



V A N U A T U

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

SANITARY AND PHYTOSANITARY MODULE STANDARD OPERATING PROCEDURES

Plants and Plant Products Export Certificate

Purpose	To ensure proper submission and accuracy of the information supplied on <i>Phytosanitary Certificate</i> (PSC) 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 Phytosanitary Certificates.			
Scope	This procedure applies to all users of the VeSW SPS Module when submitting an application for a <i>Phytosanitary Certificate</i> (PSC) in the system.			
Location	<ul style="list-style-type: none"> • Port Vila • Luganville 			
Process Owner(s)	Plant Health Expert			
Legislation	<ul style="list-style-type: none"> • Plant Protection Act [CAP 239] • Kava Act No. 7 of 2002 • Biosecurity Act • Agriculture Fees Act [CAP 74] 			
Flowcharts	<ul style="list-style-type: none"> • Submitting applications to the VeSW • Plants and Plant Products Export Certificate application process 			
Minimum Documents Required	<ul style="list-style-type: none"> • Import Permit (containing requirements and conditions) from importing country. 			
Output Documents	<ul style="list-style-type: none"> • Phytosanitary Certificate • Receipt 			
Procedure	Person Responsible <ul style="list-style-type: none"> • Exporter (or their Agent) • Biosecurity Admin Officer • Biosecurity Plant Inspectors • Biosecurity Plant Expert • Biosecurity Cashier 	Section Responsible	Plant Health Section	
<ol style="list-style-type: none"> 1. Prior to exporting a Plant or Plant product, the Exporter may apply for a Phytosanitary Certificate from Biosecurity Vanuatu. Usually this is subject to the Import Permit conditions from the country of importation. 2. To do this, the Exporter (or their Agent) will apply for the <i>Phytosanitary Certificate</i> in the VeSW system, attaching the 				

	<p>required documents.</p> <ol style="list-style-type: none"> 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 Plant Inspectors will receive an email inspect the consignment. <ol style="list-style-type: none"> 5.1 If required, the Inspector will send the application for analysis and capture the results in the system; 5.2 If the consignment is in compliance with the laws and requirements, the Plant Inspector responsible will capture the inspection results in the system and capture the relevant fees; 5.3 Otherwise, if the consignment does not comply with the laws and requirements, the Inspector may reject the application, capturing the reasons for the rejection in the system. 6. The Biosecurity Plant Expert will receive an email to approve the application. <ol style="list-style-type: none"> 6.1 When retrieving the application from the system, the Expert can add or edit the fees as they wish, and they can proceed with approving the application. 6.2 Otherwise, if the consignment does not comply with the laws and requirements, the Expert may reject the application, capturing the reasons for the rejection in the system. 7. If a prepaid or credit account was used in the application, the Phytosanitary Certificate and the receipt will be available immediately for printing or downloading from the system by the Exporter or Biosecurity. 8. 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. 9. The Biosecurity Cashier will receipt the payment in the VeSW system. Once payment is done, the Phytosanitary 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"> • Principal Biosecurity Officer • Biosecurity Plant Expert • Principal Admin Officer 	Section Responsible	Plant 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 Veterinary Doctor
Date Authorized	:	By:	Director Biosecurity
Date for Revision:		By:	Biosecurity
