



GUIDANCE FOR LOCAL AUTHORITIES ON NON-EU COUNTRY EXPORTS CERTIFICATION

UK Local Authority Exports Working Group

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Acronyms and abbreviations

APHA:	Animal and Plant Health Agency
FBO:	Food Business Operator
GBSLEP:	Great Birmingham and Solihull Local Enterprise Partnership
DAERA:	Department of Agriculture, Environment and Rural Affairs
Defra:	Department of Environment, Food and Rural Affairs
EHC:	Export Health Certificate
FSA:	Food Standards Agency
FSS:	Food Standards Scotland
FERA:	Food and Environment Research Agency
LA:	Local Authority (generic term covering all forms of LA, including District and Borough Councils in N Ireland)
POAO:	Product of Animal Origin
FNOAO:	Food Product of Non-Animal Origin
RPA:	Rural Payments Agency
DIT:	Department for International Trade
DExU	Department for Exiting the EU
UKECP:	UK Export Certification Partnership
CEFAS:	Centre for Environment, Fisheries and Aquaculture Science
FHI:	Fish Health Inspectorate
CAP:	Common Agricultural Policy

1. Introduction

Export certification is usually required by non-EU countries to provide assurance that exported food and feed complies with their import requirements and has passed through an official export route from the country of origin.

Individual non-EU countries may have specific requirements in terms of the types of documentation and attestations required to accept imports from the UK, and these may differ from country to country, from product to product, or over time due to procedural, political or scientific development.

While this makes the production of specific and detailed guidance difficult, there are some common principles and clear standards that normally apply and this guidance will help to ensure a consistent approach.

1.1 Aim of the guidance

This guidance is intended to replace the previous LACORS export guidance for local authorities, issued in 2003, and is based on recommendations of an interchange project involving the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) and discussions with other Local Authorities (LA), Defra, DAERA, the Animal and Plant Health Agency (APHA), FSS and the FSA. The content has been finalised in consultation with the UK Local Authority Exports Working Group, the Terms of Reference of which are attached at Appendix 8.

This UK guidance draws heavily on the document “*Food Export Health Certification – Guidance for Scottish Local Authorities*”, which was produced by COSLA/Society of Chief Officers of Environmental Health Scotland Export Certification Working Group and is already in use in Scotland.

This document is intended to clarify the role of LAs in the export certification process and aims to provide guidance that ensures a consistent and efficient approach across LAs.

All references to food in this document include feed.

However, please note that this guidance neither provides any authoritative interpretation of the law, nor constitutes a substitute to understanding relevant legal requirements.

1.2 Background to non-EU country exports certification by LAs

The UK government places a high emphasis on exports. A number of its devised key initiatives, such as the the Great British Food and Farming Plan¹ in July 2015, aim to ensure that British produce is celebrated both at home and abroad, and to drive forward action on exports, and to support industry through efficient export certification for food and drink products.

UK food and feed exports are seen as a significant part of the UK economy, totaling some £20.1bn in 2016 to over 200 countries. This represents an increase of 9% from 2015 in real terms.

Non-EU countries often require products of animal origin (POAO) to be accompanied by a formal veterinary Export Health Certificate (EHC) issued by the Animal and Plant Health Agency (APHA) or the N Ireland Department of Agriculture, Environment and Rural Affairs (DAERA). However, the majority of fishery products and products of non-animal origin (PNOAO) do not generally require a formal EHC, but the country receiving the products may require some form of attestation to confirm compliance with EU food law. This would normally be produced by the LA responsible for enforcing food law at the production premises or where the head office of the food business is based (for example, the office location of an export agent). LAs also provide export certification at the final point of despatch, if this falls within their area, such as an airport or seaport or cold stores/other food storage facilities where consignments are put together by or on behalf of an exporter/broker. There are a few exceptions where APHA/DAERA issued EHCs, in respect of POAOs, can be signed by a local authority officer, as an “Authorised Official”, instead of an Official Veterinarian (OV), e.g. fishery products for export to China.

On the wider perspective, the UK’s decision to exit the EU has required the FSA and FSS to work closely with the Department for International Trade (DIT), the Department for Exiting the EU (DExEU) and Defra to assess the potential impacts on those involved in the delivery of services to UK businesses trading with the EU and/or with non-EU Countries. LAs currently play a key role in providing export certification to businesses exporting food and drink products to non-EU Countries.

¹ Industry kick-starts work on Great British Food and Farming Plan

<https://www.gov.uk/government/news/industry-kick-starts-work-on-great-british-food-and-farming-plan>

Depending on the future UK-EU trade relationship, the needs for export certification may change and this guidance will be updated to take into account any new arrangements which impact on LAs.

Feedback from LAs, as well as from exporting Food Business Operators (FBOs), highlight a number of prevailing issues related to their involvement in the process of assessing compliance with non-EU country requirements. They are largely acting independently of each other with limited coordination or consistency of approach, including in relation to fees charged (if any), due to the lack of standard up to date official central guidance since LACORS was disbanded.

While guidance on the LA role in export certification has been in place in Scotland since November 2015, the need for guidance across the rest of the UK was also one of the recommendations of an FSA Interchange Project with the GBSLEP, which investigated areas where there could be scope for improvement within the current export certification services offered by LAs to exporting businesses.

2. Roles and responsibilities of key stakeholders

2.1 Defra: roles and responsibilities

Defra is the UK Central Competent Authority (CCA) for international trade and exports of food and drink and retains overall responsibility for policy in relation to market access. Defra is also responsible for negotiating trade opportunities with non-EU countries and, in relation to food/feed of animal origin, agreeing any specific requirements imposed by non-EU countries, over and above those required under EU legislation.

Defra's export certification role relates mainly to exports of fresh meat and a range of other non-composite foods of animal origin to non-EU countries that will only accept a formal APHA issued EHC signed by an official veterinarian. Defra usually negotiates the requirements set out in these EHCs with the authorities in destination non-EU countries on behalf of the UK. However, there are instances in the case of some animal products, where there is industry interest to urgently export to a non-sensitive non-EU country where either the UK cannot obtain import conditions or are unable to fully meet all of their import conditions. In these cases, Defra can agree to issue EHCs on a '*cleared*' basis (this is explicitly stated in the footing of the EHC) at the exporter's risk. Live animals and exports to sensitive countries (such as China and USA) are always accompanied by an '*agreed*' EHC that has been bilaterally

negotiated and agreed at CVO level with the importing country. This minimises any risk of rejection on arrival. A list of the EHCs available from APHA for certain animals (including birds), animal products and germplasm is available on the Defra website at: [APHA Form Finder](#).

2.2 APHA: roles and responsibilities

The Animal and Plant Health Agency (APHA) is a delivery agent of Defra and has responsibility for administration of the process for issuing formal EHCs for exports of consignments to non-EU countries in GB. Food businesses wishing to export products of animal origin should be advised to contact APHA (Centre for International Trade) in the first instance (Email: exports@apha.gov.uk or Tel: 03000 200 301) to find out whether an EHC exists for the particular product and country combination. Alternatively, APHA have developed an EHC 'Form Finder' tool which can be found at: [APHA Form Finder](#).

The Plant Health and Seeds Inspectorate (PHSI) of APHA provide a range of chargeable services to help FBOs export plants, plant products, fruit and vegetables, seeds, soil or agricultural machinery to countries outside the EU, including phytosanitary certificates. All material must satisfy the plant health requirements of the importing country. PHSI can be contacted at Email: planthealth.info@apha.gov.uk or Tel: 03000 200 301.

2.3 DAERA: roles and responsibilities

Although Defra is the Central Competent Authority (CCA) for international trade, DAERA is a competent authority (CA) in Northern Ireland and works closely with Defra in both the establishment and maintenance of new markets; developing EHCs and Notes for Guidance; and hosting inspections and audits from non-EU inspectors.

