

## **Suggested Checklist to be Used at Product Border Control Post/ Inspection Centre: Verification Checks VC24**

Site details	Comments
Name of Border Control Post (BCP) /Inspection Centre (IC)	
Name and title of person completing report	
Date of inspection	
Non-compliances identified?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **Inspection Centres**

#### **1.1 Office Facilities and Equipment - Principal Office**

Item	Yes	No	Comments
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	
Internet / Wi -Fi connection	<input type="checkbox"/>	<input type="checkbox"/>	
Photocopier Scanner/printer	<input type="checkbox"/>	<input type="checkbox"/>	
IPAFFS access	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient archiving capacity for documentation, provide detail if not at the principal office.	<input type="checkbox"/>	<input type="checkbox"/>	

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

Item			Comments
	Yes	No	
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	
Internet / Wi-Fi connection	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant parts of the Compendium of Veterinary Checks available online or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
A specific record of the consignments examined at the Inspection Centre	<input type="checkbox"/>	<input type="checkbox"/>	

## 2. Hygiene Facilities Used by BCP Staff

Item	Yes	No	Comments
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	
Changing room	<input type="checkbox"/>	<input type="checkbox"/>	
Handwash facilities in Toilet/changing room	<input type="checkbox"/>	<input type="checkbox"/>	
Are the above facilities solely for use by personnel working in the IC and shared only with other personnel involved in official controls?	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate system of ensuring shoes are cleaned before entering and leaving the IC. Describe briefly	<input type="checkbox"/>	<input type="checkbox"/>	
Is protective clothing dedicated to the IC worn in the IC by Local Authority as well as BCP operator staff?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a separate system e.g., colour coded clothing for handling HC and NHC consignments. Describe briefly	<input type="checkbox"/>	<input type="checkbox"/>	
Are the facilities clean and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Lockers/provision for outdoor clothes. If alternative arrangement, please describe	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable storage for clean overalls. Describe briefly	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable arrangements for disposal or laundering of dirty/used overalls. Describe briefly	<input type="checkbox"/>	<input type="checkbox"/>	
Shower (only in ICs handling bulk/unpackaged NHC goods)	<input type="checkbox"/>	<input type="checkbox"/>	

### 3. Handling Areas and Protection of Goods during Loading and Unloading

Item	Yes	No	Comments
Is the unloading area enclosed and covered by a roof?	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable measures taken to protect consignments during loading and unloading? Please describe.	<input type="checkbox"/>	<input type="checkbox"/>	
Is the cold chain suitably maintained for product awaiting inspection? Please describe.	<input type="checkbox"/>	<input type="checkbox"/>	
For Inspection Centres handling packaged goods only, using common unloading areas, are HC and NHC goods kept and handled separately during and after loading and unloading? Please describe.	<input type="checkbox"/>	<input type="checkbox"/>	
For Inspection Centres handling packaged and unpackaged HC and NHC, is there a documented risk assessment demonstrating the avoidance of cross contamination, including detail of time separation?	<input type="checkbox"/>	<input type="checkbox"/>	

### 4. Storage Rooms

#### General

Item	Yes	No	Comments
Are storage rooms immediately available for use at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient storage rooms for the simultaneous storage of ambient, chilled, and frozen products (or the temperature-controlled categories for which the IC is designated)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the IC designated for unpackaged products? If yes, describe the storage arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Are the storage rooms capable of holding at least one average consignment of each category of goods?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a contingency plan for additional storage in exceptional circumstances?	<input type="checkbox"/>	<input type="checkbox"/>	
Do temperature-controlled storage rooms have a system in place of monitoring and recording operating temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	
If containers are used for storage, are they permanently sited and linked by covered enclosed walkways to protect goods during loading and unloading?	<input type="checkbox"/>	<input type="checkbox"/>	

#### Individual Storage Rooms

Item	Storage room 1 Name:		Storage room 2 Name:		Storage room 3 Name:		Storage room 4 Name:		Storage room 5 Name:		Storage room 6 Name:		Comments
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Does each storage room have the following?													
• Clean smooth walls, floor and ceiling in sound condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Adequate drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

• Adequate lighting (natural or artificial)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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**Only applicable to IC Designated and Handling bulk**

Item	Yes	No	
Are there appropriate facilities to store bulk consignments separately from other bulk consignments, other goods and consignments? Please describe.	<input type="checkbox"/>	<input type="checkbox"/>	

