Policy for the movement of export consignments and export certification

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Definitions

1. Please see the export certification policy (Document 42) for additional definitions
2. Authorised representative
   a. A person that is authorised by the directors of the company or a director of the company
3. Application for inspection :
   a. Refers to the Application for inspection in the current export procedure (SOP for the certification of animal related products) with the associated documents such as the packing list, including product identification by batch codes that are visible on the packing or wrapping materials.
4. Movement control declarations
   a. 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.
5. Handling/ manipulation
   a. Storage of or altering the temperature of a temperature controlled product
   b. Removing the original wrapping and packing
   c. Mixing with any other substances

Discussion:

Traceability provides a tool to achieve the following three (3) key objectives:

1. Managing risks related to food safety and animal health issues;
2. Guarantee products’ authenticity and to give reliable information to customers and trading partners
3. Improve product quality and processes.

The main components of a Traceability system are as follows:

1. Identification of a product;
2. Ability to trace through the records to know more about the product.
3. A system of communication between operators (Food business operators / Producer/ Distribution centres / Storage establishments/ Farms) and officials

Types of acceptable movement control declarations

There are 4 Types of acceptable movement control declarations namely:

1. A memorandum of understanding (MOU) with the vet that is responsible for the establishment of origin
2. Movement permit for an unsealed consignment issued by a veterinarian authorised under the Meat Safety Act or Animal Diseases Act as applicable.
3. Product declaration issued by a veterinarian authorised under the Meat Safety Act or Animal Diseases Act as applicable

4. Movement permit for a sealed consignment issued by a veterinarian authorised under the Meat Safety Act or Animal Diseases Act as applicable

1. A memorandum of understanding (MOU) with the vet that is responsible for the establishment of origin
   a. The agreement must specifically mention the following:
      i. Details of the issuing authority (Veterinarian)
      ii. Unique identification of the agreement (For example a memorandum of understanding with a specific date)
      iii. Detailed product descriptions for each product that the agreement applies to including:
         1. Product specification
         2. Packing materials,
         3. Labelling,
            a. Images of the outer packing material as well as the inner wrapping material for each product must be contained in the agreement
            b. The specific establishment identification (example ZA number)
      iv. The specific requirements of each country and product type as listed on the import permit, or agreement as applicable, for the specific country and product
      v. Predetermined notification of change by the official veterinarian stipulated in the agreement to the Western Cape veterinary services (vetexports@elsenburg.com):
         1. Notification to the Western Cape in the event of a non-compliance related to any of the import requirements
         2. Notification to the Western Cape if the veterinarian is no longer responsible for the facility
      vi. Renewal of the agreement per annum with the renewal of the ZA certificate.
   b. Any addendums to the agreement must be done in writing with reference to the original agreement and expires with the original agreement.
   c. Agreements are only possible where all the products that are specified in the agreement are compliant with export requirements.
   d. The agreement and any addendums to the agreement cannot be considered as valid unless the issuing authority has an acknowledgement or receipt from the office that the agreement is with.

2. Movement permit for an unsealed consignment issued by a veterinarian authorised under the Meat Safety Act or Animal Diseases Act as applicable.
   i. A movement permit should contain the following information
1. Details of the issuing authority (Veterinarian)
2. Unique identification of the a movement (reference number)
3. **Traceable product** details
4. Quantities and nett weight
5. Details of the production establishment
6. Details of any storage establishments along the transport chain
7. Details of the transport
8. Consignor details
9. Consignee details
10. Country and product specific declarations (as listed on the import permit / agreed certificate for the specific country and product)

3. Product declaration issued by a veterinarian authorised under the Meat Safety Act or Animal Diseases Act as applicable
   a. A product declaration should contain the following information
      i. Details of the issuing authority
      ii. Unique identification of the declaration
      iii. The production establishment details
      iv. Country and product specific declarations (as listed on the import permit / agreed certificate for the specific country and product)
      v. **Traceable product** details

4. Movement permit for a sealed consignment issued by a veterinarian authorised under the Meat Safety Act or Animal Diseases Act as applicable
   a. A sealed movement permit should contain
      i. Details of the issuing authority
      ii. Unique identification of the movement permit
      iii. **Traceable product** details
      iv. Quantities and nett weight
      v. Production establishment details
      vi. Export requirements specific to country and product
      vii. Details of transport
      viii. Seal and registration or container numbers
      ix. Details of the transport condition of the product for example:
          1. Temperature of product at time of loading
          2. Cleanliness of the transport
      x. Trader details - consignor
         - consignee
      xi. Thermograph produced during the time of transport (EU meat export consignments only)
Official control for the inspection of consignments that form part of the export chain

