

# SHA ONLINE

## SUPPORT HEALTH ATTESTATION ONLINE



### **User Guide:**

**Authorised Private Veterinary Practitioners**

**and**

**Local Authority Environmental Health**

**Officers**

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## Introduction

This document is intended as a guide for DAERA authorised Private Veterinary Practitioners (aPVPs) and Local Authority Food Competent Certification Officers (FCCOs) on how to process an application for a Support (Health) Attestation (SHA).

Support Health Attestation (SHAs) for Animal By-Products, Dairy Products, Hides/Skins , Meat (which does not originate from [these premises](#)) , Meat Preparations, Meat Products, Table Eggs, Egg Products and some Composite Products will be provided by Authorised Private Veterinary Practitioners (aPVPs).

Support Health Attestations (SHAs) for Fish/Fishery Products/ Live Bivalve Molluscs for human consumption will be delivered by authorised Environmental Health Officers in Local Authorities, known as Food Competent Certifying Officers (FCCO).

In addition, some Egg Products and Composite Products may also be attested by FCCOs.

Prior to beginning their SHA application, the exporter will have visited the DAERA [SHA On-line webpage](#) to assess the specific requirements.

They will select and download their required Support Health Attestation (SHA) PDF template.

They will complete this template, along with any required supporting documentation, before uploading to the SHA On-line system as part of the application journey.

These documents, along with application summary details are **then automatically** emailed to the relevant aPVP or EHO / FCCO team for action **via the SHA Online system**.

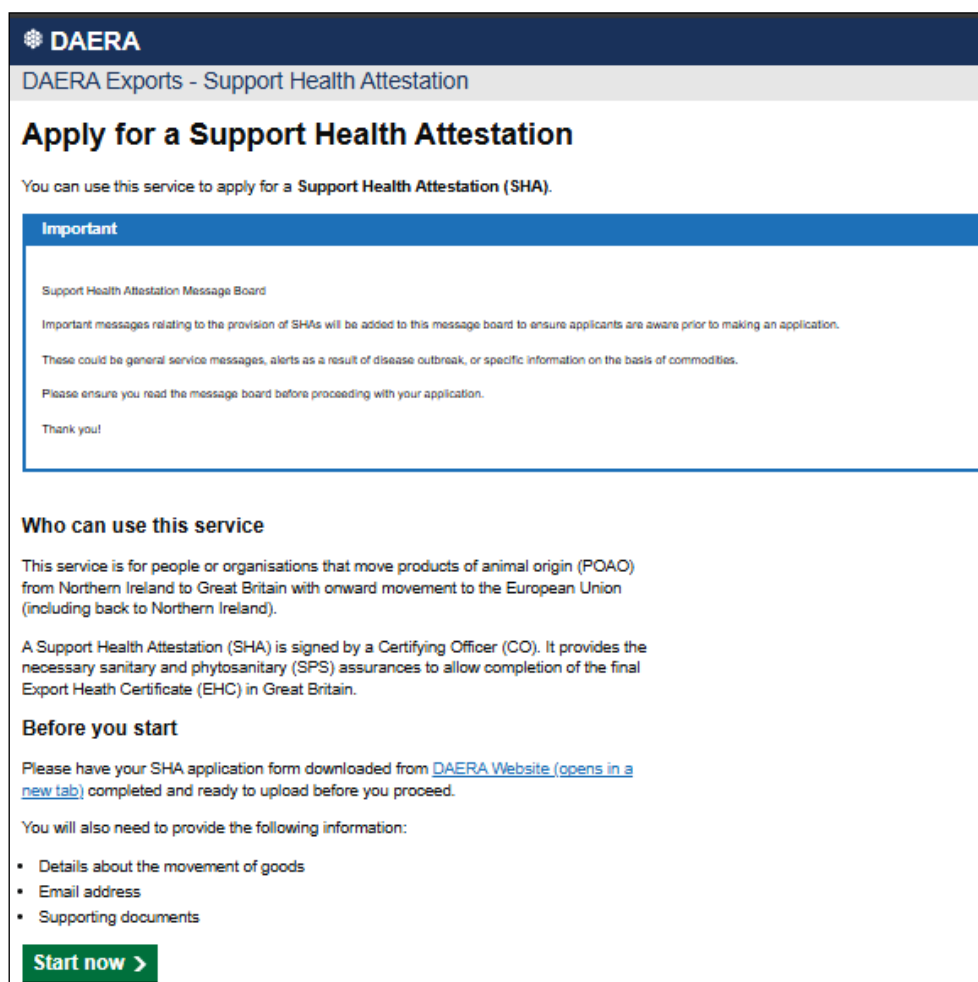
**NOTE:** To see the application journey, please view the **Exporter User Guide instructions**, available on the [DAERA Website](#).

