GUIDANCE FOR DRAFTING THE MANUAL OF PROCEDURES FOR VETERINARY INSPECTION AT BORDER INSPECTION POSTS

Title
GUIDE FOR DRAFTING A MANUAL OF PROCEDURES FOR VETERINARY INSPECTION AT BORDER POSTS

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COLEACP is an international network promoting sustainable horticultural trade. EDES is a COLEACP programme launched at the request of the ACP Group of States and funded by the European Development Fund. EDES aims to secure the flow of food products of animal and plant origin towards the European Union or at regional level, in particular by making small-scale growers key actors within the supply chain.

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Guidance for drafting the Manual of Procedures for Veterinary Inspection at Border Inspection Posts

The purpose of this document is to pool all existing provisions with regard to services, standards, operating procedures and technical references. It may be used as a working guide, or to help competent authorities in ACP countries to organize their own border inspection posts and write their national inspection procedures. It can also serve as a training tool for border veterinary inspectors.

This guide is without prejudice to existing national administrative organisation in ACP countries. The description of European border inspection posts' organization and methods may be considered as examples for ACP countries and adapted according to each specific national context. Within the framework of trade with the European Union, ACP countries should offer equivalent guarantees with respect to trade in animals and animal products.

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Border posts and quarantine stations in the importing country

Article 5.6.1.

1. Countries and their Veterinary Authorities should, wherever possible, take the necessary action to ensure that the border posts and quarantine stations in their territory should be provided with an adequate organisation and sufficient equipment for the application of the measures recommended in the Terrestrial Code.

2. Each border post and quarantine station should be provided with facilities for the feeding and watering of animals.

Article 5.6.2.

When justified by the amount of international trade and by the epidemiological situation, border posts and quarantine stations should be provided with a Veterinary Service comprising personnel, equipment and premises as the case may be and, in particular, means for:

1. making clinical examinations and obtaining specimens of material for diagnostic purposes from live animals or carcasses of animals affected or suspected of being affected by an epizootic disease, and obtaining specimens of animal products suspected of contamination;
2. detecting and isolating animals affected by or suspected of being affected by an epizootic disease;
3. carrying out disinfection and possibly disinfestation of vehicles used to transport animals and animal products.

In addition to this, each port and international airport should ideally be provided with equipment for the sterilisation or incineration of swill or any other material dangerous to animal health.
he presence of disease or infection in imported animals in a quarantine station does not affect the animal health status of the country or zone.

Article 5.6.3.

When required for the transit of commodities in international trade, airports should provide areas of direct transit. These should, however, comply with the conditions required by Veterinary Authorities, especially to prevent the contact between animals of different health status and the risk of introducing diseases transmitted by insects.

Article 5.6.4.

Each Veterinary Authority, when requested, should make available for the Headquarters and any interested country on request:

1. a list of border posts, quarantine stations, approved abattoirs and storage depots in its territory which are approved for international

General

5.7.4.;

3. a list of airports in its territory which are provided with an area of direct transit, approved by the relevant Veterinary Authority and placed under its immediate control, where animals stay for a short time pending further transport to their final destination.

Chapter 5.7.

Animal health measures applicable on arrival

Article 5.7.1.

1. An importing country should only accept into its territory animals which have been subjected to a health examination by an Official Veterinarian of the exporting country and which are accompanied by an international veteri-

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ABBREVIATIONS

ACP: African, Caribbean and Pacific states

BIP: Border Inspection Post

CVED: Common Veterinary Entry Document

E: registered equidae, as defined in Council Directive 90/426/EEC

EC: European Commission

EEA: European Economic Area: the 28 member states of the European Union, plus Iceland, Liechtenstein, Norway. Switzerland is not included.

EFTA: European Free Trade Association, composed of four countries: Iceland, Liechtenstein, Norway and Switzerland

EU: European Union

FAO: Food and Agriculture Organisation

FVO: Food and Veterinary Office (Dublin)

HC: Human Consumption (all products intended for human consumption).

IPPC: International Plant Protection Convention

ISPM: International Standards for Phytosanitary Measures

NHC: Non-Human Consumption (other products)

O: other animals (including zoo animals)

OIE: World Organization for Animal Health

OJEU: Official Journal of the European Union

RASFF: Rapid Alert System for Food and Feed.

SPS: WTO agreement on sanitary and phytosanitary measures.

TRACES: Trade Control and Expert System.

U: Ungulates: cattle, pigs, sheep, goats, wild and domestic solipeds

WTO: World Trade Organization

WHO: World Health Organization

DEFINITIONS

The definitions given in the Terrestrial Animal Health Code glossary shall apply. In addition:

Acceptable risk: a risk level judged by each Member Country to be compatible with the protection of animal and public health within its territory.

Consignment: a quantity of products of the same type, covered by the same veterinary certificate or veterinary document, or other document provided for by veterinary legislation, conveyed by the same means of transport and coming from the same third country or part of such country.

Community Border inspection post: any inspection post designated and approved in accordance with the principles governing the organization of veterinary checks on products entering the Community from third countries.

Competent authority: the central authority of a Member State competent for the organisation of official controls or any other authority to which that competence has been conferred; it shall also include, where appropriate, the corresponding authority of a third country.

European Union: a voluntary association of European states in both economics and politics, which delegates or transfers the exercise of certain powers to common institutions by treaty, to maintain peace in Europe and to promote economic and social progress.

Equivalence: capability of different measures or systems to meet the same objectives.

Products subject to prior approval: products (e.g. medication, vaccines, additives, raw material, cosmetics, livestock products etc.) which are subject to prior approval by a veterinary inspector before import. The list of products depends on national legislation in the importing country.

Risk: means the likelihood of the occurrence and the likely magnitude of the biological and economic consequences of an adverse event or effect to animal or human health.

Veterinary authority: the competent authority, comprising veterinarians, responsible for the verification of compliance with feed and food law, as well as animal health and animal welfare rules.

Veterinary checks: any form of control performed by the veterinary authority for the verification of compliance with feed and food law, as well as animal health and animal welfare rules.

Veterinary certificate: means a certificate describing the animal health requirements and, where appropriate, public health requirements for the exported commodity. This document is issued by the competent authority.

Veterinary Services: means the governmental and non-governmental organisations that implement animal health and welfare measures and other standards and recommendations in the Terrestrial Code and the OIE Aquatic Animal Health Code in the territory. The Veterinary Services are under the overall control and direction of the Veterinary Authority. Private sector organisations, veterinarians, veterinary paraprofessionals or aquatic animal health professionals are normally accredited or approved by the Veterinary Authority to deliver the delegated functions.

Zone/Region: means a clearly defined part of a territory containing an animal subpopulation with a distinct health status with respect to a specific disease for which required surveillance, control and biosecurity measures have been applied for the purpose of international trade.

OBJECTIVES AND SCOPES OF THE GUIDE

The Agreement on the Application of Sanitary and Phytosanitary Measures (the "SPS Agreement") entered into force with the establishment of the World Trade Organization on 1 January 1995.
It sets out the basic rules for food safety and animal and plant health standards. These measures focus on food safety and health standards for animals and plants. The SPS agreement must also ensure that all protective action implemented by WTO member states (159 in 2013) does not go beyond what is needed for health protection and does not use sanitary and phytosanitary restrictions as a protectionist device.

WTO member states may introduce or maintain at National level sanitary or phytosanitary measures which result in a higher level of sanitary or phytosanitary protection than would be achieved by measures based on the relevant international standards, guidelines or recommendations, if there is a scientific justification that the health measures applied help to reduce that risk to a level acceptable to the importing country (for example, this occurred when hormones were banned in the EU). This risk analysis can also be set up when no international standards exist.

Import and export controls of goods traded between the different countries are the expression of these agreements and must not be used as an excuse to curb international trade, based on health grounds.

This guide outlines the organisation and operation of a BIP, which ensures official controls on imports and exports. EDES is a programme that notably aims to facilitate and develop ACP-EU trade. This guide describes the specific measures in force in EU BIPs in order to:

- inform ACP countries wanting to trade with the EU
- be used as an example (not necessarily as a template) of an existing border inspection control system for live animals and animal products.

Each ACP country has the responsibility to rewrite this guide, describing its own border inspection organisation, and taking into account its specific national context. To achieve this task, ACP countries may adopt existing BIP procedures or develop their own tools, as long as these tools provide equivalent guarantees, in the context of international trade with the EU.

Different procedures may also be adopted, in particular simplified procedures, in the context of regional trade with neighbouring countries that present the same risk level (for example, the same health status for certain animal diseases).

1. IMPORT CONTROLS - ORGANIZATION AND RESPONSABILITIES

Describe the general principles of how the import control system is organised in your country by filling into the following paragraphs. In the EU, all the controls take place at the first point of entry, in a border inspection post. If the check is favourable, the commodities can move freely within the 28 EU member states. EU border inspection posts are located on the external borders of the EU (ports of entry, road or rail borders) and in the large international airports.

This EU system may be different from the one in your own country. Maybe some of the checks are carried when the products reach their destination, i.e. at the point of delivery of the imported products (businesses, retail shops, etc.).

The PVS tool (Performance of Veterinary Services) organized by the OIE with the support of the European Commission, helps evaluate the performance of an inspection service in all its fields of expertise. This tool has a specific section (Section II-4) entitled "Quarantine and border security" It can also be used and is available on the OIE website.

1.1. Competent Veterinary Authorities.

Checks of imported live animals and animal products are the responsibility of a specialised veterinary inspection service. All consignments are introduced into the EU through a specialised border control structure, the border inspection post (BIP). The BIP is under the authority of an official veterinarian for imported animals, products of animal origin (meat, milk, eggs, fish etc.), animal products (skin, blood, embryos, etc.) and products for use in the animal production chain (veterinary pharmaceuticals, vaccines, feed and food, etc.).

1.2. Missions and responsabilities of competent authorities in border inspection posts

1.2.1. Presentation and missions

Describe the roles and activities of the different services in your own country (systems may be different from one state to another and competent authorities may not have the same roles everywhere):

- central authority and health and veterinary border inspection service
- customs
- police
- fraud department or trade service, as appropriate
- port or airport authority
- organigram
- goods controlled at the border, other than animal products and live animals (e.g. veterinary medicinal products)
- BIP specialisation: is the BIP meant for all goods or is it specialised? Does it have different approvals for each type of goods (depending on the species for live animals; frozen products vs. refrigerated products etc.)?
- BIP location (on a land border or on the national territory with a transit authorisation?). Draw up a detailed list and a map of all the BIPs in your country.

1.2.2. Organisation of the activities related to sanitary and phytosanitary controls.

Describe the different activities, in chronological order, from the prior authorisation to import (if requested) to the conclusion of the inspection. This paragraph will be explained later; it exposes the activities related to the sanitary and phytosanitary controls in your country, with regard to methods and responsibilities. For example, in the EU, the methods may differ from one member state to another, the only common condition being that the person in charge of the BIP must be an official veterinarian. Control officials may be permanently or temporarily employed veterinary inspectors, or technicians, depending on the country. However, technicians cannot sign the CVED, except for fishery products.

- Preliminary steps if a prior authorisation for import is requested.
- Declaring the consignment
- Presenting the consignment
- Inspection of the consignment
- Decision made
- Fate of the consignment and follow up, including destruction method if necessary
- Recording the activities
- Feedback to central authority
- Export control

1.3. Coordination between the different authorities at the border inspection post.

Which authorities operate the border inspection post in your country? How is this cooperation organised? Is it part of an official protocol, established by central government or organised at local level?

- Relevant line ministry(ies)
- Terms of coordination (existing cooperation protocol between competent authorities eg. the cooperation between customs and veterinary services)

1.4. Operators and other actors

Describe the various operators' activities

- owner of the animal products or live animals presented for the control
- freight forwarder
- carrier
- owner of the infrastructures

Import Controls

However, the importing country may prescribe that the importation be placed immediately in quarantine in order to carry out clinical observation and biological examinations with a view to establishing a diagnosis.

If the diagnosis of an epizootic disease is confirmed, or if the certificate cannot be corrected, the importing country may take the following measures:

a. return the animals to the exporting country, if this measure does not involve transit through a third country;

b. slaughter and destroy in cases where return to the exporting country would be dangerous from the health point of view or impossible from a practical point of view.