DAERA Export Health Certificates (EHCs) are obtained from the DAERA Export Health Certification Online (DECOL) application system. Access to the system along with further information and guidance on animal export requirements, along with DAERA contact details, is available on the DAERA website: [DECOL](#)

DAERA is also responsible for a number of technical roles with respect to EHCs including;

- Approval, verification and audit of establishments exporting meat and meat products

- Certification of meat and dairy EHCs
- Authorisation, training and supervision of Authorised Veterinary Inspectors (AVIs) – private veterinary practitioners who certify live animal & certain animal products exports from Northern Ireland

DAERA Plant Inspection Branch provides phytosanitary certification for regulated plants and plant products being exported to non-EU countries. All material must satisfy the plant health requirements of the importing country. Contact by Email: planthealth@daera-ni.gov.uk or Tel: 0300 200 7847

2.4 FSA: roles and responsibilities

The FSA is the UK Central Competent Authority (CCA) for food and feed safety for England, Wales and Northern Ireland. The FSA does not have any responsibility for issuing export certificates for food items. The FSA's role is to provide assurance to Defra and its agencies that food and drink exported from the UK to non-EU countries has been produced in accordance with EU requirements and, where required, with the additional requirements set by the destination country. The FSA provides advice and guidance to enable local authorities to issue export certification where appropriate. FSA's Exports Policy Team can be contacted at Email: exported.food@food.gov.uk. In Northern Ireland, contact FSA Northern Ireland at Email: executive.support@food.gov.uk.

2.5 FSS: roles and responsibilities

FSS is the Competent Authority (CA) for food and feed safety in Scotland. FSS does not have any responsibility for issuing export certificates for food items. FSS' role is to provide assurance to Defra and its agencies that food and drink exported from the UK to non-EU countries has been produced in accordance with EU requirements and, where required, with the additional requirements set by the destination country. FSS provides advice and guidance to enable local authorities to issue export certification where appropriate. FSS Regulatory Policy Branch can be contacted for exports enquiries at Email: exports@fss.scot.

2.6 Rural Payments Agency (RPA): roles and responsibilities

The RPA is responsible for issuing Export Licences for CAP-related commodities (see [Import and Export Licences](#)) and Certificates of Free Sale (CFS) (see [Certificates of Free Sale](#)). Certificates of Free Sale can

provide assurance to destination countries that certain exported products are free from dangerous additives, radiation and similar harmful substances and are fit for human or animal consumption as appropriate. Some non-EU countries specifically request this type of certification. RPA can be contacted on Tel: 03300 416 500 or at Email: trader@rpa.gov.uk.

2.7 CEFAS: roles and responsibilities

The Fish Health Inspectorate (FHI), based at the Centre for Environment, Fisheries and Aquaculture Science (CEFAS) are responsible for preventing the introduction and spread of serious diseases in fish, shellfish and crustacea. The team can offer guidance on completing any generic animal health requirements in relation to the list of diseases the UK claims to be free from. If there is a specific requirement for official animal health certification for a fishery product (i.e. animals going for direct consumption), which require both the inspection of stock to confirm it is clinically healthy, and the certification of relevant disease freedoms, then FHI would take an active involvement in its certification. The FHI take some responsibility for animal health certification of aquatic animals being exported for purposes other than direct consumption.

Fish Health Inspectorate- email: fish.health.inspectorate@cefas.co.uk or telephone: 01305 206700

Marine Scotland Fish Health Inspectorate (Scotland)- email: ms.fishhealth@gov.scot or telephone: 0131 2443498

2.8 FERA: roles and responsibilities

FERA's purpose is to provide robust evidence, rigorous analysis and professional advice, underpinned by world class research, to help Defra, other Government Departments and other stakeholders to support and develop a sustainable and secure food chain, and a healthy natural environment and protect the global community from deliberate chemical, biological, radiological and nuclear (CBRN) or major accidental hazardous material (HazMat) incidents.

2.9 Department for International Trade (DIT): roles and responsibilities

DIT's role is to work with UK businesses to support them in maximising opportunities in international markets. They have a number of staff based both regionally across the UK and in countries around the world.

They are therefore uniquely placed to provide insight into opportunities and obstacles to export.

Further information is available on their website, at [About DIT](#) and details of their local offices are provided at [DIT Office finder](#)

2.10 Chambers of Commerce

As part of their role in supporting international trade, Chambers of Commerce, can provide certification which might be required by importing countries.

These requirements can be made for food and non-food products. Documents issued include:

- European Community Certificates of Origin - a signed statement certifying where an exported item was made
- Arab British Chamber of Commerce Certificates - a Customs clearance requirement in some countries to evidence the origin of goods

2.11 Local Authorities (LAs): roles and responsibilities

LAs can provide assurance to non-EU country authorities that certain food and drink products being exported meet as a minimum UK and EU food safety requirements as well as any additional conditions required by the destination authority.

There is no legal obligation on LAs to issue health certificates. However, most LAs have priorities directly linked with the broader agenda of promoting economic growth and assisting businesses to bring products to market. The legal implications of signing health certificates depend on the precise wording of an individual certificate and what associated inspection (or other Official Controls) have been undertaken by the LA. There are risks arising however from LAs providing endorsement for foods that might later be found to be non-compliant with legislative provisions, and any potential litigation that could result.

Where LAs engage in the signing of EHCs they need to ensure that they undertake all of the necessary inspections/checks required to corroborate/verify that the requirements of the certificate have been met. For APHA/DAERA issued EHCs, the associated Notes for Guidance must be referred to and checks made to ensure requirements are met.

Export certification should be signed by an officer who is authorised by the LA to carry out enforcement activities at the category/type of premises concerned and has an appropriate understanding of the activities carried out. For certain EHCs for POAO, e.g. fishery products to China, signing officials must also be included on a list held by APHA/DAERA. If there is any doubt about whether or not an official is listed, you should contact APHA/DAERA at exports@apha.gov.uk or TradeAdminPost@daera-ni.gov.uk

Where LAs hold details of products produced at the premises, and there is evidence of compliance resulting from inspection records, then the attestation of compliance with EU/UK regulations, should be made by the inspecting officer or another more senior officer/line manager with the appropriate authorisation, or by an officer nominated by the council. The inspecting officer should be consulted if necessary.

3. Legislative requirements

i) Article 12 of EC Regulation No 178/2002 (general principles and requirements of food law) specifies that food injurious to health or unfit for human or animal consumption (as appropriate) cannot be exported and that food must comply with Community law or the requirements set up by the importing country.

ii) EC Regulation No 852/2004 (food hygiene) includes food exports and Article 11 specifies the requirements.

iii) The Official Control Regulation (OCR) - EC Regulation No (EU) 2017/625 (official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products) - clarifies that the issuing of official export certification (i.e. APHA or DAERA Export Health Certificates for POAO) is regarded as '*another official activity*' and the LA role in providing such EHCs on behalf of APHA or DAERA therefore remains a non-statutory service. However, please note that any control performed in support of issuing an official EHC is regarded as an official control and needs to be carried out accordingly. The OCR also defines '*certifying officer*' and sets out provisions for their designation and obligations in Article 88 and Article 3 (26).

4. Exports to EU countries

During the EU Exit transition period (until 31 December 2020), UK trade in food and drink to the EU remains subject to the EU rules on the 'free movement' of goods within the EU.

Export certification is not currently required for food products traded to countries within the European Union. This is still considered to be intra-EU trade and, as such, there is free movement of goods. Food and drink produced in the UK and EU member states and traded within the UK and EU by food businesses must meet the requirements of EU food law. They must be fit for consumption, and they may also be subject to customs and National checks. UK businesses wishing to trade with EU Member States should be advised to check with the authorities in the destination Member State whether any National checks will apply.

Defra and DAERA will provide guidance on any new rules for exporting to EU countries from 1 January 2020 on their websites. Links to that new guidance will be provided in this guidance document when available.

