Standard operating procedure for the export certification of animal products

Applicable to clients and veterinarian that are involved in export from the Western Cape, South Africa

V. Henwood

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STANDARD OPERATING PROCEDURE FOR THE EXPORT CERTIFICATION OF ANIMAL PRODUCTS

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I. Definitions
  a. Competent authority:
     i. means the Veterinary Authority or other Governmental Authority of South Africa having the responsibility and competence for ensuring or supervising the implementation of animal health and welfare measures, international veterinary certification and other standards and recommendations in the Terrestrial Code and in the OIE Aquatic Animal Health Code in the country or province
  b. Controlled movements
     i. A controlled movement under the Animal Diseases Act is one where a red cross permit is issued due to an infectious disease
  c. HS codes / Customs codes
     i. Products are identified using the World Customs Organization’s internationally agreed “Harmonized System” (HS).
1. Under the system, the broadest categories of products are identified by two-digit “chapters” (e.g. 04 is dairy products, eggs and other edible animal products). These are then subdivided by adding more digits: the higher the number of digits, the more detailed the categories. For example the four-digit code or “heading” 0403 is a group of products derived from milk. At six digits, 0403.10 is the “sub-heading” for yoghurt; at the eight-digit level, 0403.10.11 could be low-fat yoghurt “tariff line”.

d. Handling/ manipulation
   i. Storage of or altering the temperature of a temperature controlled product
   ii. Removing the original wrapping and packing
   iii. Mixing with any other substances

e. International veterinary certificate / Export certificate / International aquatic animal health certificate
   i. means a certificate, issued in accordance with Chapter 5.2. of the OIE Terrestrial animal health code or Chapter 5.11 of the Aquatic Animal Health Code, describing the animal health and/or public health requirements which are fulfilled by the exported commodities

f. Identity preservation:
   i. a particular batch of products is kept separate, not mixed with other products that may have different origins or characteristics and therefore, its identity is maintained throughout the marketing channel

g. Movement declaration:
   i. Confirmation by and authorised person that the product being moved originated from an approved and registered export establishment and that it conforms to the requirements of the importing country

h. Packing list:
   i. The details of the product intended to be loaded for a movement or export.

i. Product:
   i. Any product that will require an export certificate to be issued by an authorised veterinarian or official veterinarian.

j. Traceability:
   i. Codex Alimentarius Commission agreed on the following definition for traceability/ product tracing: “the ability to follow the movement of a food through specified stage(s) of production, processing and distribution”.
   ii. International Organization for Standardization (ISO) defines traceability as the “ability to trace the history, application or location of an entity by means of recorded identifications”
   iii. The US Food and Drug Administration (FDA) proposes the following definition: “the ability to identify by means of paper or electronic records a food product and its producer, from where and when it came, and to where and when it was sent” (OECD, 2003);
iv. According to EU General Food Law (Regulation [EC] No. 178/2002, Article 3), “‘traceability’ means the ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be, incorporated into a food or feed, through all stages of production, processing and distribution.

k. Trace-back:
   i. the ability to identify and trace the origin of product;

l. Trace-forward:
   i. the ability to provide details of the destination and route at export certification application;

m. Traceable product is defined as:
   i. The product specification is known
   ii. Packing format prevents cross contamination and tampering
   iii. Branding is known
   iv. ZA numbers of the manufacturing plant, cutting plant, abattoir, storage facility and farm as applicable is known
   v. Volume per consignment is known
   vi. Visible, unique identification that is tamper proof on the packing and wrapping of the product

n. ZA registered establishment:
   i. An establishment with a valid ZA registration certificate or an official letter indicating that the establishment is approved for export and the export certification is not suspended from that establishment for any reason

Il. Summary
This is a summary of the main principles of the export certification procedure. The entire document should be read to gain a full understanding of the procedure and principles that are applied.

A. What is export certification?
It is the assurance by the official veterinary authority in the exporting country to the relevant role-players in the importing country that the animal or product complies with the requirements of the importing country.

- The importing country makes the rules (import requirements)
- The exporting country must comply
- Certification must be accurate

The legal parameters for veterinary export certification are set by national legislation

- The Animal Diseases Act (Act 35 of 1984) and the related published Regulations
- The Veterinary and Para-Veterinary Professions Act (Act 19 of 1982)
• Veterinary Procedural Notices (VPNs) are created based on relevant legislation of the importing country, relevant legislation of South Africa, international standards, and cover the practical execution of state veterinary functions. The VPN applicable in this context is Veterinary Procedural Notice (VPN-2002-17): Principles of Certification.

It is the exporter’s responsibility to obtain and to present the import requirements for the commodity that has to be certified for export, to the certifying veterinarian. This is usually in the form of an import permit. Some countries do not issue import permits for each import, but instead have master permits or standing import requirements. Templates incorporating the import requirements are drawn up and are used as export certificates / veterinary health certificates.