**5. Inspection Rooms**

General

Item	Yes	No	Comments
Are the inspection rooms (IR) separate rooms and only used for inspection of consignments?	<input type="checkbox"/>	<input type="checkbox"/>	
Are separate inspection rooms provided for HC and NHC goods?	<input type="checkbox"/>	<input type="checkbox"/>	
If no, is there an SOP to control risk of cross contamination?	<input type="checkbox"/>	<input type="checkbox"/>	

Individual (Indicate the type of inspection room in the box next to the IR number)

Item	IR1 Name:		IR2 Name:		IR3 Name:		IR4 Name:		IR5 Name:		IR6 Name:		Comments
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Does each inspection room have the following:													
Clean smooth walls in sound condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean smooth floor in sound condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean smooth ceiling in sound condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature control (where appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate drainage. If no drain, a wet vacuum, or similar cleaning method is acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An examination table with smooth washable surfaces easy to clean and disinfect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supply of hot and cold water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate lighting (natural/artificial)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand washing facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soap dispenser with soap in it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paper towels for drying hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable storage for equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	IR1 Name:		IR2 Name:		IR3 Name:		IR4 Name:		IR5 Name:		IR6 Name:		Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-hand operated taps on hand washing facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispenser for hand sanitiser with sanitiser in it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Separate sinks for washing equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System of knife sterilisation available (state method e.g., hot water at 82°C/ultraviolet/chemical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coved wall to floor junctions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If no coving present, are the floor/wall junctions clean and sufficiently sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 6. Equipment

Item	IR1 Name:		IR2 Name:		IR3 Name:		IR4 Name:		IR5 Name:		IR6 Name:		Comments
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Equipment suitable for opening boxes and packaging (including suitable can-opener for tinned goods)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sampling equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sample containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scissors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drill for core sampling or other means of taking such samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thermometer – surface temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thermometer – core temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PH meter for fresh products (HC only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerator and freezer for storage of samples prior to despatch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers for transport of samples available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thawing equipment or microwave oven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	IR1 Name:		IR2 Name:		IR3 Name:		IR4 Name:		IR5 Name:		IR6 Name:		Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individually numbered seals (metal or plastic) with BCP identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Official tape for re-sealing opened boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Yes	No	Comments
Equipment to open containers	<input type="checkbox"/>	<input type="checkbox"/>	
Access to a weighbridge. If not describe arrangements for weighing a full consignment e.g., weigh individual pallets	<input type="checkbox"/>	<input type="checkbox"/>	
Separate set of tools for HC and NHC consignments (or system of cleaning tools before re-use)	<input type="checkbox"/>	<input type="checkbox"/>	
Calibration records for thermometers?	<input type="checkbox"/>	<input type="checkbox"/>	

## 7. General Hygiene

Checklist	Yes	No	Comments
Briefly describe the arrangements for cleaning and disinfection of the IC			
Is the IC cleaned to a satisfactory standard? This applies to all parts of the IC	<input type="checkbox"/>	<input type="checkbox"/>	
Are disinfectants virucidal and bactericidal and suitable for use in a premises handling food i.e., BS EN 1276 or BS EN 13697 standard?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a Defra approved disinfectant immediately available if there is accidental spillage which poses a risk to animal health?	<input type="checkbox"/>	<input type="checkbox"/>	
Is cleaning equipment kept in a dedicated store and HC and NHC equipment kept separately e.g., in separate cupboards or boxes, colour coded?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the cleaning stores neat and tidy and only used for appropriate equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there cleaning protocols and timetables and evidence of enforcement by the Enforcement Authority?	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 8 - Summary of Deficiencies and Recommendations for Further Action/Follow up Visit

Please enter in the table below any deficiencies identified and the time by which these deficiencies should be corrected.

Deficiency	Action Required	Target Completion Date	Actual Completion Date and Comments

Signature

Name in BLOCK LETTERS

Date

## Verification Checks: Procedures

### 1. Identification and Selection of Consignments for Veterinary Checks

Item	Yes	No	Comments
Does the Enforcement Authority (Port Health / Local Authority) conduct a random check of manifests?	<input type="checkbox"/>	<input type="checkbox"/>	
In the case of an inadequate manifest description (i.e. 'groupage'), is there a documented procedure in place to ensure that the consignment is prevented from leaving the port prior to additional checks being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there liaison between Port Health and UK Border Force (UKBF) to ensure all eligible consignments covered by veterinary checks legislation are dealt with appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	
Give details of methods of communication with UKBF, dates of liaison meetings etc.			

