



Department
for Environment
Food & Rural Affairs

Fish Export Health Certificate (EHC) Process Steps for Exporters and Authorised Signatories in a D1ND Scenario



Forestry Commission
England



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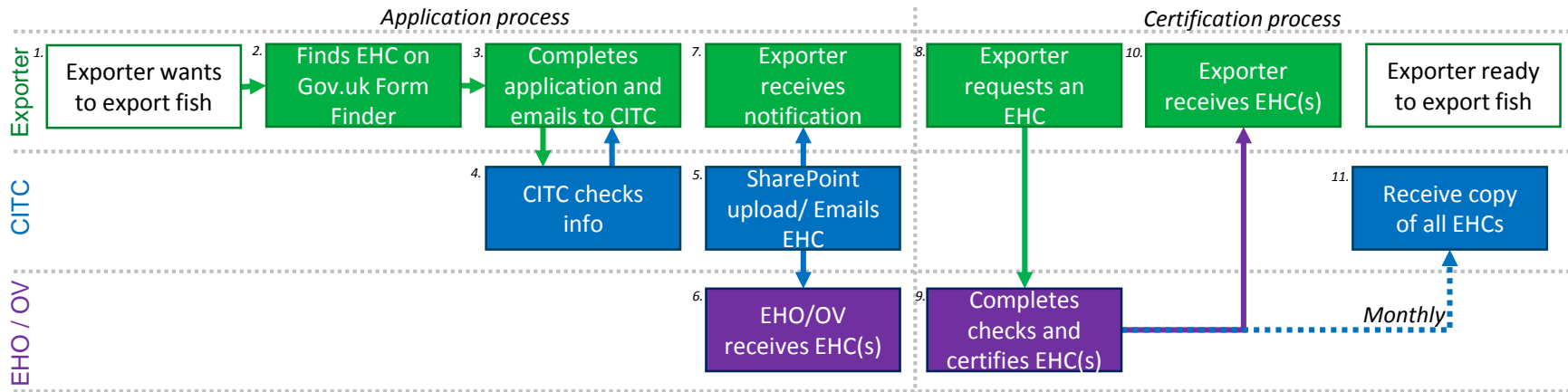
What you need to know to export fish from the UK to the EU

This document sets out the key process steps and information required to enable Local Authorities (LA), Official Veterinarians (OV) and Fish Exporters to understand what they need to do to successfully export fish from the UK to the EU.

- Businesses will need Export Health Certificates (EHC) for all consignments (except direct landings from UK registered fishing vessels to EU ports); a consignment is considered to be a product (or group of products) that fall within a single EHC category, share same animal and public health status and is sent to a single destination. There is no limit on the size of a consignment.
- **Exporters can apply for blocks certificates** to be held by LAs/OVs ready for exports as required. Issuing 'blocks' of serially numbered Export Health Certificates to LAs/OVs in advance, will help when certificates are required at pace.
- Given the larger number of EHCs that will likely be issued, Local Authority **Environment Health Officers are invited to sign up to a Defra SharePoint site** where these blocks of certificates will be made available; if email or hardcopy receipt of EHCs is preferred, the Centre for International Trade at Carlisle (CITC) will accommodate. Please email PLT@apha.gov.uk if you would like to receive EHCs via SharePoint. Please note SharePoint access is only available to EHOs.
- Exporters will also need to get a [catch certificate](#) to show fish, shellfish, crustaceans or fishery products were caught legally. Some exemptions apply. Find out more at gov.uk/euexitimportexportfish
- Exporters are advised to bundle up commodities where possible to reduce the number of EHCs required.
- **Exporters can apply for blocks now.** The Centre for International Trade at Carlisle (CITC) will **receive applications from 18 March 2019**, and start **processing these on 21 March 2019**.






n.b. Up to 50 blank serially numbered EHCs will be made available to EHOs on or before 29 March; please request these certificates from PLT@apha.gov.uk. A new certification system is to be launched in summer to make applying for EHCs easier. Therefore, current arrangements are only expected to be in place for a few months.

Fish Export Health Certification process steps



1. **Exporter** – wants to export fish so goes on to Gov.uk
2. **Exporter** – opens form finder, finds correct EHC application form (3 x new EHCs for UK export of fish to EU)
3. **Exporter** – completes EHC(s) application and emails to CITC (indicates number of certificates required in application)
4. **CITC** – checks info and goes back to Exporter if required
5. **CITC** – makes EHCs available on SharePoint for to EHO or emails attachments if preferable (or where an OV is the nominated signatory); where exporters have provided the BIP and destination on the application, CITC will provide respective foreign language certificates and populate with information provided in the application
6. **EHO / OV** – receives the EHC(s), ready to certify when requested by the Exporter
7. **Exporter** – notified by CITC that EHCs have been sent to EHO/ OV
8. **Exporter** – contacts EHO/OV to request EHC(s) to be certified as required. Exporters must liaise with EHO/OV to understand local processes for certification, e.g. where certificates can be collected from, notice period required by EHO/OV to certify
9. **EHO/OV** - completes checks, certifies the EHC (including foreign language EHCs which can be typed or handwritten – max 2), and provides to Exporter on plain white paper; use of local headed paper is advisable but not essential; please note that ink for stamps or prints must be in a different colour to the print of the certificate.
10. **Exporter** – receives certified EHC and attaches the hardcopy to fish consignment
11. **EHO/OV** – informs CITC on a monthly basis which unique serial numbers have been certified, and the date of certification

Key points to know about the process

Point	What you need to know	Benefits
 <p>Minimum information required to complete block EHC applications</p>	<p>The Exporter must provide: their name as consignor and their nominated Certifying Officer (EHO/OV)</p> <ul style="list-style-type: none"> The rest of the information can be completed at the point of certification 	<ul style="list-style-type: none"> Exporters have flexibility to chose what works best for their business; minimum information gives flexibility to change BIP, destination and consignment information Any additional information provided at the point of application will be entered on all certificates (e.g. destination) which can be edited later
 <p>No certificate encryption</p>	<ul style="list-style-type: none"> EU fish EHCs will not be encrypted (previously password protected) Exporters must contact their nominated LA/OV to understand local processes for inputting consignment information 	<ul style="list-style-type: none"> LAs can establish their own working practices for data entry into certificates, notification periods etc., choosing what works best for their organisation and Exporters
 <p>EHCs in up to 2 foreign languages</p>	<ul style="list-style-type: none"> Up to 2 foreign language certificates are required where the language of the BIP and destination are different; you do not need to list the BIP or destination on the EHC application Where the BIP and destination are given on applications, CITC will generate the language cert for you and input unique serials 	<ul style="list-style-type: none"> Greater information provided to CITC reduces administrative burden on LAs/OVs and Exporters; Exporters have flexibility to chose what works best for their business Foreign language certs will be made available via email or SharePoint ahead of go live on GOV.UK in due course
 <p>Return of EHCs to CITC monthly</p>	<ul style="list-style-type: none"> EHCs are no longer required to returned to CITC LAs/ OVs inform CITC which unique serials have been used and when monthly (and unused serials annually) 	<ul style="list-style-type: none"> Reduces admin burden on LAs/ OVs Continues to enable the CITC to collect and analyse the information
 <p>SharePoint</p>	<ul style="list-style-type: none"> LAs can download all language certificates from SharePoint (English and foreign languages – OVs receive via email) LAs can sign up for SharePoint file transfer by emailing PLT@apha.gov.uk 	<ul style="list-style-type: none"> Enable efficient document sharing/access without size limitations/ clogging of email accounts

LA specific