Movement permits:
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, however an application for inspection should be submitted in order to receive an authorisation number.
3. **Only traceable products with authorisation numbers or sealed vet to vet consignments will be certified for export.** An application for inspection should be submitted in order to obtain an authorisation number. Sealed vet to vet consignments do not need an authorisation number to be certified for export.
4. Original movement permits 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.
5. 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)
6. 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 permit where applicable)
7. For EU movements the meat is to be unsealed and inspected by the VPHO. According to the EU SOP

Movement procedures for the issuing of a non-manipulation certificates
1. This procedure follows the same procedure as for a movement permit for a sealed consignment issued by a veterinarian authorised under the Meat Safety Act or Animal Diseases act as applicable.
2. In this case the original import and official release documentation from DAFF must be provided to the export certifying veterinarian.
3. Proof that the product was stored in an export registered facility for the duration between import and export must be provided
4. Any movement of that product between export establishments must be under movement control

Veterinary office management of export and movement applications
Application for inspection
An application for Inspection should be submitted for all product movements that are ultimately destined for Export and fall under one or more of five scenarios.

1. Products moving from outside of the Western Cape province into the Western Cape province (off-loading in the Western Cape)
2. Products moving from the Western Cape into other South African provinces (Loading in the Western Cape)
3. Products moving from one Western Cape Facility to another Western Cape Facility (Loading and off-loading in the Western Cape)
4. Products being exported from within the Western Cape to the importing country (Loading in Western Cape)
5. 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.

The application for Inspection document replaces both the previously known Annex A and Annex B (SOP for the certification of animal related products).

Please refer to the Standard operating procedure for the export certification of animal products for further information.

Exemption so from the application for inspection

For large distribution centres and processing facilities:
An application can be made to the DD:EC for waving of the requirement to send individual requests for inspection bookings when goods are being loaded / off-loaded. The company can instead submit an exemption from Application for inspection product list of all the products combined that are going to be loaded / off-loaded.

Please refer to the Standard operating procedure for the export certification of animal products for further information.

For manufacturers with inadequate storage on site who use a storage facility within the Western Cape
An application can be made to the DD:EC for waving of the requirement to send individual requests for inspection bookings when goods are being loaded / off-loaded.

This will be considered when facilities move finished product or raw materials at least once daily between the two or more facilities. An exemption from Application for inspection product list will need to be submitted of all the products combined that are going to be loaded / off-loaded.

Please refer to the Standard operating procedure for the export certification of animal products for further information.
For abattoirs with assignees on site
An application can be made to the DD:EC for waving of the requirement to send individual requests for inspection bookings when goods are being loaded / off-loaded.

An abattoir may request to make use of assignee staff that are specifically given permission to complete the movement documentation on behalf of the Western Cape. The assignees staff must follow the Western Cape procedures in terms of loading and inspection.

Please refer to the Standard operating procedure for the export certification of animal products for further information.

Assignee staff may not load for export unless they are under the direct control of the authorised veterinarian that will be issuing the export certificate.

Official responsibilities in terms of The Promotion of Administrative Justice Act, 2000 (PAJA)
Did you know: “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 any decision(s) made by a government official, that affects you. You also have the right to appeal the outcome of such decisions. All appeals in relation to export related decisions must be forwarded to the Deputy Director: Export Control at Vetexports@elsenburg.com”.
Example of a product declaration

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 NUMBER:

A. DESCRIPTION

1. Identification of Products:

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Species</th>
<th>Type packaging</th>
<th>Date of production</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>
</tbody>
</table>

TOTAL WEIGHT

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

B. HEALTH ATTESTATION

______________________________
Signature of Official Veterinarian
Name in print: STATE VETERINARIAN

*1 Delete as appropriate
Example of a Movement Permit template

MOVEMENT PERMIT 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

REFERENCE NUMBER:

A. DESCRIPTION

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>
</tbody>
</table>

TOTAL WEIGHT

B. 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: STATE VETERINARIAN

* Delete as appropriate

Stamp:
Example of a memorandum of understanding between authorised veterinarians

A. Memorandum of understanding
   
   i. Vet that is responsible for the establishment of origin (Details of the issuing authority)
      
      1. Name:
      2. ID number
      3. SAVC registration number:
      4. Issuing authority:
      5. Mobile number:
      6. Email address:
      7. Alternate email address:

   ii. Vet that is responsible for the final export certification
      
      1. Name:
      2. ID number
      3. SAVC registration number:
      4. Issuing authority:
      5. Mobile number:
      6. Email address:
      7. Alternate email address:

   iii. The Export Establishment
      
      Name of export establishment
      Registration number
      
      Contact details of establishment
      Email:
      Contact number:
      Website

   iv. Establishment representative:
      
      1. Primary establishment contact:
Full name:

ID number:

Mobile number:

Email address:

Position in the organisation:

2. **Secondary establishment contact:**

Full name:

ID number:

Mobile number:

Email address:

Position in the organisation:

B. **Detailed product descriptions**

C. **The specific requirements of each country and product type**

D. **Agreement**

i. I the representative of the establishment in section A.iii and contact A.iv1

1. That the products in section B meet with the requirements indicated in section C.

2. The veterinarian and the authority indicated in section A.i and A.ii will be notified should there be a change in the health status of the production establishment or the farms of origin that would affect the certification indicated in section C.