B. Requirements for export certification

• An import permit from the country you wish to export to. These are usually issued by the Department of Agriculture in the relevant country.
• All production facilities in the chain (including cold stores) must be registered to export – they must have a ‘ZA’ approval number.
• Product must be traceable through all production facilities in the production chain.
• Where required by the importing country the animals from which the product is derived must be traceable to and originate from approved farms (compartments).
• The product must be handled in a suitable manner and this should be proven in some way.
• The products should be identified accurately enough to prevent the export of product with an unknown origin using the same documentation.
• Certain commodities need to be inspected by state veterinary officials before an export certificate can be signed. This is usually determined by the commodity but, can be a requirement of the certificate.

C. Procedure

All relevant documentation must be supplied timeously to the State Veterinary office by the exporter. See section IV paragraph 4

For all export consignments an Annex A (Annex B if applicable) must be submitted in the prescribed manner.

While the certifying officer would have made every attempt to ensure that the relevant certificate is completed correctly and accurately, the Western Cape Veterinary Services are not responsible for any errors or omissions in the data provided by the applicant. In no event will the Western Cape Veterinary Services or employees be liable to any losses or consequential losses that may arise from the issuing of certificates in good faith. It remains the responsibility of the client to ensure that all relevant documents issued by the certifying officer have been completed and filled in correctly.
Any other queries can be directed to the State Veterinarian on duty via the contact details contained on the website www.elsenburg.com under the program veterinary services.
III. Standard operating procedure

A. Background

In November 2010, the certification of export consignments was delegated from National Department of Agriculture, Forestry and Fisheries: Veterinary Services to Provincial Veterinary Services in the Western Cape. Due to the way in which this was carried out, it has taken a period of time to acquire additional resources in terms of budget and personnel. The interim period is now at an end and the procedure below lays out the measures that have been put in place to facilitate exports as well as maintain the integrity of the certification process.

B. Purpose

The purpose of this document is to inform companies/facilities who wish to export commodities containing animal products or by-products of the correct procedure to do so. This document does not replace, supersede or in any way override any applicable current National or Provincial legislation or any other relevant legal documentation.

This Standard Operating Procedure deals with export certification only. Imports are a function of the National Department of Agriculture, Forestry and Fisheries (contact details in section VIII.A) and a separate set of rules apply.

C. Principles

The following principles apply to export certification in general:

1. The rationale behind export establishment registration (ZA) registration:

All establishments must be registered to export. Some examples of the types of establishments that should be registered are production facilities, distribution centres, cold stores and dry stores that form part of the export supply chain. Export registration (ZA) is done by the National Department of Agriculture, Forestry and Fisheries (DAFF) division Animal Health or DAFF division Veterinary Public Health (VPH) or Western Cape Department of Agriculture Directorate Veterinary Services or another competent authority.

Export registration is required as relying on establishment approval from Department of Health in terms of regulation R962 of the Health Act is not permissible under the Veterinary and Para-veterinary Act, and regulation R962 was not written to prevent the spread of animal disease in terms of the OIE code. In addition all fresh and frozen meat export establishments need to be export approved according to the Meat Safety Act.

Therefore any storage, handing or manipulation of product may only take place at a ZA registered production facility, approved for the specific storage handling or manipulation activity.

Export certification can only be done for products originating from facilities specifically registered for this purpose with DAFF. For more information on obtaining a registration number for a facility, please consult the standard operating procedure on facility
registration or go to:  
http://www.services.gov.za/services/content/Home/OrganisationServices/exportpermit/Registrationofveterinaryexportfacilities/en_ZA

and

http://www.elsenburg.com/services-and-programmes/veterinary-services-0#s=Export-Control&d=Apply-for-export-facility-registration

2. **Origin of products to be exported**

During export certification the origin of the product being exported will be considered as from South African origin, provided that the product was produced locally or was imported legally into South Africa. If the export certificate or import permit provides a specific definition of origin then that definition will apply to the consignment in question.

3. **Traceability**

1. Traceability provides a tool to achieve the following three key objectives:
   - Managing risks related to food safety and animal health issues
   - Guarantee products’ authenticity and to give reliable information to customers and trading partners
   - Improve product quality and processes

2. The main components of a traceability system are as follows:
   - Identification of a product;
   - Ability to perform backward traceability through the records to know more about the product, in particular the origin of the product
   - A system of communication between operators (Farms / Producer e.g. abattoir, cutting plant, manufacturer / Distribution centres / Storage establishments) and officials

4. **Export requirements and burden of proof**

Although every effort will be made to assist export facilities / clients where possible, it is the responsibility of the exporting facility to determine the requirements of the importing country as well as to provide the necessary proof that these requirements have been met.