5. Animals, accompanied by a valid international veterinary certificate and found to be healthy by the Veterinary Authority at the border post, shall be permitted to be imported and transported in accordance with the requirements of the importing country to the point of destination.

Article 5.7.2.

1. Any importing country should only accept into its territory:

a. semen,

b.embryos/ova,

c. hatching eggs,

d. brood-combs of bees,

which are accompanied by an international veterinary certificate.

2. An importing country may require adequate advance notice regarding the proposed date of entry into its territory of any consignment of the above-mentioned products, stating the species, quantity, nature and packaging of the products, and the name of the border post to be used.

3. A country may prohibit the importation of the above-mentioned products into its territory if it considers that certain diseases exist in the exporting country, or in the transit countries which precede it in the itinerary, which are capable of being introduced by these products into its territory.

4. A country may prohibit the introduction into its territory of the above-mentioned products presented at one of its border posts, if they are not accompanied by an international veterinary certificate complying with the requirements of the importing country.

In these circumstances, the Veterinary Authority of the exporting country shall be notified at once, and the products may be returned to the exporting country or placed in quarantine and/or destroyed.

comply with point 1 of Article 5.4.6.

2. An importing country may require adequate advance notice regarding the proposed date of entry into its territory of a consignment of meat or products of animal origin intended for human consumption together with information on the nature, quantity and packaging of the meat or products, and the name of the border post to be used.

3. If inspection of the consignment shows that the meat or the products of animal origin intended for human consumption might be a danger to the health of persons or animals, or if the international veterinary certificate is not correct or does not apply to the products, the Veterinary Authority of the importing country may cause the meat or products to be returned or be subjected to adequate treatment to er
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2. IMPORT CONTROLS - LEGAL FRAMEWORK

Implementation of the following points will be checked by visiting experts in the importing country. They are presented as a list of questions which countries will have to answer.
A reminder of dispositions in force within the EU is given for trading with the EU.

2.1 Sanitary requirements for imports

Since this guide is intended for use in several countries, it does not reflect all existing health measures applicable to each country. Every country using this guide will have to amend this paragraph with its own legislation.

2.1.1 General requirements:

Heath requirements applicable to live animals and animal products must ensure that the sanitary risks due to international trade are reduced as much as possible. The SPS agreement allows WTO members to choose between two health requirement options:

- The first option is to follow the health requirements established by the OIE and Codex Alimentarius;
- The second may deviate from these standard rules, either because there are no existing measures, or because the importing country chooses to have more restrictive health measures. If this option is chosen, the health measures adopted will have to be based on a risk assessment, and proof given that the protective measures are scientifically justified and not an obstacle to global trade.

The general principles for establishing health requirements for imports are described in the OIE document "Devising import health measures for animal commodities". Here is an extract:

- Veterinary authorities should base their import health measures on OIE standards;
- The animal health situation in the exporting country, in the transit country or countries and in the importing country should be considered before determining the health measures;

- Does the country require importing licences and/or health certificates?
- Certification requirements should be exact and concise, and should clearly reflect the agreed positions of the trading partners;
- The health measures for the commodities should comply with the national level of protection that it has chosen for animal and public health;
- The international veterinary certificate should not include measures for the exclusion of pathogens or diseases which are present in the importing country and are not subject to an official control programme;
- The measures applying to pathogens or diseases subject to official control programmes in a country should not provide a higher level of protection on imports than the protection provided for the same pathogens or diseases by the measures applied within that country;
- The international veterinary certificate should not include measures for pathogens or diseases which are not OIE listed, unless the importing country has identified a pathogen as presenting a significant risk for that country, after conducting a risk analysis according to Terrestrial Code recommendations.

Based on these elements, what are the health requirements in your country, depending on the type of commodities (products and live animals)?
Templates of health certificates are to be found in the annex.

2.1.2. Exclusions (live animals and products):

In some cases, certain types of products or live animals have a special status and are treated differently by BIPs. These should be defined for your country.

For example, in the EU:

- Personal luggage, containing products of animal origin or plants, and small parcels sent to private individuals for their own consumption are excluded from border inspection checks. A weight limit has been fixed for these products, going from 2 to 20 kilograms depending on the product.
- Meat and meat products, milk and milk products and/or products containing one of the former are not concerned by this measure: border inspection control is compulsory.

- Veterinary checks of pets accompanied by their owner are less strict. There is only a documentary and identity check at the traveller's point of entry, except when additional dispositions are laid down, in the case of a particular health risk, for example.

2.1.3. Products or live animals subject to special procedures:

In some countries, special procedures may be implemented. You will need to answer the following questions:

- Are there any special procedures (e.g. monitoring at final destination, special re-importing procedures in the case of refusal of non-compliant consignments)?
- How are transits, custom warehouse checks and ship supplies managed (if applicable)?

2.2. Reminder concerning conditions and controls for import of animal products and live animals in the EU.

The organisation of the European Union's inspection system has evolved throughout years. The border controls between the 28 member states were abolished in 1994, when the EU single market was adopted. Since then, only Europe's external borders persist. Whatever the European country of destination, animal products and live animals are checked at the first point of entry in the EU. This required harmonisation between member states on conditions of production and the creation of an identical health status for all EU countries. This began with the creation of the EU.
Consequently, the conditions established in Europe became a requirement for products and live animals imported from third countries.

Import conditions for goods coming from a third country evolved from a system of derogations to a general import ban (which was the equivalent of an attribution of an import authorisation for a given product or animal) to a more integrated EU system, in which commodities (products and live animals) can only come from authorised countries with a similar health status to that of the EU, and for which the efficiency of the competent authorities has been evaluated on the basis of an application and by onsite inspections conducted by EU inspectors. These countries' authorisations are granted per commodity type (meat, meat products, milk, cattle, reptiles etc.).

The list is published in the Official Journal of the European Union (OJEU). Products of animal origin must come from establishments approved for export by the EU. They are also listed in the OJEU. Furthermore, commodities must be accompanied by a health certificate or health document, laying down health guarantees with which the exporting country must comply. Templates of these documents are available from the OJEU.

The health status of the controlled commodity is therefore known. These import conditions and controls are said to be 'harmonised', meaning they are identical for all EU member states. A product checked by a member state can move freely throughout the EU territory.
This was a precondition to the abolition of border controls within the EU.

As we have just seen, **two import control systems are possible:**

- The first system, where the product or live animal is submitted to a special authorisation. This authorisation is often delivered before import, regardless of its origin. It existed in some EU countries before the open borders.
- The second is the current EU system. The country and establishment of origin must be approved for a certain category of product. Only the commodities following these rules can be presented for import.

2.3. National legislation, scope

This guide, created for ACP countries, cannot cover the import legislation applicable in each ACP country. Only the fundamentals, included in the standards of international organizations, are described.
Every country using this guide will have to complete this paragraph with its own legislation. The examples given in this section are taken from the EU legislation.

In order to fulfil their obligations in accordance with the Terrestrial Code and Codex Alimentarius recommendations, competent authorities must have a solid national legal basis to which they can refer.

Importing countries must be in a position to establish laws and regulations laying down animal and public health requirements for the import or transit of goods and live animals in the EU (see health certificate templates). They should also provide for the necessary border control arrangements with appropriate sanctions and remedies.

Border control arrangements should make it possible to answer the following questions:

- **What do we control?** Type of products, animal species concerned, on the basis of an animal product/live animal risk analysis. Lists can be drawn up. The EU has established a list of products and live animals submitted to checks, based on nomenclature codes from the Community Customs Code.
- **When do we control?** Are preliminary formalities necessary before a consignment reaches the territory of the importing state? Does the health check take place before or after the customs declaration? In the EU, the health checks are carried out when the consignment enters EU territory and precede customs declarations.
- **Where do we control?** At the point of entry or at final destination? What are the minimum requirements in terms of equipment? In the EU, the control is at the first point of entry.
- **Who controls?** Legislation should define who controls, from central authority to field inspectors. What are the authorities' powers, duties and limits?
- **How do we control?** What are the control methods? (Documentary, identity, physical and analytical check). Do these 4 types of control apply to all consignments or simply to samples? What difference is their between checks for animal products and live animals, if any?
  In the EU, for example, documentary and identity check are compulsory for all products of animal origin. Physical and analytical checks are based on a surveillance plan. Therefore, the percentage for these two types of checks varies between products, based on a risk analysis. However, for live animals, all 4 checks are compulsory.
  The methods will be described later, but this fourth point (How do we control?) must also regulate the fate of non-compliant products and establish which official documents must be created to finalise the control (in addition to the existing health certificate requirements).

3. CODES OF CONDUCT AND INSPECTOR'S RESPONSIBILITIES

Within the framework of international trade, the competent authority of the exporting country delivers a document or a certificate which certifies that the importing country's sanitary requirements are met. In some cases, the importing country can deliver import licences.

The inspector in the importing country delivers a document allowing or refusing the import.

In order to be consistent, reproducible, fair and trustworthy, inspectors' decisions have to be based on their legal and technical competence as well as their intrinsic qualities. These qualities are stated in various documents, such as the OIE Terrestrial Animal Health Code or the International Standards (e.g. standard ISO/CEI/17020 relating to inspection services).

3.1 Inspector's profile

3.1.1. Independence and neutrality

The inspector must not be subjected to pressure (commercial, financial, hierarchical, political or other). Pressure could influence his judgment.
He must also act with neutrality, without discrimination towards the inspected product. Decision-making must be objective and risk-based, without conflict of interest.

3.1.2. Dignity and integrity

The inspector, as a representative of the veterinary services, must provide a high and constant level of integrity. Fraud, falsification or certificates issued as a favour must be hunted out, identified and punished by his hierarchy.

3.1.3. Impartiality and objectivity

The inspector must act with transparency, in a fair, non-discriminatory way towards the inspected product. He must also act without conflict of interest.

3.2. Competence of the inspector

3.2.1. Legal competence

Hierarchical authority

The inspector works under the responsibility of a higher authority who assigns him tasks in keeping with his training. The person in authority is also responsible for creating job descriptions and the recruitment process. The hierarchical authority must be able to coordinate the inspectors' activities, organise ongoing training and provide support when needed. The chain of authority must be clearly established. BIPs must have a precise organigram that outlines everyone's position and role within the structure.

Administrative competence

To carry out his tasks, the border inspector must have the administrative competence which enables him to decide whether a product/live animal can be authorised for free circulation. This competence must be awarded on a solid legal basis.

Jurisdiction

If applicable, inspectors may be entrusted with judiciary powers which enable them to record infringements in their specific field of competence. This power is given on the basis of special regulations. This is the case, for example, in some countries, where veterinary service inspectors are entrusted with certain police functions in the fields of animal health, food hygiene and live animals/animal products imports.

3.2.2. Technical competence

Assistance of the national authority

The national authority must provide all officers on duty with applicable legislation and instructions, taking into account updates: texts and instructions are updated according to the evolution of the health status in exporting countries. The national authority is free to choose the mode of communication (paper document, computer file, etc.).

Training

Training should be managed by the national authority. Officers should have acquired general knowledge and competence in animal health and food safety during their initial training. Training must be adapted to the level of education (university or other) and to the responsibilities held.

Upon recruitment and depending on their level of experience in the field of import and export, officers should follow an internship in a larger BIP, specialised in the chosen field. These internships will help the officer to become familiar with applicable legislation, especially if it is his first post in the field of import.

The national authority should offer training sessions on a regular basis. These could involve travelling to another BIP or be organized as meetings, at a central location for example. These ongoing training sessions can facilitate exchanges between inspectors and be an enriching experience. It could also be useful to build a teaching kit, similar to this inspector's guide. The aim of training is twofold: it helps maintain professional skills and guarantees harmonization of practices between inspectors; this guarantees that for similar cases, decisions are consistent in identical conditions.

Training needs can be expressed during meetings with the head of the structure. A complete record of trainings must be held within the service.

Tutoring and supervision

During his first inspections, the new inspector is accompanied by a tutor. The tutor is experienced and appointed for the task. The tutoring period is followed by feedback from the agent, after a short period working alone.
The structure can also nominate experienced mentors, recognised by the profession as competent inspectors. Mentors provide support in legal, administrative and technical areas. Tutoring and supervisions within the BIP/PEO are organised under authority of the manger.

