

Guidance for Local Authorities/Official Veterinarians on the use of 7208EHC, 7432EHC and 7469EHC for the Export of Fish Products, Shellfish Products and Live Aquatic Animals to the People's Republic of China

Background

1. The enclosed guidance is designed to assist certifying officers with the procedures for use of Export Health Certificates (EHC) 7208EHC, 7432EHC and 7469EHC for the Export of Fish Products, Shellfish Products and Live Aquatic Animals to the People's Republic of China.

Application Process

1. The application process for the issue of the certificates by the Animal Health and Veterinary Laboratories Agency is as follows:

- Exporter applies to APHA's Centre for International Trade - Carlisle (CITC) for certificate(s) to be issued using application form EXA10
 - Where this is a first time applicant, and the Local Authority(LA)/Official Veterinarian (OV) who will be certifying the certificate do not already hold a stock of crown vellum watermarked paper, a stock of paper will be supplied
 - LAs/OVs are responsible for ensuring they have a sufficient stock of crown vellum watermarked paper in stock and must request supplies from CITC when needed.
- CITC will produce a serially numbered template for each certificate applied for as an interactive PDF;
- The export health certificate will contain minimal information;
- These templates will be e-mailed to the Local Authority (LA)/Official Veterinarian (OV) nominated to certify the certificate;
- No more than one month's supply of export health certificates will be issued.

7208EHC PDF

1. LAs/OVs are required to produce the certificate using Adobe Reader.
2. The PDF template that will be provided will include interactive text fields to enable LAs/OVs to produce a fully typed certificate.
3. Each text field has a limitation as to how many characters can be typed into it.
4. If you experience problems when using the template please contact CITC for assistance.

Certifying an EHC

1. APHA is aware that Environmental Health Officers (EHO) have previously been certifying consignments for fish to the People's Republic of China using their own LA certificates.
2. With the introduction of official Defra certificates which are generally signed by Official Veterinarians (OV), all certificates must be certified to certain required standards. Failing to do this may raise questions from the importing country and in the past the most minor of differences has resulted in consignments being held at customs.
3. Enclosed is a link to the principles that APHA expect appointed EHO's/OV's to abide by when certifying as well as other points which we know have caused difficulties in the past.
http://ahvla.defra.gov.uk/External_OV_Instructions/Export_Instructions/Professional_Conduct/index.htm.
4. If you have any questions regarding certification please don't hesitate to contact us for advice.
5. In addition, a copy of all certificates signed by any inspector (EHO/OV) must be returned to CITC within seven days of certification. This should be marked 'certified copy' on the front page and initialled by the signing EHO/OV.

6. An audit is undertaken by CITC on a set percentage of certificates and any problems found will be highlighted to the certifying officer concerned.

7. If you feel that training is required on the certification procedures, please contact CITC.

8. Whilst these documents refer to Official Veterinarians and veterinarians are bound by them, the basic principles that they contain are also relevant to all certifying officers.

9. Some points in them are not applicable to this specific export however you should use the remainder as the basis of your certification.

10. In addition the People's Republic of China has some particular requirements and there are some additional points worth mentioning:

- There can be no handwriting on the certificate apart from the actual signature
- There must be no mistakes including spelling mistakes on the certificate
- There must be no alterations or amendments other than where a certificate has options to be certified. However there are currently no deletable options with the certificates so at the moment there should be no deletions of any text
- All parts of the certificate must be completed where information is requested and before the certificate is signed so that no person, other than the certifying officer, can add additional information
- Where the certificate requests a seal number this must be inserted. If no seal is normally applied then the exporter should seriously consider whether one could be applied as this is the information the People's Republic of China has agreed to accept. If the decision is taken not to have a seal then this is done at the exporters own risk and 'not applicable' or 'no seal' should be typed in this statement on the certificate
- Certificates cannot be issued by APHA and must not be signed by the certifying officer for consignments that have already left the country
- An electronic signature is not permitted
- The date at the bottom of the certificate must be the actual date of signing the certificate.

11. Further guidance on OV certification can be found on the APHA website:

http://animalhealth.defra.gov.uk/External_OV_instructions/index.htm

Use of Crown Vellum Watermarked Paper

1. Crown vellum watermarked paper is used exclusively by APHA for official Export Health Certificates (EHC) for consignments from Great Britain (England, Scotland and Wales).

2. Paper is being supplied to LAs/OVs for the use of special arrangements for these certificates only. It must not be handed out to other non authorised persons or used for any other purpose

3. Paper must be retained in a secure manner i.e. a locked cabinet or drawer.

4. Original copies of the certificates to accompany consignments to the People's Republic of China must be produced on crown vellum watermarked paper.

5. 'Certified copies' of certificates must be copied using plain paper.

Receipt of Crown Vellum Watermarked Paper

1. Crown vellum watermarked paper will be supplied by Royal Mail registered post and must be signed for upon receipt.

2. Upon receipt of paper, email confirmation of receipt must be submitted to CITC to:

LiveAnimalExports.Carlisle@ahvla.gsi.gov.uk

Loading of Crown Vellum Watermarked Paper

1. Before printing any certificate onto crown vellum watermarked paper you must ensure that the paper is loaded into your printer correctly.

2. All certificates **must** be printed with the crown facing upwards.

3. Printing and certification of certificates with the crown facing downwards may result in consignments being rejected by the customs authorities of the People's Republic of China.

4. 7432EHC and 7469EHC must be produced on one sheet of A3 paper in a booklet format.

Reconciliation of Crown Vellum Watermarked Paper

1. CITC will be carrying out a paper reconciliation process of EHCs produced, spoilage and quantity of paper remaining for all crown vellum watermarked paper supplied to LAs/OVs. Officials may be asked to account for any discrepancies in the total before further supplies of crown vellum are issued

2. If any errors are made on certification already printed on crown vellum watermarked paper, the certifying officer must:

- diagonally line through the spoiled EHC
- annotate the words 'spoiled certificate' on the top of the EHC
- return the spoiled EHC to CITC attached to the correctly certified copy of that serially numbered EHC for paper reconciliation.

CITC Contact Details

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The Animal and Plant Health Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs working to safeguard animal and plant health for the benefit of people, the environment and the economy.