5. **Verification of export requirements**

It is the function of a certifying veterinarian to reduce the risk of spread of disease from South Africa to an acceptable level and to verify whether or not the goods in question comply with the statements / requirements on the relevant certificate. Certifying officials are not permitted to change or delete import/ certificate requirements unless the certificate specifically requires such a deletion.

6. **Appeals**

In terms of Section (3) (2) (b) (iii)-(v) of The Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000) you have the right to request reasons for the decision(s) included in a refusal to issue an export certificate. You also have the right to appeal the(se) decisions.
All appeals must be forwarded to the Deputy Director: Export Control at Vetexports@elsenburg.com.

The complaint resolution procedure may be viewed online under Western Cape export control info sheets and policies. http://www.elsenburg.com/services-and-programmes/veterinary-services-0#s=Export-Control&d=Guidelines-and-policies

7. Unforeseen circumstances

Due to unforeseen circumstances such as disease outbreaks and availability of information pertinent to the consignment; certification cannot be guaranteed even if a similar consignment was certified for export in the past.

8. Responsibility of the Client

While the certifying officer would have made every attempt to ensure that the relevant certificate is completed correctly and accurately, the Western Cape Veterinary Services are not responsible for any errors or omissions in the data provided by the applicant. In no event will the Western Cape Veterinary Services or employees be liable to any losses or consequential losses that may arise from the issuing of certificates in good faith. It remains the responsibility of the client to ensure that all relevant documents issued by the certifying officer have been completed and filled in correctly.

IV. Procedure

1. Applications for an export certificate can be made in person or by e-mail (see contact details in section VIII).
2. All relevant documentation must be supplied by the exporter when applying for export certification (Section V).
3. It is advisable that all export certificates and or requirements as well as the relevant supporting documentation be checked and approved by one of the State Vets on the contact list on www.elsenburg.com prior to arranging for exportation of the commodity, particularly in the case of a company exporting for the first time or exporting a certain product for the first time.
4. For all export consignments that require an export certificate an application for loading of the consignment for export must be made in writing (see section IX.A) to the State Veterinary Office. Faxes and emails are both acceptable as applications of loading. It is the exporter’s responsibility to ensure that the application has been received. A reference number for the application will be sent as a confirmation.
   
   I. Applications must be received NO LATER THAN 14:00 on the working day prior to the proposed day of loading.
   II. The original Annex A, duly completed and signed by the Veterinary Public Health Officer, or an authorisation number allowing loading without inspection must be submitted along with any other supporting documentation when applying for export certification at the State Vet Office.
III. In exceptional cases where the exporter can demonstrate that a significant financial loss or inability to trade a specific type of product will occur, the export certificate can be issued and delivered by the inspector once the inspection has been completed. Prior arrangement with the Deputy Director: Export control is needed for these exports.

IV. Please refer to the SOP on inspections (http://www.elsenburg.com/services-and-programmes/veterinary-services-0#s=Export-Control&d=Guidelines-and-policies) for detail on the applicable rules surrounding the loading, sampling and inspection of consignments.

5. Should inspection and sealing of the consignment be required by the import permit or as part of the export certification the confirmation of receipt of the export application by the State Vet office will indicate that an inspection is required.

6. In cases where inspection is required as a result of overloading, of road freight vehicles (At weigh bridges), the prescribed principles in terms of hygiene must be met. In the case where they are not met, the movement declaration or export certificate for the particular consignment/products will be withdrawn and the products will no longer be eligible for export certification.

7. Please bear in mind that a limited number of veterinary officials are available and therefore supplying an inspector at a specific time may not always be possible, however, the inspectors will endeavour to the best of their abilities to be available at the required loading time.

8. Details of the consignment concerned as well as all supporting documentation must be submitted with applications for export certification.

9. A fee will be charged for every application received, as well as a fee per hour for the inspection (please note that this fee increases to a much higher fee if the inspection takes longer than 2 and a half hours) and a fee per kilometre travelled to do the inspection. Please refer to the schedule of tariffs for current fees. There are fees for afterhours certification and inspection which need to be taken into consideration if the certificate or inspection is to take place out of working hours (08:30 to 16:30 on weekdays).

I. A ‘permission to invoice’ will need to be signed by a company representative prior to any export certificates being issued. An invoice will then be sent directly to the company for payment to be made.

II. Please note that a cancellation fee equivalent to 1 hour of inspection will be charged for inspections that are not cancelled within 3 hours of the arranged inspection time.
V. Documentary requirements for issuing of an export certificate

A. Specific export certificate requirements

There may be specific test or inspection requirements on the import permit / export certificate and proof of compliance is always required. These may need to be done by a state authorised official.

