



## MINISTRY OF AGRICULTURE, LIVESTOCK AND SUPPLY

DEPARTMENT OF INSPECTION OF ANIMAL ORIGIN PRODUCTS - DIPOA  
Esplanada dos Ministérios, Bloco D, Anexo Ala A, 4<sup>o</sup> Andar, Sala 401, - Bairro Zona  
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Official Letter-Circular no. 1/2017/DIPOA-SDA/SDA/MAPA

Brasília, January 16<sup>th</sup>, 2017

To

SIPOA/SISA/SIFISA Heads

Servants acting in the Federal Inspection Service

Legal responsible individuals of registered (SIF) and listed (ER) establishments

Foreign Health Authorities with view to the legal responsible individuals and export establishments for Brazil

**Subject: Registration of animal origin products. Change to procedures, communicates.**

Dear Sirs,

The DEPARTMENT OF INSPECTION OF ANIMAL ORIGIN PRODUCTS - DIPOA/SDA/MAPA communicates that from **18/01/2017** the registration of animal origin products will start to be conducted in a PGA, Agriculture and Cattle Raising Management Platform, system in module **PGA/SIGSIF**. This change will cover all the registrations of animal origin products, whether of a registered (SIF), listed (ER) or foreign (EE) establishment in compliance with the provisions of Decree no. 30.691, of March 9<sup>th</sup>, 1952, amended by Decree no. 8.681, of February 23<sup>rd</sup>, 2016.

All the inclusions of applications for the registration of animal origin products in the current system, Federal Inspection Service's Management Information Service – SIGSIF, and those submitted in paper forms (specifically in case of ER), **must be suspended as of that date.**

The applications for the registration of regulated products must be rejected by SIF or by SIPOA/SISA/SIFISA and the establishment must be guided to proceed with new insertion at PGA/SIGSIF.

The applications for the registration of standardized products, those requiring previous approval by DIPOA, and which have been entered at SIGSIF before that date, will be analyzed on a normal basis.

All the application for the registration of animal origin products of foreign establishments (EE) already submitted in paper forms will be analyzed on a normal basis.

As presented above and seeking for the lowest impact as possible in the implementation of the significant amendments communicated above, we hereby emphasize that:

1. In order to obtain the first access, the user must use the link:

<http://sistemasweb.agricultura.gov.br/pages/PGA-SIGSIF.html>

2. For non-registered users, **the first access to the system** will be granted/authorized by MAPA upon request by the interested party, and evidence of bond with the establishment. Such bond must be evidenced by presenting the company's documentation indicating the users as being its representatives at PGA/SIGSIF and the user's ID (digitalized copy), if applicable accompanied by a vernacular translation;
3. The access will be granted by the State Managers of PGA/SIGSIF of by the Management Support Division - DSG/DIPOA;
4. The first access must be requested by the company's legal representative (SIF, ER or EE) in the "External Access Control Manager" profile, because the referred first user registered for each establishment will be responsible for releasing the access to the other users to be bond to that SIF, ER and/or EE;
5. The REGULATED products will be registered in the form of filing by entering the data requested by the PGA/SIGSIF system;
6. The STANDARDIZED products, those without regulation, will be registered upon previous approval by DIPOA;
7. In order to insert the product registration, the search must be started by consulting the **type of establishment (SIF, ER or EE), establishment (corporate name) and standardized product**;
8. For some products with specific attributes, some files must be mandatorily attached so that the registration can be made effective. For example: For organic products, the Certificate of Organic, for products with geographical indication, the designation of Origin, among others. The file name is standard and the company must attach the corresponding file;
9. In the composition tab, the ingredients were classified as ADDITIVES, AROMAS, SINGLE or MIX. If the ingredient is composed of a mixture of at least 2 ingredients, it must be classified as MIX, the ingredients which compose such MIX must be described;
10. Once the unit of weight has been chosen for the ingredients, the system does not allow a change to the unit of weight between the entered ingredients (For example: if it is entered in grams, all the ingredients must be entered in grams, the insertion of liters or kilos will not be allowed). In the composition field, the disposition of the ingredients will be automatically ordered in a descending order of amounts, regardless of the type of ingredient (this system may be different from the order show on the label);
11. There's a need to bind the entered label to the packages;
12. For the registration of a product with more than one sketch, all the sketches must be attached to a single file so that they are considered for legal purposes.

Yours faithfully,

Attachments: I – Manual for the access to PGA/SIGSIF (SEI no. 1679851).  
II – Manual for product registration at PGA/SIGSIF (SEI no. 1679866).

- III – Instructions for the access to PGA/SIGSIF (SEI no. 1679880).
- IV – Instructions for the product registration at PGA/SIGSIF (SEI no. 1679887).
- V – Table of regulated products (SEI no. 1679897)



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Document electronically signed by **RAFAEL OLIVIERI FILIPPETTI, Director of the Department of Inspection of Animal Origin Products – Deputy**, on 16/01/2017, at 06:16 p.m., official Brazilian time, with the use of a digital certificate issued in the scope of ICP-Brasil, based on art. 10, paragraph 2<sup>nd</sup>, of Provisional Measure no. 2.200-2, of August 24<sup>th</sup>, 2001. Certificate's Serial No. 93885931556632891589631323816293389492

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