Deputising

The inspector's various missions are specified in his job description sheet. It describes his tasks, competences and how deputising is organised in case of absence. The replacement inspector must have the appropriate competence and legal empowerment. If the replacement comes from outside the service, a joint working program must be organized, with joint work sessions at least once a year.

SPS monitoring

A system must be set up to monitor updates in SPS legislation. Inspectors must have access to this system and be able to look up any documents they may need to consult during the course of their controls.

3.3. Health and safety

All safety precaution measures must be taken to ensure health protection and appropriate safety for inspectors. They should also provide protection of the inspected object from potential risks due to handling during the inspection.

Exemptions may be granted for some manipulations, upon approval of the BIP manager, when safety conditions cannot be respected.

In some cases of sampling, an alternative sampling method may be specified by national instruction. For example, sampling of products from a third country where there is suspicion of contamination by radionuclides (nuclear plant accident).

3.3.1. Protection of agents

Agents must be aware of the risks related to their environment and their inspection activities. They must adapt their means of protection and behaviour in consequence. Risk prevention measures should be summarised in a document with precise safety instructions. In every case, animal products or live animals must only be handled by a professional.

Examples of means of prevention are listed below. They can be applied if necessary:

- vaccination (tetanus, rabies, hepatitis, tuberculosis etc.)
- regular health care
- knowledge of manipulations to avoid (e.g. handling objects with bare hands)
- use of protective equipment
- availability of first aid kit
- wearing special footwear, in particular during live animal manipulations
- wearing a lab coat
- wearing a full face mask or safety glasses, particularly during sampling.

During live animal inspections, the inspector must respect the rules for approaching and restraining animals. Restraint equipment must be checked on a regular basis.

3.3.2. Protection of the inspected object

From contamination due to the state of health of the inspector

In the case of minor illnesses (skin, respiratory or digestive symptoms), it would be advisable for the central authority or the head of the BIP to establish specific measures in advance (e.g. provide full face masks, waterproof bandages, etc.), so that the inspector can carry on working.
If no provisions are possible, tasks can be adapted (for example, the inspector only does the documentary check), or he can be assigned to other tasks.

From contamination due to clothing

Inspector must ensure the cleanliness of his own clothes, as well as his personal hygiene.
To minimize risks as much as possible, inspectors should wear a lab coat, full face mask and gloves. Working clothes should be kept in lockers, with separate storage for clean clothes and clothes that have been worn.

For example, EU approved BIP sanitary facilities include locker rooms designed as a separate, closed-in area, located between the administrative and technical premises.

From contamination due to handling

Handling by an inspector should not be a source of contamination during close observations, samplings or other control measures. Single-use disposable equipment or cleaned and disinfected equipment must be used, and operations should be conducted as aseptically as possible.

Prior to all inspections, the inspector must wash his hands in accordance with hygienic guidelines and wear disposable gloves when necessary.

If refrigerators and freezers are used to store samples, only BIP/PEO samples can be stored in them. They should be regularly cleaned and disinfected.

From dissemination of environmental pests

A pest control program must be established. Cleaning/disinfection procedures must be set up for each room and each surface type. Technical literature relating to each product used must be kept.

Records of procedures applied must be kept and regularly updated.

3.4. Internal organisation of inspection service

3.4.1. Organigram

An example is provided in Annex 1

3.4.2. Job description sheets and Statement of Duties

Examples are available In Annex 2, 3, and 4.

4. BIP INFRASTRUCTURE REQUIREMENTS

EU BIPs must be approved by the European Commission. Conditions for approval are laid down by EC regulations; they cover the way they are organised, adapted and operated. The aspects covered in the following paragraphs can be adapted outside the EU.

Sometimes BIP infrastructures are set up by commercial operators who have stakes in import operations (e.g. airlines, shipping companies, freight forwarders or handling companies)

4.1. Public reception and external relations of the BIP.

4.1.1. Public reception

Travellers likely to have to complete border crossing formalities should be able to easily locate the BIP inside the airport or port, or on road or railway borders. Signposts can be used for this purpose.

If the BIP is open to professionals, their reception area must include waiting facilities adjacent to the BIP administrative offices. This area can also be used to display information for freight forwarders (Health alerts, how the service is run, opening hours, on-call duty phone numbers, etc.). A private area should also be available for confidential exchanges between the forwarder and border officials.

4.1.2. Custom relations

A memorandum of understanding must be established between the BIP and the local customs service. It can include a list of points of contact on both sides, timetables for joint meetings suitable for both parties, and a model form for recording the exchange of information between the two services.

4.1.3. Relations with facility managers

BIP facilities are not always the property of the State. They can belong to public or private entities. Therefore, it is necessary to establish a document, often a convention, stating internal rules and regulations, and the breakdown of tasks and responsibilities allocated to the State and to the facility manager.

In addition to the rules and regulations, the technical facilities manager must set up cleaning/disinfection and pest control programmes. Details of this programme are provided later on in the guide. If a third party is in charge of these operations, a copy of the contract must be available for the BIP.

4.1.4. Relations with the person responsible for the consignment

The inspector's legal correspondent is the person responsible for the consignment. Depending on the situation, this may be:

- A professional, the freight forwarder, who declares the consignment on behalf of another natural or legal person. He must have a specific customs status (provision of moral and financial guarantees to the customs administration). It is recommended that inspectors take the time to meet new forwarders, to explain control procedures: legal aspects, inspection procedures, local organisation, and the use of TRACES where applicable. It is also important to check that his status is recognised by the customs service.
- An individual, on its own behalf.

4.2. Types of infrastructures and approval

BIP infrastructures are designed with the activity of control in mind. They must take into account the type of commodities controlled, but also control procedures themselves:

- Does the control concern animal products or products of animal origin?
- Do these products need to be refrigerated or can they be stored at room temperature?
- Are these products for human or animal consumption?
- Are the products not for human consumption (NHC) such as skin, by-products, biological products, medications, etc.?
- Are certain products subject to prior import authorisation by central or local authority (e.g. vaccines, medications, embryos, etc. or any other product as prescribed by national legislation)? If so, is the list of these products available at the BIP?
- Does the control concern live animals? If so, are they productive livestock such as ruminants or other species such as domestic carnivores or laboratory animals?
- Does national legislation require complete controls at the BIP necessitating special detainment facilities for both products and live animals while a decision is being made?

- Does the legislation provide for quarantine?
- Does the national legislation provide for additional control at final destination with quarantine measures for live animals at destination, when necessary?

These elements must be clarified beforehand and will determine which facilities are needed for the BIP to operate correctly. They must be adapted to the work flow of animals or products to be controlled. They may belong to a private operator.

Countries and their Veterinary Authorities should take the necessary action to ensure that the border posts and quarantine stations in their territory should be provided with an adequate organisation and sufficient equipment for the application of the measures recommended in the OIE Terrestrial Code.

When justified by the amount of international trade and by the epidemiological situation, border posts and quarantine stations should be provided with a Veterinary Service comprising personnel, equipment and premises as the case may be and, in particular, means for:

- making clinical examinations and obtaining specimens of material for diagnostic purposes from live animals or carcasses of animals affected or suspected of being affected by an epizootic disease, and obtaining specimens of animal products suspected of contamination, or simply in the case of routine sampling,
- detecting and isolating animals affected by or suspected of being affected by an epizootic disease,
- carrying out disinfection and possibly disinfestation of vehicles used to transport animals and animal products (foot baths , separate, closed-in sanitary facilities, etc.),
- storing products pending laboratory results or further investigation. Concerned products must be stored at the prescribed temperature; and products intended for human consumption must be separated from non-human consumption products (NHC).

In addition to this, BIPS should be provided with equipment for the sterilisation or incineration of rejected material (for eg. swill) or any other material dangerous to animal health.

Each border post and quarantine station should be provided with facilities for the feeding and watering of animals.

When required for the transit of commodities in international trade, airports should provide areas of direct transit. These should comply with the conditions required by *Veterinary Authorities*, especially to prevent the contact between animals of different health status and the risk of introducing diseases.

4.3. Conditions for approval of an EC BIP.

Points 4.3, 4.4 and 4.5 are developed to give detailed information to ACP countries wishing to trade with the EU and as an example of a BIP monitoring and control method.

EU BIPs must respect the conditions laid down by EC legislation, i.e. Commission Decision 2001/812/EC as amended, for products and by-products of animal origin and Directive 91/496 as amended, for live animals.

One of the objectives of the legislation given above is to help harmonise the conditions of installation, organisation and operation of EU BIPs. As previously mentioned, in some countries, BIPs may be located in private structures and depend on port/airport operators. In this case, the operators choose the type of approval they wish to obtain. The choice will depend on the flow of goods presented for control and/or on the business developments they envisage. Investments can be significant for a BIP approved for all categories of products and live animals, especially as storage facilities are needed for each category of product, and stations for housing live animals are also required. Infrastructures must also provide premises for the inspection service. These are usually rented.

The various categories of BIP approvals are represented by following initials:

- HC : BIP approved for import control of products intended for Human Consumption
- NHC : BIP approved for import control of products not intended for human consumption
- Several initials exist for the approval of live animals import control. They depend on the type of species authorized:

- U : Ungulates (cattle, pigs, sheep, goats, wild and domestic solipeds)
- E : registered equidae, as defined in Council Directive 90/426/EEC
- O : other animals, including zoo animals

For products of animal origin specific approval may be obtained for BIP facilities, with regard to storage temperature:

- NT: BIP approved for products with no temperature requirements.
- T: BIP approved for products to be kept cool (CH: chilled products; FR: frozen products).

The accreditation package for the BIP, with all required documents, including documents related to human and material resources, is submitted to central authority for validation. The list of minimum requirements for the approval package can be found in annex. Approval is then delivered by the European Commission, after inspection by the Food and Veterinary Office (FVO), the EC's inspection body.

4.4. Community approval follow-up

The FVO regularly inspects BIPs in EU Member States after approval is acquired, for monitoring purposes. If a major non-compliance is found following an inspection, approval may be revoked by the central authority or the European Commission.
Any modifications affecting an infrastructure or operating methods of an approved BIP must first be notified to the central authority by the head of the BIP, and to the EC. This may include work to bring facilities into compliance, the construction of an extension, etc.

4.5. List of EC approved BIPs

All EC-approved BIPS are listed in a Community List, published by decision (Decision 2001/881/EC). The list is regularly updated and accessible to all operators on the European Commission website (http://ec.europa.eu/food/animal/bips/bips_contact_en.htm) .It is also available on the TRACES database, which will be described in detail further on.http://www.eur-lex.europe.eu/

4.6. ACP countries

Variations between BIPs are possible from a country to another, but generally speaking, the principle of an approval and a regular inspection of BIP operations are advisable, to provide a guarantee to the country with which you wish to trade on the quality of the controls set up by your competent authority.

A list of approved BIPs, officially validated, is strongly advised.

5. INSPECTION PROCEDURES IN BIPS

- In this guide, the term 'goods' means goods as defined in the Customs Code, it includes live animals and products of animal origin.
- In chapter 5, the procedures described are EU procedures, in order to help ACP countries wishing to trade with the EU and as an example of organisation of official controls in EU BIPs. Each ACP country is responsible for adapting these controls to its own national context.

5.1. Inspection preparation and document management

5.1.1. Regulations and instructions

A system enabling the update of regulations and instructions for inspection should be implemented. It can be in the form of procedure documents. Procedure documents must provide details of methods used for updating documents (periodicity, person in charge, various means of informing inspectors and communicating with them (printed material, computerised, CD-ROMs, meetings, etc.).

These regulations should be accessible to all inspectors. Inspectors should be able to refer to them, where any doubt exists.

5.1.2. Procedure for archiving documents

Documents referring to imports carried out and all related mail must be archived following a procedure established at local level.

5.1.3. Risk analysis

This is directly related to the control. It is different from the risk analysis made by the central authority of the importing country, when the risk of importing disease through live animals and animal products is evaluated, in order to lay down sanitary conditions for import.

Risk analysis can guide the selection of consignments, depending on the type of goods or their origin, where the controls are not carried out on 100% of the consignments or when the inspector performs a targeted control, such as in case of legitimate suspicion (a known, serious health event in the country of origin of the goods). It can be documented, particularly from archived files, specific memoranda and/or elements known by the inspectors.