5. Local Authority Facilitation of non-EU Country Export Process

5.1 Eligible products/non-EU countries

There are two primary categories of food exports (LAs are not involved in the export of live animals), which determine what type of export certification is usually required:

- Products of animal origin (POAO), including meat and dairy, are generally subject to a formal APHA/DAERA issued EHC, usually signed by an official veterinarian prior to export. Please note that some APHA/DAERA EHCs, e.g. for some dairy and fishery products, can be signed by LA officers – refer to the example copies of EHCs which are available on the APHA ‘Form Finder’ function ([APHA Form Finder](#)) to check.
- Processed and composite food products, fishery products and products not of animal origin (PNOAO), generally do not require a formal EHC, but may require some form of attestation to confirm compliance with EU food law. These would normally be produced by the LA responsible for enforcing EU food law in the exporting premises. Further information on the EU definition of “composite products” is available at: [Commission Guidance on Composite Products](#).

NB - the decision on whether an EHC issued by APHA/DAERA or certification issued by the LA is acceptable rests with the relevant competent authority in the importing country.

There are a few exceptions where APHA/DAERA issued EHCs in respect of a POAO can be signed by LA officers instead of OV's, where the non-EU country only requires authorisation by an “Official Inspector”.

One example of this is in respect of fishery products for export to China. For these EHCs, LA officers should follow the Notes for Guidance which accompany the EHC and liaise with APHA/DAERA where there are any issues. It is essential that APHA/DAERA retain a central point of control with regard to such certificates and supplies of Crown Gold paper on which the EHCs are printed.

Where a formal APHA/DAERA issued EHC is not available, the LA responsible for carrying out food law enforcement in the UK based business which manufactured the product can often provide export certification to food businesses wishing to export food to non-EU countries, and this would normally be in relation to fishery products or products that are not of animal origin. **It is the responsibility of the exporting business to find out what the import requirements are in the destination country before seeking to obtain the appropriate export certification.**

The legal requirements for exports to non-EU countries are set by the authorities in the destination country, not by the UK. These depend on the products being exported and the destination country.

There is no existing information database on the requirements put in place for exports of products to countries outside of the European Union because the number of permutations of product/country in terms of possible exports from the UK makes holding such information impractical.

The onus to determine the requirements of the importing non-EU country rests with the exporting business. It is their responsibility to obtain confirmation that such certification would provide the necessary assurances required before any attempt to export. The business should establish exactly what is required, either via their customer, the UK-based embassy or the appropriate government organisation in the destination country. The format and wording of the certification to be issued by the LA needs to be informed by those requirements. However, the LA will need to be confident that they are able to provide required assurances and statements that they know to be true.

It should be noted that some countries may accept a 'premises endorsement'. This is a simple signed endorsement which confirms the state of compliance of a premises at the time of the last inspection. The premises endorsement removes the need to refer to any particular batch of food. An example is provided in Appendix 3. However, it is important to be aware that unscrupulous traders could use such endorsements to falsely endorse foods that may not be of a satisfactory standard. LAs should be careful not to provide an endorsement that could be used to export foods other than those originally envisaged. The general guidance on certification set out in this document should be applied to Premises Endorsement.

If the exporting business is unable to source an example certificate or import conditions from the importing country, LAs are recommended to suggest first, the standard premises endorsement, and second, an example standard export certificate with appropriate attestations as provided in Appendix 4. If this is not accepted, LAs are recommended to request copies of previously accepted certification. If an example certificate is not available and the standard certificate or premises endorsement are not acceptable, then LA involvement should end there until there is a change in circumstances. It is the responsibility of the FBO to ensure that the certificate contains the necessary information, and the FBO should check the proposed certificate with importing agent (via exporter) or the country's embassy. In these cases, LAs might consider including a disclaimer in the certification stating that the export goes ahead at exporter's risk. Guidance on the use of the standard export certificate is provided in Appendix 5.

Where a FBO is only involved in storage and distribution, rather than production, of a product to be exported a LA will need to consider whether they are able to produce a certificate attesting to the fact that, whilst the product is produced elsewhere, it is considered to comply with EU law, is fit for human consumption and is freely available for sale within the EU. The LA asked to produce the export certification may consider it more appropriate for the LA responsible for enforcing food law at the production site to issue the appropriate export certification – such a decision would need to be made on the basis of the information available to the LA.

If the product is not manufactured in the UK but simply stored in the UK prior to export, then the local authority might feel that they are unable to attest to the production of the goods and some form of attestation may therefore be required from the authority responsible for the non-UK production site stating that the goods have been produced in accordance with EU law. Again, this is a decision which should be made based on the information available. For example, if the product has a health or identification mark from another EU member State, this should provide sufficient assurances that it was produced in compliance with EU law and freely available for sale in the EU. It is the responsibility of the exporting business to contact their potential customer or the relevant authorities in the destination country for further information on their import requirements including whether additional assurances need to be provided, before any attempt to export, since they may have pre-export certification requirements.

5.2 Record keeping

A register of export certificates issued should be maintained by each LA. The register should contain the following minimum information:

- Unique identification number of certificate
- Date issued

- Time limit/lifespan of certificate
- Company issued to
- Destination country
- Type of product
- Quantity
- Name and designation of signing officer

5.3 Format of certificates

The following list summarises the key components which are normally expected in any documentation that provides endorsement of a particular food:

- Title and relevant logo/crest of the issuing authority.
- A numbered reference and sequence for the individual certificates to provide proper traceability (NB – this is not possible for TRACES generated certificates)
- The certificate should clearly state the food to which it relates and the quantity of that food.
- The certificate should also contain some general or specific attestation (comments about what is being claimed for the consignment in question).
- A signature. (NB - Defra advise that it is good practice for the signature, and any official stamp used, to be in a different coloured ink to the main text of the document).
- Some non-EU country authorities currently accept certificates with 'e' signatures. Where the LA has knowledge/evidence that this applies, 'e' signatures can be used, along with the official stamp

An example standard export certificate is provided at Appendix 4.

Authorities drafting any such documentation should also have regard to a number of general principles that are used by Defra when drafting certificates for veterinary signature. Information on these general principles is available at:

Codex – Guidelines for Design, Production, Issuance and Use of Generic Official Certificates (CAC/GL 38-2001)
<http://www.fao.org/docrep/009/y6396e/Y6396E06.htm>

Although this is not an exhaustive list, LA officers would normally issue export certification for the following:

- Fishery products
- Some dairy products
- Composite food products

- Alcoholic & non-alcoholic drinks
- Biscuits
- Cakes
- Pies
- Sweets & confectionary
- Preserves
- Fruit juices
- Food additives & flavourings
- Non-animal origin feed

5.4 Process from initial enquiry from FBO

The process when a FBO expresses an interest to a LA to export a particular food product to a non-EU country is as follows:

- If the product is a POAO, the FBO should be advised to initially make a check of APHA's published list of EHCs. If an appropriate EHC is not listed, they should contact APHA/DAERA to confirm whether or not an EHC is available.

They should contact APHA's Centre for International Trade at:

Email exports@apha.gov.uk or Tel: 03000 200_301

or, in Northern Ireland, for meat, dairy and composite food product certificates issued by DAERA or live animals, animal by-products, hides, skins, germplasm, hatching eggs and table egg certificates issued by Authorised Veterinary Inspectors:

Application Queries: DAERA Direct Regional Offices

General Trade Queries: tradeadminpost@daera-ni.gov.uk

Authorised Veterinary Inspectors: Northern Ireland AVI Veterinary Practices

APHA/DAERA will provide the FBO intending to export with information on the procedure, and an export application form.

- if the food product is not covered by an APHA/DAERA EHC, the LA responsible for enforcing food law at the exporting business should emphasise to the FBO that it is their responsibility to contact their customer or the relevant authorities in the destination country to find out their requirements and this will inform the wording of any export certification which needs to be issued. An example standard export certificate is provided at Appendix 4. If the authorities in the importing country explain that they require an official EHC, the business should contact APHA or DAERA so that an EHC can be negotiated.
- if the food product is not manufactured in the UK and the FBO is only involved in its storage and distribution, the exporter will need to provide the LA with information on the originating production

premises, product or process before they are able to confirm that, although the product is produced elsewhere, it is considered to comply with EU law, is fit for consumption and is freely available for sale within the EU. For POAO originating from a non-EU country, confirmation of the Border Inspection Post (BIP) through which the product entered the EU plus the relevant Common Entry Veterinary Document (CVED) will usually be sufficient. The certificate to be issued needs to state that the product has only been stored in LA enforced premises and include details of the originating production premises

- LAs need to be confident that in signing off a certificate, they are only signing for assurances and statements that they know to be true. If the certificate contains wording such as “products manufactured in accordance with EU and National legislation”, they would only be able to sign off this statement based on the evidence provided to them. Again, **any** certificate issued should state that the product has only been stored in LA enforced premises and include details of the originating production premises.

