DAERA authorised Private Veterinary Practitioner

Information Bulletin: aPVP 14/26

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Audience: **DAERA authorised Private Veterinary Practitioners**

Subject: **Official Certification: Use of schedules to provide additional information**

Official Certificates: use of schedules

Exporters should use a schedule only when the certificate does not provide enough space for required information. A schedule becomes part of the official certificate, so it must contain only information requested by the certificate and verified by the Certifying Officer.

Key message: exporters should not use schedules to add commercial, quality or other sensitive information that the certificate does not ask for.

When to use a schedule

Exporters must use a schedule when the format of the export health certificate, support health attestation, background certificate or internal movement certificate does not provide enough space for all required information. If the information can be inserted legibly on the certificate, a schedule is not required unless the relevant notes for guidance state otherwise.

Where a schedule is used, exporters must insert *'see attached schedule'* text at the relevant part of the certificate application.

Important: once attached, the schedule forms part of the certificate and all normal certification principles apply.

What the schedule must include

The schedule must include only information requested within the certificate plus information that is used to correlate the schedule to the certificate. Do not include additional information, such as quality or business information, where this is not requested on the certificate. **As Certifying Officer, you must be able to verify everything that is contained in the schedule.**

Include the following key information:

- Official certificate serial number, for example 26/3/123456
- Certificate paragraph reference numbers for each set of information provided, showing which section of the certificate the information relates to, for example paragraph 1(ii)
- Page number, which may need to run in sequence with the certificate pages — check the notes for guidance
- CO signature, stamp and date of issue.

What the schedule must not include

- Commercial or quality information provided by the exporter where this is not required on the EHC. If exporters have included this information, ask them to remove it.
- SPS statements already contained within the EHC, unless the notes for guidance specify otherwise. Repeating these statements is unnecessary.
- Other sensitive information that the certificate does not ask for. **Be aware of GDPR requirements**, as COs may be held responsible for any data breach under the legislation.

Schedule templates and format

DAERA provides schedule templates for dairy exports, fish exports and general use. Templates and further information are available here: Schedule for additional product information | Department of Agriculture, Environment and Rural Affairs

Exporters may also create a bespoke schedule template, provided it follows the requirements set out above.

If you have any queries about the use of schedules, please contact **DAERATradeExports@daera-ni.gov.uk**

Trade Programme
Veterinary Service Animal Health Group
Clare House – 303 Airport Road West- Belfast BT3 9ED
Email: **DAERATradeExports@daera-ni.gov.uk**

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