### 2. Documentary checks: (assessed by looking at CHEDs, associated documents and procedures)

Item	Yes	No	Comments
Is the OV/ OFI present at the BCP during all veterinary checks?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all details supplied as required by part 1 of the Common Health Entry Document (CHED) on the document used for pre-notification?	<input type="checkbox"/>	<input type="checkbox"/>	
Is enforcement action taken by the OV/OFI if consignments are not pre-notified? Please describe.	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate is an original	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate is issued by the competent authority of the consigning country	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate accurately matches model health certificates	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate printed on a single or linked sheets of paper	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate completed fully with no omissions or spaces	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate has no unauthorised alterations (e.g., use of opaque correction fluid)	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate signed before the consignments left the control of the Competent Authority	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate is made out to a single recipient	<input type="checkbox"/>	<input type="checkbox"/>	
Country of origin is approved for trade with the UK	<input type="checkbox"/>	<input type="checkbox"/>	
Establishment of origin is on the approved list to trade with UK	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate has an English translation	<input type="checkbox"/>	<input type="checkbox"/>	



Item	Yes	No	Comments
Signed and stamped by the authorised person in a colour other than black	<input type="checkbox"/>	<input type="checkbox"/>	
The name and status of the authorised person is written clearly on the health certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Information on the certificate corresponds with the CHED and other documents accompanying the consignment	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Defra <a href="#">list</a> in relation to Retained EU Commission Decision 2011/163 (approval of residue plans) checked regularly to ensure only eligible consignments can enter UK?	<input type="checkbox"/>	<input type="checkbox"/>	
Are Intensified Official Controls in place for the commodity/country	<input type="checkbox"/>	<input type="checkbox"/>	

### 3. Identity Checks:

Item	Yes	No	Comments
Are the following identity checks conducted			
Verification of container seals	<input type="checkbox"/>	<input type="checkbox"/>	
Verification of official stamp or identification mark with those on the certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection of labelling information on packages	<input type="checkbox"/>	<input type="checkbox"/>	
Do some identity checks include packages distributed throughout the container i.e., involve a partial or full turn out of the container/means of transport?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the container re-sealed after opening and the seal number entered on the CHED?	<input type="checkbox"/>	<input type="checkbox"/>	

### 4. Physical Checks:

Item	Yes	No	Comments
Are the following checks conducted?			
Appropriate temperature conditions of the consignment have been maintained	<input type="checkbox"/>	<input type="checkbox"/>	
Products have been maintained in the required state during transport	<input type="checkbox"/>	<input type="checkbox"/>	
No damage or abnormalities during transport	<input type="checkbox"/>	<input type="checkbox"/>	
Surface/core temperature of the consignment	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Yes	No	Comments
Verification of number of packages	<input type="checkbox"/>	<input type="checkbox"/>	
Checks on the weights of individual units of packaged goods and of the whole consignment (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	
Verification that packaging and wrapping is in accordance with UK rules – material used, condition of packaging, identification marks and labels	<input type="checkbox"/>	<input type="checkbox"/>	
Is 1% of the consignment (minimum 2, maximum 10) or minimum of 5 samples for loose product selected for physical checks	<input type="checkbox"/>	<input type="checkbox"/>	
Visible condition of product	<input type="checkbox"/>	<input type="checkbox"/>	
Organoleptic examination after thawing – smell, colour, consistency, taste (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	
Are samples selected to be representative of the whole consignment? Briefly describe how this is achieved.	<input type="checkbox"/>	<input type="checkbox"/>	
In the event of any doubt or if access to the whole consignment is not possible, are the following conducted?			
• full unloading of the consignment	<input type="checkbox"/>	<input type="checkbox"/>	
• additional physical/laboratory testing	<input type="checkbox"/>	<input type="checkbox"/>	

### 5. Sampling Procedures:

Checklist	Yes	No	Comments
Is sampling conducted in accordance with the national monitoring plan and are all of the following criteria included in the plan: microbiological criteria, residues, heavy metals, histamines.	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable measures taken to prevent contamination of samples?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a satisfactory supply of containers for samples?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the following information included on sample seals/labels?			
• individual ID	<input type="checkbox"/>	<input type="checkbox"/>	
• name and/or number of BCP	<input type="checkbox"/>	<input type="checkbox"/>	
• date of sampling	<input type="checkbox"/>	<input type="checkbox"/>	
• reference number of sample	<input type="checkbox"/>	<input type="checkbox"/>	
If the above-mentioned best practice method is not followed, do the sample labels allow full traceability?	<input type="checkbox"/>	<input type="checkbox"/>	
Where necessary, are samples properly and securely stored in a refrigerator/freezer prior to despatch?	<input type="checkbox"/>	<input type="checkbox"/>	
Where necessary, are arrangements made to ensure that samples are transported under suitable temperature-controlled conditions?	<input type="checkbox"/>	<input type="checkbox"/>	

