



London Port Health Authority

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Verification checks on controls on imports of products of animal origin

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Why?

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- OVS Note 2011/35:

- Article 4(6) and 6 of Council Regulation 882/2004
- AHVLA/ DEFRA is asking BIP enforcement authorities to carry out these verification checks.

- OVS Note 2013/25:

- Reminder!
- BIP manual section 20
- Verification checks should be carried out at least quarterly



What have we been doing all this time about it?

- We meet the BS EN ISO 9001: 2008 standards: internal and external audits every 6 months to achieve this.

Certificate of Registration

This is to certify that the Quality Management System of

London Port Health Authority
Tilbury Divisional Office, Tilbury Docks, Tilbury, Essex, RM18 7JN

applicable to

Local authority environmental health services

has been assessed and registered by NQA against the provisions of

BS EN ISO 9001 : 2008

This registration is subject to the company maintaining a quality management system to the above standard, which will be monitored by NQA.

Certificate No.
Date:
Reissued:
Valid Until:
EAC Code:

11 April 2013
11 April 2016
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LONDON PORT HEALTH AUTHORITY
QUALITY PROCEDURE

PHP 15 VETERINARY CHECKS PROCEDURES FOR PRODUCTS OF ANIMAL ORIGIN

- 1. SCOPE**
Veterinary Checks on Products of Animal Origin from Non-EU Countries, as required by the current EU and UK Legislation.
- 2. RESPONSIBILITY**
M&CPD
PH&PPD
VO
APHD
SOV, OV
PHM, PHO (OFI)
TA
GA
SA
- 3. RELATED DOCUMENTS AND LEGISLATION**
Relevant EU & UK Legislation in force
Compendium of EU Legislation



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4. PROCEDURE

4.1 DOCUMENTARY CHECKS

- 4.1.1 The initial document screening shall be carried out by General or Support Assistants, recorded in PHILIS and on Form CV 05.
- 4.1.2 At Tilbury, the CVED and paperwork is placed in the appropriate pigeon hole for the OV or PHO to collect and carry out the documentary check. After the documentary check has been carried out, the CVED is returned to the appropriate pigeon hole. If a query is raised, details of the query recorded in PHILIS. The CVED and paperwork are kept in either the PHO or OV Query File.
- 4.1.3 The CVED with attached health certificates, POAO Inspection Form Sh (Form CV 06) and any other accompanying documents shall then be stored in the pigeon holes. At Tilbury, once the hold has been updated in PHILIS the BIP staff will arrange for the container to be presented for either an ID physical check. At Thamesport a fax is sent to CFS, and Customer Service detailing consignments that may be presented for checks after CVED's have been received. If this is before vessel arrival, Planners also receive the fax.
- 4.1.4 Any deficiencies or anomalies in the information provided in the documents should be brought to the attention of either the OV or PHO.

4.2 IDENTITY CHECK

- 4.2.1 When identity checks are required, these are carried out by Port Health Staff and will be either:
- Seal Check or
 - Full door opening Check.
- 4.2.2 A Seal check can be carried out if Community law requires the container to be sealed by the competent authority in the country of origin and the seal number has been entered on the accompanying health certificates.

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- 4.2.4 If the seal check is satisfactory, the paperwork is then passed to the OV or PHO for signing. Unsatisfactory seal checks will be changed to either a full ID or physical check.

4.3 DOOR OPENING IDENTITY CHECK

- 4.3.1 See BIP Manual and Tilbury Work Instruction PHW 20.
- 4.3.2 The OV or PHO should complete and sign the POAO Inspection Form (Form CV 06).
- 4.3.3 Any abnormalities shall be raised with the agent or importer and recorded in the CVED Query Database and Form CV 10 attached to the paperwork which will be kept in either the OV or PHO Query File.