5.5 Clarification of APHA/DAERA role in certification/EHCs

Where formal EHCs are available, APHA/DAERA are responsible for dealing with any applications from food businesses wishing to export. In general terms, EHCs need to be signed off by an Official Veterinarian (OV) appointed by APHA/DAERA to a specific ‘module’ based on their experience, specific additional training and competence. APHA/DAERA hold a list of authorised OVs and provide this to businesses on request, so that the business can contract one, within the appropriate Module, to act as signatory for their consignments. Additionally, APHA have now published a list of businesses who can provide export health certification services - see [Find a professional to certify EHCs](#).

Please note that in Northern Ireland, the certification for meat and dairy products is carried out by DAERA officials only. As explained elsewhere in this document LA officials can sign a very limited number of APHA/DAERA issued EHCs, e.g. fishery products to China.

5.6 LA liaison with Official Veterinarians signing EHCs

APHA/DAERA are responsible for ensuring that certifying veterinarians (OVs) have a satisfactory knowledge of the veterinary legislation about the commodities to be certified. They also ensure that the OVs are informed of the rules to be followed for the issuing the certificates and, if necessary, the nature and extent of the enquiries, tests or examinations which should be carried out before certification.

APHA/DAERA will meet on a regular basis with LA representatives in the context of this guidance, to provide a forum for discussion of emerging issues, training and review of this guidance.

Good collaboration and direct liaison about standards at sites primarily under LA control is needed between signing OVs and LA on an ongoing basis.

OVs should ensure that LA officers involved are made aware of any visit to verify and sign-off EHCs well beforehand and in all cases, the visiting veterinarian should possess a satisfactory knowledge of the business, its products, its processes and its history of compliance with EU hygiene and standards.

Signing OVs and LA officers should keep each other informed of data, research, collected information, other work or developments that may influence the decision or activities of the other party, and must agree to cooperate to undertake exchange of such information to the fullest extent possible, particularly where the information is necessary for either party to carry out their duties

FBOs must ensure a record of previous inspections and all required paperwork are available for inspection and provided, as necessary, to the OV as supporting evidence for final veterinary certification for export. FBOs are responsible for ensuring that OVs have access to the relevant records and are informed of all the sampling and laboratory test results in order to facilitate the certification process.

Where a business supervised by an LA wishes to export, for example, meat products, there should be an effective formal coordination system in place between:

- OVs carrying out approval audits including and/or monitoring compliance, FSA staff, and
- LA officers assessing compliance with EU requirements, such that LAs are made aware of any veterinary audit visit ahead of time.

As mentioned previously, EHCs that have been negotiated and agreed with individual non-EU countries by Defra for certain POAO usually require the signature of an OV appointed by APHA. In cases where the OV does not have sufficient knowledge of the business and its practices, OVs are expected to contact the LA responsible for food law enforcement at premises to seek information in support of his authorisation of the export. The relevant LA officials should co-operate fully with requests for supporting information/documentation.

6. Charging for the export certification process

The LA role in the provision of an export health certification service and other exports-related work is not an official control. This work falls outside the requirements of the Framework Agreement and the Food Law Codes of Practice and, as such, is non-statutory. LAs carry out this role as an additional

service to businesses and in the interests of supporting the Government's growth agenda in their local regions.

Given these circumstances, legal advice obtained in each of the UK government administrations in England, Northern Ireland, Scotland and Wales confirms that there is a legal basis for LAs to charge for issuing export certification.

However, such charges must be calculated on a cost recovery basis only, and not charged for profit. The methodology used to calculate the cost recovery charge, or charging framework adopted, should be made clear and transparent to business.

The applicable legislation is listed as follows:

England: The Localism Act 2011

Wales: Local Government Act 2003

Scotland: Local Government (Scotland) Act 2013

N. Ireland: Local Government Act (NI) 2014

In addition to the national legislation set out above, Article 80 of the OCR provides for LAs to specifically charge for providing official export health certification (i.e. APHA or DAERA issued Export Health Certificates for POAO) as '*another official activity*'.

However, please note that it is for each LA to obtain their own advice on the legality or otherwise of their imposition of charges; particularly so, as in the event that such charges are challenged by relevant persons/FBOs, it would be for the LA to defend its decision to impose such charges, including accepting the risk and potential liability for imposing the charges.

7. LA official stamps for export certification

The UK is not currently aware of any requirements set by destination non-EU countries for official stamps designed specifically for export certification purposes, and the standard LA official stamp can be applied to certificates.

Should LAs wish to produce their own official stamp specifically for export certification purposes, the same principles should be followed as for the design of their standard official stamp, i.e. that it should be legible, large enough to read, identify the certifying official, limited in number, not easily reproduceable/falsifiable and could take the form of a watermark on paper. It is up to each LA how much security they build into these.

8. Other sources of information

There are a number of Government and industry organisations that can provide further assistance for businesses wishing to export, which

include:

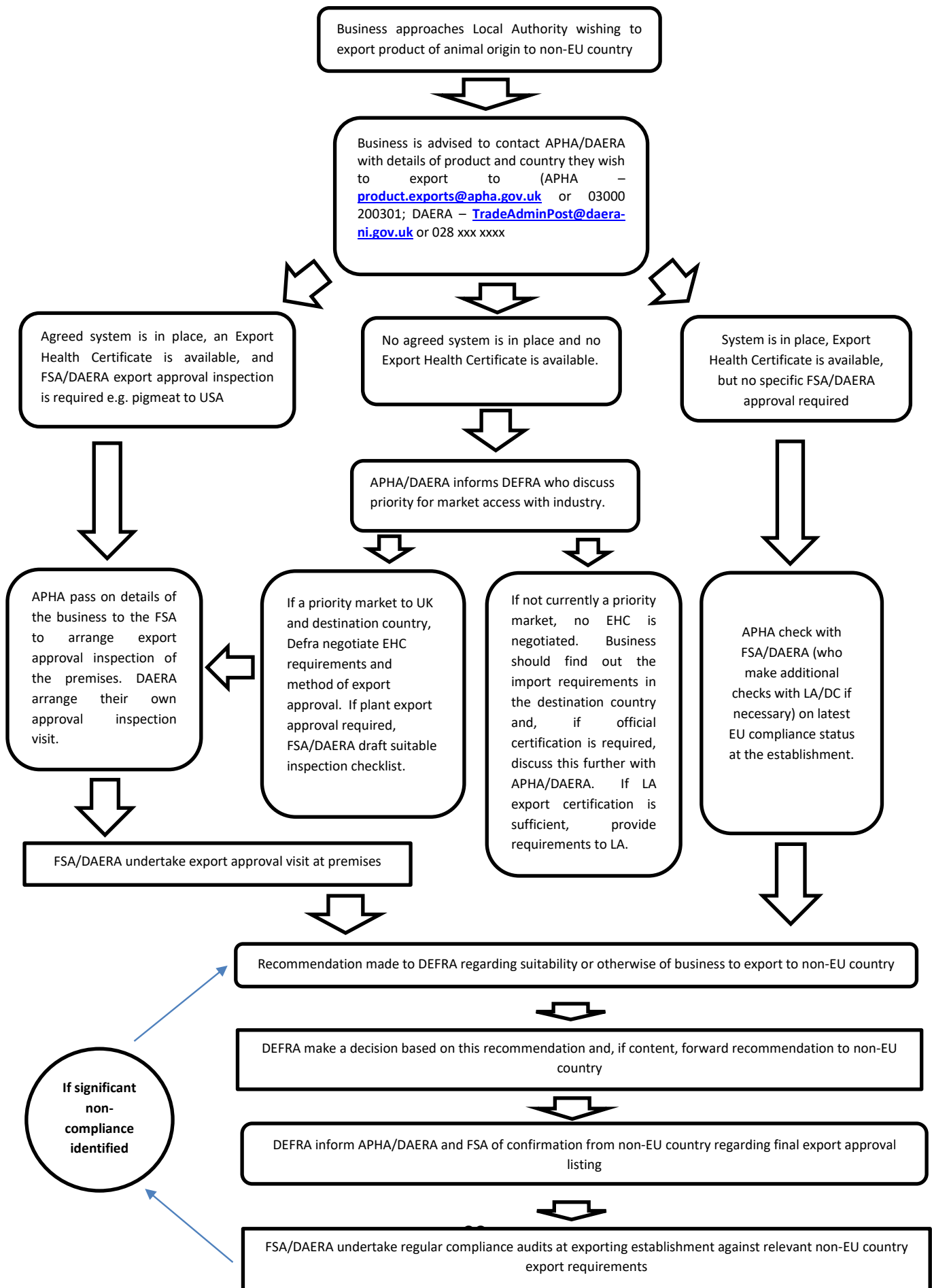
- Department for International Trade (DIT) has a remit to work with UK businesses to support them in maximising opportunities in international markets. They have a number of staff based both regionally across the UK and in countries around the world. They are therefore uniquely placed to provide insight into opportunities and obstacles to export. Further information is available on their website, at [About DIT](#) and details of their local offices are provided at [DIT Office finder](#)
- The 'Open to Export' website is a useful additional initial point of reference when looking to export to new markets. You can post questions and find information at: [Open to Export](#).
- The Foreign and Commonwealth Office list of foreign embassies: [Embassy list](#)
- UK Export Certification Partnership (UKECP): [UKECP website](#)
- Food and Drink Exporters Association: [UKFDEA Website](#)
- Food and Drink Federation: [FDF Website](#)
- Northern Ireland Food and Drink Association: [NIFDA Website](#)

