



# STANDARD OPERATING PROCEDURE FOR THE EXPORT CERTIFICATION OF ANIMAL PRODUCTS

Applicable to clients and veterinarians  
involved in export from the Western Cape,  
South Africa

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## I. Definitions

- a. Certifying officer
  - i. A person authorised to issue a certificate in terms of the Animal Disease act, or Meat Safety Act as applicable.
- b. 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
- c. 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
- d. 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"
- e. 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
- f. International veterinary certificate / Export certificate / International aquatic animal health certificate
  - i. 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
- g. 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
- h. 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
- i. Packing list:
  - i. The details of the product intended to be loaded for a movement or export.
- j. Product:
  - i. Any product that will require an export certificate to be issued by an authorised veterinarian or official veterinarian.
- k. 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.

l. Trace-back:

i. the ability to identify and trace the origin of product;

m. Trace-forward:

i. the ability to provide details of the destination and route at export certification application;

n. 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

o. 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

## II. 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) as amended and the related published Regulations

- The Meat Safety Act (Act 40 of 2000) with the Red Meat Regulation published on 17 Sep 2004, Ostrich regulations published on 2 Feb 2007 and the Poultry regulations published on the 24 Feb 2006
- The Veterinary and Para-Veterinary Professions Act (Act 19 of 1982)
- The Constitution of the Republic of South Africa (Act 108 of 1996).
- 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**

- The exporter must be registered on ECOS and ECERT for commercial exports
- 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 exporters of commercial consignments must be registered on ECOS and ECERT.

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 **application for inspection** 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 for 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.

In the event of suspicion or confirmation of disease, after certification, it may be necessary for the Department of Agriculture to withdraw or cancel the health certificate without notice. No liability for losses or consequential losses incurred can be accepted by the Department of Agriculture should these circumstances arise.

Any other queries can be directed to the State Veterinarian on duty via the contact details contained on the website [www.elsenburg.com](http://www.elsenburg.com) under the program veterinary services.

### III. Standard operating procedure

#### A. 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.

#### B. 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 R638 of the Health Act is not permissible under the Veterinary and Para-veterinary Act, and regulation R638 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, handling 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: <https://www.gov.za/services/export-permits-agricultural-business-management/register-veterinary-export-facilities>

and

<https://www.elsenburg.com/exporting-pets-and-products/>

##### 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 in relation to export related decisions must be logged online on ECOS. Private clients can forward their appeals to the Deputy Director: Veterinary International Trade Facilitation at [vetexport@westerncape.gov.za](mailto:vetexport@westerncape.gov.za).

The complaint resolution procedure may be viewed online under Western Cape export control info sheets and policies. <https://www.elsenburg.com/exporting-pets-and-products/>

### **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.

In the event of suspicion or confirmation of disease, after certification, it may be necessary for the Department of Agriculture to withdraw or cancel the health certificate without notice. No liability for losses incurred can be accepted by the Department of Agriculture should these circumstances arise.

## 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 for 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, on ECOS, 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](http://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 inspection of the consignment for export must be made **in writing** (see section ) to the State Veterinary Office. Faxes and emails are both acceptable as applications for inspection. 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. For an application for inspection to be considered it must be received NO LATER THAN 14:00 on the working day prior to the proposed day of loading. Should inspection not be possible on the requested date an alternate date will be made available by the State veterinary office.
  - II. A duly completed application for inspection that is either signed by the Veterinary Public Health Officer, or has been issued with 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 certain cases an exemption from the Application for inspection can be made provided that the necessary procedure is followed (Please see section VII.)
  - IV. In exceptional cases were 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: Veterinary International Trade Facilitation is needed for these exports.

- V. Please refer to the SOP on inspections (<https://www.elsenburg.com/exporting-pets-and-products/>) 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 tests 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 Application for Inspection with the State veterinarian's reference number (Issued on receipt of the Application for Inspection)
3. Acceptable, documented movement declaration or other acceptable controls (please see movement permit policy at <https://www.elsenburg.com/exporting-pets-and-products/> ) if the product originated from outside the Western Cape
4. For the export of live animals for commercial purposes, where the animals are traveling for more than 48 hours a letter of no objection from the NSPCA is required before any export certificate may be issued.

### **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, 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. 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. 4 and 6 inspections of consignments for which an internal movement declaration is required will be done on a random basis. 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 (See section VI. Veterinary Office management of export and movement certificate applications). 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 inspection applications**

### ***A. 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.

Submitting of applications for inspection must be as early as possible to enable resource planning. The Application for inspection needs to be submitted before 14:00 on the day before the products are to be loaded/offloaded or it will not be accepted.

It is not always possible to inspect consignments when requested, due to resource constraints. If inspection is not possible, an alternate date and time is made available to the applicant.

