



# CONTROL OF SHIP SUPPLY CONSIGNMENTS (18004; 16.5.2012 changes bolded)

**SHIP SUPPLY WAREHOUSE OPERATOR, WHEN CONSIGNMENT TRANSFERRED FROM WAREHOUSE TO SHIP**

Ensures that consignments to be stored are marked (CVED number also on boxes if pallet has been opened). Presents precompleted veterinary certificate to border veterinarian responsible for warehouse. Consignments must be moved to ship within 30 days of the border veterinarian signing the veterinary certificate.

Ensures that original veterinary certificate signed by border veterinarian accompanies consignment to ship, whose representative signs to acknowledge receipt of consignment.

Ensures original veterinary certificate is returned to border veterinarian responsible for ship supply warehouse within 30 days of granting of veterinary certificate.

**SHIP SUPPLY WAREHOUSE OPERATOR, WHEN CONSIGNMENT MOVED FROM CUSTOMS WAREHOUSE TO SHIP SUPPLY WAREHOUSE**

Sends notification of arrival of consignment to ship supply warehouse by faxing CVED to border veterinarian responsible for the ship supply warehouse

Ship supply warehouse operator keeps up-to-date records of import consignments entering and leaving warehouse, with at least the following data per consignment: country of origin – nature and quantity of foodstuffs – name and address of consignee – BIP through which products entered Community – CVED no. – veterinary certificate no. – ship to which supplies destined or temporary store in port in destination – exit BIP and country of destination. The ships supplier must ensure that the facilities' hygiene is according to regulation 853/2004 and that the information in the register of stored consignments tallies with the weight and number of cartons in the storage, and that the personnel is trained for controlling the matching of the register and stored consignments

**SHIP SUPPLY WAREHOUSE OPERATOR AT BORDER INSPECTION POST**

Notifies border inspection post of import before consignment arrives in EU using TRACES program and notifies more precise arrival time of consignment by telephone at least 12 hours beforehand

*Presents consignment's health certificate and precompleted 1st page of CVED to customs (in Helsinki and Hamina ports also completes part I of certificate of identity check and requests identity check)*

Takes health certificate, CVED and, if necessary, certificate of identity check to BIP.

Receives original health certificate and original CVED + 1 copy from BIP

*Sends notification of arrival of consignment to ship supply warehouse by faxing CVED to border veterinarian responsible for ship supply warehouse*

**Border veterinarian at arrival BIP**

Receives TRACES notification, health certificate and copy and certificate of identity check given by customs, and precompleted veterinary certificate, if consignment moved straight to ship (and for which no separate fee charged – border veterinarian processes veterinary certificate in same way as when consignment moved from warehouse to ship). For consignments moved straight to ship the confirmation from the representative of the ship must be received separately regarding all consignments placed in the same container

Ensures that  
1. consignment contravening safeguard measure only imported with border veterinarian's permission  
2. no RASFF alert issued  
3. no previous alerts issued  
Enters reference to customs document in CVED

If notification indicates EC requirements are met, performs documentary check, identity check and physical check at BIP (no physical check performed if customs already performed identity check in port).  
If requirements not met after check, consignment rejected; if met, released

Accepts consignment and completes CVED in TRACES, prints and faxes to customs (BI stamp and chargeable)

Gives copy of EU model health certificate or original non-EU model health certificate, CVED and one copy of it to importer. Saves copy of CVED and other documents relating to consignment and any test findings at warehouse (staples together).

Makes TRACES notification of consignment (border veterinarian responsible for ship supply warehouse may only do this if also provincial vet). If 30 day supply period to warehouse exceeded, asks customs to verify location of consignment.

OR

Rejects consignment (stamp, invalidation of documents, order for consignment to be stored at BIP, labelling of consignment) and if necessary also inserts 60 day time limit in CVED in TRACES, place of disposal and BIP of exit and gives decision to importer and Ministry of Agriculture and Forestry

**Border veterinarian when consignment moved from ship supply warehouse to ship**

*Receives veterinary certificate and signs it. Enters fee (section 5.2.4.4) on 1st page of veterinary certificate and sends fees (every 2 months) to Evira, which levies the fees.*

Makes sure that seals of consignments arriving at warehouse are intact and information on seals matches CVED.

Makes random check on 10% of consignments (but at least 3 x a year) that CVED number marked on each storage unit. If pallet is opened, CVED number must be marked on individual boxes. Remaining number of boxes in warehouse to be compared to records. Adds form completed during check (Evira intranet) to file kept at warehouse.

**Border veterinarian at ship supply warehouse**

If notification indicates EU import requirements not met. Port of Helsinki border vet performs documentary check and identity check of seals only on all consignments at BIP; Hamina border vet performs documentary check and identity check of seals only in CY. However, seal-only check sufficient only when consignment accompanied by EU model health certificate bearing seal no., otherwise physical check performed also. The BIP vet ensures that the consignment has arrived at the warehouse by e-mail to the vet supervising the warehouse (Hamina) or to the warehouse (Helsinki) and stapling the answer to the documents of the consignment.

If seals not intact or info on seals doesn't match import docs accompanying consignment and info in CVED or container opened due to suspicion, physical check also performed on consignment. Port of Helsinki and Hamina border vets must perform physical check at BIP. Random physical check based on risk analysis also performed on 5% of consignment. N.B. Meat and dairy product consignments must be accompanied by EU model transit/ship supply certificate. Charge for consignments on which physical check performed levied by weight less advance customs charges. No further charge made for random check in addition to advance customs charge. Consignment must return to port customs to pay charge regardless of whether consignment was in conformity or not.

Ensures ship supply warehouse operator returns veterinary certificate signed by ship's representative the (best option is to scan the captain's declaration and attach it to e-mail) within 30 days of granting of certificate, and files it. To ensure receipt from ship's rep., attaches request to veterinary certificate. If signed veterinary certificate not received, verifies arrival at destination. On inspection visits (at least 3 x a year) enters arrival at destination in control form (on Evira intranet), adds to file in warehouse and sends copy to Evira. Performs a cross check in cases, where the confirmation by the captain or master of the boat is missing, by comparing the customs T1-documents to ensure, that all the consignments have arrived at the ship in question

Receives TRACES notifications for consignments arriving at ship supply warehouse after receiving notification from another ship supply warehouse (usually another member state). Enters arrival of consignment at warehouse in control part of TRACES message once notification received from customs. Notification to be made within 30 days of preparation of CVED

Sends TRACES notification of consignments bound for port in another Member State to competent authority of port

**CUSTOMS, IF CONSIGNMENT MOVED FROM BIP TO SHIP SUPPLY WAREHOUSE AND FROM WAREHOUSE TO SHIP**

Oversees movement of sealed consignment from BIP to ship supply warehouse and from warehouse to ship using T1 procedure, and if necessary verifies location of consignment at request of border veterinarian.

**CUSTOMS AND BORDER VETERINARIAN AT WAREHOUSE**

Oversees storage of consignment with due regard for food hygiene and animal disease aspects