4.4 PHYSICAL CHECK

- 4.4.1 See BIP Manual and Tilbury Work Instruction PHW 21.
- 4.4.2 The OV or PHO should complete and sign the POAO Inspection Form (Form CV 06).
- 4.4.3 If a sample is taken as part of the physical check, follow Procedure PHP 13.
- 4.4.4 Any abnormalities shall be raised with the agent or importer and recorded in the CVED Query Database and Form CV 10 attached to the paperwork which will be kept in either the OV or PHO Query File.

4.5 RELEASE

- 4.5.1 Satisfactory consignments inspections are recorded in PHILIS and released on the CNS Compass or Destin8 system and the POAO Inspection Form and CVED signed by the OV (or OFI for fish).
- 4.5.2 The outcome of the veterinary checks is recorded in TRACES by the OV,

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4.6 REJECTED CONSIGNMENTS

- 4.6.1 Where the result of the veterinary checks are unsatisfactory, the investigating officer is responsible for following Work Instruction TPTW 07.

4.7 STATISTICS

- 4.7.1 A monthly report shall be generated from PHILIS giving POAO throughput and rejection data (Form RP 01) for management review. A separate report for samples taken during the month is produced (Annex M report) and is submitted directly to Animal Health.

4.8 ENFORCEMENT ACTION

- 4.8.1 Any further enforcement action shall be taken in accordance with the LPHA Enforcement Policy.



What have we been doing all this time about it?

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- We have been audited by DEFRA/ AHVLA every 6 months (since before OVS note 2011/35)
- We started checks on randomly selected CVED back in 2012, and although the checks are routinely done by our senior OV, the procedure is not structured or finalized yet.

Job	CVED	Status	PHILIS	Officer	TRACES	HC	Officer
14334	CVEDP.GB.2012.0005047	valid	<ul style="list-style-type: none">Food code not enteredPhysical state not enteredProcessed tab not filled in	MJH	•	•	
14342	CVEDP.GB.2012.0005068	valid	<ul style="list-style-type: none">Processed tab not filled in	MJH	•	•	
14435	CVEDP.GB.2012.0005133	valid	<ul style="list-style-type: none">Arrival at exam facility time same as departure from exam facility timePhysical state not enteredProcessed tab not filled in	MJH	•	•	
14446	CVEDP.GB.2012.0005011	valid	<ul style="list-style-type: none">Doc check updated to ongoing instead of pre-screen irregularTraces agent incorrectInvoice agent incorrectDocument return method incorrectInspection tab on release page filled incorrectly	MJH	•	•	
14504	CVEDP.GB.2012.0005193	valid	<ul style="list-style-type: none">Arrival at exam facility time same as departure from exam facility timePhysical state not enteredProcessed tab not filled in	MJH	•	•	
14507	CVEDP.GB.2012.0005200	valid	<ul style="list-style-type: none">Document return method not enteredProcessed tab not filled in	MJH	•	•	
14543	CVEDP.GB.2012.0005453	valid	<ul style="list-style-type: none">Examination field: physical check details-satisfactory not checked	MJH	•	•	
14609	CVEDP.GB.2012.0005481	valid	<ul style="list-style-type: none">OK	MJH	•	•	
14614	CVEDP.GB.2012.0005730	valid	<ul style="list-style-type: none">OK	MJH	•	•	
14668	CVEDP.GB.2012.0005807	valid	<ul style="list-style-type: none">Doc check not updated to pre-screen irregularFood code incorrectDescription not amendedExamination field: identity check, page 2: product processed method and product package type not entered	MJH	•	•	
14692	CVEDP.GB.2012.0005784	valid	<ul style="list-style-type: none">Any sign of thawing filled in for a seal check	MJH	•	•	
14827	CVEDP.GB.2012.0005959	valid	<ul style="list-style-type: none">Doc check not updated to pre-	MJH	•	•	



What have we been doing all this time about it?

- We perform monthly inspections of our facilities

The image shows two overlapping Excel spreadsheets. The left spreadsheet is titled 'Tibbury BIP Inspection Form - Human Consumption Area'. The right spreadsheet is titled 'Thamesport BIP Inspection Form'. Both forms contain columns for 'Satisfactory?', 'Comments & Remedial Actions', and various inspection categories like 'Unloading area', 'Ambient Store', 'Chilled Store', 'Freezer', 'Exam Room', and 'Steriliser Temp'.