If testing has been conducted due to irregularities or previous positive results, are consignments held until test results are negative?	<input type="checkbox"/>	<input type="checkbox"/>	
Are consignments sampled when Defra/FSA require the next ten to be sampled as set out in Article 65 of Retained EU Regulation 2017/625 and CIR (EU) 2019/1873	<input type="checkbox"/>	<input type="checkbox"/>	
Have samples been taken under Article 65 of Retained EU Regulation 2017/625. If so, provide details	<input type="checkbox"/>	<input type="checkbox"/>	
Are the laboratories used by Port Health approved as stated in the BCP Manual	<input type="checkbox"/>	<input type="checkbox"/>	

## 6. Common Veterinary Entry Document (CHED)

Completion of CHEDs

Checklist	Yes	No	Comments
Is the CHED in the correct format as required by Annex II of Commission Implementing Regulation (CIR) 2019/1715?	<input type="checkbox"/>	<input type="checkbox"/>	
Examine several CHEDs at random:			
• Are all the boxes on part 1 completed correctly by the agent?	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the outcome option on the CHED correspond with the checks conducted?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is the file copy of the CHED signed and legible?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a certified copy of the original health certificate provided to the Importer by the Enforcement Authority?	<input type="checkbox"/>	<input type="checkbox"/>	
Where a physical check is not conducted on a consignment, is the correct box of Part II.5 completed (reduced checks regime)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the official BCP stamp in the correct format?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the charges for checks made as required by Article 79 of Retained EU Regulation 2017/625	<input type="checkbox"/>	<input type="checkbox"/>	
Does internal / peer review of CHEDs (with their associated documents) cover all Official Fish Inspectors (OFI)/Official Veterinarians (OVs)?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the OVs/OFI sign the CHED?	<input type="checkbox"/>	<input type="checkbox"/>	

## 7. Rejected Consignments

### 7.1 Rejected consignments: procedures

Checklist	Yes	No	Comments
Does an OV/OFI personally verify all irregularities?	<input type="checkbox"/>	<input type="checkbox"/>	
Re-exported consignments: Is the Competent Authority of the country of origin informed that the consignment will be returned?	<input type="checkbox"/>	<input type="checkbox"/>	
If the consignment is to be re-exported to a different country, has the Competent Authority of that country confirmed that they are prepared to accept the consignment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are rejected consignments properly identified and kept separate from other goods pending decision to re-export, transform or destroy?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the OVs/OFI in control of the rejected consignments and are adequate measures taken to ensure that the consignments cannot leave the BCP without authorisation?	<input type="checkbox"/>	<input type="checkbox"/>	
For rejected consignments: Is only one option in Part II.17 and Part II.18 of the CHED completed?	<input type="checkbox"/>	<input type="checkbox"/>	
For rejected consignments: Are health certificates stamped and endorsed 'Unacceptable for Entry to UK' when returned to the person responsible for the load?	<input type="checkbox"/>	<input type="checkbox"/>	
For rejected consignments: Is the CHED signed on the day that the notice of rejection is issued?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the register for follow up action completed for each rejected consignment?	<input type="checkbox"/>	<input type="checkbox"/>	

### 7.2 Control and disposal

Checklist	Yes	No	Comments
Does the BCP have the services of establishment(s) approved under The Animal By-Products (ABP) Regulations for the disposal of rejected consignments?	<input type="checkbox"/>	<input type="checkbox"/>	
Briefly describe the arrangements for disposal of rejected consignments, i.e., packaged (cardboard or plastic), canned goods, bulk consignments			
Describe the procedure whereby the enforcement authority audits the destruction of rejected consignments.			
Do the commercial documents (CDs) issued for rejected consignments comply with the requirements of the Animal By-Product Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a suitable audit trail for consignments that were destroyed or re-exported?	<input type="checkbox"/>	<input type="checkbox"/>	