## ***B. Exemption so from the application for inspection***

### **1. For large distribution centres and processing facilities:**

An application can be made to the DD: Veterinary International Trade Facilitation for waiving of the requirement to send individual requests for inspection bookings when goods are being loaded / off-loaded. The company can instead submit an **Exemption list** (VI.B.4) of all the products combined that are going to be loaded / off-loaded. This should be submitted at least before 14:00 the day before the expected date of departure / arrival at the DC.

The Veterinary International Trade Facilitation office will issue one authorisation (reference) number for all products that are not going to be inspected and separate reference numbers for each product that is to be inspected.

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

In order to decrease paperwork the above mentioned detailed product list will be used in place of the notifications of loading from the supplier and the notifications of receipt from the receiver.

### **2. For manufacturers with inadequate storage on site who use a storage facility within the Western Cape**

An application can be made to the DD: Veterinary International Trade Facilitation for waiving 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.

The facility will need to submit an **Exemption list** (VI.B.4) of all the products combined that are going to be loaded / off-loaded.

Facilities will need to maintain full traceability of each product as well as the information that would normally be required for an export certificate. This information must be available on site at inspection.

All the production facilities in this agreement are subject to unannounced inspections to ensure that information is available. Invoices for payment are issued for inspections carried out.

This excludes EU consignments for human consumption

### **3. For abattoirs with assignees on site**

An application can be made to the DD: Veterinary International Trade Facilitation for waiving 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.

The assignee staff are limited to inspections for movements of product leaving the Western Cape to another province and movements of product within the Western Cape.

Specific movement declarations will be drafted based on import requirements when the abattoir makes application.

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.

### **4. Exemption list**

The exemption from Application for inspection product list (Section VII A, B & C) should include the following information:

1. Name of consignor (Product sender)
2. Physical address of consignor
3. Contact person at Consignor
4. Contact person at Consignor's telephone number (office AND cell phone)
5. Name of Consignee (Product Receiver)
6. Physical address of Consignee
7. Contact person at Consignee
8. Contact person at Consignee's telephone number (office AND cell phone)
9. Name and ZA approval no. of export approved facility
10. Name and ZA approval no. for all facilities in the supply chain
11. Name and ZA approval number of the farms supplying the animals (If applicable)
12. Proposed date and time of loading/ off-loading
13. Product description
  - a. Factory of origin (ZA number and Name)
  - b. Batch number

- c. Tariff Code (HS code)
  - d. Quantity / mass / volume
  - e. Product description
14. Are these products being loaded OR off-loaded at the facility? (Please stipulate which one)
15. Has there been or will there be any movement of the products outside the Western Cape?
- a. If yes please stipulate between where the movement of the products will take/ took place
  - b. Reference to the Movement declarations for all product movements outside the Western Cape (see section V)

## VII. Application processing

### A. Role of administrator

1. All applications for inspection must be sent to the generic official email address (example [SVBoland@westerncape.gov.za](mailto:SVBoland@westerncape.gov.za) ; [vetexport@westerncape.gov.za](mailto:vetexport@westerncape.gov.za))
  - a. The application for inspection should be submitted to the State veterinary export office closest to the production facility / storage facility.
2. When the application for inspection is 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. 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 applications for inspection 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 (**Application for inspection**) 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](http://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@westerncape.gov.za](mailto:vetexport@westerncape.gov.za), 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](mailto:niekn@daff.gov.za) or [karensa@daff.gov.za](mailto:karensa@daff.gov.za)
- Tel: 021 421 0270
- Fax: 021 421 9985

**IX. Examples Annexures**

For the most up to date forms please refer to the website. <https://www.elsenburg.com/exporting-pets-and-products/> . These forms are put here for illustration purposes only.

## A. Example of an Application for inspection

### Application for inspection

(Loading and off-loading notification sheet)

#### Official use only

Ref. number: \_\_\_\_\_  
 Consignment to be inspected: Yes/ No  
 Official assigned: \_\_\_\_\_  
 CVPHO /Vet Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date and time: \_\_\_\_\_

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

Date of application			
Name of consignor (Product sender)		Physical address of consignor	
Contact person at Consignor		Contact person at Consignor's telephone number (office AND cell phone)	
Name of Consignee (Product Receiver)		Physical address of Consignee (Where the product is going to)	
Contact person at Consignee		Contact person at Consignee's telephone number (office AND cell phone)	
Name and approval no. of export approved facility (Place of inspection /Inspection facility)		Address of export approved facility (Inspection facility)	
Proposed date of loading/ off-loading		Country or province (if in RSA) of Origin	
Proposed Time of loading/ off-loading		Country or province (if in RSA) of Destination	
Duration time of loading/ off-loading (hours)			

Description summary of product:

Factory of origin (ZA number and Name)	Species	Tariff Code (HS code)	Product description	Quantity / mass / volume	Unit of measure (ISO units only)

Please circle the appropriate and complete where appropriate:

Loading		Off-loading	
Movement within Western Cape	Movement out of Western Cape	Export	
Truck	Ship (Container)	Flight	
Document reference for transport (Bill of loading number)			
Container/ Vehicle/Trailer registration number			
Are you sharing this transport with another company?			Yes No
<b>If yes:</b> 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? <b>It is compulsory to attach a packing list to this application. (Batch codes, expire dates, production establishment etc.)</b>			Yes No

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 is 2½ hours there after a surcharge of R1145 per hour or part thereof will be added. The inspector may leave the premises, if loading did not take place within indicated time.