5.2. Import control in itself

Reminder: all consignments of live animals or products of animal origin for import must be controlled at the border in a BIP. At the outcome of the control, the consignment is admitted for free circulation within the EU or a refusal to import is pronounced.

5.2.1. Consignment declaration

All imported consignments should be notified by a declaration prior to import, which must include the country and establishment of origin. At the time of declaration, a unique number must be allocated to the goods. This number will trace them throughout the entire procedure, register them and find all the relevant documents in the archives if needed.
For example, in the EU, this prior declaration is made by a computerised system (TRACES database), 48h prior to import. It enables a first check to be made, particularly to check if any special supervision is needed for that particular origin. Before TRACES, the prior declaration was recorded on a printed form, accompanied by a copy of the health certificate.

Describe how consignments are declared in your country prior to export. Is a documentary check possible at this stage?

5.2.2. Import inspection procedure

There are three steps to inspection: documentary, identity and physical checks. Identity and physical checks of products and animals must be performed in the presence of the importer or forwarding agent representing the importer. These persons are directly involved by all the manipulations carried out during the inspection and it ensures the transparency of the process. A consignment must be covered by a unique health certificate or document and a unique decision, reported on a unique document. All controls and decisions made by the inspector take place in the BIP at the first point of entry. Please note that the procedure allowing a deferred physical inspection no longer exists.

Documentary check

The documentary check is the first step of the inspection. It can be done before the arrival of the goods if a prior declaration is made. The inspector can check the origin and health guarantees required by the legislation in force in the importing country, on the health certificate accompanying the consignment. The health certificate must meet the general conditions of certification. These will be described in detail in the export section of this guide. Whether the goods are live animals or products of animal origin, a documentary check enables the inspector to confirm:

- It is an original certificate, established in the language of the country of origin and in at least in one of the official languages of the Member State BIP where the control takes place.
  In Europe, if the final destination of the goods is another member state than the first point of entry, it must also be drafted in the language of the other Member State.
- It relates to a third country or part of a third country authorised to export towards the EU or your own country.
- The presentation and content correspond to the model defined for the goods and third country of origin.
- It complies with all general principles of certification
- It is presented as a single sheet document or if there is more than one page, all sheets are numbered.

- It is entirely completed
- It refers to only one consignment
- If the goods are products of animal origin, that they come from an EU-authorised establishment or from your own country.
- It is signed by the official veterinarian, or the representative of an official authority, whose name and position are written in capitals and legible characters. It must be signed and the country's official stamp must also figure on the document. Both signature and the stamp must be in a different colour than the one used for the printed certificate.
- All changes and deletions must be signed and initialled by the veterinarian in charge of certification.

Identity check

The identity check allows the inspector to verify that information declared on the health certificate concords with the goods presented (including in the case of live animals). It includes:

- In the case of products of animal origin, checking that the stamps, official marks and health marks identifying the country and establishment of origin are present and conform to those on the certificate or document.
  For wrapped or packaged products, a check on the specific labelling provided for in veterinary legislation.
  Where products arrive in containers, verification that the seals fixed by the official veterinarian, where required by Community legislation, are intact and that the information appearing thereon corresponds to that given in the accompanying document or certificate.
- In the case of live animals, an identity check is carried out for each animal. It includes a visual check of the species, matching the description of the animal on the health certificate with the individual to be identified (e.g. with a microchip). If the consignment is composed of a large number of animals, the inspector only checks a percentage of the animals (e.g. a consignment of ornamental aquatic animals). The number of animals controlled may increase, and may sometimes reach 100%, if the initial checks are not satisfactory.

If animals are in boxes (e.g. day-old chicks), the identity check must relate to the marking of a representative number of boxes and/or containers, for animals for which individual identification is not laid down by legislation. In such cases, the identity check also includes a visual check of the animals contained in a representative number of boxes and/or containers, to check the species present.

Physical check of product

It allows the inspector to see if the products are fit for the intended use declared on the health certificate and respect animal health import conditions. Prior to the physical check of the product, border checks can also include checking the transport conditions (hygiene and cleanliness of the means of transport and containers; compliance of temperatures during transport etc.). The aim of the physical check of the animal products is to ensure that the products still meet the purpose mentioned on the veterinary certificate or document: the guarantees of origin certified by the third country must accordingly be verified while ensuring that the subsequent transport of the product has not altered the original guaranteed condition, by means of:

- Sensory examinations: smell of the meat, colour of the gills and consistency of the abdomen for fish, taste, etc.
- Simple physical or chemical tests: cutting, thawing, cooking etc.
- Checking conditions and means of transport to identify in particular any shortcomings or breaks in the cold chain.
- Comparing the real weight of the consignment and that indicated on the veterinary certificate or document.
- Checking the conformity of the materials used for packing and labelling
- Checking the temperature required by legislation to ensure compliance during transport
- The examination must cover 1% of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten.
- Based on a predetermined sampling scheme, samples may be taken for laboratory analysis.

Physical checks of live animals

For a consignment consisting in a large number of animals, physical check cannot be performed individually. It evaluating the animal's capacity to continue his journey.

The clinical examination shall comprise at least the following:

- a visual examination of the animal, including an overall assessment of its health status, its ability to move freely, the condition of its skin and mucosae and any evidence of abnormal discharges
- monitoring of the respiratory and alimentary systems
- random monitoring of the body temperature
- palpation if required
- Sampling shall be undertaken with a view to checking on compliance with the health requirements laid down in the accompanying veterinary certificate
- The percentage of animals subject to physical checks may vary according to whether they are animals for breeding and production or animals for immediate slaughter. In the EU, the percentage of physical checks is 10% for consignments of animals for breeding and production (with a maximum of ten animals) and 5% for animals for immediate slaughter (with a maximum of 5 animals).

5.2.3. Check frequency

Reduced frequency

In the EU, documentary, identity and physical checks of products of animal origin are not always performed on all the consignments. When a product comes from an authorised third country and an approved establishment, a reduction in frequency can be considered depending on the product category and the risk analysis. For example, the frequency of checks will be higher for meat than for fishery products. Meat represents a higher risk than the latter.

In the EU, frequencies of control are allocated as following:

	Documentary check	Identity check	Physical check
Live animals	100%	100%	100%
Product of animal origin	100%	100%	variable
Products of non-animal origin	100%	variable	variable
Plant products	100%	100%	variable

Specific cases for products: transit, transhipment, non-compliant consignments destined for placing in free zones, re-imported consignments:

These specific cases do not apply to live animals for which a complete inspection is compulsory (with the exception of transhipments from one aircraft to another, without entering the Community territory.)

The type of controls applied for these specific cases are detailed in the following table:

Specific case	Documentary check	Identity check	Physical check
Transit crossing the Community territory	100%	100%	If suspicion
Transit with port or airport transhipment without unloading or a short delay, laid out by legislation	If suspicion	Si suspicion	If suspicion
Transit with port/airport transhipment with exceeding of a fixed deadline	If suspicion or 100%	If suspicion or 100%	If suspicion or 100%
non compliant consignments destined for free zones or warehouses	100%	100%	If suspicion
non-compliant consignments destined for supplies	100%	100%	If suspicion

5.2.4. Analysis and sampling

Analysis can be performed either by sampling, simply to check the guarantees provided by the exporting country, or in a targeted way, when there are grounds for suspicion or following a specific request from the competent authority to apply tighter controls to consignments of the same origin and nature as previously non-compliant samples.
The following facts apply to the EU.

> What are the sampling rules in your country, based on the local import flow situation and the risk analysis you have conducted?
> A model sampling procedure sheet is available in the annex.

Products of animal origin; routine checks

States must submit consignments of products of animal origin presented for importation to a monitoring plan, to detect residues, contaminants and pathogenic organisms. There is no predefined annual monitoring scheme.

- In the absence of suspicion, the sampling is random. The consignment can be put to free circulation before reception of the laboratory results.
- When an irregularity is suspected or available intelligence, which presents a direct or immediate public health risk, such as unsatisfactory laboratory results, the head of the BIP or the competent authority can withhold the consignment from veterinary clearance and release until satisfactory results of the laboratory tests are received.

As an example, in France, 3% of imported goods consignments are sampled. To select consignments for sampling, the number of order of the consignment is reported on a special grid, enabling to know if a sample must be taken or not, depending on the box in which number is reported. Sampling is random; there is no annual monitoring plan.

Re-enforced checks on products – case of the EU

All laboratory reports regarding products of animal origin for human or animal consumption are collected on community level. When the results are unsatisfying and there is a risk for public health, the establishment of origin may be submitted to re-enforced checks for the category of product and contaminant that triggered the re-enforced check.
All consignments of same nature from this establishment are withheld from veterinary clearance and release until satisfactory results of the laboratory tests are receive.
European Member States are up to date on the state of progress of procedure on the TRACES database. It was decided by the EU that 10 satisfying results returned consecutively, the re-enforced check procedure is considered as having been 'fulfilled'.
Follow-up is available on TRACES, but only for official authorities.
When a re-enforced check is fulfilled, Member States are informed by an automatically generated notification e-mail, initiated by TRACES.

Live animals

In the EU, samplings to check conformity of guarantees certified on health certificate are taken as followed:

- At least 3% of consignments must be sampled for serological tests, on a monthly basis, with the exception of certain registered horses.
- Samples are taken from 10% of the animals belonging to the selected consignment, with a minimum of 4 animals. In case of suspicion, the number may be higher.
- All animals of a consignment can be sampled if felt necessary by the veterinarian.

5.3. Results of inspection

5.3.1. Decision, notification and traceability of inspection

Procedures in force in BIPs must make it possible to rapidly retrieve or find all components of an import file, document or health certificate, the chronology of inspection, and the reasons that led to the final decision for the consignment. A model inspection sheet is available in the annex; it can be adapted to meet the needs of the service. Its purpose is to facilitate traceability and must be archived with the file. It can be adapted according to the needs of the service. It is compulsory in the event of a non-compliant consignment.

It can be adapted according to the needs of the service. It is compulsory in the event of a non-compliant consignment.

In addition, depending on the situation, inspection records must be kept, in printed form or any other form such as a CD-ROM. They will also be useful for the extraction of annual statistics.

Veterinary decisions taken on a consignment must be materialized immediately in the form of a document delivered to the owner of the goods or his representative.
This document, the equivalent of an inspection report, allows customs clearance of the goods within the EU. The original version and a copy are handed to the freight forwarder. They bear the date of control, the decision taken, the signature of the veterinarian in charge of inspection and the official stamp. An extra copy is kept for the BIPs archives.

In the EU, the veterinarian decision is submitted to customs in the form of a document called a CVED (Common Veterinary Entry Document). The original document enables customs clearance of the goods. A copy is given to the freight forwarder and an extra copy is kept for the BIPs archives.

5.3.2. Release for free circulation

Release for free circulation does not call for any particular comments. It happens when the consignment is compliant and may be introduced to the territory. The decision is taken by the point of entry BIP. Veterinary formalities are immediately followed by customs formalities. Customs clearance and control procedures at destination have been gradually abolished within the single market.

In some countries, a health document can be delivered (laissez passer, certificate) for the free release of goods cleared inside the country.

5.3.3. Measures taken in case of non-compliance

Detailed examination

This type of control is considered in the case of legitimate suspicion, for example suspicion of fraud. It may be a comprehensive check of the consignment after unloading, or re-enforced checks, without immobilising the goods. It needs to balance out the cost of the control and the health risks at stake.

In your activities, in which cases is the detailed examination approach taken?

Non release of consignment

If a consignment is non-compliant but regularisation is an option, or if the inspector concluded that complementary analysis are needed, the consignment is not admitted for release. The non release decision is notified to the owner or his representative. This non release decision is a legal act for which:

- The official in charge of the decision must be legally empowered to take this kind of decision;
- Appropriate preservation of the consignment is expected. Measures should be taken accordingly. Rooms or parks should be available locally for the products or animals. If a product needs to be kept under controlled temperature (chilled or frozen products), premises should be equipped to do so. For live animals, maintenance is expected.
  These rooms and parks can be privately held: in this case, an agreement is drawn up between the parties, to establish the responsibilities for the maintenance procedures, monitoring and entry/exit of the goods.
- The non release decision must be recorded on a specific document, giving the motivations and if necessary, setting a deadline for regularisation.