B. Import permits from importing countries

1) Import permits are required for all exports unless:
   a) There is an official agreement between South Africa and the importing country that allows for issuing export certificates without import permits
   b) The country has specific legislation regarding the import of the specific commodity from South Africa and the legislation is available from an official source in a language the official veterinarian can understand.
   c) An official letter from the veterinary services can be provided that indicates the requirements of the importing country.
   d) There is no record of import permits being issued for the country and commodity in question.
   e) The exporter provides both a statement confirming that the importing country does not issue an import permit and a signed indemnity form:
      i) In this case the export certificate must clearly state that no import permit was provided and contain the relevant contact details of the person responsible at DAFF for negotiating export requirements for the commodity in question
      ii) A valid export establishment ZA approval certificate is always required

C. Western Cape Specific documents

1. A valid export establishment ZA approval certificate is always required

2. Completed Annexure A (Request for an export certificate with Export consignment summary of tariff codes and weights) and State vet reference number (Issued on receipt of Annexure A)

3. Completed Annexure B (Application of loading of consignment for movement within South Africa) and State vet authorisation number to prove acknowledgement by the state vet office for each movement of the product or ingredient or equivalent agreed control

4. Acceptable, documented movement declaration or other acceptable controls (please see movement permit policy at http://www.elsenburg.com/services-and-programmes/veterinary-services-0#s=Export-Control&d=Guidelines-and-policies) if the product originated from outside the Western Cape
D. Movement declarations for product entering the Western Cape:

(For more details please see the movement standard operating procedure at http://www.elsenburg.com/services-and-programmes/veterinary-services-0#s=Export-Control&d=Guidelines-and-policies. This section is only a summary)

1. Movement permits, MOUs and or declarations are required for all products that must be certified if they originate from outside the Western Cape Province.
2. For movements between ZA establishments within the Western Cape Province a movement permit is only required for traceability purposes and control where it forms part of an importing country requirement. Only traceable products with authorisation numbers (An Annex B must still however be completed in order to obtain an authorisation number) or sealed vet to vet consignments will be certified for export.
3. Original movement declarations are not required as trade often moves too fast. Certifying veterinarians will accept e-mailed and clear faxed versions if they originate from the office of the issuing veterinarian and are sent directly to the veterinary office in the Western Cape.
4. Non-traceable products or high risk products (fresh meat, bulk milk, bulk products) or products going to the EU, EITHER from within the province or outside the province must be sealed from vet to vet during movement transportation. (Sealed movement)
5. Receiving company is to maintain arrival information (Goods Received Voucher (GRV), date and time of arrival, seal number, batch no’s, temp of product on arrival, and movement declaration where applicable)
6. For EU movements the meat is to be unsealed and inspected by the official VPHO. According to the Movement policy

E. Movement declaration for products leaving the Western Cape

The exact same principles apply as for export certification where application is made for the issuing of an internal movement declaration (Movement to another establishment within South Africa from where the product/commodity is intended to be exported).

With the exception of consignments referred to in section V. D. 2 and 4 inspections of consignments for which an internal movement declaration is required will be done on a random basis. To this end, the company must complete Annex B and submit it as prescribed for Annex A. On the morning of the day of loading, the inspector will be in contact to confirm a time for the inspection.

Please note: Without exception, export consignments which do not comply with any or all of the export requirements or which were not checked and sealed by a State Veterinary official prior to loading or in preparation for export, when required, cannot be certified. If in doubt, please consult the state veterinarian before embarking on export arrangements to avoid any unnecessary waste of resources.

F. Sealing of containers after loading for export

Once a container is sealed by an official or representative of veterinary services the container can be moved without a movement declaration of any kind unless there is a
need for a controlled movement under the Animal Diseases Act. Sealed containers are considered as in transit and as such can be stored wherever the client deems as a suitable place. Veterinary supervision ends on the date that the container is sealed and as such any export certificates issued for any of the products contained in the sealed container should be issued on the day of sealing. (Certification date on the certificate will be the same as the date of the inspection and sealing of the container)

VI. Veterinary office management of export and movement certificate applications

A. Annex A
1. Annex A should be submitted whenever product is being exported from the Western Cape.

B. Annex B
1. Annex B should be submitted by the exporter for all product movements between establishments within South Africa and within the province regardless of the product.
2. An Annex B should also be submitted by the exporter for sealed product entering the Western Cape from another Province or another country, where veterinary receipt, inspection and releases of the product is required e.g. EU meat export consignments and non-manipulation certificates for imported consignments.