### 8. Monitored Consignments and use of IPAFFS

Checklist	Y	N	Comments
Have any monitored consignments been imported in the reporting period?	<input type="checkbox"/>	<input type="checkbox"/>	
Are monitored consignments sealed before leaving the BCP/IC?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the register for follow up consignments up to date for all monitored consignments?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the control section of IPAFFS completed for all monitored and transit consignments?	<input type="checkbox"/>	<input type="checkbox"/>	
Is IPAFFS fully operational and being used for every consignment checked at the BCP/IC?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all consignments entered onto IPAFFS and validated on the same day?	<input type="checkbox"/>	<input type="checkbox"/>	
Is IPAFFS being consulted by the OVs/OFI when doing documentary checks?	<input type="checkbox"/>	<input type="checkbox"/>	

### 9. Transhipped Goods, Transiting Goods

Description	Checklist	Yes	No	Comments
Transhipped Goods	Is the OVs informed of the arrival of transhipments?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the required checks conducted on transhipped goods within the stated time limits? (Goods subject to animal health requirements – documentary checks required if transhipment period exceeds 3 days at an airport or 30 days at a seaport. Goods not subject to animal health requirements documentary checks required if transhipment period exceeds 90 days at airport or seaport)	<input type="checkbox"/>	<input type="checkbox"/>	
	Is correct action carried out for consignments which are in excess of the time periods specified above, in accordance with Art. 13(4) of EU 2019/2124? Please add any relevant comments	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a system in place to check that consignments have left at the time specified on the notification to the BCP/IC?	<input type="checkbox"/>	<input type="checkbox"/>	
Transiting Goods	Is the OVs pre-notified of the intention to transit goods?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are checks conducted to ensure that the country of origin is approved to export similar product to the UK?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are documentary and Identity checks conducted for transiting goods?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are transit health certificates received when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the CHED properly annotated?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are transiting containers sealed?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are consignments sent by T1 customs procedure	<input type="checkbox"/>	<input type="checkbox"/>	

	Are arrangements made to ensure that consignments leave the UK via a BCP within 15 days (pre-notification of BCP of exit and confirmation of exit)?	<input type="checkbox"/>	<input type="checkbox"/>	
Non-conforming goods	Is there a documented procedure for non-conforming goods destined for an approved warehouse, NATO or US military base or for ship's supplies on a vessel leaving UK territory in accordance with retained CIR (EU) 2019/2128? Please describe.	<input type="checkbox"/>	<input type="checkbox"/>	

### 10. Appointment and training of OVS, OFI and use of Technical Assistants

Checklist	Yes	No	Comments
Have all OVSs (including locums) been trained by the Secretary of State or completed the distance learning course and practical training?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all OVSs been appointed in writing by the Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all OFIs fully qualified Environmental Health Officers and/or received training as detailed in Section 3.5.2 of the Food Law (Practice Guidance) England?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all OFIs attended either the online or residency course provided by the FSA?	<input type="checkbox"/>	<input type="checkbox"/>	
Are training records for all OVs, OFIs, authorised officers and other BCP staff easily available?	<input type="checkbox"/>	<input type="checkbox"/>	
Describe how staff members ensure that they maintain their professional knowledge (to include OVS, OFI, administration staff and technical assistants)			
Are trained assistants employed to assist with the checks on consignments?	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is the OVS/OFI responsible for the final decision?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an active system in place, with annual confirmation, to ensure that all BCP staff members do not have a conflict of interest with the functions that they carry out at the BCP?	<input type="checkbox"/>	<input type="checkbox"/>	

### 11. General Appraisal

Checklist	Yes	No	Comments
Are there sufficient staff in post to effectively carry out the number of checks required?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the OFIs able to find the latest model health certificates, establishment, and country lists?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the OVs able to find the latest model health certificates, establishment, and country lists?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the OVS/OFI familiar with instructions for composite products?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the OVS/OFI familiar with instructions for compound products?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the OFI and OVs able to carry out checks to a satisfactory standard with the knowledge they have?	<input type="checkbox"/>	<input type="checkbox"/>	
Are RASFF communications checked and actioned where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	



## Guidance Notes for Completion of Checklists

### Section 1. Facilities

#### Office Facilities and Equipment

1. At some ports, the principal office may be some distance from one or more Inspection Centres where the veterinary checks are actually conducted. Each inspection centre is required to have the minimum office equipment as listed in section 1.2 Minimum Office Facilities and Equipment at Inspection Centre.
2. Where there is more than one POA IC at a BCP specific records must be kept of the checks carried out at each POA IC.
3. A separate facilities section of this form should be completed for each Inspection Centre.

### Section 2. Hygiene Facilities for Use by BCP Staff

1. The minimum requirements for the hygiene facilities are as described. These facilities are for the exclusive use of BCP inspection and BCP operator staff and are not intended for use by drivers or other port or airport workers not directly involved with the BCP. Protective clothing must be removed when officials or support staff leave the inspection facilities.