Reminder of regulatory framework

All irregularities found in a consignment must be notified to the owner or their representative in the form of a written regulatory framework reminder, even if it can be released for free circulation, by way of derogation. It is a way of ensuring that these irregularities will not happen again, which would justify tougher measures.

Refusal of admission

When regularisation is impossible, the refusal of admission should be delivered after a period of time during which the forwarder is invited to submit his remarks. Refusal must be justified and must mention the fate of the consignment: return, processing, transformation, destruction, slaughter or euthanasia. A copy of this document is kept in the archives, with all documents referring to consignment.
A model is available in the annex.

Re-importation

Re-importation occurs when the goods are refused by the importing country.
In the EU, all consignments judged non-compliant, with a risk for public health (for example, non-compliant laboratory results) are reported to all Member States via RASFF (Rapid Alert System for Food and Feed). RASFF is detailed further on in this guide.

5.4. Follow up on decisions

5.4.1. Importation record

Import documents are archived after inspection, for a period of time set by central authority.
The records must include at the very least:

- The original animal health certificate
- A copy of the consignment declaration
- A copy of the inspector's decision
- If applicable, exchange of mail/e-mails, legislation reminder, return and detention document, and all other documents presented by the owner or his representative

5.4.2. Invalidation of health certificates in case of refusals

Invalidation must be systematic in case of refusals, to avoid fraud. The Health certificate or health document is invalidated by affixing the statement "refused" on each page. It is then usually archived by the BIP, but in can be returned to the owner, upon request, to be retransmitted to the authorities of the exporting country.

5.4.3. Follow-up of refused consignments

A procedure must be drawn up by the BIP for the follow-up of refused consignments. It must describe the management of returned or destroyed consignments and as well as the follow up of these procedures. It also must mention how charges are shared and responsibilities distributed, how respect of deadlines is ensured and evidence of destruction are collected to enable file closure. All correspondence must be kept in case of a late appeal. These elements must be kept with the importation record.
A model form is available in the annex.

Live animals

They are usually returned to the country of origin, unless they represent a major health risk. They may also be quarantined pending regularisation, slaughter or euthanasia. In the event of euthanasia, a system for disposal of carcasses must to be available.

Products of animal origin

If they represent a risk for human or animal health, or if return to the country of origin is not possible, or even upon the owner's request, they must be destroyed. In other cases, they can be returned or processed.

5.4.4. Annual report

Information regarding imported goods inspected at the BIP should figure in a consolidated document or a register, making it possible to write an annual report for the central authority. Details such as traceability of returned goods should figure on the report.
A register extract is available in the annex.

6.If inspection of the consignment shows that the products are capable of endangering the health of persons or animals, or if the international veterinary certificates are not correct or do not apply to the products, the Veterinary Authority of the importing country may either return the products to the exporting country or cause them to be made safe.

When the products are not returned, the Veterinary Authority of the exporting country shall be informed immediately, thereby providing an opportunity for confirming the findings or correcting the certificate.

Article 5.7.5.

On the arrival at a border post of a vehicle transporting an animal or animals infected with any listed disease, the vehicle shall be considered as contaminated, and the Veterinary Authority shall apply the following measures:

1. unloading of the vehicle and immediate transportation of the animal or animals, in a leak-proof vehicle direct to:

a. an establishment approved by the Veterinary Authority for the slaughter of the animal or animals and the destruction or possibly sterilisation of their carcasses; or

b. a quarantine station or, in the absence of a quarantine station, to a place assigned in advance which is well isolated and near the border post;

2. unloading of the vehicle and immediate transportation of the litter, forage and any other potentially contaminated material to an establishment assigned in advance for their destruction, and strict application of the animal health measures required by the importing country;

3. disinfection of:

a. all baggage of the attendants;
b. all parts of the vehicle which were used in the transport, feeding, watering, moving and unloading of the animal or animals;

4. disinfestation, in cases where any insect vector diseases are present.

Article 5.7.6.

On the arrival at a border post of a vehicle transporting an animal or animals suspected of being affected with any listed disease, the vehicle shall be considered as being contaminated, and the Veterinary Authority may apply the measures provided in Article 5.7.5.

Article 5.7.7.

The vehicle shall no longer be considered as contaminated when the measures prescribed by the Veterinary Authority in accordance with Article 5.7.5. have been carried out.

The vehicle may then be allowed to enter.

Article 5.7.8.

Exports

Nevertheless, the ship or aircraft should be subjected to all of the animal health measures which the port or airport Veterinary Authority may consider necessary.

Article 5.7.9.

1. An aircraft transporting animals or animal products need not be regarded as coming from an infected zone solely because it landed in such a zone at one or more airports as long as these airports are not infected.

This should be considered direct transit provided no offloading of animals and animal products takes place.

2. Any aircraft coming from a foreign country where animal diseases transmitted by insect vectors are present shall be subjected to disinfestation im
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International tr
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6. EXPORT CONTROLS

Participation in international trade implies that commodities are checked by the country of export. Health guarantees required by importing countries are given by exporting countries through certification. Applicable rules must comply with the principle of equivalence of health measures between two countries trading live animals or products of animal origin. These rules enable the importing country to trust the exporting country's certification. In conformity with the equivalence agreements concluded between the EU and a third country, the European Commission must ensure that the following rules and principles are correctly applied by its trade partners in the third country.

The basic principle is the following: a good cannot be exported if it is considered by the exporting country as being unfit for health reasons and therefore unfit for sail on its own territory.

6.1. Export requirements

Upon request of the competent authorities of the importing country, the authorities of exporting countries shall provide the following information, according to the type of product or live animal exported:

- Information on the health status of the country with regard to diseases that could be transmitted by exporting these products or live animals.
- Information on the capacity of the country to declare the outbreak of an animal disease in its territory to the OIE
- Information on country's capacity to prevent and fight against emerging diseases in its territory
- Information on its capacity to perform laboratory diagnostic tests.
- Information on the structure of the veterinary services, especially their capacity to respond, depending on the powers they hold, including in agrifood establishments.
- Information on its capacity to empower, nominate and train certifying veterinarians, and its capacity to monitor the activities of the certifying veterinarians to verify their integrity and impartiality.

6.2. Control of exported commodities

Without going into too many details, a few points are raised here on export control procedures. These controls are designed, in particular, to establish certification.

6.2.1. Monitoring establishments at a local or regional level

The principles mentioned below apply to both the establishments producing live animals as well as those producing animal products or products of animal origin. The objective is to provide animal health certification or, when appropriate, equivalence of health measures. In the context of international trade, most countries require that exporting establishments be registered or approved to be able to export. It is the case for the EU. The competent authority must have the capacity to approve these establishments, to monitor them so that they maintain approval and, if necessary, withdraw approval if conditions are not met. The importing country may request the exporting country to come and inspect his establishments. Conditions for approval include inspection of the establishment itself, and of the products and live animals. It may also take into account the results of tests carried out according to official methods (e.g. OIE standards).

In the case of the EU, the list of approved third country establishments for export to the EU figures on the European Commission website. Goods (live animals/ products of animal origin) are controlled at the place of production. Controls must meet the health requirements of the importing country, stated on the health certificate.
Approved establishments have been inspected by the competent authority of the exporting country and by FVO.

How is export control organised in your country: during the production phase or after?

6.2.2. BIP controls

In the EU, there is no control of the goods leaving national or Community territory. In some cases, for maritime transport, products of animal origin are grouped in a unique container. The BIP may be asked to establish a global health certificate, covering products of different origin. In this case, the veterinarian will establish a global health certificate on the basis of the health certificates established by local authorities at the place of production.

> In your country, what activities related to the export of live animals/products of animal origin are carried out at a BIP?

6.3. Exception: return of non-compliant products or live animals to country of origin.

Re-dispatching can only be considered if the animals or products represent no risk for public health. Special measures must be taken so that health certificates or health documents of re-exported consignments are not re-used or that returned consignments are not presented for import at another border. Certificates must be invalidated by applying a stamp on each page, with the statement "rejected". Originals are kept by the BIP and a copy with the "rejection" stamp can be given to the forwarder upon request. Since all checks in the EU take place at BIPs, the decision to re-export is taken at the BIP and products/live animals concerned are not introduced into EU territory. Furthermore, the decision is notified in TRACES, so as to inform all member states of the rejection and to prevent the consignment from being re-introduced through another BIP.
If after a border inspection, a product/live animal is considered as being a risk to public or animal health, the animals may be euthanized and the products destroyed.

> What is the return procedure in your country? What measures are taken to prevent re-use of health certificates or health documents, or to prevent the same consignment being submitted to another BIP?

6.4. Certification requirements

Standards were established by OIE so that a climate of trust could be established and sustained between importing and exporting countries. Most of these standards are applied by the EU. These requirements are twofold: the first part is related to the rules of certification and second to the rules for establishing a health certificate. The latter was described in this guide in the chapter on documentary control, detailing on how a certificate must be drafted (the language, signature, colour, stamp etc.). The reader is invited to refer to this chapter. Before the certificate can be written, the following principles must be respected by certifying veterinarian:

- Certifying officers must have a satisfactory knowledge of the veterinary legislation as regards the animals and products of animal origin to be exported.
- Certifying officers must be informed as to the rules to be followed for drawing up and issuing the certificates.
- Certifying officers must be informed as to the nature and extent of the enquiries, tests or examinations which should be carried out before certification
- Certifying officers must not certify data of which they have no personal knowledge or which cannot be ascertained by them. They must not sign certificates relating to animals or products they have not inspected or which have passed out of their control.
- Certifying officers must not sign blank or incomplete certificates.
- Where a certificate is signed on the basis of another certificate or attestation, in the case of a group of consignments, for example, the certifying officer must be in possession of that document before signing.
- The competent authorities have to take all necessary steps to ensure the integrity of certification, by ensuring that certifying officers designated by them: have a status which ensures their impartiality and are fully aware of the significance of the contents of each certificate which they sign. Certificates are issued at least in a language understood by the certifying officer and at least in one of the official languages of the country of destination as provided for in Community legislation.

6.5. Control of certification by competent authority

The competent authority must be able to check that principles listed above are respected. Control procedures may be different, but they must at least ensure that:

- Each competent authority is in a position to link certificates with the relevant certifying officer and ensure that a copy of all certificates issued is available for a period to be determined by it.
- It must prevent the issuing of false or misleading certification and the fraudulent production or use of by carrying out investigations or checks and taking appropriate measures.
- If a fraudulent certificate has been issued or used, the competent authority must be able to take all necessary steps to immediately ensure that the person concerned cannot repeat the fraud.
- Any instances of false or misleading certification which are brought to the attention of the competent authorities must be penalised. Such measures may include the temporary suspension of the certifying officer from his duties until the investigation is finished.

Article 5.8.3.

Classification of pathogens

Pathogens should be categorised in accordance with the risk they pose to both human and animal health. They are grouped into four risk categories. Detailed information is provided in the Terrestrial Manual.

Article 5.8.4.

Importation of animal pathogens

1. The importation of any animal pathogen, pathological material or organisms carrying the pathogen should be permitted only under an import licence issued by the relevant authority. The import licence should contain conditions appropriate to the risk posed by the pathogen and, in relation to air transport, the appropriate standards of the International Air Transport Association concerning the packaging and transport of hazardous substances. The import licence for risk groups 2, 3 or 4 should only be granted to a laboratory that is licensed to handle the particular pathogen as in Article 5.8.5.

2.When considering applications to import pathological material from other countries, the authorities should have regard to the nature of the material, the animal from which it is derived, the susceptibility of that animal to various diseases and the animal health situation of the country of origin. It may be advisable to require that material is pre-treated before import to minimise the risk of inadvertent introduction of a pathogen.

Article 5.8.5.

Laboratory containment of animal pathogens

1. Guidance on the laboratory containment of animal pathogens and on the import conditions applicable to animal pathogens is found in Chapter 1.1.2. of the Terrestrial Manual. Additional guidance on human safety is also found in this chapter.