VII. Application processing

A. Role of administrator
1. All application (Annex A or B) must be sent to the generic official email address (example svboland@elsenburg.com; vetexport@elsenburg.com)
   a. The Annex A or Annex B should be submitted to the State veterinary export office closest to the production facility / storage facility.
2. When export /movement (Annexure A/B) applications are received from the clients, the administrative personnel from the state veterinary office will print the application out and issue a reference number
   a. The reference number will be generated by the export database or a paper based consecutive numbering system.
3. The Veterinary office is to acknowledge receipt and issue the applicant with a written reference number for the receipt of the application (Annex A/B). The reference number will be emailed to clients directly from the database or from the administrative personnel.
4. An official register will be kept by the state veterinary export office
   a. The administrative personnel will record in the register the date(s) of when application Annex A/B were received and when inspection is needed together with the reference number that was sent to the client.
B. The role of the Control Veterinary Public Health Officer (CVPHO)

1. The Control Veterinary Public Health Officer (CVPHO) or other responsible person will decide if the consignment needs to be inspected based on the following criteria:
   a. The type of product to be loaded
   b. The number of available inspectors
   c. The importing country requirements
   d. The risk profile of the export establishment
   e. Equal distribution of random inspection between establishments with the same product risk

2. The CVPHO will draw up a roster of all inspections (Annex A/B) and organise random inspections when needed.

3. If movement inspection are not required:
   a. Inspection instructions will be issued to each Veterinary Public Health official on the afternoon after receipt of the application.
   b. The CVPHO will inform the administrative personnel to notify the clients by sending them an email stating that "they can proceed without inspection" and the reference number.

4. If the movement or export will be inspected:
   a. The CVPHO will inform the administrative personnel to notify the clients by sending an email stating that inspection is required and the inspector will provide the reference number.
   b. If the inspector is not able to make contact with the client, the inspector will record the times they tried to make contact as well as the method used to try and make contact.
   c. If the inspector is not able to make contact; the client will need to make contact with the inspector to arrange a suitable time for the inspection.

C. Role of the Veterinary Public Health Officer (VPHO)

1. For sealed movements
   i. All assigned movements must be sealed and loaded or offloaded under the VPHO’s supervision
   ii. All movement must be accompanied by a packing list (This packing list must be in line with this SOP section X) which the client will provide and the inspector will sign.
   iii. Temperature checks will be done by the VPHO for movement of products on arrival or departure if applicable.
   iv. The SOP for VPHO controls and monitoring during loading will be adhered to.

VIII. Office contact details and availability for export certification

Please note that the most up to date contact details for the Western Cape offices can be found on www.elsenburg.com
A. **Veterinary export office (VECO) - Milnerton**

This office has been included as it is the main provincial export office

- Contact details: vetexport@elsenburg.com, Tel: 021 808 5400 /5401
- located at 22 Lobelia Street, Milnerton,
- GPS Co-ordinates: 33.866870 S 18.503029 E
- At the Veterinary export certificate office in Milnerton clients can be assisted from 08:30am to 12:00pm. Outside of these hours clients are assisted by appointment only.

B. **DAFF -permit office**

- Tel: +27 (0) 12 319 7514 / 7632 / 7633 / 7406 / 7500 / 7461
- Fax: +27 (0) 12 329 8292 or +27 (0) 12 319 7491 / 7644

**Postal address**
The Director Animal Health Import/ Export Policy Unit
Private Bag X138
Pretoria
0001
South Africa

**Physical address**
Room G52 Delpen Building
Corner of Annie Botha & Union Street
Riviera
Pretoria
South Africa

C. **DAFF-Import Control Cape Town:**

- niekn@daff.gov.za or karensa@daff.gov.za
- Tel: 021 421 0270
- Fax: 021 421 9985

- located at the Head office of the Department of Agriculture at Elsenburg. When searching on Google maps, use ‘Provincial Department of Agriculture’ alternatively the GPS co-ordinates are:
  - GPS Co-ordinates Elsenburg Head Office: 33.845259 S 18.834722 E
- Clients are assisted by appointment only on Monday, Wednesday and Friday mornings from 08:30am to 12:00pm

IX. **Examples Annexures**

For the most up to date forms please refer to the website.
http://www.elsenburg.com/services-and-programmes/veterinary-services-0#s=Export-Control&d=Exporting-live-animals-and-animal-products. These forms are put here for illustration purposes only.