9. Feedback/Suggestions for further guidance

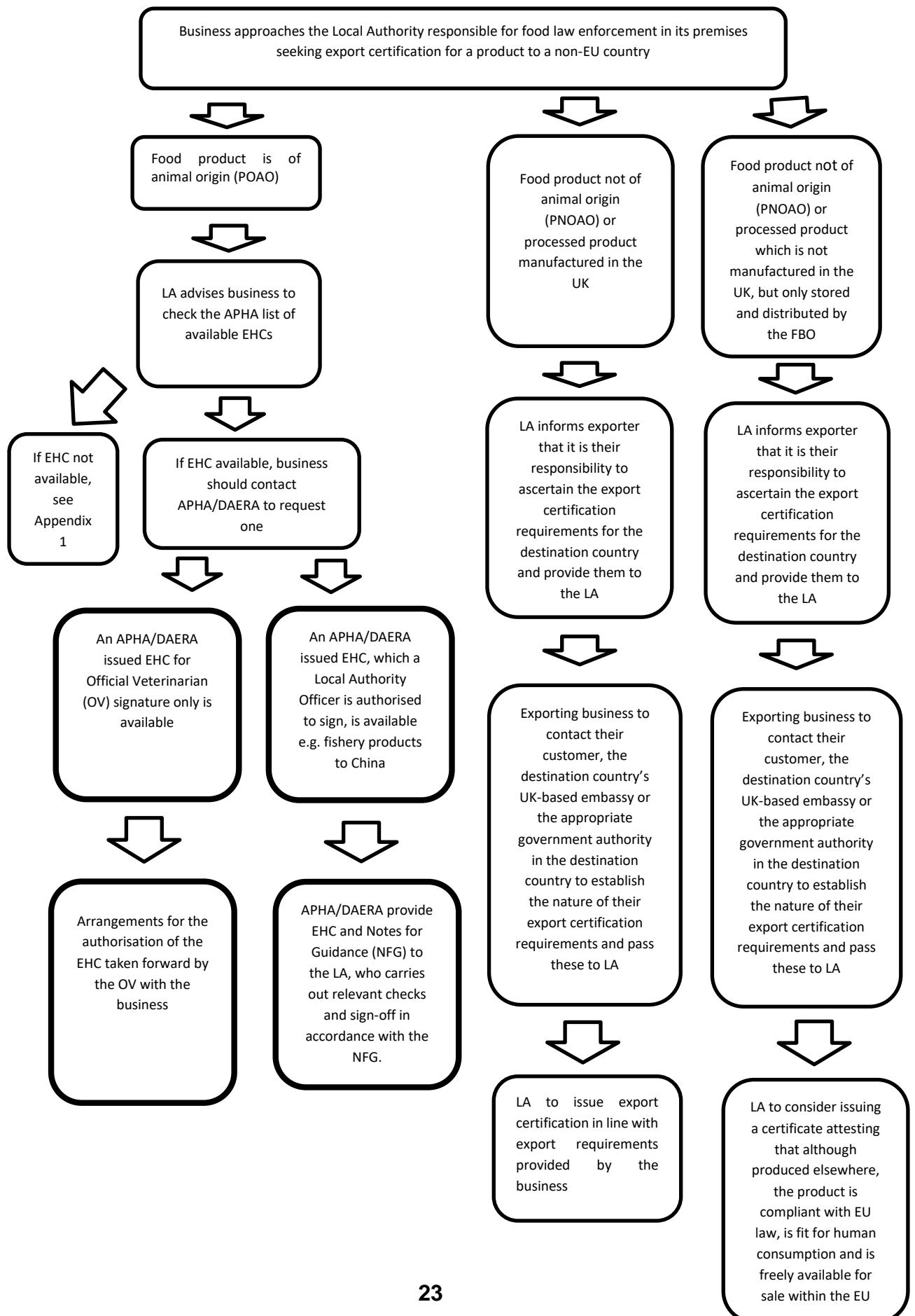
This guidance is an evolving document and will be reviewed regularly by the Exports Working Group and updated to take account of experiences, further information, or emerging significant new evidence likely to influence export certification practice. We would therefore welcome any feedback/comments from enforcement officers, veterinarians and other stakeholders. Please provide any comments to exported.food@food.gov.uk.

This guidance will be reviewed and updated at least every 6 months and as and when required.

Appendix 1: Flow diagram for the export approval of an FBO to export Products of Animal Origin (POAO) to a non-EU Country



Appendix 2: Flow diagram for Local Authority issued export certification



Appendix 3: Example Standard Food Safety Premises Endorsement for Export

NB – This example includes references to Scottish Legislation, so revise as appropriate for England, Wales and N Ireland

LOGO/LETTERHEAD

FOOD SAFETY PREMISES ENDORSEMENT FOR EXPORT

1. COUNTRY: UK	2. Certificate Type: Original/ Reissue	
1. Consignor/Exporter:	4. Certificate number:	
	5. Competent authority /Certifying body:	
6. Consignee/Importer:		
7. Products produced, processed or distributed: <i>Provide level of detail to identify product</i>		
8. Producer/Manufacturer	9. Approval number of establishment	
<p>10. Declaration:</p> <p>The official inspector hereby declares that the company business premises specified above are inspected by the competent Food Authority on a regular basis to ensure they are operating in a manner, which complies with the requirements of the United Kingdom Food Safety Act 1990 and the Food Hygiene (Scotland) Regulations 2006</p> <p>Regular inspections determine: -</p> <p>1. That the company continues to meet the necessary requirements of the Food Hygiene (Scotland) Regulations 2006 and of Regulations EC 852/2004 on the Hygiene of Foodstuffs including a suitable food safety management system, <i>and of Regulation 853/2004 laying down specific hygiene rules for Food of Animal Origin and continues to be approved under those regulations. [add if appropriate]</i></p> <p>Note:</p>		

- This declaration does not attest, nor does it imply that any food products have been individually inspected and declared as safe and fit for human consumption by the competent Food Authority.

