



V A N U A T U

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

SANITARY AND PHYTOSANITARY MODULE STANDARD OPERATING PROCEDURES

Live Animals and Sanitary Import Permits

Purpose	To ensure proper submission and accuracy of the information supplied on <i>Live Animal Import Permit (LAP)</i> and <i>Sanitary Import Permit (SIP)</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 Import Permits.			
Scope	This procedure applies to all users of the VeSW SPS Module when submitting an application for a <i>Live Animal Import Permit (LAP)</i> or <i>Sanitary Import Permit</i> in the system.			
Location	<ul style="list-style-type: none"> • Port Vila • Luganville 			
Process Owner(s)	Biosecurity Principal Veterinary Officer			
Legislation	<ul style="list-style-type: none"> • Animal Importation and Quarantine [CAP 201] 			
Flowcharts	<ul style="list-style-type: none"> • Submitting applications to the VeSW • Live Animals and Animal Products Health Certificate application process 			
Minimum Documents Required	Biosecurity to list the documents to be submitted with this application.			
Output Documents	<ul style="list-style-type: none"> • Live Animal Import Permit or Sanitary Import Permit • Attachments, if any, with specific conditions • Receipt 			
Procedure	Person Responsible <ul style="list-style-type: none"> • Importer (or the Importer's Agent) • Biosecurity Admin Officer • Biosecurity Senior Veterinary Officer • Biosecurity Cashier 	Section Responsible	Animal Health Section	
	<ol style="list-style-type: none"> 1. Prior to importation of a Live Animal or Animal product, the Importer must apply for a Live Animal or Sanitary Import Permit from Biosecurity Vanuatu. 2. In order to do this, the Importer <i>may</i> consult the Biosecurity Senior Veterinary Officer to identify if a risk analysis has been done on 			

	<p>the item to be imported.</p> <ol style="list-style-type: none"> 3. If a risk analysis has not been conducted on the item, the Importer can commence with the Risk Analysis process with Biosecurity to identify the conditions to import the item concerned. 4. If a risk analysis has been conducted on the item, the Importer (or their Agent) should apply for a <i>Live Animal Import Permit</i> or <i>Sanitary Import Permit</i> in the VeSW system, attaching the required documents. 5. 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"> 5.1 Send the application back for query, in which the applicant should address and re-submit; or 5.2 Modify the application themselves; or 5.3 Reject the application if it is not in order, capturing the reasons for the rejection in the system. 6. If the application is in order, the Admin Officer can capture the required fee(s) and accepts the application. 7. The Biosecurity Senior Veterinary Officer will receive an email to approve the application. 8. When retrieving the application from the system, the Officer can add or edit the fees as they wish, and they can proceed with approving the application. 9. If a prepaid or credit account was used in the application, the Import Permit, relevant attachment(s), if any, and the receipt will be available immediately for printing or downloading from the system by the Importer or Biosecurity. 10. Otherwise, the Importer 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 permit. 11. The Biosecurity Cashier will receipt the payment in the VeSW system. Once payment is done, the Import Permit, 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"> • Principal Biosecurity 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 examinations against the issued Import Permit. 			

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