- A. ANNEX A - APPLICATION FOR INSPECTION OF AN EXPORT CONSIGNMENT 14
- B. ANNEX B: APPLICATION OF LOADING OF CONSIGNMENT FOR MOVEMENT WITHIN SOUTH AFRICA 17
- C. ANNEX C: Export certification checklist 20
- D. Example of an export certificate (Excluding distribution centres) Certificate no: 21
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# A. ANNEX A - APPLICATION FOR INSPECTION OF AN EXPORT CONSIGNMENT

## Section A
(To be completed by the person responsible for the consignment)

| Name and physical address of consignor: | ____________________________ |
| Contact person and telephone number (office AND cell phone): | ____________________________ |

| Name and physical address of consignee: | ____________________________ |
| Name, address and approval no. of export approved facility: | ____________________________ |
| Proposed date and time of loading: | ____________________________ |
| Country of destination: | ____________________________ |

| Description of product: | ____________________________ |

<table>
<thead>
<tr>
<th>Factory of origin (ZA number and Name)</th>
<th>Species</th>
<th>Tariff Code (HS code)</th>
<th>Product description</th>
<th>Quantity / mass / volume</th>
<th>Unit of measure (ISO units only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Means of transport: | Choose an item. |
| Are you sharing this transport with another company? | Choose an item. If you answered yes, indicate who: |
| Have you attached an import permit to this application? | Choose an item. |

It is compulsory to attach a packing list to this application. (Batch codes, expire dates, production establishment etc.) Has the packing list been attached? Choose an item.

Please indicate duration time of loading: Choose an item. Hours. Please note maximum loading time per loading 2½ hours there after a surcharge of R940 per hour or part thereof will be added. The inspector may leave the premises, if loading did not take place within indicated time.

I, …………………………………………………………………., hereby declare that the products mentioned in the endorsed packing list were found to be in a mercantile condition and I accept full responsibility for these products.

Signature* and date of exporter: ____________________________

*Please note that digital signatures are acceptable

## Section B
(To be completed by Veterinary official)

| Container/ Vehicle registration number: | ____________________________ |
| Seal Number: | ____________________________ |

| Product description: | ____________________________ |
| Species: | ____________________________ |
| Mass: | ____________________________ kg |

Have you checked and signed the packing list? YES / NO

Place of loading: ____________________________

Time of arrival: ______________ Time of departure: ______________ Total time on site: ______________ h ______________ minutes

Other products (not reflected on the packing list) included in the consignment: ____________________________

I, …………………………………………………………………., hereby declare that the products mentioned in the endorsed packing list with inspection reference number: ____________________________, were loaded under my direct supervision and were found to be in a mercantile condition at the time of inspection.

Date: ____________________________ Signature of Inspector: ____________________________

Any comments regarding this consignment: ____________________________
REQUEST FOR SERVICES: VETERINARY SERVICES

DEBTOR INFORMATION (ALL FIELDS MUST BE COMPLETED)

<table>
<thead>
<tr>
<th>Surname/ Firm:</th>
<th>Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Number owner:</td>
<td>Utility bill Attached:</td>
</tr>
<tr>
<td>Company Registration number:</td>
<td></td>
</tr>
<tr>
<td>Postal address:</td>
<td>Code:</td>
</tr>
<tr>
<td>Farm Name:</td>
<td></td>
</tr>
<tr>
<td>Abattoir Name:</td>
<td></td>
</tr>
<tr>
<td>Magisterial District:</td>
<td></td>
</tr>
<tr>
<td>Telephone code:</td>
<td>Telephone number:</td>
</tr>
<tr>
<td>Cell phone:</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Fax Code:</td>
<td>Fax Number:</td>
</tr>
</tbody>
</table>

SERVICES RENDERED

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Details</th>
<th>Fee (Rand)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilometer fees/km</td>
<td>km @ R3.61 per kilometer</td>
<td></td>
</tr>
</tbody>
</table>

Clinical Services

Inspection services

Export Certification

SV Ref No’s

Time spent

Arrival: To: Departure: Movement:

Arrival: To: Departure: Export:

Other services

Customer order number

☐ Above mentioned services are requested by me and I am awaiting an invoice for payment

☐ I also declare that I am responsible for the payment/ I am authorized to request this service on behalf of the institution

---------------------------------------------
Client Initials and Surname (Print Name)
---------------------------------------------

Departmental Official: ..........................................................

Signature: .................................................................

Date: .................................................................

Date stamp

Notes:

☐ To confirm the residential address of the debtor an utility bill must accompany this application form.

☐ In the event where the Client/Company do not supply us with a copy of his/her identification/company registration certificate the department official must check and verify that the above mentioned details is correct and true. Above signature will serve as confirmation in this regard.
B. **ANNEX B: APPLICATION OF LOADING OF CONSIGNMENT FOR MOVEMENT WITHIN SOUTH AFRICA**

**Section A** (To be completed by the person responsible for the consignment)

Name and physical address of consignor:
Contact person and telephone number (office AND cellphone):
Name and physical address of consignee:
Name, address and approval no. of export approved facility:
Proposed date of loading:
Destination Province:
Description of product:

<table>
<thead>
<tr>
<th>Factory of origin (ZA number and Name)</th>
<th>Species</th>
<th>Tariff Code (HS code)</th>
<th>Product description/ name</th>
<th>Quantity / mass / volume</th>
<th>Unit of measure (ISO units only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Means of transport: (circle appropriate one):

Are you sharing this transport with another company? (If this is shared transport the other companies must apply with an annex B as well if they want to export the product later. Please offload first to save costs.)