11. Declaring officer:

Name: _____ **Official position:** _____

Signature: _____ **Date:** _____

Address: xxx **Official Stamp:** _____

Telephone: xxx
Facsimile: xxx
Email: xxx

12. Date issued: _____ **Please note that this declaration applies on the date of signature.**

The Certificate should be read in conjunction with the attached 'NOTES FOR THE GUIDANCE OF EXPORTERS AND IMPORTING COUNTRIES'

Note when produced the footer for each page should be as follows:

<i>Certifying initials:</i>	<i>officer</i>	<i>Page x of y</i>	<i>Certificate Number:</i>
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NOTES FOR GUIDANCE OF EXPORTERS

STANDARD FOOD SAFETY PREMISES ENDORSEMENT FOR EXPORT

1. ****IMPORTANT****

These notes provide guidance for exporters.

The notes should not be read as a standalone document but in conjunction with the attached Food Safety Premises Endorsement for Export.

WE STRONGLY RECOMMEND THAT EXPORTERS SHOULD OBTAIN FULL DETAILS OF REQUIREMENTS FROM THE IMPORTING COUNTRY, OR THEIR REPRESENTATIVES IN THE UK, IN ADVANCE OF EACH CONSIGNMENT.

2. SCOPE OF THE ENDORSEMENT

The Endorsement must be used only for the export of products for human consumption as specified on the certificate.

3. CERTIFICATION BY AN OFFICIAL INSPECTOR

The certificate may only be signed by an Environmental Health Officer or a Food Safety Officer.

4. GENERAL CONSIDERATIONS RELATING TO COMPLETION OF THE CERTIFICATE

Amendments may only be made by the Official Inspector. These must be initialled and recorded using any ink colour **OTHER THAN BLACK**.

Any authorised deletions that cannot be entered electronically or typed must be made using a ruler and a fine black pen. Diagonal deletions must NOT be used. Each line to be deleted must be ruled out providing an effect similar to that of typewritten deletions.

Certificate numbering: Each certificate will be uniquely numbered when it is issued by the LA.

The Official Inspector's signature should be in any ink colour **OTHER THAN BLACK**.

The Certificate should be stamped with the Official Inspector's stamp in any colour **OTHER THAN BLACK**.

Once a certificate has been issued the Official Inspector must keep a copy for his/her own records.

5. DISCLAIMER

This certificate is provided on the basis of information available at the time. It is the exporter's responsibility to check the certificate against any relevant import

permit or any advice provided by the competent authority in the importing country. If these do not match, the exporter should contact the Local Authority without delay.

Appendix 4: Standard Export Certificate and Notes for Guidance of Exporters

LOGO/LETTERHEAD

EXPORT CERTIFICATE

1. COUNTRY: UK		2. Certificate Type: Original/ Reissue	
3. Consignor/Exporter:		4. Certificate number:	
		5. Competent authority/Certifying body:	
6. Consignee/Importer:			
7. Country of Destination:			
8. Means of transport:		9. Conditions for transport/storage:	
10. Total quantity		11. Total number of packages	
12. Identification of food products as described below (multiple lines may be used for multiple products)			
Nature of the food	Species	Intended purpose	
Producer/Manufacturer		Approval number of establishment	

Name of the product	Lot Identifier	Type of packaging	Net weight
<p>13. Attestation(s) : The official inspector hereby certifies that, to the best of their knowledge, the products specified above:</p> <p>INSERT APPROPRIATE ATTESTATIONS – SEE APPENDIX 5, section 1</p>			
<p>14. Certifying officer:</p> <p>Name: _____ Official position: _____</p> <p>Signature: _____ Date: _____</p> <p>Address: xxx Official Stamp: _____</p> <p>Telephone: xxx Facsimile: xxx Email: xxx</p>			
<p>15. Date issued: _____ Date of expiry: _____</p> <p style="text-align: right;">Please note that this certificate is not valid beyond this date.</p>			

The Certificate should be read in conjunction with the attached 'NOTES FOR THE GUIDANCE OF EXPORTERS AND IMPORTING COUNTRIES'

Note when produced the footer for each page should be as follows:

Certifying officer initials:	Page x of y	Certificate Number:
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NOTES FOR GUIDANCE OF EXPORTERS

STANDARD EXPORT CERTIFICATE

1. ****IMPORTANT****

These notes provide guidance for exporters.

The notes should not be read as a standalone document but in conjunction with the export health certificate.

WE STRONGLY RECOMMEND THAT EXPORTERS SHOULD OBTAIN FULL DETAILS OF REQUIREMENTS FROM THE IMPORTING COUNTRY, OR THEIR REPRESENTATIVES IN THE UK, IN ADVANCE OF EACH CONSIGNMENT.

2. SCOPE OF THE CERTIFICATE

The Export certificate must be used only for the export of products for human consumption as specified on the certificate.

3. CERTIFICATION BY AN OFFICIAL INSPECTOR

The certificate may only be signed by an Environmental Health Officer or a Food Safety Officer.

4. GENERAL CONSIDERATIONS RELATING TO COMPLETION OF THE CERTIFICATE

Amendments may be made by the Official Inspector. These must be initialled and recorded using any ink colour **OTHER THAN BLACK**.

Any authorised deletions that cannot be entered electronically or typed must be made using a ruler and a fine black pen. Diagonal deletions must NOT be used. Each line to be deleted must be ruled out providing an effect similar to that of typewritten deletions.

Certificate numbering: Each certificate will be uniquely numbered when it is issued by the LA.

The Official Inspector's signature should be in any ink colour **OTHER THAN BLACK**.

The Certificate should be stamped with the Official Inspector's stamp in any colour **OTHER THAN BLACK**.

Once a certificate has been issued the Official Inspector must keep a copy for his/her own records.

5. DISCLAIMER

This certificate is provided on the basis of information available at the time. It is the exporter's responsibility to check the certificate against any relevant import permit or any advice provided by the competent authority in the importing

country. If these do not match, the exporter should contact the Local Authority without delay.

Appendix 5: Guidance to LAs on use of the Standard Export Health Certificate

NB – This example includes references to Scottish Legislation, so revise as appropriate for England, Wales and N Ireland

1. Recommended Standard attestations for the Standard Export Health Certificate

No.	Text	Comments on use
1.	<p>Are manufactured/produced in premises which are approved and inspected by the competent Food Authority on a regular basis to ensure they are operating in a manner, which complies with the requirements of the United Kingdom Food Safety Act 1990 and the Food Hygiene (Scotland) Regulations 2006 Regular inspections determine: -</p> <ol style="list-style-type: none"> <li data-bbox="352 904 983 1178">1. That the premises continues to meet the necessary requirements of the Food Hygiene (Scotland) Regulations 2006 and of Regulations EC 852/2004 on the Hygiene of Foodstuffs and of Regulation 853/2004 laying down specific hygiene rules for Food of Animal Origin and continues to be approved under those regulations. <li data-bbox="352 1211 983 1485">2. The premises operates a HACCP System/ suitable food safety management system, based on the recommendations of the World Health Organisation Codex Alimentarius Commission document entitled “Hazard Analysis and Critical Control Point (HACCP) System And Guidelines for its application” (Annex to CAC/RCP 1-1969, rev 4 2003). <p>Note:</p> <ul style="list-style-type: none"> <li data-bbox="352 1547 983 1608">• This certificate does not certify that every batch has been verified. <li data-bbox="352 1615 983 1756">• This certificate does not attest, nor does it imply that the specified products have been individually inspected and certified as safe and fit for human consumption by the competent Food Authority. 	<p>For use in approved premises only.</p> <p>THIS IS THE RECOMMENDED STANDARD ATTESTATION FOR APPROVED PREMISES</p>