2. A laboratory should be allowed to possess and handle animal pathogens in group 3 or 4 only if it can satisfy the relevant authority that it can provide containment facilities appropriate to the group. However, depending on the particular circumstances of an individual country, the authority might decide that the possession and handling of certain pathogens in group 2 should also be controlled. The authority should first inspect the facilities to ensure they are adequate and then issue a licence specifying all relevant conditions. There should also be a requirement for appropriate records to be kept and for the authority to be notified if it is suspected that a material being handled contains a pathogen not covered by the licence. The authority should visit the laboratory periodically to ensure compliance with the licence conditions. It is important that authority staff carrying out the visit should not have any contact with species susceptible to the pathogens being

a. how the pathogen is to be transported and the disposal of the packaging;

b. the name of the person responsible for the work;

c. whether the pathogen may be used in vivo (and if so whether in laboratory animals or other animals) and/or only in vitro;

d. how the pathogen and any experimental animals should be disposed of when the work is completed;

e. limitations on contact by laboratory staff with species susceptible to the pathogens being used;
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Article 5.9.1.

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7. TRACES - EUROPEAN SYSTEM

7.1. Presentation

The TRACES system (Trade Control and Expert System) is a management tool for tracking the movement of animals and products of animal origin from both outside of the European Union, and within its territory. It concerns intra-community trade and third country imports. The computerised veterinary network was set up in April 2004 and placed under the responsibility of the European Commission. Competent authorities and operators are connected to the system.

It enables faster communication and accelerated administrative procedures between national competent authorities of the EU, EFTA countries, BIPs and third countries, when applicable.

In order to maintain and respect confidentiality of some data, restriction levels are imposed, depending on the user's profile.

7.2. An information system[1]

TRACES is available in 22 languages and has the following functions:

- It provides electronic certificates: TRACES provides electronic veterinary certificates which are mandatory for consignments during import and movement in the EU. These certificates follow both the live animals and animal products as they travel to and through the EU, in paper and electronic formats.
  TRACES enables good traceability of the goods and informs the competent authority of the country of destination of the arrival of the goods.
  This functionality is also accessible to third countries which have a TRACES account. Their health certificates can be sent directly to the competent authority of the relevant BIP in the EU country of destination.
- Pre-notification of the arrival of goods to a BIP in an EU member state: TRACES creates a two-part document called a CVED (Common Veterinary Entry Document). The first part, called the "declaration" is filled in by the freight forwarder 24h prior to the arrival of the goods. It gives all the details of the goods (nature, weight, species, etc.).

[1] For more information about TRACES, refer to Commission's website: ec.europa.eu/food.

This document, considered as a pre-notification, is sent to the BIP.
The second part is the "decision" section. It is completed by the inspector after the goods are controlled. It notifies the decision for the goods (free circulation, return, destruction etc.) and details the type of control that has been carried out (documentary, identity, physical check, sampling, etc.).

- An alert is sent in the event of a major public health hazard, through the RASFF system, paired with TRACES.
- The management of the list of establishments in third countries approved by the EU for export: lists are regularly updated and available on TRACES.
- Help in decision-making: TRACES enables immediate access to all relevant EU legislation for each type of certificate. It also explains the physical checks, the re-enforced checks and the safeguard measures, when applicable.
- Traceability: this is the key element of the system. TRACES keeps track of all data regarding every import or movement of goods in the EU. In the event of a major problem, all the movements can be traced instantly. It also keeps records of all data on rejected goods, including grounds for rejection.

8. RASFF SYSTEM (RAPID ALERT SYSTEM FOR FOOD AND FEED)

8.1. Presentation[2]

The Rapid Alert System for Food and Feed (RASFF) was set up in 1979, after an alert due to imported foodstuffs contaminated with mercury. It is a computerised system, paired with TRACES.

The system enables competent authorities of the European Economic Area (EFTA and EU Member States) to share information on measures taken in response to a serious risk detected in food or feed. It enables them to act more rapidly and in a coordinated manner. RASFF concerns local and regional central authorities as well as BIPs.

[2] For more information on RASFF see the European website: ec.europa.eu/food.

All RASFF members who identify a major risk are invited to transmit the information to the European Commission who will then share it with all network members through RASFF. RASFF members have to ensure that urgent notifications they are aware of are sent, received and responded to in the shortest time possible.

8.2. Procedures and transmission

All RASFF members have a designated national contact point, in charge of sending RASFF notifications to the European Commission.

For the BIPs; the starting point of a RASFF alert is the discovery of non compliance of foodstuffs during a control, which could represent a health hazard, or in the form of a non-satisfactory laboratory report. The inspector must inform the national contact point by e-mail, using the RASFF system through TRACES. If considered appropriate by the national contact point, the information is then sent to the European Commission who will then send it to all RASFF members.

If a third country is concerned by a RASFF alert (it may have exported or received the foodstuffs), it will be informed by the Commission." The third country will then be able to take appropriate corrective measures.

RASFF also enables EU member states and EEA-EFTA countries to be notified (informed) when products of animal origin are rejected by a BIP in the EU on the grounds that they present a risk to public health. Notification is sent to all EU BIPs to prevent the products being presented for import to another EU BIP.

RASFF is also used for products developed and sold within the Community. It also has other features, such as notifications to other RASFF members. A RASFF notification is used to report a problem, disseminate information, or if the information is linked to a danger, to disseminate an alert.

Listed below are the 3 types of notifications one can encounter through RASFF:

- Information notifications are sent when a risk has been identified but immediate action by other Member States is not necessary. It is used when there is no immediate danger for public health.
- Alert notifications are sent when the food or feed presenting a serious risk is already on the market and immediate action is such as commercial withdrawal.
- Any information related to the safety of food and feed products which has not been communicated as an alert or an information notification, but which is judged valuable for the control authorities, is transmitted to the members under the heading 'News'.

8.3. Access to information

Information transmitted through RASFF is available to all RASFF members.

Every EU country, third country or international organization can be part of the RASFF network, provided that they respect the procedures laid out in the agreement. These procedures are based on reciprocity and include provisions on confidentiality equivalent to the ones applied in the EU.

Information on RASFF notifications is available at any time on the RASFF portal. A large choice of search parameters is available on the portal.

The notifications are only partially available for public consultation. Adequate information is retransmitted to consumers by the national authorities.

9. LIST OF COMMUNITY REQUIREMENTS GOVERNING IMPORT.

9.1. Live animals

Live animals		EU import requirementes	List of authorized third countries	Health certificate	Animal health directive
Ungulates : domestic or non-domestic animals intended for breeding or slaughter, except equidae		Reg. 206/2010	Reg. 206/2010	Reg. 206/2010	Dir. 2004/68 EU
Registered equidae, for slaughter or breeding and production	Temporary admission (<90 days)	Dec. 2004/211/EU	Dec. 2004/211/EU	Dec. 92/260/EU	Dir. 2009/156/EU
	Readmission (<30 days)			Dec. 93/195/EU	
	Final importation			Dec. 93/197/EU	
	Slaughter			Dec. 93/196/EU	
	Transit			Dec. 94/467/EU	
Poultry, ratites and hatching eggs		Reg. 798/2008	Reg. 798/2008	Reg. 798/2008	Dir. 90/539/EU
Aquaculture animals for farming, relaying, put and take fisheries, open ornamental facilities and restocking		Reg. 1251/2008	Reg. 1251/2008 -annex III	Reg. 1251/2008 -annex IV-part A	Dir. 2006/88/EU
Ornamental fishes susceptible to one or more diseases listed in annex IV, part II of dir. 2006/88/EU intended for closed facilities (aquariums)		Reg. 1251/2008	Reg. 1251/2008 -annex III	Reg. 1251/2008 -annex IV-part B	Dir. 2006/88/EU

Live animals			EU import requirementes	List of authorized third countries	Health certificate	Animal health directive
Ornamental fishes not susceptible to one or more diseases listed in annex IV, part II of dir. 2006/88/EU, molluscs and crustaceans intended for closed facilities			Reg. 1251/2008	Third country or part of third country member of OIE	Reg. 1251/2008 -annex IV-part B	Dir. 2006/88/EU
Bees			Reg. 206/2010- art 7 and Art. 13	Reg. 206/2010- art 7-point 1	Reg. 206/2010-annex IV-part 2	Dir. 92/65/EU
Aviary birds bred in captivity destined to sail (except poultry)			Reg. 139/2013 + community list of approved livestock in third countries	Reg. 139/2013 -annex I	Reg. 139/2013-annex III	Dir. 92/65/EU
Pet animals	Domestic carnivores	non commercial animals	Reg. 576/2013	Reg. 998/2003 -annex II-part C + Reg. 1467/2006	Dec. 2011/874/EU	
		commercial animals			Dec. 2011/874/EU	
		Animals for scientific use			Dec. 2005/64/CE and non-domestic : national	
	Other pet animals (rodents, reptiles, lagomorphs, exhibition birds)		Dir. 92/65/EU	national	national	
Other animals	Intended for scientific establishments, public presentation, sales		Dir. 92/65/EU	national	national	

9.2. Products of animal origin

Products for human consumption			Hygiene package	List of third countries authorized to export to EU	Health certificates and documents	Third countries' establishments approved for export to EU	Residue plan	Animal health
Ungula	Ungulates		Reg. 853/2004 -annex III section I Reg. 854/2004-art 11	Reg. 206/2010/EU	Reg. 206/2010/EU + Dec. 2005/290/EU Porcine meat Canada	community list	Dec. 2011/ 163/EU	Dir. 2002 /99/EU
	Game	Bi ungulate with hair	Reg. 853/2004- annex III section II, III and IV Reg. 854/2004- art 11	Reg. 206/2010/EU	Reg. 206/2010/EU	community list	Dec. 2011/163/ EU	Dir. 2002/99/ EU
		Leporidae (rabbit or hare)		Dec. 2003/812/EU	Reg. 119/2009/EU	community list		
		Wild non bi ungulate, with hair		Reg. 206/2010/EU	Reg. 119/2009/EU	community list		
		Wild – with feathers		Reg. 798/2008	Reg. 798/2008	community list		
	Poultry	Poultry except ratites	Reg. 853/2004 -annex III section II Reg. 854/2004- art 11	Reg. 798/2008	Reg. 798/2008	community list	Dec. 2011 /163/EU	Dir. 2002 /99/EU
		Ratites (extra guarantees required)				community list	Dec. 2011 /163/EU	Dir. 2002 /99/EU
Minced meat	Bovine, ovine, caprine and porcine		Reg.853/2004 -annex III section V Reg. 854/2004- art 11	Reg. 206/2010/EU	Reg. 206/2010/EU	community list	Dec. 2011 /163/EU	Dir. 2002 /99/EU
	Poultry, ratites and wild game birds			Reg. 798/2008	Reg. 798/2008	community list	Dec. 2011 /163/EU	Dir. 2002 /99/EU
Meat products			Reg. 853/2004 -annex III section VI-Reg. 854/2004 -art 11	Dec. 2007/777/EU	Dec. 2007/777/EU	community list	Dec. 2011/ 163/EU	Dir. 2002 /99/EU

Products for human consumption		Hygiene package	List of third countries authorized to export to EU	Health certificates and documents	Third countries' establishments approved for export to EU	Residue plan	Animal health
Meat preparations		Reg. 853/2004 -annexe III section V Reg. 854/2004- art 11	Reg. 206/2010/ EU, Reg. 798/2008/ CE (poultry), Dec. 2003/812/EU non bi ungulate game with hair	Dec. 2000/572/CEE (modif .by 2008/592/ EU)	community list	Dec. 2011/163/ EU	Dir. 2002/99/ EU
Fishery products	Also applicable to frozen or processed molluscs from an approved zone of origin	Reg. 853/2004 -annex III section VIII Reg. 854/2004- art 11	Dec. 2006/766/EU	Reg. 2074/2005	community list	Dec. 2011/163/ EU for products of aquaculture	Dir. 2002/99/ EU
Live bivalves molluscs	Echinoderms, tunicates, marine gastropods (except adductor muscles of pectinidae fished in deep sea) – direct consumption authorized – re farming prohibited. For non-living products, from an authorized zone or establishment and covered by a health certificate for fishery products.	Reg. 853/2004 -annex III section VII Reg. 854/2004- art 11	Dec. 2006/766/EU	Reg. 2074/2005	community list	Dec. 2011/163/ EU for products of aquaculture	Dir. 2002/99/ EU
Dairy products, including raw milk (casein included)		Reg. 853/2004 -annexe III section IX Reg. 854/2004- art 11	Reg. 605/2010/EU	Reg. 605/2010 /EU	community list	Dec. 2011/ 163/EU	Dir. 2002 /99/EU

Products for human consumption		Hygiene package	List of third countries authorized to export to EU	Health certificates and documents	Third countries' establishments approved for export to EU	Residue plan	Animal health
Eggs and egg products		Reg. 853/2004 -annex III section X Reg. 854/2004- art 11	Reg. 798/2008	Reg. 798/2008	No community list	Dec. 2011/163/ EU	Dir. 2002/99/ EU
Honey and honey products		Reg. 854/2004- art 11	Dec. 2003/812/EU	Reg. 2074/2005	No community list	Dec. 2011/163/ EU	Dir. 2002/99/ EU
Frogs and snails	Live or processed	Reg. 853/2004 -annex III section XI Reg. 854/2004- art 11	Dec. 2003/812/EU (live snails : all countries authorized)	Reg. 2074/2005	No community list	Dec. 2011/163/ EU	Dir. 2002/99/ EU
Dried, salted and bleached casings	Except casings processed in accordance to Dec. 2007/777/EU, considered as meat products, therefore meat product legislation is of application	Reg. 853/2004 -annex III section XIII Reg. 854/2004- art 11	Dec. 2003/779/EU	Dec. 2003/779/EU	community list	Dec. 2011/163/ EU	Dir. 2002 /99/EU
Gelatin and collagen		Reg. 853/2004-annexe III sections XIV and XV Reg. 854/2004- art 11	Dec. 2003/812/EU	Reg. 2074/2005	Community list for gelatin, no list for collagen	Dec. 2011/ 163/EU	Dir. 2002 /99/EU

1. encompass measures which effectively isolate animals or groups of animals thereby preventing the spread of communicable diseases;

2. protect the health of personnel working in the quarantine;

3. encompass measures to promote the health and welfare of quarantined animals including social and behavioural needs of non-human primates.