If you answered yes, indicate who:

Have you attached a packing list to this application? Choose an item.

It is compulsory to attach a packing list to this application. (Batch codes, expire dates, production establishment etc.)

Please indicate duration of loading: Choose an item. hours. Please note maximum loading time per loading 2½ hours there after a surcharge of R940 per hour or part thereof will be added. The inspector may leave the premises, if loading did not take place within indicated time.

I. …………………………………………………………………., hereby declare that the products mentioned in the signed attached packing list were inspected by me and were found to be in a mercantile condition at the time of inspection.

**Signature* and date of exporter:** ____________________________

*Please note that digital signatures are acceptable

**Section B** (To be completed by Veterinary official)

Container/ Vehicle registration number: ____________________________
Seal Number: ____________________________
Product description: ____________________________

Species: ____________________________ Mass: ____________________________ kg

Have you checked and signed the packing list? YES / NO

Place of loading: ____________________________

Time of arrival: ____________________________ Time of departure: ____________________________ Total time on site: ______ h ______ minutes

Other products (not reflected on the packing list) included in the consignment: ____________________________

I. …………………………………………………………………., hereby declare that the products mentioned in the **endorsed packing list** with inspection number: ____________________________, were loaded under my direct supervision and were found to be in a mercantile condition at the time of inspection.

Date: ____________________________ Signature of Inspector: ____________________________

Any comments regarding this consignment: ____________________________

**Official use only**

Ref. number: ____________________________
Consignment to be inspected: Yes/ No
Official assigned: ____________________________
VPHO /Vet Name: ____________________________
Signature: ____________________________
Date and time: ____________________________
# REQUEST FOR SERVICES: VETERINARY SERVICES

**DEBTOR INFORMATION (ALL FIELDS MUST BE COMPLETED)**

<table>
<thead>
<tr>
<th>Surname/Firm:</th>
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</thead>
<tbody>
<tr>
<td>ID Number owner:</td>
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</tr>
<tr>
<td>Company Registration number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal address:</th>
<th>Code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Farm Name:</th>
<th>Abattoir Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magisterial District:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone code:</th>
<th>Telephone number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell phone:</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Fax Code:</td>
<td>Fax Number:</td>
</tr>
</tbody>
</table>

## SERVICES RENDERED

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Details</th>
<th>Fee (Rand)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilometer fees/km</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Inspection services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time spent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Export Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Customer order number | |
|-----------------------| |

- Above mentioned services are requested by me and I am awaiting an invoice for payment.
- I also declare that I am responsible for the payment/ I am authorized to request this service on behalf of the institution.

- ................................................................. .................................................................
  Client Initials and Surname (Print Name ) Date

- ................................................................. .................................................................
  Client Signature Date

**Departmental Official:** .................................................................

**Signature:** .................................................................

**Date:** .................................................................

**Notes:**

- To confirm the residential address of the debtor an utility bill must accompany this application form.
- In the event where the Client/Company do not supply us with a copy of his/her identification/company registration certificate the department official must check and verify that the above mentioned details is correct and true. Above signature will serve as confirmation in this regard.
C. ANNEX C: Export certification checklist

This document is intended to assist companies with preparing your application and is not required to be submitted together with your application.

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original import permit</td>
<td></td>
</tr>
<tr>
<td>Original export certificate template</td>
<td></td>
</tr>
<tr>
<td>Applicable sections completed in full</td>
<td></td>
</tr>
<tr>
<td>Signed internal movement declaration or applicable Annex B with</td>
<td>Authorisation number (Where the product is not exported directly from the</td>
</tr>
<tr>
<td>authorisation number (Where the product is not exported directly</td>
<td>manufacturing facility).</td>
</tr>
<tr>
<td>from the manufacturing facility).</td>
<td></td>
</tr>
<tr>
<td>Other supporting documents e.g. Lab results, temperature graphs,</td>
<td>ZA certificates required by the Import Permit or Export Certificate</td>
</tr>
<tr>
<td>ZA certificates required by the Import Permit or Export Certificate</td>
<td></td>
</tr>
<tr>
<td>Annex A completed by a Veterinary Public Health Officer (in the</td>
<td>Annex A completed by a Veterinary Public Health Officer (in the case of</td>
</tr>
<tr>
<td>case of consignments requiring sealing/inspection)</td>
<td>consignments requiring sealing/inspection)</td>
</tr>
<tr>
<td>Annex B completed by a Veterinary Public Health Officer (in the</td>
<td>Annex B completed by a Veterinary Public Health Officer (in the case where</td>
</tr>
<tr>
<td>case where an inspection took place)</td>
<td>an inspection took place)</td>
</tr>
</tbody>
</table>