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

Container/ Vehicle/Trailer 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: \_\_\_\_\_

If the product is imported has the consignment been released? YES / NO

Any comments regarding this consignment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

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 logged online on ECOS. Private clients can forward their appeals to the Deputy Director: Veterinary International Trade Facilitation at vetexport@westerncape.gov.za.

**REQUEST FOR SERVICES: VETERINARY SERVICES**

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

Surname/ Firm:		Initials:	
ID Number owner:		Utility bill Attached:	
Company Registration number:		o	
Postal address :			Code:
Magisterial District:			
Telephone code:		Telephone number:-	
Cell phone:		E-mail Address:	
Fax Code:		Fax Number:	

**SERVICES RENDERED**

Type of Service	Details	Fee (Rand)
Kilometer fees/km	_____ km @ R5 per kilometer	
Clinical Services		
Inspection services	____H____Min @ R495 per Hour (weekdays from 08:00 to 16:30) and R1316 per hour or part thereof after the initial 2.5 hours or R1316 per hour on request outside office hours	
Export Certification	_____@R173 per permit in office hours or R881 outside official working hours on request	
SV Ref No`s		
Time spent	Arrival _____ To _____ Departure _____	
	Arrival _____ To _____ Departure _____	
	Arrival _____ To _____ Departure _____	
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

\_\_\_\_\_ Customer Name and signature

Departmental Official: .....

Signature: .....

Date: .....

Notes:

Date stamp

- 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 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.

Original import permit	
Original export certificate template	
Applicable sections completed in full	
Signed internal movement declaration or applicable Annex B with authorisation number (Where the product is not exported directly from the manufacturing facility).	
Other supporting documents e.g. Lab results, temperature graphs, ZA certificates required by the Import Permit or Export Certificate	
Application for inspection submitted with a reference number acquired	

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.

## C. Example of an export certificate (Excluding distribution centres)

Certificate no: \_\_\_\_\_

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<sup>1</sup>.  
 The contact person at DAFF where arrangements can be made are:

### A. DESCRIPTION

#### 1. Identification of Products:

Product Description	Species	Type packaging	Quantity	Batch Codes	Net Weight (Kg)
TOTAL WEIGHT					

#### 2. Origin of Products:

- i. Name and Address of Consignor (RSA):
- ii. Name, ZA number and address of abattoir or abattoirs<sup>1</sup>
- iii. Name, ZA number and address of cutting plant or cutting plants<sup>1</sup>
- iv. Name, ZA number and address of cold store or cold stores<sup>1</sup>
- v. Name, ZA number and address of processing facility or facilities<sup>1</sup>
- vi. Name, ZA number and address of intermediate store or stores<sup>1</sup>
- 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:

Stamp:

\_\_\_\_\_  
Signature of Official Veterinarian

Name in print:

Designation: STATE VETERINARIAN

\*<sup>1</sup>Delete as appropriate

## D. 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

Product Description	Species
TOTAL WEIGHT	

2. Origin of Products:

- i. Name and Address of Consignor (RSA):
- ii. Name, ZA number and address of abattoir or abattoirs<sup>1</sup>
- iii. Name, ZA number and address of cutting plant or cutting plants<sup>1</sup>
- iv. Name, ZA number and address of cold store or cold stores<sup>1</sup>
- v. Name, ZA number and address of processing facility or facilities<sup>1</sup>
- vi. Name, ZA number and address of intermediate store or stores<sup>1</sup>
- 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

Stamp:

\_\_\_\_\_  
Signature of Official Veterinarian

Name in print:

Designation: STATE VETERINARIAN

\*<sup>1</sup> Delete as appropriate



## X. Example packing lists

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

Product name	Species	Number of packs	Weight (kg)	Batch codes	Expiry dates

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

Carcase number	Species	Weight (kg)	Slaughter date

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

Carcase number	Species	Weight (kg)	Slaughter date	Compartment number

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

Product name	Quantity	Weight	Batch Code	Production Establishment Registration Number	Movement Permit Reference	Import Permit Reference	Export Certificate Reference	Release Reference

**E. Example of a packing list for a meat preparation establishment / cutting plant**

Product description	Weight	Quantity	Abattoir registration number	Compartment number	Movement permit reference	Import permit reference	Export certificate reference	Release reference
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