No.	Text	Comments on use
2.	<p>Are manufactured/produced by a company whose business premises are inspected by the competent Food Authority on a regular basis to ensure they are operating in a manner, which complies with the requirements of the United Kingdom Food Safety Act 1990 and the Food Hygiene (Scotland) Regulations 2006 Regular inspections determine: -</p> <ol style="list-style-type: none"> <li data-bbox="352 501 986 651">1. That the company continues to meet the necessary requirements of the Food Hygiene (Scotland) Regulations 2006 and of Regulations EC 852/2004 on the Hygiene of Foodstuffs. <li data-bbox="352 685 986 958">2. The company operates a HACCP System/ suitable food safety management system based on the recommendations of the World Health Organisation Codex Alimentarius Commission document entitled "Hazard Analysis and Critical Control Point (HACCP) System And Guidelines for its application" (Annex to CAC/RCP 1-1969, rev 3 1997). <p>Note:</p> <ul style="list-style-type: none"> <li data-bbox="352 1055 986 1111">• This certificate does not certify that every batch has been verified. <li data-bbox="352 1122 986 1272">• This certificate does not attest, nor does it imply that the specified products have been individually inspected and certified as safe and fit for human consumption by the competent Food Authority. 	<p>For use in non-approved premises covered by EC Reg 852/2004.</p> <p>THIS IS THE RECOMMENDED STANDARD ATTESTATION FOR NON-APPROVED PREMISES</p>
3.	<p>The products are fit for human consumption.</p>	<p>Can be used in addition to other attestations or on its own.</p> <p>Product would require to be inspected and evidence of appropriate sampling submitted.</p> <p>ONLY FOR USE WHEN IMPORTING COUNTRY INSIST.</p>
4.	<p>The company complies with the standards as recommended within the World Health Organisations Codex Alimentarius Commission document entitled "Recommended International Code of Practice General Principles of Food Hygiene" (CAC/RCP 1-1969 rev 3 (1997)).</p>	<p>Can be used in addition to other attestations</p>

No.	Text	Comments on use
5.	That samples of the food business products are analysed at regular intervals by an independent third-party laboratory, which is certified by the United Kingdom Accreditation Service (UKAS), in order to verify that they comply with Regulation (EC) 2073/2004 (as amended) on Microbiological Criteria for Foodstuffs and are safe for human consumption.	Can be used in addition to other attestations
6.	Identification of container(s)/Seal number(s):	Can be used in addition to other attestations

2. Explanatory notes for LA officers on the Standard Export Certificate

General:

The certificate should be completed in a legible manner.

If the consignee, point of entry, or transport details change after the certificate has been issued, it is the responsibility of the importer to advise the competent authority of the importing country. Such a change should not result in a request for a replacement certificate to be issued.

Specific:

- a) **Country:** name of the country that issues the certificate possibly accompanied by a logo or a letter head. The objective is to clearly identify the country having the responsibility of issuing the certificate.
- b) **Certificate type:** the certificate should be marked with "ORIGINAL", "REISSUE" as appropriate.
- c) **Consignor/Exporter:** name and address (street, town and region/province/state, as applicable) of the natural or legal person or entity who sends the consignment.
- d) **Certificate number:** this identification number should be unique for each certificate and authorized by the competent authority of the exporting country.
- e) **Competent Authority:** name of the Competent Authority of the country responsible for certification. **Certifying Body:** name of the Certifying Body when it is different from the Competent Authority.
- f) **Consignee/Importer:** name and address of the natural or legal person or entity to whom the consignment is shipped in the country of destination, at the time the certificate is issued.
- g) **Country of destination:** name of the country of destination of the products.
- h) **Means of transport:** air/ship/rail/road/other, as appropriate.

- i) **Conditions for transport/storage:** appropriate temperature category (ambient, chilled, frozen) or other requirements (e.g. humidity) for transport/storage of the product.
- j) **Total quantity:** in appropriate units of weight or volume for the whole consignment.
- k) **Total number of packages:** total number of packages for all products in the consignment.
- l) **Identification of food product(s):** give the descriptive information specific to the product or products to be certified.

Where appropriate: nature of the food (or description of the commodity), species, intended purpose, producer/manufacturer, approval number of establishments (slaughterhouse, production plant, store (cold store or not)), region or compartment of origin, name of the product, lot identifier, type of packaging, number of packages, net weight per type of product.

- a. **Nature of the food (or description of product):** description of the product(s)
 - b. **Intended purpose (or Food products certified for):** the end use of the product should be specified in the certificate (e.g. direct human consumption, further processing, and trade samples).
 - c. Where a certificate for trade samples is required, a consignment consisting of a food sample intended for evaluation, testing or research, in the importing country may be described using a term such as "trade samples". It should be clearly indicated on the certificate or the package that the sample is not intended for retail sale and has no commercial value.
 - d. **Type of packaging:** identify the type of packaging of products
- m) **Attestations:** information indicating compliance with the relevant regulation(s) of the importing or exporting countries in accordance with the recommendations, as appropriate, of the Codex Alimentarius Commission.

Attestations should be the minimum required for the products certified to ensure food safety and fair practices in the food trade. Attestations should be applicable to the food products certified.

Non-applicable attestations should be excluded or deleted.

- n) **Certifying officer:** name, official position, official stamp (optional), date of signature and signature.
- o) **Date issues/date of expiry:** It is recommended a date of expiry is issued to stop use of certificates if they are not used immediately following issue. It is recommended that this be 3 months from date of issue.

3. General guidance on the Standard Export Certificate

- 3.1 LAs are recommended to use the Standard Export Certificate in situations where there is not an agreed certificate in place. Other versions of export certification should only be issued by exception and where demonstrated requirement of non-EU country.

Attestations – if introducing a new attestation please submit to **xxx**. This will allow circulation to avoid inconsistency and unnecessary duplication.

- 3.2 As a minimum, the Standard Export Certificate should include the following anti-fraud measures:
- a) the coloured ink logo or letterhead of the LA (to clearly identify the certifying body)
 - b) a unique certificate identification number: authority code as per Approved Premises/year (2 digits)/unique number (XXXX) allocated by LA (e.g. SF/15/0314)
 - c) LA stamp with coloured ink

The following anti-fraud measures are optional:

- a) embossing stamp
- b) watermarked paper

- 3.3 The original certificate should always be issued and presented to the exporter or their agent (i.e. the original document, issued once only). The original certificate should be uniquely identifiable and at least one copy made for the use of the certifying body and retention by that authority for an appropriate period of time. Further copies may be officially printed copies or photocopies. In all cases the certificate should be clearly marked “original” or “reissue”.
- 3.4 Where more than one page is required, the pages should be part of an integrated whole and indivisible document. Where this is not possible, each individual sheet should be separately initialled by the certifying officer and numbered so as to indicate it is a particular page in a finite sequence (for example page 2 of 4 pages) and should contain the unique identification number for that certificate.
- 3.5 The certificate should clearly describe the commodity and consignment to which it uniquely relates.
- 3.6 Certificates should contain a clear reference to any requirements to which the certified product is required to conform.
- 3.7 Certificates should be issued prior to the consignment, to which the certificate relates, leaving the control of the certifying body. Certificates may be issued while consignments are in transit to the country of destination only when appropriate systems of control are agreed by the competent authorities of the importing and exporting countries.
- 3.8 When signing a certificate, the officer should ensure that:

- the certificate contains no deletions other than those required by the text of the certificate;
- any alterations of the certified information are initialled and, as required by the importing country, stamped by the certifying officer using the official stamp of the certifying body;
- the certificate bears his/her signature, his/her name and official position of the certifying officer in clear lettering and, where required, his/her qualifications;
- the certificate bears the date expressed unambiguously on which the certificate was signed and issued and, where appropriate, the time for which the certificate will remain valid after signature by the certifying officer
- no portion of the certificate is left blank in a manner that would allow it to be amended.

3.9 Presentation of original certificates

In the case of paper certificates, the importer and/or consignee is responsible for ensuring that the product and the original certificate, in accordance with the importing country's requirements, is presented to the importing country's authorities or to the authorities in a country carrying out import controls on behalf of the importing country.

3.10 Replacement of certificates

Replacement certificates may be issued by a competent authority to rectify certificates that have been for example, lost, damaged, contain errors, or where the original information is no longer correct. These certificates must be clearly marked to indicate that they are replacing the original certificate 'reissue'. A replacement certificate should reference the number of the original certificate that it supersedes and the date the original was signed. The original certificate should be cancelled and where possible, returned to the issuing authority.