Please note that it remains the responsibility of the client to ensure that the final certificate issued by the certifying officer had been completed and filled in correctly.
D. Example of an export certificate (Excluding distribution centres)  

VETERINARY HEALTH CERTIFICATE FOR ___ FROM THE WESTERN CAPE, SOUTH AFRICA FOR EXPORT TO ___

RESPONSIBLE VETERINARY ADMINISTRATION: Department of Agriculture Forestry and Fisheries, Private Bag X 138, Pretoria, 0001

ISSUING VETERINARY AUTHORITY: Western Cape Department Agriculture, Private Bag X1, Elsenburg, 7607

PROVINCIAL REFERENCE: 801/14/

IMPORT PERMIT NO: / No import permit was presented by the exporter.

The contact person at DAFF where arrangements can be made are:

A. DESCRIPTION

1. Identification of Products:

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Species</th>
<th>Type packaging</th>
<th>Quantity</th>
<th>Batch Codes</th>
<th>Net Weight (Kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL WEIGHT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Origin of Products:
   
   i. Name and Address of Consignor (RSA):

   ii. Name, ZA number and address of abattoir or abattoirs

   iii. Name, ZA number and address of cutting plant or cutting plants

   iv. Name, ZA number and address of cold store or cold stores

   v. Name, ZA number and address of processing facility or facilities

   vi. Name, ZA number and address of intermediate store or stores

   vii. Name, ZA number and address of place of loading

3. Destination of Products:

   i. Name and address of Consignee:

4. Means of Transport:

   i.

B HEALTH ATTESTATION

I, the undersigned authorized official veterinarian, hereby certify that the meat products described above in section A:

Signature of Official Veterinarian
Name in print: STATE VETERINARIAN
* Delete as appropriate

Stamp:
E. Example of an export health certificate for a distribution centre

MOVEMENT DECLARATION FOR FROM THE WESTERN CAPE TO INTENDED FOR EXPORT TO

RESPONSIBLE VETERINARY ADMINISTRATION: Department of Agriculture Forestry and Fisheries, Private Bag X 138, Pretoria, 0001

ISSUING VETERINARY AUTHORITY: Western Cape Department Agriculture, Private Bag X1, Elsenburg, 7607

PROVINCIAL

A. DESCRIPTION

1. Identification of Products:

   Please see attached certified and referenced packing list

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Species</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL WEIGHT</td>
<td></td>
</tr>
</tbody>
</table>

2. Origin of Products:
   i. Name and Address of Consignor (RSA):
   ii. Name, ZA number and address of abattoir or abattoirs
   iii. Name, ZA number and address of cutting plant or cutting plants
   iv. Name, ZA number and address of cold store or cold stores
   v. Name, ZA number and address of processing facility or facilities
   vi. Name, ZA number and address of intermediate store or stores
   vii. Name, ZA number and address of place of loading

3. Destination of Products:
   i. Name and address of Consignee:

4. Means of Transport:

B. HEALTH ATTESTATION

Signature of Official Veterinarian
Name in print:
Designation: STATE VETERINARIAN
*1 Delete as appropriate

Stamp:
X. **Example packing lists**

A. **Example of a packing list for a dairy export establishment (that pasteurises its own milk)**

<table>
<thead>
<tr>
<th>Product name</th>
<th>Species</th>
<th>Number of packs</th>
<th>Weight (kg)</th>
<th>Batch codes</th>
<th>Expiry dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. **Example of a packing list for an abattoir**

<table>
<thead>
<tr>
<th>Carcase number</th>
<th>Species</th>
<th>Weight (kg)</th>
<th>Slaughter date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. **Example of a packing list for a red meat abattoir with compartments**

<table>
<thead>
<tr>
<th>Carcase number</th>
<th>Species</th>
<th>Weight (kg)</th>
<th>Slaughter date</th>
<th>Compartment number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. **Example of a packing list for a distribution centre**

<table>
<thead>
<tr>
<th>Product name</th>
<th>Quantity</th>
<th>Weight</th>
<th>Batch Code</th>
<th>Production Establishment Registration Number</th>
<th>Movement Permit Reference</th>
<th>Import Permit Reference</th>
<th>Export Certificate Reference</th>
<th>Release Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
E. Example of a packing list for a meat preparation establishment / cutting plant

<table>
<thead>
<tr>
<th>Product description</th>
<th>Weight</th>
<th>Quantity</th>
<th>Abattoir registration number</th>
<th>Movement permit reference</th>
<th>Import permit reference</th>
<th>Export certificate reference</th>
<th>Release reference</th>
</tr>
</thead>
</table>