Room/Category	Satisfactory?	Comments & Remedial Actions
Room 16	N	Evidence of a leak on the wall to the right of bay 8: still no changes from previous report, although there stains on the wall do not seem to be any worse than last time.
Unloading area	N	4°C
Room 15	Y	
Ambient Store	Y	Sample Freezer showing -20°C
Room 23	Y	
Chilled Store	Y	
Room 34	Y	-20°C
Freezer	Y	-20°C
Room 22	Y	
Exam Room	Y	
Steriliser Temp	Not checked	
Room 21	Y	
Exam Room	Y	
Steriliser Temp	Not checked	
Room 20	Y	
Plant Room	Y	
Room 19	Y	
Detention Room	Y	
Cleaning Store	Y	
Passageways	Y	
Changing Room	Y	
Room 12	Y	
Ambient Store	Y	
Room 6a	Y	
Chilled Store	Y	
Room 6	3	1.3°C
Freezer	N	Ceiling joint between panels above chiller unit - requires repair and resealing as visible gap & broken seal (as noted at previous inspection) Visible gaps between the stainless steel skirting and the walls in places - action required as above. Also chiller unit does not work - requires investigation/repair
Room 9	Y	
Exam Room	Y	
Steriliser Temp	ON	

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What else are we planning to do about it?

- We intend to implement the check list provided in OVS note 2013/25, amended to described our various facilities at LPHA

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Thamesport Border Inspection Posts: Verification Checks Checklist

Inspection Centres

1.1 Office Facilities and Equipment - Principal Office

Item	Y	N	Comments
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Photocopier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This principal office will be closed from November 2013 onwards. Personnel & equipment to be transferred to other LPHA offices (Tisbury)
TRACES access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sufficient archiving capacity for documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1.2 Minimum Office Facilities, Equipment and Documentation at an Inspection Centre

Item	Y	N	Comments
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01634 273615
Fax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01634 273615
Relevant parts of the Compendium of Veterinary Checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer with access to internet and to the CoL intranet as well
A specific record of the consignments examined at the Inspection Centre (if more than one IC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This record is not available right now unless it can be created with PHLIS

2. Hygiene facilities used by BIP Staff

Item	Y	N	Comments
Toilet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Changing room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Handwashing facilities in toilet and changing rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Separate hygiene facilities for staff handling HIC and NHC goods (not for low throughput BIPs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are the above facilities solely for use by personnel working in the BIP and shared only with other personnel involved in official duties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIP facilities may be used by HMRC (as per written agreement)
Is Adequate system of ensuring shoes are cleaned before entering and leaving the BIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plastic shoe covers available

VC24 (Rev. 09/12)

Item	Y	N	Comments
Is protective clothing dedicated to the BIP worn in the BIP by Local Authority as well as BIP operator staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are the facilities clean and well maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular inspection reports carried out, deficiencies reported to London Thamesport



But...

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- We have our doubts about how we are going to do it:
 - LPHA is currently undergoing organizational changes to cope with the potential closure of one of our ports and the opening of London Gateway. Any procedures that we implement now may need to be amended in the very near future.





But...

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- We have our doubts about how we are going to do it:
 - Are we going to just answer all the questions of the check list provided, or are we going to ignore those that we consider to be as 'no-relevant' or 'no important'. If we follow our own criteria, will we be criticized for that?





But...

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- We have our doubts about how we are going to do it:
 - How are we going to examine CVED's at random?
 - How often we need to do this task and how many CVEDs need checking to ensure the information obtained is representative?
 - Who would be doing these checks? OV? PHI? Technical assistants?





Our solution to our questions?

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- We hope to get some answers/ suggestions today!!
- Each OV has been tasked to produce their own check list by the end of the year. At the beginning of the new year, we will meet with other officers to compare our notes, views, etc., and then, hopefully, we will come up with a procedure valid for all our ports.



Thanks

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Any questions?