**Procedure: Qurbani butcher acting as consumer agent**

Process

* Butcher markets Qurbani in shop and the consumer places an order (face-to-face, telephone, online)
* Consumer signs agreement making butcher his/her agent for TRANSPORT CHILLED (TC) Qurbanis
* Butcher sends order list, a list of consumer names and signed declaration to abattoir
* Abattoir executes the order.
* Abattoir must follow the corresponding dispatch procedures as laid out in their SOP.
* For Transport Chilled (TC) Qurbani (butcher as agent for final consumers)
  + Signed consumer agency agreement must be completed and butcher declaration sent to abattoir.
  + GDPR rules apply. For traceability, the order number in the consumer agency agreement must link to a separate order details document which includes details such as the customer’s name & contact details.
* For Abattoir Part Chilled (APC) Qurbani
  + Butcher must pre notify the local authority, no consumer agency agreement needed
  + Abattoir must also be authorised with FSA for the dispatch of partially chilled meat.
* For Abattoir Full Chilled (AFC) Qurbani
  + No additional steps needed
* Butcher receives, cuts, chills meat in “collection sequence” – the sequence he needs to cut to give to consumers in order of collection
* Consumers collect Qurbani according to Butcher communications/instructions
  + TC consumers (as a minimum) receive consumer advice form on collection