures should be taken to ensure ease of entry and exit while maintaining operational and packing safety.
8. Vehicle entrances should be equipped with directional signs, safety instructions, and preventive procedures.
9. Vehicles should be disinfected and sanitized upon entry and exit, with disinfection basins and sprays provided for facilities and their storage areas.
10. The packing and storage area should not be contaminated with vehicle exhaust fumes, tire tracks, or dust, with necessary preventive measures in place if these cannot be avoided.
11. Visitor parking should be provided away from operational or packing areas.
12. Floors should be level, sturdy, smooth, and easily cleanable, without allowing water pooling.
13. Designated areas should be available for safe waste collection and disposal, with undamaged and securely sealed containers for waste collection and proper disposal procedures in place.
14. Continuously remove stagnant water accumulations inside and outside the facility.
15. A cleanliness and sanitation procedures manual should be available to ensure the safety of trading operations and supporting processes, including periodic verification of general cleanliness in the facility.



16. An effective and safe procedure should be in place for sampling raw grains and final products, analyzing them to ensure their safety and compliance with specifications.
17. Facility equipment should be clean and in good condition to prevent grain contamination.
18. Implement an effective mechanism to control animals, birds, rodents, and their waste, as well as all pests in the facility without contaminating the product through various control methods.
19. Consider achieving occupational safety for workers in the station design.
20. Stored grains should meet the requirements specified in the regulations and approved standards by the authority.
21. There should be regular scheduled inspections of stored grains and schedules for fumigation according to the storage period.
22. All essential tools and equipment for grain storage stations such as electronic scales, sieves, and turning equipment must be available.

- **Requirements for Outdoor Grain Storage:**

The facility must adhere to the following:

1. Implement an effective mechanism to clean the floor before storing grains on it.
2. Use methods to remove impurities before storage such as grain screening.
3. Store grains in new and clean bags and avoid storing grains in piles (random storage).
4. An effective and safe procedure must be in place to protect grains from damage and ensure their safety, especially during rainfall, such as covering the grains.
5. Ensure continuous turning of grains before packaging and document it as part of the procedures.
6. The storage site should be sufficiently far from residential areas to prevent harm to residents from insects that may be present with stored grains or from treatments, evaporators, or smokers used to control them.

- **Warehouse and Silo Grain Storage Requirements:**

The facility must adhere to the following:

1. Have a storage capacity suitable for the quantities to be stored.
2. They should be made or built from suitable materials that do not affect the safety of the grains.
3. Follow an effective mechanism for cleaning and fumigating the warehouse before storing grains in it, using safe cleaning and fumigation materials specifically designed for this purpose.



4. Use methods to remove impurities before storage, such as grain screening.
5. Devices for suctioning impurities should be available after separating them from the grains.
6. Drying devices should be available to remove excess moisture from the grains before storage.
7. Devices for measuring, recording, and controlling temperatures should be available.
8. Warning and control devices should be available.
9. The warehouse facade design should be suitable to minimize the temperature gained from the sun, such as having thermal insulation.
10. The external walls should be intact, smooth, and light-colored with heat-insulating materials such as bricks or cement blocks, and the internal walls should be free of cracks.
11. It should be designed to prevent water and rain accumulation.
12. Use the minimum necessary number of gates and windows and keep them closed except when necessary, with appropriate means to secure them when needed, such as having insect-proof screens and air or plastic curtains to secure them against insects, rodents, and birds.
13. Grains should be packed in new, clean, and durable bags to ensure their safety and prevent damage.



Chapter Six: Specifications, Technical Regulations, and Requirements Relevant to You

The purpose of this list is to guide feed facilities regarding specifications, technical regulations, and requirements related to feed. However, it does not absolve feed facilities from the responsibility to pay attention to and follow all updated or new regulations, specifications, and requirements issued or adopted by the authority.

Specifications / Regulations / Requirements	Method of Access
Technical Regulations for Feed Contaminants SFDA.FD 5020	Electronic specifications store on the authority's website.
Specification for Health Practices for Transporting Packaged and Bulk Feed SFDA.FD 40	Electronic specifications store on the authority's website.
Feed Product Registration Guide	Circulars issued by the authority Central Media on the authority's website.
Standard Specification for General Requirements for Packaging of Feed Products SFDA.FD 5019	Electronic specifications store on the authority's website.
Gulf Technical Regulations for labeling-general stander for labeling feedstuff GSO 2487	Gulf specifications electronic store.