



V A N U A T U

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

SANITARY AND PHYTOSANITARY MODULE STANDARD OPERATING PROCEDURES

Live Animals and Animal Products Health Certificate

Purpose	To ensure proper submission and accuracy of the information supplied on <i>Live Animal Health Certificate (LAC)</i> and <i>Veterinary Health Certificate (VHC)</i> applications in the Vanuatu Electronic Single Window (VeSW) System. Therefore assuring the proper assessment of the risks involved, ensuring conformation with relevant laws and regulations, and subsequently facilitating the issuing of the respective Export Certificates.			
Scope	This procedure applies to all users of the VeSW SPS Module when submitting an application for a <i>Live Animal Health Certificate (LAC)</i> or <i>Veterinary Health Certificate</i> in the system.			
Location	<ul style="list-style-type: none"> • Port Vila • Luganville 			
Process Owner(s)	Principal Veterinary Officer			
Legislation	<ul style="list-style-type: none"> • Meat Industry Act [CAP 213] 			
Flowcharts	<ul style="list-style-type: none"> • Submitting applications to the VeSW • Live Animals and Animal Products Import Permit application process 			
Minimum Documents Required	<ul style="list-style-type: none"> • Invoice, especially for purchased animal products • Import Permit from importing country 			
Output Documents	<ul style="list-style-type: none"> • Health Certificate for Export of Live Animals or Animal Products, specific to requirements of importing countries • Attachments, if any, with specific certification or declaration to meet the import requirements of the importing country • Receipt 			
Procedure	Person Responsible <ul style="list-style-type: none"> • Exporter (or their Agent) • Biosecurity Admin Officer • Biosecurity Veterinary Officers • Biosecurity Principal Veterinary Officer • Biosecurity Cashier 	Section Responsible	Animal Health Section	
1. Prior to exporting Live Animals or Animal products, the Exporter must apply for a Health Certificate for Export of Live Animals or				

	<p>Animal Products from Biosecurity Vanuatu. Usually this is subject to obtaining an Import Permit from the country of importation.</p> <ol style="list-style-type: none"> 2. To do this, the Exporter (or their Agent) should apply for a <i>Live Animal Health Certificate</i> (for Live Animals) or <i>Veterinary Health Certificate</i> (for Animal Products) in the VeSW system, attaching the required documents. 3. The Biosecurity Admin Officers will receive an email to check the application in the system and the Officer responsible can either: <ol style="list-style-type: none"> 3.1 Send the application back for query, in which the applicant should address and re-submit; or 3.2 Modify the application themselves; or 3.3 Reject the application if it is not in order, capturing the reasons for the rejection in the system. 4. If the application is in order, the Admin Officer will accept the application. 5. The Biosecurity Veterinary Officers will receive an email inspect the consignment. 6. If the consignment is in compliance with the laws and requirements, the Veterinary Officer responsible will capture the inspection results in the system and capture the relevant fees. 7. Otherwise, if the consignment does not comply with the laws and requirements, the Veterinary Officer will reject the application, capturing the reasons for the rejection in the system. 8. The Biosecurity Principal Veterinary Officer will receive an email to approve the application. 9. The Principal Veterinary Officer is required to capture certain certifications or declarations prior to approving the application. 10. Furthermore, the Principal Officer can add or edit the fees as they wish, and they can proceed with approving the application. 11. If a prepaid or credit account was used in the application, the Export Certificate, relevant attachment(s), if any, and the receipt will be available immediately for printing or downloading from the system by the Exporter or Biosecurity. 12. Otherwise, the Exporter will have to visit the Biosecurity Cashier at the Biosecurity office where the application was lodged in the system and do a payment for the Certificate. 13. The Biosecurity Cashier will receipt the payment in the VeSW system. Once payment is done, the Export Certificate, relevant attachment(s), if any and the receipt will be ready for printing or downloading from the system. 			
Monitoring	Person Responsible	<ul style="list-style-type: none"> • Biosecurity Principal Veterinary Officer • Biosecurity Senior Veterinary Officer 	Section Responsible	Animal Health Section
	<ol style="list-style-type: none"> 1. Run system checks on all submitted application and make sure they are dealt with in good time. 2. Run system checks on all submitted application for the purpose of risk management. 3. Compile reports from the system for the purpose of compliance or operational reports for decision making. 			

Corrective Actions	<ol style="list-style-type: none"> 1. If an Applicant submits inaccurate information on the applications, Biosecurity should consult them for the sake of voluntary compliance. 2. Biosecurity may also take legal action against Applicants who make continuous errors/omissions. 3. Biosecurity may take necessary actions if discrepancies are found during inspection against applications or issued Certificates.
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VERIFICATION AND RECORD KEEPING

Date Written	: 28 th Jan 2020	By:	VeSW NPT
Date Endorsed	:	By:	Biosecurity Principal Veterinary Officer
Date Authorized	:	By:	Director Biosecurity
Date for Revision:		By:	Biosecurity