At a minimum, quarantine programmes should have the following key components:

Article 5.9.2.

Management policies

Management should restrict access to the quarantine facility to authorised and essential personnel, who do not pose a communicable disease risk to non-human primates.

Management should instruct personnel about the potential risks of working in the quarantine facility, and the need to conduct all activities in a safe manner. There should be periodic retraining of personnel.

Management may prohibit persons who may be at increased risk of acquiring infections or for whom an infection might be unusually hazardous from the quarantine facility. Management may require other personnel health promotion activities, such as those mentioned in point 5 of Article 6.11.7.

Article 5.9.3.

Quarantine facility infrastructure design and equipment

1. The construction or location, and the operation of the quarantine facility should provide for strict segregation and isolation of quarantined animals from other animals and from personnel not essential to the operation of the quarantine.

2. Methods to attain this isolation include:

a. The use of security measures such as physical barriers and procedural access control systems.

b. As part of the security system, a hazard warning sign should be posted at the entrance to the quarantine stating that exposure to infectious diseases may occur in the quarantine. The names and telephone numbers of contact persons responsible for the quarantine area should be provided, and all special requirements for entering the quarantine area should be listed.

c. The implementation of an effective rodent, feral animal, and insect control programme, which does not pose a health risk to the quarantined animals.

d. The complete physical separation of groups of quarantined animals from other groups of quarantined animals to prevent exposure to and the introduction of infectious agents from

Annexes

the quarantine period, unless the newly formed group restarts the entire quarantine process.

3. The quarantine facility should be designed to allow for the secure holding of quarantined animals and to allow for the safe, easy and efficient cleaning and decontamination of the animal holding area and the access area during and after use.

a. A quarantine facility should consist of a minimum of two discrete areas physically separated from the outside and from each other, including an access area where clothes, footwear and protective articles are changed, and where locker, hand-washing and, if possible, showering facilities are provided.
Procedures should be in place to prevent the cross-contamination of clothes and footwear worn outside the quarantine facility from poten-

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ANNEX 1: SPS MEASURES, OIE INTERNATIONAL STANDARDS, IPPC AND CODEX ALIMENTARIUS

A.1.1. World Trade Organization (WTO) and SPS agreement

The Agreement on the Application of Sanitary and Phytosanitary Measures (the "SPS Agreement") entered into force with the establishment of the World Trade Organization on 1 January 1995. It concerns the application of food safety and animal and plant health regulations.
It ensures that all protective action implemented by WTO member states (159 in 2013) does not go beyond what is needed for health protection and does not use sanitary and phytosanitary restrictions as a protectionist device.

A.1.2. SPS principles and procedures

The SPS agreement provides that all WTOs member governments may only impose sanitary and phytosanitary measures to the extent necessary to protect human, animal or plant health, on the basis of scientific information. This measure helps prevent a disguised restriction to the international trade.
Sanitary or phytosanitary measures which conform to international standards, guidelines or recommendations of the Codex Alimentarius (FAO/WHO) for food safety, the World Organisation for Animal Health (OIE) for animal health and the International Plant Protection Convention (FAO), shall be deemed to be necessary to protect human, animal or plant life or health, and presumed to be consistent with the relevant provisions of the SPS Agreement

Member countries are encouraged to use international standards, guidelines and recommendations where they exist. However, members may use measures which result in higher standards if there is scientific justification. They can also set higher standards based on appropriate assessment of risks so long as the approach could reduce the risk to the level considered acceptable by the government of the country concerned (as was the case, for example, with the ban on hormones in the European Union). When no international standards exist for a given risk, this option may be considered.

The SPS agreement takes into account the fact that it is not always appropriate to impose the same sanitary and phytosanitary requirements on food, animal or plant products coming from different countries. Therefore measures sometimes vary, depending on the country of origin of the food, animal or plant product concerned. This also prevents unjustified discrimination.

A.1.3. Operation of the SPS agreement

The SPS Agreement increases the transparency of sanitary and phytosanitary measures by encouraging the wider use of systematic risk assessment. Moreover, as governments are required to notify other countries of any new or changed sanitary and phytosanitary requirements, they are required to respond to requests for more information on new or existing measures. They therefore accept that they must open to scrutiny how they apply their food safety and animal and plant health regulations.

A.1.4. SPS Agreement standards and international trade

The relevant standard-setting organizations for the SPS Agreement are listed in the annex to the Agreement. They play an important role for the establishment of standards, guidelines and other recommendations in their field of competence.
They are as follows:

- the FAO/WHO Codex Alimentarius Commission: for food;
- the World Organization for Animal Health (OIE): for animals;
- the FAO's Secretariat of the International Plant Protection Convention: for plant health.

The SPS Agreement encourages its members to take part in the activities organised by the international standardisation organisations. The standards established by these organizations are used as an important reference point in WTO's dispute settlement procedures.

A.1.5. OIE standards: OIE's presentation source document

Founded in 1924, OIE had 178 Member Countries in 2013. It has 6 main objectives:

- To ensure transparency in the global animal disease situation
- To collect, analyse and disseminate veterinary scientific information

- To provide expertise and encourage international solidarity in the control of animal diseases
- Within its mandate under the WTO SPS Agreement, to safeguard world trade by publishing health standards for international trade in animals and animal products
- To improve the legal framework and resources of national Veterinary Services
- To provide a better guarantee of food of animal origin and to promote animal welfare through a science-based approach

These missions are achieved through different activities including the establishment of standards, guidelines and recommendations pertaining to animal health. Examples of the OIE work in this area include the following:

- International Animal Health Code (for mammals, birds and bees)
- Aquatic Animal Health Code (for fish, molluscs and crustaceans) and Manual for Aquatic Animal Diseases
- Manual of Standards for Diagnostic Tests and Vaccines

The above-mentioned Codes as well as their associated Manuals are designed as reference documents to be used by the veterinary administrations or the competent authorities of the member countries, to assist them in establishing the health regulations that their countries should apply to the import and export of live animals and animal products, so that the spreading of pathogens responsible for diseases to other animals or to human beings is avoided.

In addition to recommendations specific to diseases, the OIE has also developed general principles relating to risk analysis methodology, which is comprised of four components, namely import risk assessment, assessment of veterinary services, zoning/regionalisation, and surveillance and monitoring.

As scientific knowledge on disease agents and their ways of diffusion increases every day, new diagnostic techniques become available, and control methods become more refined, the OIE Codes and Manuals are revised. For the development of OIE recommendations, the procedures within the OIE encourage the active participation of countries in drawing up the rules that will apply both to others and to themselves.

These recommendations are established by consensus by members' chief veterinary officers.

The OIE headquarters are located in Paris, France. For more information, visit the OIE website: http://www.oie.int

A.1.6. IPPC standards: source document

The International Plant Protection Convention (IPPC), with its 181 member countries, is a multilateral treaty for international cooperation in plant protection. The Convention makes provision for the application of measures by governments to protect their plant resources from harmful pests (phytosanitary measures) which may be introduced through international trade. The IPPC is deposited with the Director-General of the FAO and is administered through the IPPC Secretariat located in FAO's Plant Protection Service. The IPPC was first adopted in 1951 and has been amended twice, most recently in 1997.

The revision of the IPPC agreed in 1997 and which entered into legal force on 2 October 2005 represents an updating of the Convention to reflect contemporary phytosanitary concepts and the role of the IPPC in relation to the Uruguay Round Agreements of the WTO, particularly the SPS Agreement. The SPS Agreement identifies the IPPC as the reference organization developing international standards for plant health (phytosanitary) measures. IPPC work includes standards on pest risk analysis, requirements for the establishment of pest-free areas, and others which give specific guidance on topics related to the SPS Agreement.
The Secretariat of the IPPC is located at the FAO headquarters in Rome.

For more information, visit the IPPC website at http://www.ippc.int

A.1.7. Standards of CODEX: Codex Alimentarius web site

The Codex Alimentarius is a collection of international food safety standards and guidelines for the production and processing of food products.
The objective of the Codex is to ensure food safety and the protection of consumers. These standards concern both livestock production and plant production. It also takes into account questions relating to food additives, veterinary drug and pesticide residues, etc...

The standards of Codex have also proved an important reference point for the dispute settlement mechanism of the WTO with regard to food safety and the protection of consumers, in application of the SPS agreement. Therefore, Codex plays an ever-increasing role in dispute settlements. WTO members wishing to implement more strict standards than Codex standards must provide scientific justification. Codex standards can also be used as a guide in the elaboration of national legislation.

Over the years, the Codex has developed over 200 standards covering processed, semi-processed or unprocessed foods intended for sale for the consumer or for intermediate processing; over 40 hygienic and technological codes of practice; evaluated over 1000 food additives and 54 veterinary drugs; set more than 3000 maximum levels for pesticide residues; and specified over 30 guidelines for contaminants.
These standards may be transversal (general principles of control for example) or for given sector (honey, meat, etc.).

The Codex Alimentarius website is available for free public consultation and gives access to all standards. It is regularly updated. It is impossible to give the full list of standards in this guide, but a few examples are listed below. For further information, visit the Codex Alimentarius website: **www.codexalimentarius**

Standards are identified by a number and classified by category (guideline, code, standard). For example :

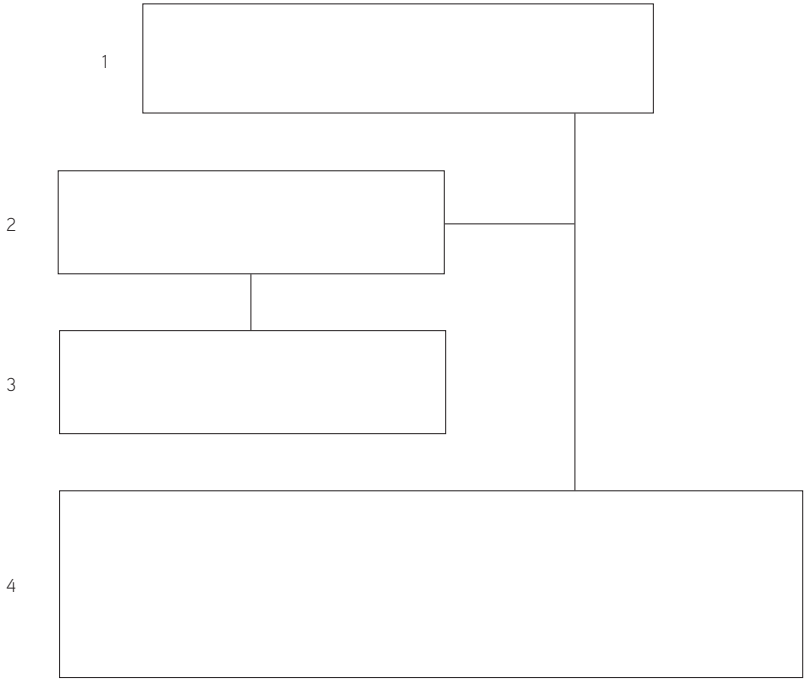
- CAC/GL (guideline) 20-1995: Principles for Food Import and Export Certification and Inspection.
- CAC/GL 47-2003: Guidelines for Food Import Control Systems
- CAC/RCP (code of practice) 52-2003: Code of Practice for Fish and Fishery Products
- CODEX STAN (standard) 12-1981: Standard for Honey
- 88-1981: Standard for Corned Beef.

