

Public Authority	Public Abattoir, MAFA Entities covered by the Public Abattoir: Abattoir Operations
Description of the department/directorate/entity's structure	Under the direction of a Director General, the Public Abattoir includes an Operations branch, a Maintenance team and an Administration team. The former constitutes the <i>raison d'être</i> of the Abattoir and includes livestock reception services, the service related to the slaughtering and dressing of carcasses, carcass dispatch, cutting and deboning services, the processing of various secondary products, the management of the mazzit production plant as well as the management of Animal By-Products and cleaning services.
Description of the department/directorate/entity's functions and responsibilities	The Public Abattoir – Slaughtering service of swine, bovines, small ruminants and a small number of horses according to EU Regulations. It also provides cutting and deboning services of carcasses slaughtered within its plant, as well as processes different secondary products, including blood, tripe (kirxa), lam/kids' stomachs (tames), horns, etc. Since 2024, it also provides access to third parties to its Mazzit Production Plant so that such parties may produce mazzit and similar products under the Abattoir's permit.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Slaughtering reports and traceability documents (including labels, if applicable) are individually issued to the livestock breeders, middlemen and Cooperatives concerned. The Public Abattoir operates within Regulation (EC) 852/2004 & 853/2004 (specific hygiene rules for food of animal origin) and (EC) 1099/2009 on the protection of animals at the time of slaughter, and retains internal documentation required under such legislation as per Hazard Analysis and Critical Control Points (HACCP) plan.
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines	The Hazard Analysis and Critical Control Points (HACCP) plan addresses food safety through the analysis and control of biological, chemical, and physical hazards through the whole operating process.

in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	The HACCP is complemented by the Public Abattoir's Terms and Conditions which constitute the provisions on the basis of which the Public Abattoir offers its services and the conditions that its customers must agree to in order to use the offered service.
Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent	The FOI officers of the Public Abattoir, MAFA may be contacted by e-mail foi.mafa@gov.mt or by telephone 22925905 / 22925915. FOI Requests may be submitted by e-mail to foi.mafa@gov.mt, through the FOI Portal https://foi.gov.mt/ via the e-ID or through the online form.
Details of Internal Complaints Procedure	An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Freedom of Information Officer. Complaints may be submitted by e-mail to foi.mafa@gov.mt, through the FOI portal https://foi.gov.mt/ via the E-ID or through the online form. The complaint should be addressed to the Public Authority's FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).

	The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Public Authority and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed. An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information.
Other Information	Payments are made at: MAFA Cash Office Agriculture Research & Innovation Hub Triq l-Ingiered Marsa MRS 3300 Opening Hours: 8:00am to 12:00pm Cheque Payments can be addressed to same address and should be made payable to: Permanent Secretary - MAFA
Public Authority Contact Details	Address: Public Abattoir Operations, Abattoir Square, Albert Town, Marsa MRS1123 General telephone no.: 22695900 Generic e-mail address: info.abattoirmalta.mafa@gov.mt