## Exporter Begins Application

- On the [SHA Application page](#), the exporter will begin their application:

[Start your Support Health Attestation Certificate Application >](#)

- The exporter will see the SHA Message Board, where any important service messages will be posted.
- Reminders of the documents they should have ready before progressing with the application will also be available:



The screenshot shows the DAERA Exports - Support Health Attestation page. At the top, there is a dark blue header with the DAERA logo and the text 'DAERA Exports - Support Health Attestation'. Below this is a white section with the heading 'Apply for a Support Health Attestation'. A sub-heading reads 'You can use this service to apply for a Support Health Attestation (SHA)'. A blue-bordered box contains an 'Important' message: 'Support Health Attestation Message Board. Important messages relating to the provision of SHAs will be added to this message board to ensure applicants are aware prior to making an application. These could be general service messages, alerts as a result of disease outbreak, or specific information on the basis of commodities. Please ensure you read the message board before proceeding with your application. Thank you!'. Below this, the section 'Who can use this service' explains that the service is for people or organisations moving products of animal origin (POAO) from Northern Ireland to Great Britain with onward movement to the European Union. It also states that a SHA is signed by a Certifying Officer (CO) and provides necessary sanitary and phytosanitary (SPS) assurances. The 'Before you start' section instructs users to download the application form from the DAERA Website and provides a list of required information: details about the movement of goods, email address, and supporting documents. At the bottom of the page, there is a green button with the text 'Start now >'.

- The exporter will then be prompted to enter their details:

### What are the exporter details?

**Requesting Exporter Name**  
Enter your business name

**Email Address**  
Where appropriate, please enter a generic business email address, instead of a personal email address linked to your business.

Confirm your email address by entering it again

**Phone Number**

[Save and continue](#)

- On the following screen the exporter will be asked to confirm which type of application they are making:

[< Back](#)

### What type of application is this?

Support Health Attestation

Groupage Export Facilitation Scheme (GEFS)

Risk Based (Fish) Export Certification

[▶ Help with choosing an application type](#)

[Save and continue](#)

- This choice will determine options on the following screens, capturing the details required to assist the aPVP in preparing the SHA, including:
  - Dispatch Premises
  - Commodity
  - Product Details
  - Destination
  - Date of Loading
  - Time of Loading
  - Details of the Export Health Certificate which the SHA is supporting

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## What are the details of the consignment?

**Commodity**

Select a commodity... ▾

**Certifying office**

Select a commodity first... ▾

**Product details**

[▶ Help with product details](#)

**Exporter reference (optional)**

Include a reference to help identify your consignment

**Export Health Certificate (EHC) reference (optional)**

If this attestation supports an EHC, what is the reference number of that form?

[▶ Help on finding the EHC Form Reference Number](#)

[Save and continue](#)

- **At the Certifying Office section, exporters can begin typing to view the available options or select directly from the displayed list:**

**Certifying office**

Select a certifying office... ▾

Select a certifying office...

- Council SHA Processing Office
- DAERA ABC SHA Processing Office
- SHA Test AVP (AVP)

**Exporter reference (optional)**

- **Exporters selecting an aPVP have been advised to contact their preferred provider before an application is made.**

- A unique reference is generated for each application which should be used in all correspondence:

## Application complete - pending approval

Your certificate number  
**NI/SA/500136**

**What happens next**

1. You will get a confirmation email for your application. Incomplete or late submissions may delay processing of your application.

**Get help**

If you have any queries, please contact SHA Test AVP

[Start another Support Health Attestation application with the same Exporter Details](#)

- The exporter also receives an email providing a summary of the application:

New Support Health Attestation Application Confirmed - NI/SA/500136 ✕

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**Emailed to** test.test@abcde.co.uk  
**Sent date time** 2025-11-27 09:56:43  
**Email Body**

Thank you for your application (SHAApplication number:NI/SA/500136) which has been submitted to SHA Test AVP for processing.

If you have to contact us about your application or submit further information, please contact SHA Test AVP and quote the SHAApplication number NI/SA/500136.

Details of your application:

- SHAApplication Number: NI/SA/500136
- Application Created: 27/11/2025 09:56
- Exporter: Test Application
- Email Address: test.test@abcde.co.uk
- Phone Number: 0123 456789
- Dispatch Premises: NI
- Commodity: Animal By-Product
- Product Details: test
- Destination: Great Britain
- Processing Office: SHA Test AVP
- Date Of Loading: 03/12/2025 10:00
- Exporter Reference: (left blank)
- Exporter Comments: (left blank)
- EHC Form Reference Number: (left blank)

