



Animal &  
Plant Health  
Agency

# Export Health Certificates (EHC) Online

## Guidance for Exporters and Certifiers for Certificate 7006GB

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Any enquiries regarding this publication should be sent to us at

[exports@apha.gov.uk](mailto:exports@apha.gov.uk)

[www.gov.uk/apha](http://www.gov.uk/apha)

EHC Online – Guidance for Exporters and Certifiers for Certificate 7006GB

The Animal and Plant Health Agency (APHA) is an executive agency of the Department for Environment, Food & Rural Affairs, and also works on behalf of the Scottish Government and Welsh Government.

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# Submitting and Managing 7006EHC Applications

This quick reference provides guidance for Exporters and Certifiers in obtaining a 7006EHC for the export of pig meat from Great Britain to China. It includes process steps for the Exporter submitting an application, the Certifier completing pre-checks and recording the decision for the certificate, as well as the steps for cancelling and replacing a certificate.

## Exporter: Complete a New Application

1. Open a web browser (ideally google chrome) and enter the following URL <https://www.gov.uk/export-health-certificates/export-pig-meat-to-china-certificate-7006>
2. You should always check the Export Health Certificate (EHC) and Notes for Guidance (NFG), and then scroll to the bottom of the page and click **Start Now**
3. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**
4. Click **Start New Application** on the application dashboard
5. You are now presented with a task list to complete for the application, with four sections to complete
6. Click on the blue hyperlink for each task and answer each question with the required details. It is important that you complete as many fields as possible. Click **Save and Continue** to record the answers for each task
7. The status on the right-hand side of the task will change to **Completed**, for each task that is completed
8. Click on the link in Section 5 **Check your answer and submit your application**, to review all of your answers
9. You can update the answer to any question, by clicking the blue hyperlink **Change**. Amend the information and then click **Save and Continue**. You can do this for each answer you wish to update
10. Click on the blue hyperlink **Specimen Certificate** to preview your answers on the specimen certificate

11. Click **Continue** to view the declaration. Check the Declaration tick box and click **Submit Application**. You have now completed the application and will be presented with an APHA reference number and guidance on what happens next
12. Click on the blue hyperlink **View your applications** to view the application on your dashboard
13. You can view the status in the dashboard, which will be **Certifier Action** for newly submitted 7006EHC applications. Your application has been sent direct to your certifier for a pre-check
14. You will receive an email notification to the email address that was registered on your Organisation, confirming that the application has been submitted to your certifier and guidance on what happens next
15. Once the certifier has completed their pre-checks and approved the certificate, the status of the application will change to **Processing**, until the Centre for International Trade – Carlisle (CITC) complete their checks and dispatch the certificate
16. You will receive a further email notification to the email address that was registered on your organisation, informing you that CITC has dispatched the EHC. The status of the application will be **Dispatched**, and the certificate is **Approved**
17. Once the certifier has completed the certification and closed the case in the Certifier Portal, the certificate status is updated to **Certified**

## Exporter: Clone an Existing Application

If you wish to submit an application that is similar to an application that you have in draft or have already submitted, you can clone that application. Cloning an application creates a copy of the same EHC application.

1. Open a web browser (ideally google chrome) and enter the following URL <https://www.gov.uk/export-health-certificates/export-pig-meat-to-china-certificate-7006>
2. You should always check the EHC and NFG, and then scroll to the bottom of the page and click **Start Now**
3. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**
4. Find the certificate you wish to clone in your application dashboard, and click on the blue hyperlink **Clone**
5. Select the option **Yes, clone this application** and click **Continue**

6. You will be taken to the Review your answers page. You can update the answer to any question, by clicking the blue hyperlink **Change**. Amend the information and then click **Save and Continue**. You can do this for each answer you wish to update
7. Click on the blue hyperlink **Specimen Certificate** to preview your answers on the specimen certificate
8. Click **Continue** to view the declaration. Check the Declaration tick box and click **Submit Application**. You have now completed the application and will be presented with an APHA reference number and guidance on what happens next
9. Click on the blue hyperlink **View your applications** to view the application on your dashboard
10. You can view the status in the dashboard, which will be **Certifier Action** for newly submitted 7006EHC applications. Your application has been sent direct to your certifier for pre-checks
11. You will receive an email notification to the email address that was registered on your Organisation, confirming that the application has been submitted to your certifier and guidance on what happens next
12. Once the certifier has completed their pre-checks and approved the certificate, the status of the application will change to **Processing**, until CITC complete their checks and dispatch the certificate
13. You will receive further email notification to the email address that was registered on your organisation, informing you that CITC has dispatched the EHC. The status of the application will be **Dispatched**, and the certificate is **Approved**
14. Once the certifier has completed the certification and closed the case in the Certifier Portal, the certificate status is updated to **Certified**

## Application Hints and Tips

Here are some useful hints and tips when completing the online application

1. **Create a Reference Number**. You have the option when completing an Application to include a reference number up to a maximum length of 20 characters. This could be a reference number you chose to add to support internal business processes and help identify consignments within your organisation
2. **Who will certify this Certificate?** For the 7006EHC you can only select the certifier practice that has been approved by the Chinese authorities to certify this certificate from the cold store where the consignment will be certified and dispatched from. You should ensure that you choose the certifier practice that is authorised to undertake the certification at that cold store.

