****Department for Environment, Food and Rural Affairs

Scottish Government

Welsh Government

**OV - USA Certificates Checklist**

|  |  |  |
| --- | --- | --- |
| Question | Yes | No |
| 1. | Correct Export Health Certificate (EHC) and Notes for Guidance (NFG)? Read both fully before starting. | [ ]  | [ ]  |
|  |  |
| 2. | Is an import permit required? It is the responsibility of the exporter to check in advance from USDA/APHIS/VS to see if an import permit is required for the consignment.Yes [ ]  Exporter to obtain and present to certifying OV – permit should be uploaded on EHCO as supporting document for checks.* No [ ]  Aphis letter or evidence from USDA website required and presented to OV. If not available, confirmation email from the exporter confirming that permit not required uploaded with the application.
 |
|  | Is permit in date?Is permit issued to correct person/company? - the permit should be valid at the time of arrival in the country of destination. | [ ]  | [ ]  |
|  | [ ]  | [ ]  |
|  |  |  |  |
| 3. | Manufacturer’s declaration checked?* Company Letterhead, dated, clearly identifies product to be exported - **must match permit wording exactly** (see template example)
 | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |
|  | * Is person Signing Manufacturer’s Declaration an **authorised signatory** for the Company? (see template attached)
 | [ ]  | [ ]  |
|  |  |  |  |
| 4. | Manufacturer’s declaration, pre-certificate, and schedule (if using) uploaded in Export Health Certificates Online (EHC Online)? | [ ]  | [ ]  |
|  | * Do APHA hold the authorised signature on file? If not upload doc now
 | [ ]  | [ ]  |
|  |  |  |  |
| 5. | Is a **schedule** really needed? Only use if not enough space on certificate see [schedules to Export Health Certificates](file:///C%3A%5CUsers%5Cm998479%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C214N2Q8K%5C-%09http%3A%5Capha.defra.gov.uk%5CExternal_OV_Instructions%5CExport_Instructions%5CCertification_Procedures%5Cindex.htm) | [ ]  | [ ]  |
|  | * EHC Number at top of every **page**?
 | [ ]  | [ ]  |
|  | * Permit No and Consignment reference number easily visible?
 | [ ]  | [ ]  |
|  | * Section of Health certificate referred to e.g. IV (a)
 | [ ]  | [ ]  |
|  | * Word version of schedule uploaded for APHA Official Veterinarians to use if required
 | [ ]  | [ ]  |
|  |  |  |  |
| 6. | Is there enough information to sign? Remember [10 Principles of Certification](file:///C%3A%5CUsers%5Cm998479%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C214N2Q8K%5C-%09https%3A%5Cwww.rcvs.org.uk%5Csetting-standards%5Cadvice-and-guidance%5Ccode-of-professional-conduct-for-veterinary-surgeons%5Csupporting-guidance%5Ccertification%5C) | [ ]  | [ ]  |
|  |  |  |  |
| 7. | Check information in the EHC Online application is 100% accurate before printing | [ ]  | [ ]  |
|  |  |  |  |
| 8. | Are all insertions/deletions completed? | [ ]  | [ ]  |
|  |  |  |  |
| 9. | Part I - Identification of Products |
|  | * Can the exported product be easily correlated with the EHC (Type and number of packages, lot/batch numbers, shipping marks etc)? – Same information/wording should be available on the manufacturer’s declaration and EHC
 | [ ]  | [ ]  |
|  |  |  |  |
| 10. | Section IV - Health Information attestation |
|  | * Insertions/deletions (**avoid** handwritten text) start again if need be
 | [ ]  | [ ]  |
|  | * Does the wording match the permit and manufacturer’s declaration **exactly**? **Take care with temperature nomenclature** If ‘degrees’ symbol cannot be used, then use ‘degrees’ wording.
 | [ ]  | [ ]  |
|  |  |  |  |
| 11. | Final signing |
|  | * Large blank spaces ruled off/struck through to prevent alteration?
 | [ ]  | [ ]  |
|  | * Dated (day of completion only no back or forward dating)
 | [ ]  | [ ]  |
|  | * OV stamp applied (needs to be easily read and Practice/Address Stamp (any colour but black)
 | [ ]  | [ ]  |
|  | * Certificate completed and signed in any colour other than certificate text (i.e. **not black)**
 | [ ]  | [ ]  |
|  | * Upload to EHC Online **clearly named** as completed pre certificate
 | [ ]  | [ ]  |

**Useful Website Resources**

* 10 Principles of certification:
	+ https://www.rcvs.org.uk/setting-standards/advice-and-guidance/code-of-professional-conduct-for-veterinary-surgeons/supporting-guidance/certification/
* APHA Vet Gateway:
	+ <http://apha.defra.gov.uk/official-vets/index.htm>
	+ <http://apha.defra.gov.uk/External_OV_Instructions/Export_Instructions/Certification_Procedures/index.htm>
	+ [OV Instructions (defra.gov.uk)](http://apha.defra.gov.uk/External_OV_Instructions/Export_Instructions/Certification_Procedures/Products_Exports.html)
* Improve International OCQ (V)s
* <https://www.improve-ov.com/about/about.php>.

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.

*Example Signature Proforma*

**COMPANY HEADED PAPER**

Name of Company

Address of Company

Date: Please insert date

**To whom it may concern**

I, (please insert name and title of the Managing Director or equivalent,) authorise the following to give declaration as required.

I confirm that the following people have the knowledge of and responsibility for the manufacturing processes and as a signatory are aware that making a false declaration is an offence.

**Example**

|  |  |  |
| --- | --- | --- |
| **NAME** | **SIGNATURE** | **JOB TITLE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Yours faithfully

signature

(Please insert position in company)

e.g. Managing Director or equivalent

Example Schedule

**SCHEDULE FOR EHC 21/2/123456**

**Permit: C-123456**

**Consignment Number/Reference No:**

Insert details that do not fit on certificate below making sure each section is clearly labelled*.*

I (A)

Description of product as per permit wording

IV (B) \*

1. Permit conditions go here as per **EXACTLY** the wording in the permit (and corresponding to Manufacturers declaration

**Example**

Signed:

Name: ANOTHER VET MRCVS (BLOCK CAPITALS)

DATE: (DAY/MONTH/YEAR)

Rule space off if not used

Company Letter Head/Logo

Company Address

**Manufacturers Declaration**

Permit Number (*if applicable)*:

Lot/Batch/BBD/DOM:

Shipping Marks:

I, as an authorised signatory of *insert company name here*, declare that the product to be exported, namely *insert products here,* meet the following conditions:

1. Enter permit conditions and/or certificate requirements here (needs to be exact wording as per permit/certificate)

**Example**

I am aware that it is an offence to make a false statement.

Yours Sincerely

Name (Block capitals)

Date:

Position in company: