



V A N U A T U

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

SANITARY AND PHYTOSANITARY MODULE STANDARD OPERATING PROCEDURES

Plants and Plant Products Import Permit

Purpose	To ensure proper submission and accuracy of the information supplied on <i>Plant Import Permit</i> (PIP) applications in the Vanuatu Electronic Single Window System (VeSW). Therefore assuring the proper assessment of the risks involved, ensuring conformation with relevant laws and regulations, and subsequently facilitating the issuing of Plant Import Permits.			
Scope	This procedure applies to all users of the VeSW SPS Module when submitting an application for a <i>Plant Import Permit</i> in the system.			
Location	<ul style="list-style-type: none"> • Port Vila • Luganville 			
Process Owner(s)	Principal Biosecurity Officer			
Legislation	<ul style="list-style-type: none"> • Plant Protection [CAP 239] • Plant Protection (Amendment) Act No. 26 of 2013 • Biosecurity Act • Agriculture Fee Act [CAP 74] 			
Other Document reference	<ul style="list-style-type: none"> • Plant Import Specification Manual 			
Flowcharts	<ul style="list-style-type: none"> • Submitting applications to the VeSW • Plant Import Permit application process 			
Minimum Documents Required	<ul style="list-style-type: none"> • List of items • Import Risk Analysis, if any • Invoice, if any • Bill of lading, if any • Phytosanitary certificate, if any 			
Output Documents	<ul style="list-style-type: none"> • Plant Import Permit • Attachments, with Specific Import Requirements, or conditions • Receipt 			
Procedure	Person Responsible	<ul style="list-style-type: none"> • Importer (or the Importer's Agent) • Biosecurity Admin Officer • Biosecurity Plant Expert • Biosecurity Cashier 	Section Responsible	Plant Health Section
	1. Prior to importation of a Plant or Plant product, the Importer must apply for a Plant Import Permit from Biosecurity Vanuatu.			

	<ol style="list-style-type: none"> 2. In order to do this, the Importer must first consult the Plant Specification Manual in the system to identify if the item to be imported is covered in a relevant schedule of the Manual. 3. If the item is not covered in the Manual, the Importer can commence with the Import Risk Analysis process with Biosecurity to obtain a Plant Import Specification for the plant product concerned. 4. If the item is present in the manual, the Importer (or their Agent) should apply for a <i>Plant 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 Plant Expert will receive an email to approve the application. 8. 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. 9. If a prepaid or credit account was used in the application, the Import Permit, relevant attachment(s) 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) 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 examinations against the issued Import Permit. 			

VERIFICATION AND RECORD KEEPING

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

Annex – Plant Import Permits Specific Import Requirements *printout*

Whenever a Plant Import Permit Specification Requirement attachment is printed, the person printing the attachment is required to manually write the following information on the attachment:

1. Attachment No _____
 - This is the reference to the number of attachments that are being attached with the permit. Should there be more than one attachment, then the first printout should be Attachment No. 1 , the second printout Attachment No. 2 and so on.
2. Permit No _____
 - This is the actual Permit No. Example 19BSONPIP0066
3. Tick box, where applicable.

Vanuatu Quarantine and Inspection Service

Plant Import Specifications Manual

Schedule No 1

Attachment No _____ for Permit No _____

SPECIFIC IMPORT REQUIREMENTS FOR:

✓ *Tick box*

- beans
- broccoli
- brussel sprouts
- cabbage
- cauliflower

✓ *Tick box*

- chinese cabbage (wongbok)
- coriander
- lettuce
- parsley
- whitloof