3. The veterinarian and the authority indicated in section A.i and A.ii will be notified should there be a change in the product description and I will draft an addendum to this agreement to replace the applicable section of section B.

Done at (place) (date)

__________________________
(signature of authorised company representative)

Name of witness 1:
ii. I the veterinarian in section A.i above agree to the following:

1. That the products in section B meet with the requirements indicated in section C.

2. The veterinarian and the authority indicated in section A.ii will be notified should there be a change in the health status of the production establishment or the farms of origin that would affect the certification indicated in section C.

3. Should I no longer be responsible for the establishment mentioned in A.iii I will notify the veterinarian at the contact details in A.ii and await acknowledgement of receipt.

4. Should acknowledgement of receipt not be received within 24 hours the supervisor of the official in A.ii and DAFF will be notified so that precautions can be taken.

Done at (place) (date)

Stamp

(signature of official veterinarian)

Name of witness 1: (signature of witness 1)

Name of witness 2: (signature of witness 2)

iii. I the veterinarian in section A.ii above agree to the following:
1. That should the requirements in C change a notification will be sent to the veterinarian in A. i and an addendum to this agreement will be drafted by myself and replace the specific section in C.

Done at (place) (date)

Stamp (signature of official veterinarian)

Name of witness 1: (signature of witness 1)

Name of witness 2: (signature of witness 2)
Example of an Application for inspection
(Loading and off-loading notification sheet)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of consignor (Product sender)</th>
<th>Physical address of consignor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact person at Consignor</td>
<td>Contact person at Consignor’s telephone number (office AND cell phone)</td>
</tr>
<tr>
<td></td>
<td>Name of Consignee (Product Receiver)</td>
<td>Physical address of Consignee</td>
</tr>
<tr>
<td></td>
<td>Contact person at Consignee</td>
<td>Contact person at Consignee’s telephone number (office AND cell phone)</td>
</tr>
<tr>
<td></td>
<td>Name and approval no. of export approved facility</td>
<td>Address of export approved facility</td>
</tr>
<tr>
<td></td>
<td>Proposed date of loading/ off-loading</td>
<td>Country or province (if in RSA) of Origin</td>
</tr>
<tr>
<td></td>
<td>Proposed Time of loading/ off-loading</td>
<td>Country or province (if in RSA) of Destination</td>
</tr>
</tbody>
</table>

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>

This application for inspection is either for a product being loaded at the inspection facility or Off-loaded at the inspection facility. Please circle the appropriate action

<table>
<thead>
<tr>
<th>Loading</th>
<th>Off-loading</th>
</tr>
</thead>
</table>

Transport

Is this movement of the products within the Western Cape? If No please stipulate between where the movement of the products will take place.

<table>
<thead>
<tr>
<th>Means of transport of products</th>
<th>Truck / Container / Flight –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container/ Vehicle registration number</td>
<td></td>
</tr>
</tbody>
</table>

Are you sharing this transport with another company? Yes / No

If yes: please indicate who the other company is and please note that if this is shared transport the other companies must apply with a Movement notification as well if they want to export the product later.

Have you attached a packing list to this application? Yes / No

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

Please indicate the duration time of loading/off-loading (hours)

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
* 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.

*Should the veterinary export office not respond with a reference number before 16:00 on the date the list of products is to be loaded/off-loaded (provided that the application was submitted before 14:00) the company is to use the date of the application as the reference number and retain copies of the emails that were sent to the veterinary export office as proof of application.

**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: ____________________________

Has the consignment been released?     YES / NO

Any comments regarding this consignment:

________________________________________

**Section C** (Final loading/off-loading of the product)

<table>
<thead>
<tr>
<th>Was the product Loaded / Off-loaded as stipulated above after this application for inspection document was submitted?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes please indicate whether the consignment was loaded/off-loaded in clean vehicles/containers suitable for the product.</td>
<td></td>
</tr>
<tr>
<td>If no please state the reason why the product was not loaded / Off-loaded</td>
<td></td>
</tr>
</tbody>
</table>

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 any decision(s) made by a government official, that affects you. You also have the right to appeal the outcome of such decisions. All appeals in relation to export related decisions must be forwarded to the Deputy Director: Export Control at Vetexports@elsenburg.com
Example of a packing list
Please see the export certification policy