In conclusion, national legislation in the food, animal and plant health sectors build on international standards, elaborated by international organizations with world-wide membership.

ANNEX 2. VETERINARY CONTROL (DOCUMENTS TO PUT IN A FOLDER, TO BE KEPT AT A BIP)

Annex 2.1. Example of a BIP organigram - organigram of ..... Border inspection post

Country, Ministry, Direction	Veterinary Service Quality Manual	No.



Write down:

- Box n°1 : first name (lowercase) and name (capital letters) of the person in charge of the BIP:
- Box n°2 : first name (lowercase) and name (capital letters) and position (lowercase) of persons directly reporting to head of BIP (permanent or for special tasks)
- Box n°3 : first name (lowercase) and name (capital letters) of other members of staff

Annex 2.2. Example of job description document for head of department of a BIP

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

Heading Sheet page 1/x...

Job Description Document

Head of Department (Border Inspection Post)

Hierarchy and operational position

Service

Head of BIP

BIP staff

Responsabilities

1º Administrative management

a) Internal organization:
- coordination and supervision of activities,
- drafting and dispatch to central authority of annual reports,
- analysis and dissemination of central documents,
- management of budget, material and staff,

b) External representation and communication:
- relations with port/airport management,
- relations with administrative services,
- Initiation of destruction procedure,
- Support for internal and external missions in field of breeding

2) Technical management
- Management of severe health crises,
- Import and export certification of products
- decision of seizure for animal products,
- decision in case of hierarchical appeal

Authority

All members of staff of BIP

Internal and external relations

- administrative services,
- freight forwarders,
- laboratories.

Requirements

1) Professional category : Executive A,
2) Required qualifications : veterinary doctor or engineer having previously held a position of management
3) Ongoing training: management, communication, training..

Review by the quality assurance manager
Name:
Signature:
Date:

Validared by:
Name:
Signature:
Date:

This document cancels and replaces:

Annex 2.3. Example of job description document for the assistant head of BIP

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

Heading Sheet page 1/x... **Job Description Document** **Assistant Head of BIP**

Hierarchy and operational position

Head of BIP

Assistant

Other staff members of BIP

Responsabilities

1º Administrative tasks

- programming activities for BIP agents,
- in charge of training needs for BIP agents (identification of needs, in-house training, contact with training structures)

2º Technical tasks

- In charge of archives, statistics, monitoring the application of national and international legislation,
- control of inspections carried out by inspectors,
- decision of seizure of animal products,
- Inspection of products and live animals (see inspector sheet).

Authority

All BIP inspectors

Internal and external relations

- Administrative services : management, customs, police, gendarmerie, trade, environment, plant protection,
- freight forwarders,
- laboratories.

Requirements

1) Professional category : A,

2) Required qualifications : veterinary doctor or engineer having previously held a position of management

3) Ongoing training: update of technical and legislative knowledge necessary for work execution, specialized technical expertise (risk analysis, surveillance plan ...)

Review by the quality assurance manager
Name:
Signature:
Date:

Validared by:
Name:
Signature:
Date:

Annex 2.4. Example of job description document for BIP inspector

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

Heading Sheet page 1/x... **Job Description Document** **BIP Inspector**

Hierarchy and operational position

Head of BIP

BIP inspector

Responsabilities

1º) Administrative tasks

- collecting statistics relative to your activities,
- writing a report after each inspection.

2º) Technical tasks

- control of health certificates accompanying goods
- identity and physical checks of imported goods
- sampling for laboratory analysis,
- decision of detention,
- drafting of minutes,
- proposition of seizure to head of BIP,
- participation in goods destruction operations

Authority

None

Internal and external relations

- Administrative services: management, customs, police, gendarmerie,
- freight forwarders,

Requirements

1) Professional category : A, B or C,

2) Required qualifications: veterinary doctor, zoo technician engineer, breeding controller or engineer with an experience in management

3) ongoing training: update of technical knowledge

Review by the quality assurance manager
Name:
Signature:
Date:

Validared by:
Name:
Signature:
Date:

This document cancels and replaces document:

Annex 2.5. Example of post description document

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

JOB DESCRIPTION DOCUMENT

NAME:
First name:
Task1:
Place of employment:

Field of activity

List of tasks or/and activities assumed

- **Refer to appropriate sheets**

I. PUBLIC SERVICE ROLE

Principal activities related to post

-

II. OTHER ACTIVITIES (when applicable)

A. PROJECTS IN SUPPORT OF BIP

1:

-

2:

B. OTHER MISSIONS[3]

ONDGV

Associated structures related to task (committees, commission, etc.)

References to occupied post (reference of order or memorandum):
Starting date :

This visa attests that the person concerned:

- Is aware of this post description document and job description document corresponding to his job
- agrees to preserve the confidentiality of information he becomes aware of when working
- Has a copy of the job and post description documents

Agent's signature:

Post description document approved by immediate superior

Date: **Signature:**

[1] Copy title of a post description document

[3] Indicate sectors of intervention in left column and occupied function in right column

Annex 2.6. Example of replacement inspector sheet

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

REPLACEMENT SHEET

POSITION HOLDER
NAME:
First name:
Task1:
Place of employment:

Authorised agent incumbent replace position holder in case of expected or non-expected absence, in decreasing order:

1. First replacement
NAME:
First Name:
Function:
Place of employment:

2. Second replacemente (if first replacement absent)
NAME:
First Name:
Function:
Place of employment:

3. Third replacemente (in case of absence of first and second replacement)
NAME:
First Name:
Function:
Place of employment:

VISA OF POSITION HOLDER

Date: **Signature:**

VISA OF ADMINISTRATIVE APPROVING AUTHORITY

Date: **Signature:**

[1] Copy title of a post document sheet

Annex 2.7. Example of document for monitoring training

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

DOCUMENT FOR MONITORING OF INTERN AND OUTSIDE TRAININGS

THEMES	DATES	PLACE

Name and first names of participants profession

Signature

Annex 2.8. Example of programming document of BIP activities

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

ACTIVITY PLANNINGSHEET **BIP OF** **YEAR**[1]

Activities	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Year Total	
	Planned	Achieved	Planned	Achieved	Planned	Achieved	Planned	Achieved	Planned	Achieved
Technical activities										
- Registration/controls of establishments (no. of inspections)										
- Epidemiological survey with report (no. of interventions)										
- Import certification (no. of certificates)										
- Export certification (no. of certificates)										
- Seizures and returns of goods (no. of seizures and returns)										
- Awareness/communication for professionals (no. of meetings)										
- Samplings for laboratory analysis (no. of analysis requests										
- Miscellaneous (type and no.)										
Administrative activities										
- Veterinary Service meetings with assistant head and inspectors (no. of meetings)										
- Meetings with professionals (no. of meetings)										
- Drafting/transmission of annual and monthly reports (no. of reports)										
- in-house or external trainings (no. of agents concerned)										

[1] One sheet per year. Archived each year in .....(define)

[2] In the event of difficulty predicting annual numbers, enter the numbers of the previous year (N-1)

Annex 2.9. Example of document for monitoring activity reports

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

COMPULSORY REPORTS MONITORING **BIP of:**
Year (N)

BIP MUST PROVIDE TO (NATIONAL, REGIONAL, LOCAL AUTHORITY):

A monthly activity report (8 days after the end of month at the latest), according a pre-established framework
To monitor the report, the following table must be completed and kept:

REPORT FOR MONTH	DATE OF TRANSMISSION
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Annex 2.10. Example of internal audit for BIP

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

BORDER INSPECTION PROCEDURE **BIP of:**

This document describes inspection methods to be used in presence of consignments of imported or exported live animals/products of animal origin

Regulatory references:

These references are to be completed by the country importing the live animals or products of animal origin.

1. Declaration/Presentation of consignment

All live animals or products of animal origin coming into or going out from the national territory must be declared/presented at the BIP.

2. Documentary check

This check allows enables the BIP inspector to control if import or export conditions are satisfied. Inspectors must control the following points on the health documents accompanying the goods:

- original document (copies are not accepted); visas and signatures must be in a different colour than the black used for the printed text (blue, red or green)
- one page; if more than one page, they must all bear the same number for the same consignment
- one recipient, clearly identified
- all headings of the certificate filled in (if a heading does not apply, the box may be blacked out)
- certificate in the official language of the importing country
- signature of the official veterinarian or official authorities' representative of the exporting country
- laboratory tests results if required

3. Identity check

This check enables the BIP inspector to control if live animals/products comply with the data on the health certificate. Inspectors must control the following points:

- health mark identifying the country (stamps) and matching the certificates
- Conformity of the labels compared to the product (nature, quantity, composition, use-by/sell-by date, etc.)
- compliance with recommended transport conditions (refrigerated or freezing temperatures)
- live animals' identity, species, number

4. Physical check

This check enables the BIP inspector to control if the live animals or products present anomalies likely to make them unfit for human consumption or to transmit an animal disease or zoonosis. Inspectors must systematically control the following points , on a representative sample:

- the presence of symptoms (for live animals) or injuries (animals or organs) evocative of an animal disease or zoonosis
- an organoleptic exam for search of anomalies in the aspect (colour, smell, consistency, form, volume ...) and sometimes taste
- physical elements enabling the inspector to suspect a break in the cold chain or excessive freezing (sublimation)
- Inspectors may, when they deem necessary, take samples for targeted laboratory analyses (cf. specific procedure)

Annex 2.11. Example of sampling procedures instruction

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

SAMPLING PROCEDURE **BIP of**

This document describes procedures for sampling and dispatch of samples carried out on products of animal origin suspected of being unsafe.

1. Sampling method

It must respect following indications:

- Sampling: at least 5 samples per consignment, i.e. 5 units (e.g. boxes, pots, bottles, bags, etc.) or 5 pieces taken from one voluminous unit, at different places (e.g. carcass)
- At least 100 g of product for each of the 5 samples, when sampling is done on a voluminous unit.
- To search for deep microbial flora (e.g. sulphite-reducing anaerobes): prior sterilization of the working surface and cauterization of the product (burner, reddened iron) before act of sampling
- To search for surface microbial flora (salmonella, coliforms, and staphylococcus): scratch off a 5mm thick pellicle, of at least 25 cm2 of surface.

2. Dispatch of samples

This must respect following indications:

- Immediate dispatch at product conservation temperature (room temperature, refrigerated or freezing). If dispatch is deferred, freeze the sample even if it was only refrigerated.
- Respect the cold chain throughout transport (dry ice or regular ice)

3. Accompanying document

A request for analysis, to help target laboratory research is always attached to the sample and established following a model, available on the next page of this guide.
All headings must be filled in.

Annex 2.12. Example of certification procedure document

Country, Ministry, Directorate	Veterinary Service Quality Manual	No.

REPLACEMENT SHEET **BIP of:**

This document describes certification methods to be implemented in the presence of a consignment of live animals or products of animal origin

Regulatory references:

To be completed by the country concerned

1. Import certification

All live animals or products of animal origin entering the national territory must be accompanied by a public health certificate or health document for import, completed as in the model provided in this guide

2. Export certification

The export health certificate must be completed by respecting the procedure provided in this guide.

The model international veterinary certificate is available in the Terrestrial Code and on the following website: http://www.oie.int/fr/normes/mcode/fr_sommaire.htm. The model can be used as is, if no specific requirements have been set by the importing country.

In case of special requirements by the importing country (in relation to a particular disease, for example), these must be taken into account and integrated into the OIE model certificate.

For wild animals, an additional certificate may be required with respect to standards fixed by the CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) standards for the protection of wild fauna. This certificate is delivered by another ministry (Ministry of the Environment).

Are the main models of export certificates available at the BIP?

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