We will aim to process Animal By-Product applications within 3 working days

Regards,

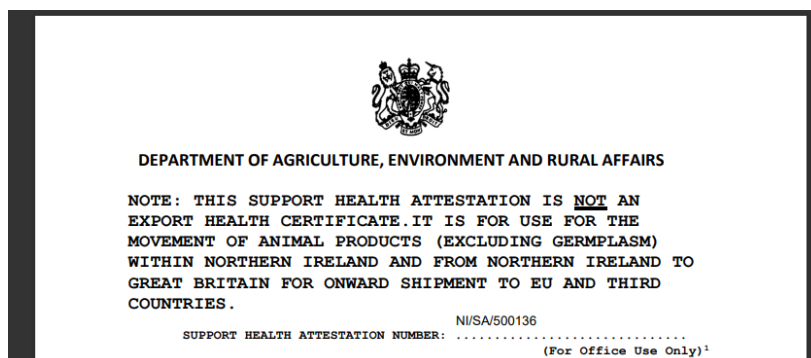
DAERA Support Health Attestation Team

## Certifying an Application as an authorised Private Veterinary Practitioner (aPVP)

- **As the nominated aPVP, you will receive an email to advise of the application for your attention and certification:**



- **The email will contain a link that will allow you to download any of the application documents including the completed SHA template.**
- **The SHA will contain the exporter entered details and the unique reference number (e.g. NI/SA/500/136):**



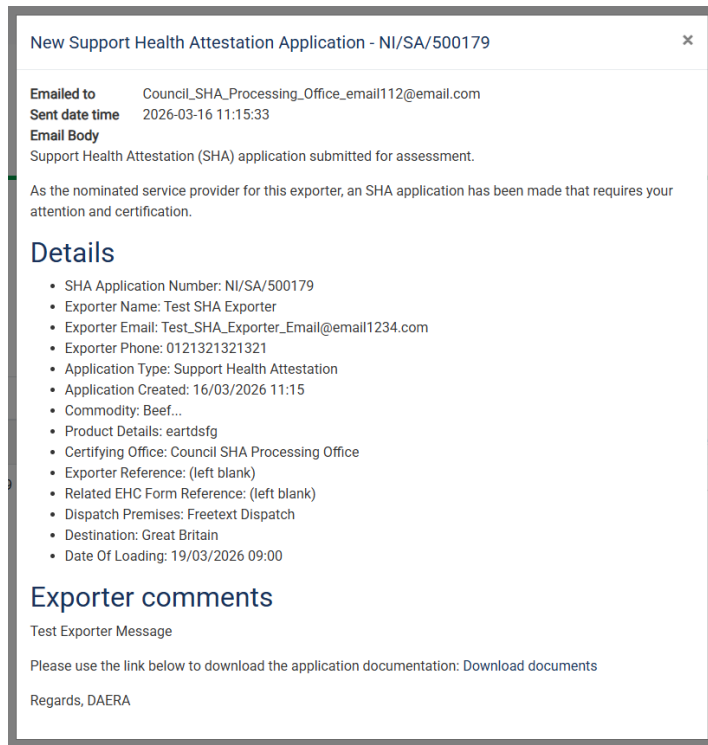
- **For ease of reference, you should retitle the document using the following naming convention:**

### **Exporter name / unique reference number**

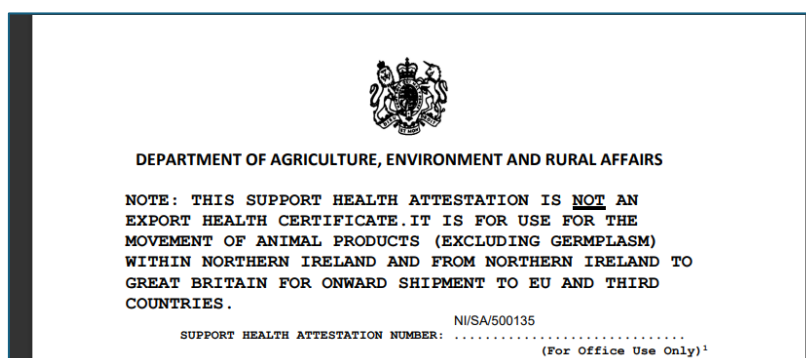
- You should arrange a site / consignment inspection to allow you to verify the details in Sections I and II, and enter the details needed to provide assurance in Section III – Health Attestation.
- When you are content, print a hard copy of the SHA, wet sign and apply your stamp in a colour other than black.
- You must retain a clear copy of the original, signed SHA for the purposes of audit for a minimum of 2 years.

## Certifying an Application as a Local Authority Environmental Health Officer (EHO)

- **As the nominated EHO / FCCO, you will receive an email to advise of the application for your attention and certification:**



- **The email will contain a link that will allow you to download any of the application documents including the completed SHA template.**
- **The SHA will contain the exporter entered details and the unique reference number (e.g. NI/SA/500/135):**



- **For ease of reference, you should retile the document using the following naming convention:**

### **Exporter name / unique reference number**

- **Any additional information required should be obtained by contacting the exporter directly.**
- **You should arrange a site / consignment inspection to allow you to verify the details in Sections I and II, and enter the details needed to provide assurance in Section III – Health Attestation.**
- **When you are content, print a hard copy of the SHA, wet sign and apply your stamp in a colour other than black.**
- **You must retain a clear copy of the original, signed SHA for the purposes of audit for a minimum of 2 years.**