### Section 3. Handling Areas and Protection of Goods during Loading and Unloading

#### Physical Requirements

1. Suitable arrangements must be in place to protect the consignment from environmental and weather contamination. This can be achieved by means of a sealed dock between the container and the loading bay of the inspection facility, or a moveable awning to protect the goods from adverse weather conditions and environmental contamination when unloading from a container placed on the ground.
2. In the case of non-containerised consignments of fishery products for human consumption, consignments of animal by-products consisting of wool, bulk processed animal protein, loose manure or guano and consignments of high-volume bulk goods referred to in Article 47 (1)(d) and (e) of Retained Regulation (EU) 2017/625 and Article 3 (4) of Retained CIR (EU)2019/1014 provides derogation from the above mentioned structural requirements.
3. In the case of fishery products mentioned in point 2 above, it is sufficient to ensure that satisfactory arrangements are in place to avoid contamination during loading and unloading. Unloading and landing operations must proceed rapidly to ensure the fishery products are placed under temperature control in transport, storage, or market facilities, or in an establishment, without unnecessary delay. In addition, equipment and handling practices should not cause damage to the edible parts of the fishery products. This derogation applies to BCPs handling fishery products only. BCPs handling both fishery products and products of animal origin (POA) must fully comply with regulatory requirements for the protection of goods during loading and unloading.
4. If the unloading bay is not under temperature control, it should be used only for rapid transfer of goods to the storage or inspection rooms.
5. The temperature of consignments must be maintained during all parts of the inspection process and a controlled environment in the inspection room is therefore required if the BCP is designated for temperature-controlled products (except that germinal products can be imported via an ambient only BCP if they are transported in a sealed, temperature-controlled flask).

### Section 4. Storage Rooms

1. Under legislation there should be sufficient storage for all categories of consignment the BCP is approved for. The three possible categories are:
  - ambient (non-temperature controlled) storage
  - chilled storage
  - frozen storage.
2. If goods are packaged, consignments for human consumption and non-human consumption (NHC) may be stored in a single storage room providing there is adequate separation and labelling
3. The storage space should be sufficient for an average size consignment. This will depend on the type of port (seaport or airport) and the knowledge of BCP throughput and size of consignment. The walls and floors should have smooth surfaces to ease cleansing and must have adequate lighting and drainage.
4. Storage facilities may also be located in a commercial store within the customs-controlled area of the port or airport and must be stored under hygienic conditions. Goods stored there must be properly identified by barcodes or other electronic means or labelling. Where the goods may pose a risk to animal or human health, they



shall be detained in a separate lockable room or areas fenced off from all other goods stored in the commercial storage facility. See Retained CIR (EU) 2019/1014 Art 3 (11) and (12).

### **Section 5. Inspection Rooms**

1. The minimum requirements are as described in the checklist, which also include facilities required under 'best practice' arrangements.

### **Section 6. Equipment**

1. All required equipment, as described in the checklist, must be in the inspection room, available for use when needed and in no other place.
2. If there is more than one inspection room, the Local Authority (LA) may dedicate inspection rooms for a specific commodity to prevent cross contamination e.g., all uncooked products could be examined in one room while all cooked products could be examined in another room.
3. If a room is only used for ambient stable products, there is no requirement for a:
  - pH meter
  - thermometer.
4. If a room is used for products 'Not for Human Consumption', there is no requirement for a:
  - pH meter
  - thermometer.

### **Section 8. Summary of deficiencies and Recommendations for Further Action/Follow up visit**

1. Follow up action must be taken for all deficiencies identified during the verification checks and deficiencies must be addressed as soon as possible. The Operator should correct structural deficiencies within a reasonable timescale and the Enforcement Authority (EA) must ensure that actions agreed are completed.

### **Veterinary Checks: Procedures**

#### **Section 1. Identification and Selection of Consignments**

1. The OVS/OFI should have access to all manifests and do occasional spot checks of the manifests. The UK Border Force (BF) and HM Revenue and Customs (HMRC) are responsible for preventing illegal imports at port and airports and EAs are no longer required to check every manifest.
2. Good co-operation should exist between the EA and BF on a local level and all contact should be recorded. Formal meetings between all enforcement authorities carrying out checks at a port or airport where a BCP is in operation are encouraged.

