

No:

EXPORT HEALTH CERTIFICATE FOR THE EXPORT OF INSECTS AND MITES INTENDED FOR BIOLOGICAL CONTROL OF PESTS FROM THE UNITED KINGDOM TO THE REPUBLIC OF SERBIA

NOTES FOR THE GUIDANCE (NFG) OF THE OFFICIAL VETERINARIAN AND THE EXPORTER

1. **IMPORTANT**

These notes provide guidance to Official Veterinarians (OV) and exporters. The notes do not necessarily cover all the requirements listed in the health certificate and therefore should have been issued to you together with export certificate 7394EHC. The NFG should not be read as a standalone document but in conjunction with certificate 7394EHC. We strongly suggest that exporters obtain full details of the importing country's requirements from the veterinary authorities in the country concerned or their representatives in the UK, in advance of each consignment.

2. **SCOPE OF THE CERTIFICATE**

The Export Health Certificate 7394EHC may be used for the export of insects and mites intended for biological control of pests from the United Kingdom to the Republic of Serbia.

3. **CERTIFICATION BY AN OFFICIAL VETERINARIAN (OV)**

This certificate may be signed by an OV appointed by the Department for Environment, Food and Rural Affairs, the Scottish Government, Welsh Government or the Department of Agriculture, Environment and Rural Affairs (DAERA) Northern Ireland, who is on the appropriate panel for export purposes or who holds the appropriate Official Controls Qualification (Veterinary) (OCQ(V)) authorisation.

OVs must sign and stamp the health certificate with the OV stamp in any ink colour **OTHER THAN BLACK**.

Certified Copy Requirements - England, Wales and Scotland

Guidance concerning return of certified copies of EHCs has changed and only specific certified copies are required to be returned to the APHA. Certifying OVs must return a certified copy of EHCs only for the following EHC types:

- if the exported commodity is cattle, pigs, sheep, goats or camelids;
- if the certificate was applied for manually and the application documents have been emailed to APHA and not applied for via the Exports Health Certificates Online (EHCO) system.

Certified copies should be emailed on the day of signature to the Centre for International Trade Carlisle (CITC) at the following address: certifiedcopies@apha.gov.uk.

For certificates that have been issued to the Certifying OV via the EHCO system, the Certifying OV must complete the certifier portal with the status of the certificate and the date of signature.

A copy of all EHCs and supporting documentation certified must be retained for two years.

Certifying OVs are not required to return certified copies of other EHCs issued, however CITC may request certified copies of EHCs and supporting documentation in order to complete Quality Assurance checks

or if an issue arises with the consignment after certification.

DAERA Export Health Certificates: Provision of certified copies

aPVPs certifying DECOL produced Export Health Certificates must return a legible, scanned copy of the final EHC to the relevant DAERA Processing Office within 1 working day of signing.

Good quality photographic copies will be accepted by the department, where obtaining a scanned copy is not feasible - for example, where 'on site' certification is undertaken and scanning facilities are not available.

For record purposes, a copy of the final Export Health Certificate and associated Support documents should be retained by the aPVP for a period of 2 years from the date of certification.

The Department will carry out periodic audits of all aspects of export certification to ensure that a high standard of certification is being maintained.

4. **DURATION OF VALIDITY**

The duration of validity of the certificate referred to in paragraph II.1.2 is to state one year only from the date of audit. However, the importing authority requires a copy of the certificate to accompany each consignment. The exporter should advise the OV (in advance of the audit visit, if practicable) of the number of copies of the certificate that will be required during the next year. The OV should ensure that sufficient copies have been provided to enable the exports, which are planned to take place during the certificate validity period. The OV should mark the top right hand corner of page one of each certificate with the words "Certified copy" and underneath insert a number and number each copy sequentially and also sign, print name clearly in capital letters, date and stamp each copy of the certificate in this place, avoiding obscuring any text.

5. **IMPORT PERMIT**

An import permit must have been obtained from the Serbian authorities and must be attached to the export health certificate.

6. **CONFIRMATION OF AUDIT**

Official Veterinarians may certify paragraph II.1.1(a)&(b) providing s/he has carried out an audit of the premises on behalf of the Department.

The audit should include documentary checks on the name of the company and documentation checks on the insects/mites produced at the premises and physical checks on the premises involved to enable the OV to have sufficient assurance that the company involved is bona fide and is producing the insects /mites as described and that the company has the necessary checks and controls to enable production of the insects/mites to the standards described on the EHC.

7. **EXPORTER'S DECLARATIONS**

Paragraphs II.1.1(d), (e) and (f) refer. The exporter must provide the necessary declarations which must be signed and currently dated by a senior manager in the company to enable the OV to certify these paragraphs. If the OV has any reason to doubt the validity of the declarations, the APHA Centre for International Trade - Exports, Carlisle or DAERA should be consulted.

8. **RETENTION OF RECORDS AND DOCUMENTS**

The OV should retain copies of the certificate and their audit report and the exporter's declarations for record purposes for at least two years.

The exporter must keep a record of dates of exports and return any unused certified copies of the certificate to the OV to be accounted for and destroyed. Also, if required, the exporter shall notify the OV of despatched consignments and shall provide the OV with records of consignment notes, as required. A copy of consignment notes shall be retained by the exporter for annual audit purposes.

9. **ADDITIONAL INFORMATION**

The information in the EHC under sections 1.5.,1.6., 1.7 & 1.8 should be provided to the OV by the exporter.

Annex A to the Certificate is to be completed by the exporter to accompany each consignment and includes a declaration (Para II of the Annex) that is to be signed by the exporter that the consignment conforms with the provisions of the EHC.

Annex A - sections 1.6, 1.7, 1.8 & 1.9 - it is the responsibility of the exporter to provide this information (obtaining it from their own records, if necessary)

Annex A section 1.11 refers to the company's approval number, this should have previously been provided/allocated to the Exporter by Food and Environment Research Agency (FERA), it is the responsibility of the exporter obtain this information from their records or check with FERA if necessary.

Annex A - Section 1.16 - the exporter should source the correct commodity code/HS code from HM Revenue & Customs (HMRC), if not already known.

10. **CERTIFICATES CONTAINING BILINGUAL TEXT**

The Official Veterinarian should note that the foreign text in 7389EHC is an official translation of the English text and the Official Veterinarian is accordingly authorized to complete the export health certificate, even if they are unable to read and understand the meaning of the foreign text.

11. **DISCLAIMER**

This certificate is provided on the basis of information available at the time, and may not necessarily comply fully with the requirements of the importing country. It is the exporter's responsibility to check the certificate against any relevant import permit or any advice provided by the competent authority in the importing country. If these do not match, the exporter should contact the APHA Centre for International Trade, Carlisle or DAERA, via the link or e-mail address below:

<https://www.gov.uk/guidance/contact-apha>

DAERA - Email: vs.implementation@daera-ni.gov.uk