3.11 Revocation of certificates

When, for good and sufficient reason, there is cause to revoke a certificate, the certifying body should revoke the original certificate as soon as possible and notify the exporter or their agent by email and letter. The correspondence should reference the number of the original certificate to which the revocation refers and provide all particulars regarding the consignment and the reason(s) for the revocation. Where the consignment has been provided with a paper certificate, the original certificate should be returned to the issuing authority, if possible. The LA should liaise with FSA/FSS on need for incident management in accordance with the relevant Food Law Practice Guidance and on communication with the appropriate food control authority of the importing country if the consignment has been exported.

3.12 Invalid certificates

Despite efforts to prevent errors, official certificates may inadvertently contain incorrect or incomplete information or attestations. Upon discovery of this the export country's certifying body or the importing

country's competent authority should notify one another. In such cases the certifying body should, in a timely fashion, issue a replacement certificate as described in paragraph 3.10 or revoke the certificate as described in paragraph 3.11, as appropriate.

Appendix 6: Table of key contacts for further sources of advice for FBOs

Organisation	Telephone contact	Email address/Website
<p>APHA Centre for International Trade</p> <p>(Exports of products of animal origin (POAO))</p>	<p>03000 200 301</p>	<p>exports@apha.gov.uk</p> <p>https://www.gov.uk/export-health-certificates</p> <p>https://www.gov.uk/guidance/export-food-and-agricultural-products-special-rules</p>
<p>DAERA Trade Export Certification & Import Controls Branch (Northern Ireland)</p>	<p>028 77442 101</p> <p>028 77442 060</p>	<p>Application Queries: DAERA Direct Regional Offices</p> <p>General Trade Queries: tradeadminpost@daera-ni.gov.uk</p> <p>Authorised Veterinary Inspectors - Northern Ireland Veterinary Practices</p>
<p>Relevant Local Authority</p>	<p>Each LA's number on their website</p>	<p>https://www.food.gov.uk/contact/consumers/find-details/contact-a-local-food-safety-team</p>
<p><u>Relevant Local Authority/District Council (Northern Ireland)</u></p>	<p>Each DC's number on their website</p>	<p>Antrim and Newtownabbey Borough Council Ards and North Down Borough Council Armagh City, Banbridge and Craigavon Borough Council Belfast City Council Causeway Coast and Glens Borough Council Derry City and Strabane District Council Fermanagh and Omagh District Council - Enniskillen Office Lisburn and Castlereagh City Council Mid and East Antrim Borough Council Mid Ulster District Council - Dungannon Newry, Mourne and Down District Council</p>

<p>FSA Exports Team (Any other enquiry on Exports of Food Products to non-EU Countries)</p> <p>FSA Wales</p> <p>FSA Northern Ireland</p> <p>FSS (Scotland)</p>		<p>exported.food@food.gov.uk</p> <p>FSA website - Exports of Food and Drink</p> <p>Executive.Support@food.gov.uk</p> <p>Executive.Support@food.gov.uk</p> <p>exports@fss.scot</p>
<p>Rural Payments Agency</p>	<p>03300 416 500</p>	<p>trader@rpa.gov.uk</p>
<p>APHA Plant Health and Seeds Inspectorate (Exports of Plants/Plant Related Products (including Phytosanitary Health Certificates))</p> <p>DAERA Plant Inspection Branch</p>	<p>03000 200 301</p> <p>0300 200 7847</p>	<p>planthealth.info@apha.gov.uk</p> <p>planthealth@daera-ni.gov.uk</p>
<p>Department for International Trade (DIT)</p>	<p>Refer to DIT Website</p>	<p>Further information is available on their website, at About DIT and details of their local offices are provided at DIT Office finder</p>

(Equivalent organization applies in NI)		
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Appendix 8



WORKING GROUP ON EXPORTS OF FOOD AND DRINK

Terms of Reference

FSA Exports Team

October 2019

WORKING GROUP ON EXPORTS OF FOOD AND DRINK

TERMS OF REFERENCE

Purpose

1. The aim of this Working Group is to establish an active partnership between representatives of all stakeholders involved in the process of providing local authority (LA) certification services to food business operators wishing to export food and drink products.
2. This Working Group will:
 - contribute to the design of an effective communication strategy to ensure that FBOs are aware of their responsibilities and obligations in the export certification process and how best to obtain support to facilitate exports
 - contribute to the drafting of central guidance on LA responsibilities on exports, and establish a process to ensure that such guidance is regularly reviewed
 - provide a forum for the exchange of information on export certification between LAs and FSA, FSS, Defra, APHA and DAERA.
 - identify and consider how best to share good practice and expertise in relation to export certification and its facilitation
 - consider how best to streamline the certification process through a consistent framework across LAs
 - consider the charging framework for LA export certification services and make proposals on a consistent, transparent approach
 - review the interaction between Official Veterinarians (OVs) certifying exports of POAOs from premises under LA control and the relevant LA and make proposals on how co-operation and communication can be improved to facilitate effective export health certification.

Scope

3. The Working Group will focus on matters related to the LA export certification process for Products of Non-Animal Origin (PNAO) and, where appropriate, their role on exports of certain Products of Animal Origin (POAO).

4. The Group may also agree to discuss other matters relevant to facilitating the export certification for food and drink.

Membership

3. The Working Group will be chaired by Colin Parker, FSA Senior Exports Manager.

4. Core membership is limited to representatives from:

- The Food Standards Agency
 - Exports Team
 - Relationship Management Team
 - Regulating our Future Team
 - FSA N Ireland
 - FSA Wales
- Food Standards Scotland
- England and Wales Local Authorities (LAs)
 - Gillian Dicken – Monmouthshire County Council
 - Neil Beeken – North East Lincolnshire Council
 - Christopher Gooding – Norwich City Council
 - Caroline Fair – Borough of Poole
 - Ivor Churcher – Barrow-in-Furness Borough Council
 - Susan Brown – Manchester City Council
- N. Ireland Imported/Exported Food Subgroup - Sinead Murphy (Newry, Mourne and Down District Council)
- COSLA/Society of Chief Officers of Environmental Health Scotland Export Certification Working Group - Alan Yates (The Highland Council)
- Food Hygiene Focus Group - Nigel O'Grady (South Somerset Council)
- Food Standards and Labelling Focus Group - David Pickering (Bucks and Surrey Trading Standards)
- Kathryn Preece - Regulatory Delivery (BEIS)
- Chartered Institute of Environmental Health (CIEH) – Kate Thompson
- Royal Environmental Health Institute of Scotland (REHIS) – Tom Bell
- Seafish – Hannah Thompson
- Department for Environment, Food and Rural Affairs (Defra)
- Animal and Plant Health Agency (APHA)
- Department of Agriculture, Environment and Rural Affairs (DAERA)
- Scottish Government

- Welsh Government
5. However, representatives from Other Government Departments (OGDs) or from any other organisation deemed suitable will be invited to attend for discussions on specific issues of interest.

Frequency of meetings

6. The Working Group will meet approximately every 3 months initially, but the frequency of meetings will be reviewed as work progresses.
7. The Working Group meetings will be held using remote conferencing facilities, where possible, but there will be occasions when there will be a requirement for face-to-face meetings.
8. Minutes will be taken to record substantive points of decisions and action points only.
9. Items will be cleared by correspondence where necessary, including electronic mail.

Secretariat

10. Secretariat support to the Working Group will be provided by the FSA Exports Team.

Amendments to the Terms of Reference

11. These Terms of Reference will be reviewed by the Group at least every 6 months, and any necessary amendments will be made with the agreement of the Group.

Secretariat

FSA Exports Team

3 October 2019

Contact details

Any questions about this guidance should be addressed to:

Exports Team

Food Standards Agency

Floors 6-7

Clive House

70 Petty France

London SW1H 9EX

Email: exported.food@food.gov.uk