#### **Section 2. Documentary Checks**

1. The EA must be pre-notified via Part I of a CHED completed on IPAFFS when a consignment of Products of Animal Origin (POA) subject to veterinary checks arrives in the UK and the notification must be completed before the consignment arrives in UK.
2. Prenotification must be at least 24 hours in advance of the arrival of the consignment. A minimum of 4 hours may be permissible with prior EA agreement.
3. The OVS/OFI/PHSO must complete a documentary check on all consignments (see Retained EU Regulation 2017/625 Art 45(1) (a), 52,54 and 55).
4. Completed CHEDs must be checked to see whether the documentary checks are carried out correctly (see Retained EU CIR 2019/2130 Art 2). Errors are often made by Importers or their agents when entering data into IPAFFS and documentary checks at BCPs should pick up such mistakes. Common errors are:
  - incorrect descriptions of the commodity
  - wrong species or treatment type selected
  - wrong country of origin selected
  - weights different to that stated on the health certificate.
5. The information on the manifest, the health certificate and other commercial documents with the consignments must all be the same and if they are not, an explanation must be provided.

6. If the consignment consists of a commodity for which an approved establishment exists, the establishment must also be checked on the lists published on gov.uk. It is important to check this list and not just the message in IPAFFS as the IPAFFS message does not specify that a fishery product establishment is approved for aquaculture products.
7. The original health certificates must be kept at the BCP and can be checked when carrying out checks on the CHEDs to ensure that all the criteria, as set out in the checklist, have been met and that the information on the health certificate is the same as the information on the first part of the CHED.
8. The certificate must also be compared to the model health certificate for the particular commodity as set out in the legislation by reviewing the:
  - model health certificates on the Export of Live Animals and Animal Products on the government website and the archive site (see OVS Note 21/12 for the link to the archive site)
  - Importer Information Notes on the Defra website which will provide helpful guidance on where to find the model health certificate.
9. Consignments for human consumption can only be imported from Countries that have a residue monitoring plan in place for the particular commodity. The relevant Government website pages on countries with approved residue control plans can be found from the page Exporting to Great Britain: approved countries for animals and animal products.
10. Safeguard measures are the result of UK legal declarations made in response to a public or animal health risk in an exporting country. The Decisions are normally sent to BCPs with an OVS note and can be found on the Imports, exports and EU trade of animals and animal products: topical issues page on the government website. They can also be found in Part 1 of the Compendium for Veterinary Checks legislation. This section must be checked before any checks are done at a BCP to ascertain whether any of the commodities seen at the BCP are subject to a Safeguard measure.

### **Section 3. Identity Checks**

1. 100% of goods must be subject to identity checks unless imported under the Canadian or New Zealand equivalence agreement or some animal by-products such as greasy wool. If the seal is specified on the health certificate the identity check may be a seal check only. If the seal number is unspecified the container must be brought to the BCP for the contents to be checked.
2. Identity checks should be carried out as directed in Retained EU CIR 2019/2130 Art 3.

### **Section 4. Physical Checks**

1. The level of physical checks is laid out in Retained EU CIR 2019/2129 and varies with the category of the consignment. Section 5 and Appendix E of the BCP Manual summarises Retained EU CIR 2019/2129 Annex I, and gives the procedure for physical checks.
2. Some physical checks must involve a random selection of boxes throughout a container and may require a full turn or partial turnout. The enforcement authority should have arrangements in place to ensure that the level of physical checks at the BCP does not fall below that specified.

### **Section 5. Sampling Procedures**

1. Sampling of imported consignments forms part of the physical checks in Retained EU CIR 2019/2130 Annex II para 5 and should be risk based or carried out on 1% of consignments selected for physical checks in accordance with the national monitoring plan. The consignment may be released from the BCP pending results if the samples were taken as random samples and not due to a suspicion that there may be an irregularity with the consignment.
2. If the EA has any suspicion that a consignment poses a risk to public or animal health it must be sampled under Art 65 (1) (2) and (3) of Retained EU CIR 2017/625. The consignment must be detained until the results are received and should be destroyed or re-exported if the results are unsatisfactory.
3. OVS notes may also request additional sampling. See Retained EU CIR 2019/1873 on Intensified Official Controls. IPAFFS will select consignments for sampling
4. The EA must monitor the level of sampling monthly using IPAFFS and other records and act to correct any deficiencies e.g., ensuring sampling targets will be met..

### **Section 6. Common Veterinary Entry Document (CHED)**

1. CHEDs must have the correct format as laid down in retained EU CIR 2019/1715 Annex II.
2. At least 10 CHEDs should be examined at full throughput BCPs starting with the most frequently imported commodity and checks should eventually be carried out on all commodities checked at the BCP.
3. Completed CHEDs must be inspected to ensure they are complete and accurate. In the case of rejected consignments only one of the options in Part II.18 (details of controlled destination) must be completed.
4. The BCP stamp must also be checked to ensure that it is in the format as described in paragraph 6 of Section 5 of the BCP Manual.
5. Original health documents and copies of CHEDs must be archived at the BCP for a minimum of three years.

