SUMMARY OF DOCUMENTS FOR

CERTIFICATION OF **HATCHING EGGS OF POULTRY (HEP)**

TO EU MEMBER STATES

CERTIFICATE POU-INTRA-HEP

TEMPLATE OF POU-INTRA-HEP FOR GUIDANCE

OWNER`S DECLARATION FOR FLOCKS (OD-FLOCK-HEP)

OWNER`S DECLARATION FOR HATCHERY (OD-HATCHERY-HEP)

TRANSPORTER DECLARATION (HEP)

VETERINARY SERVICE SUPPORT CERTIFICATE (VSSPT) (HEP)

**INSTRUCTIONS**

**(It is recommended that 3 working days are planned by the Certifying Officer or aPVP, from the start of application process until the final issue of the certificate to allow time for the presentation of evidence and supporting documentation, application to the DAERA office for disease clearance and supporting certification and arrangement of pre-export inspection.)**

1. The owner applies for export paperwork to their aPVP using TRACES EXA APPLICATION FORM. It is the exporters’ responsibility to provide accurate information to the Certifying Veterinarian aPVP in advance of the export. If details change after the certificate is issued and before the animals have left the jurisdiction of Northern Ireland, it is the responsibility of the exporter to inform the aPVP so that they can determine if re-certification is necessary.
2. The owner completes an owner’s declarations in respect of the hatchery and the flock; (**OD-FLOCK-HEP**/**OD-Hattchery-HEP**), available from the DAERA Internet. However if this is not possible they may be obtained from the local DAERA Office on request.
3. When a VSSPt is required in order to obtain this, aPVP/ aPVP staff logs on to TRACES NT and creates an Export Health Certificate **(ITAHC) (POU-INTRA-HEP)**. The following steps must be completed:
* Fully complete **Part I** of the INTRA;
* When either at the status of **“New”** or “**In progress”** the INTRA certificate will

Now have been allocated an INTRA certificate number;

* Now send an email to the DVO office associated with the **“Place of dispatch”** to request the required VSSPT. Please include **“TRACES NT – Request for Disease Clearance”** in the subject line of the email and provide the **TRACES NT certificate number(s)** for which clearance is required in the body of the email;
* Also include any additional information requested by the DVO in order to provide clearance.

Contact details for the DVO offices can be found[**here.**](https://www.daera-ni.gov.uk/sites/default/files/publications/daera/DAERA%20-Divisional%20Veterinary%20Offices%20-Export%20Enquiries%20-%20Contact%20Details.pdf)

1. CO/DVO approves a Veterinary Service Support Certificate **VSSPT (POU-INTRA-HEP-VSSPT)** with respect to the premises of origin.
2. The relevant Veterinary Service Support certificate: **VSSPT (POU-INTRA-HEP-VSSPT)** will be issued to aPVP by DAERA within 1 working day via email.

**If the required VSSPT is not received please contact the relevant DVO office to obtain it.**

1. aPVP prints the Veterinary Service Support certificate and downloads for guidance the **TEMPLATE POU-INTRA-HEP** from the DAERA internet.
2. aPVP **MUST** accesses TRACES NT using own logon credentials and completes **Part II – Certification of the ITAHC** usingthe guidance as in 6 above and referring for support to the following documents which the **aPVP must be in procession of in order to finalise and sign the ITAHC and submit for validation**:
* Owner’s Declaration for hatchery **(OD-Hattchery-HEP)**
* Owner’s Declaration for flock **(OD-FLOCK-HEP)**
* Veterinary Service Support Certificate **VSSPT (POU-INTRA-HEP-VSSPT)**
1. The aPVP will undertake the **“Sign validation”** action for the ITAHC to complete the export on TRACES NT. The ITAHC will now have the status of “**Valid**” and be watermarked “**Original”** The name of the certifying aPVP will be automatically added to the certificate. The receiving Competent Authority will be pre-notified at this stage.
2. Certificates must only be issued to exporters in the “**Original**” version having been **signed & stamped** physically. A “**TRUE Copy**” of the issued certificate must be retained by the aPVP, and this may be either a copy taken with carbon paper, a digital photo or scan.
3. **At the time of clinical inspection, any variation in the animals being exported must be changed on the original certificate, stamped and initialled by the aPVP if they comply with the conditions of export and the certificate.**

**11.** The completed ITAHC must accompany the animals to their final destination. In addition, an ITAHC printed in the language of the country of destination must accompany the animals. The date and aPVP stamp should be applied to the unsigned foreign language version. The English Parts I and II of the ITAHC must be placed on top of the MS language parts I and II, then stapled together as a single certificate to accompany the consignment to the destination premises.

 **Important - Certificates issued to EU MS that are not generated electronically require each page (including loose pages) to bear the page number and the unique certificate number, signed and stamped as in 9 above. Additional fan stamping (for certificates issued to EU only) is not now required.**

**12.** A “**TRUE Copy**” of the issued certificate must be retained by the aPVP, and this may be either a copy taken with carbon paper, a digital photo or scan.

**13.** If any changes to the details originally entered on the ITAHC, e.g. date/time of departure have changed significantly, a different vehicle is used, or all the animals are not exported, the exporter must notify the certifying aPVP.

**14.** Where amendments are required to the Original, the aPVP must issue a Replacement Certificate using the “**Copy as replacement**” functionality on Traces NT. This is a quick and simple process where only the variation needs to be changed. On issue this new certificate will reference the original certificate number.

**15.** In the event that the export is cancelled the exporter must notify their aPVP who will take the necessary action to cancel the ITAHC on TRACES NT.

**16.** aPVP must keep copies of certificate and support documents as a record of the export.

**17.** File documents relating to the export as they may be required for inspection at some point during the next 2 years.