3. **Is this the right delivery address for your certificate?** Select No, Deliver to a different address if the EHC is to be posted to an establishment address rather than the Certifier Practice address e.g. where the certification procedures will be completed at a cold store. Please note that before the export documents will be posted to an alternative address an authorising declaration will need to be submitted by your Certifier practice to the CITC. Contact your Certifier to confirm that they are willing to have certification delivered to an alternative address and that they will make a declaration to CITC authorising this to [exports@apha.gov.uk](mailto:exports@apha.gov.uk).
4. **You do not have to answer every question.** Check the tick box **I've answered as many questions as I can on this page**, to skip questions if you do not have the information right now. You can fill in any blanks before you submit, or leave them for your certifier to fill in. This option is not available for mandatory questions, such as who is sending the consignment
5. **Saving your application as draft.** You can click the blue hyperlink **Save and Continue later**, when completing the task list, which will save your answers. You can then exit the page or sign out. Your application will then be saved as a Draft.
6. **Supporting Documents.** To attach documents, click on the **Add supporting documents**. There are instructions on screen that tell you what criteria the documents must fulfil
  - Click the white button **Choose file**, browse your computer and select the relevant document
  - Enter a file description into the text box to tell us what the document is
  - Click the blue hyperlink **Upload**
  - You can **View** or **Delete** any documents uploaded by clicking on the appropriate blue hyperlink next to the appropriate file name and description

## Certifier: 7006EHC Certification

1. You will receive an email notification sent to the email address that was registered on your Organisation, informing you about a new certification request that requires action
2. Open a web browser (ideally google chrome) and enter the following URL to open the EHC certification portal  
<https://www.gov.uk/guidance/certify-an-export-health-certificate>
3. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**
4. You will be taken to the Case Management Dashboard. Click on the blue hyperlink **Cases to Pre-Check** to view the list of applications that require pre-checks prior to CITC being able to process and dispatch the certificate
5. Click the blue hyperlink **Summary** next to the case to view the details of the case

6. There are three actions for you to choose from here, click the blue hyperlink **Continue**
  - a. The blue hyperlink **View Certificate** allows you to view a specimen of the certificate, including the details that your Exporter has submitted in their application
  - b. The blue hyperlink **Editable Certificate** is used to amend 'Other Certificates' and should not be used for 7006EHC. 'Other Certificates' are for trade to EU Member States and specifically 7208EHC, 7432EHC and 7469EHC for the export of fish and fishery products to the People's Republic of China, that you are able to open and update/complete directly from your dashboard
7. You will be taken to the Review your answers page, where you can view the information pre-populated by the Exporter. You can populate any data entry fields that are blank, or update the data entered by the Exporter by clicking the blue hyperlink **Change**. Click **Save and Continue** when complete. You can do this for each answer you wish to update. You must ensure that there is data present in every data entry field
8. Click on the blue hyperlink **Specimen Certificate** to preview the specimen certificate
9. If all your answers are correct, click on **Continue**. You are then taken to the **Decision and Confirmation** page
10. Select **Approved**, complete your Full Name and SP number in **Certifier Details** and click **Accept and Submit**. You will return back to the case where you can see the case status is **Processing**, and the certificate status has changed to **APHA is Processing**
11. This will send the fully completed EHC to CITC who will process the EHC and return this to you, by the delivery method selected in the application by the exporter
12. In the Case Management Dashboard, you will see that the case has moved from **Cases to Pre-Check** to **Upcoming Cases**. The case will be visible in **Upcoming cases** until the case has been processed and dispatched by CITC
13. Once CITC have completed their checks and processed the EHC, the status of the case changes to **Dispatched**. The status of the certificate is **Approved**
14. You will receive an email notification sent to the email address that was registered on your Organisation, informing you that CITC has dispatched the EHC
15. In the Case Management Dashboard, you will see that the case has moved from **Upcoming Cases** to **Cases to Review**. Click on the blue hyperlink, **Cases to Review** to view the list of cases

16. Click the blue hyperlink **Summary** next to the case to view the case and then in **Manage Case** click the blue hyperlink **View Certificate** to print the certificate
17. To access the 618NDC and any additional documents open the **Attachments** tab then select the blue hyperlink **Download** against each document
18. On the day of certification, sign the EHC, and then complete the certificate in the Certification portal. Find the case in the Case Management Dashboard, click the blue hyperlink **Summary** next to the case, and then click the blue hyperlink **Close Certificate**
19. Enter the date that the certificate was signed and completed and then click **Close this Certificate**. It is important to enter the actual date that certification took place and not the date you are closing the certificate. Entering the date you are closing the certificate can affect applications for replacement certificates, if one is required
20. The status of the case is changed to **Completed** and can be viewed in the dashboard by clicking the blue hyperlink **All Your Cases**. The certificate status is updated to **Certified**

## Certifier: Cancel and Replace 7006EHC

You must apply for a Cancel and Replacement EHC on behalf of the exporter, through the EHC Certification Portal. If you require any support on whether a cancel and replace application is required, please contact APHA for advice on 03000 200 301 or [Exports@apha.gov.uk](mailto:Exports@apha.gov.uk)

1. Open a web browser (ideally google chrome) and enter the following URL to open the EHC certification portal  
  
<https://www.gov.uk/guidance/certify-an-export-health-certificate>
2. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**
3. You will be taken to the Case Management Dashboard. Click the blue hyperlink **All Your Cases** and find the case that requires a cancel and replace. Click the blue hyperlink **Summary**
4. In **Manage Case** click the blue hyperlink **Cancel and Replace** and read the conditions for applying for a Cancel and Replace. Select **Yes, the certificate meets APHA's criteria for replacement** and then click **Continue** when you are ready to proceed
5. You will be taken to the Change the Certificate page, where you can update the answer to any question, by clicking the blue hyperlink **Change**. Amend the information and then click **Save and Continue**. You can do this for each answer you wish to update

6. Click on the blue hyperlink **Preview these answers in a Specimen Certificate (PDF)** to preview your answers on the specimen certificate
7. Upload any supporting documents by clicking on the blue hyperlink then click **continue**. You must provide a certified copy of the original certificate
8. Click the white **Choose file** button, browse and select relevant document
9. Enter a **file description** into the text box to tell us what the document is, and then click the blue hyperlink **Upload**
10. Repeat steps 8 and 9 for each supporting document you wish to upload, and then click **Save and Continue**
11. Select the cancellation reason from the list and click **continue**. Reasons for requesting a cancel and replacement certificate are:
  - EHC lost/damaged
  - Issues relating to BCP or importing country
  - Issues relating to logistics or transport
  - Admin error
  - Certification error
  - Other
12. Provide more detail up to a maximum of 275 characters in the data field provided to support your cancel and replace application
13. Click **Accept and Submit** to view the declaration. Click **Agree and Submit** when you are ready to submit the request to CITC
14. You will receive confirmation that the request has been submitted for the cancel and replace application, as well as the certificate reference number.
15. In the Case Management Dashboard, you will see that the case has moved to **Upcoming Cases**, and the case status is **processing**, and a new Case ID has been allocated. The case will be visible in **Upcoming cases** until the case has been processed and dispatched by CITC
16. You can see that the certificate status is updated to **APHA is processing** and certificate reference has a blue **Replacement** marker, including as blue hyperlink to the original certificate
17. Once CITC have completed their checks and processed the cancel and replace EHC, the status of the case changes to **Dispatched**. The status of the certificate is **Approved**

18. You will receive an email notification sent to the email address that was registered on your Organisation, informing you that CITC has dispatched the EHC
19. In the Case Management Dashboard, you will see that the case has moved from **Upcoming Cases** to **Cases to Review**. Click on the blue hyperlink, **Cases to Review** to view the list of cases
20. Click the blue hyperlink Summary next to the case to view the case and then in **Manage Case** click the blue hyperlink **View Certificate** to print the certificate
21. To access the 618NDC and any additional documents in **Manage Case** open the **Attachments** tab then select the blue hyperlink **Download** against each document
22. After the certification of the replacement certificate you will need to complete the certificate on the Certification Portal by clicking on the blue hyperlink **Continue**. You will be taken to **review your answers**, click **Continue**
23. You are then taken to the **Decision** and **Confirmation** page, select **Approved**, complete your Full Name and SP number in **Certifier Details** and click **Accept and Submit**
24. On the Close certificate page you will need to complete the date that the certification took place, then select **Close this Certificate**

Once you have closed the certificate the certificate status will change to **Certified** and the status of the case is changed to **Completed**