### **Section 7. Rejected Consignments**

1. The OVS and OFI are responsible for the decisions taken on a consignment.
2. Section 14 of the BCP Manual provides instructions for EA staff when dealing with rejected consignments and the checklist provides a summary of the most important action required.

### **Section 8. Monitored Consignments and Use of IPAFFS**

1. The requirements for monitoring are that the:
  - EA must seal the consignment
2. Part II.13 of the CHED must be completed by the OVS/OFI and the destination premises details entered after a check that the destination premises is approved for the commodity.

### **Section 9. Transhipped and Transiting Goods**

#### **Transhipped Goods**

1. Transhipped consignments are destined for another Country and must remain within the curtilage of the seaport or airport, to be transferred to another vessel or aeroplane.
2. There should be a system in place to ensure that consignments leave as notified by the carrier/person responsible for the consignment.
3. See details in OVS Note 2020/3

#### **Transiting Goods**

1. Transits are consignments that originate in one country and are destined for another Country but crossing UK by rail, road or inland waterway to reach the country of destination.
2. The commodities do not comply fully with the import requirements for free circulation in the UK.
3. Consignments for human consumption are often produced in establishments that are not approved to export to UK and therefore public health rules cannot be complied with.
4. All animal health requirements must be met for commodities destined for human consumption.
5. For all consignments of Animal By-Products the full health certificate required for import must be provided for transit.
6. UK legislation provides transit health certificates for most commodities for human consumption. Consignments can only transit from countries approved to export the commodity to UK.
7. The importer/person responsible for the load must provide a written undertaking that the consignment will be destroyed if not accepted by the country of destination prior to entry. The T1 Customs procedure is required and the number of the T1 document must be indicated in the appropriate section of the CHED.
8. Documentary and identity checks must be carried out. Physical checks will be in cases where the OVS at the BCP suspects irregularities or has reason to believe that the consignment may pose an animal or public health risk. The consignment must be sealed before leaving the BCP of entry.
9. A CHED must be completed with the appropriate section completed to indicate the Country of destination. The CHED will be sent on IPAFFS to the BCP exit point of UK where the control section of the CHED can be completed as the consignment leaves UK. The OVS must check that the proposed BCP exit point is approved for the category of product transiting UK.

10. The register of follow up action must be completed for such consignments.

11. If an entry BCP has not received confirmation that a consignment has left UK after 15 days, the entry BCP must contact the exit BCP to check that the consignment has not been exported. If the consignment cannot be located, the OVS at the BCP of entry must inform HMRC/BF and APHA.

### **Section 10. Appointment of OVS, OFI and Use of Technical Assistants**

1. To be appointed as a BCP OVS by the EA, veterinarians must:

- complete the distance learning course
- attend a three-day practical training course at an approved BCP

2. Veterinarians must complete both parts of the course before they can be appointed as a BCP OVS by the LA. OVs must be appointed by the EA in writing and copies of the appointments retained at the BCP.

3. Checks must be made to ensure that all OVs including locum OVs are fully trained and have either attended the BCP update training days or received cascade training.

4EU Retained CIR 2017/625 Art 5 states that there should be no conflict of interest for officials who perform official checks and CAs must have a system in place to ensure that there is no conflict of interest.

### **Section 11. General Appraisal**

1. An assessment of the staffing levels at the BCP and that the OVS/OFI can cope with the number of checks required at the BCP must be made.

2. The OVS/OFI must be able to produce the legislation applicable for the commodities checked at the BCP.

3. Assessment can be achieved by requesting the OVS/OFI to demonstrate how they obtain:

- the list of approved Countries
- list of countries that have an approved residue monitoring plan
- model health certificates
- the list of approved establishments (where applicable)
- details of safeguard decisions.

4. Assessment of whether veterinary checks are conducted to an acceptable standard can be ascertained by:

- holding discussions with the OVS/OFI
- checks on the IPAFFS data
- checks on CHEDs completed at the BCP.

5. Follow up action must be taken for all deficiencies identified during the verification checks and deficiencies must be addressed as soon as possible. This VC24 form must be submitted to BCP audit team ([BCP.Enquiries@apha.gov.uk](mailto:BCP.Enquiries@apha.gov.uk)) within 10 days of being completed.

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.