

Registration for Professional Operator Forestry, Wood & Bark Products, Used Machinery

Please note, it is important that you:

- see notes attached,
- refer to the Forest Service Plant Health web pages www.daera-ni.gov.uk/topics/plant-and-tree-health for further guidance on registration and regulated material before completing this form,
- retain a record of the information entered on this form.

Please send your completed form to:

E-mail: **forestwoodbarkphi@daera-ni.gov.uk**

If you have not received a reply within 14 working days of sending your application, you should contact us at the above email address.

Company/Trading name:

Full postal address of Forestry Trader Premises:
(If more than one premises see 9 - Additional information)

Postcode:

Telephone:

Person Responsible:

Phone number:

Email address:

Please tick the appropriate box to ALL the following questions

1. What is the nature of your business?

Importer or exporter of forestry material including Wood Packaging e.g. Customs Clearance Agent		Wholesaler of wood and wood products including firewood and bark	
Wood processor including, sawmill, bark, woodchip, biomass, firewood, bedding, etc.		Retailer of wood and wood products including firewood and bark	
Forestry contractor or haulier		Manufacturer of ISPM 15 Wood Packaging Material	
Forestry landowner or agent		Manufacturer of NON ISPM 15 Wood Packaging Material	
Christmas tree grower		Used Machinery / Machine Parts	
		Other (please specify)	

2. Does your trade include any of the following types of timber?

Conifers

<i>Abies</i> spp (fir)	
<i>Larix</i> spp (larch)	
<i>Picea</i> spp (spruce)	
<i>Pinus</i> spp (pine)	
Other conifer	
None	

Broadleaves:

<i>Acer</i> spp (maple)	
<i>Castanea</i> spp (sweet chestnut)	
<i>Fagus</i> spp (beech)	
<i>Fraxinus</i> spp (ash)	
<i>Platanus</i> spp (plane/American sycamore)	
<i>Populus</i> spp (poplar)	
<i>Quercus</i> spp (oak)	
Other broadleaves	
None	



3. Does your trade include any of the following?

Conifer roundwood with bark	☐
Conifer roundwood bark free	☐

Conifer roundwood debarked	☐
Woodchip	☐

4. Do you obtain wood products or used machinery from:

Northern Ireland	☐
England, Scotland or Wales	☐
EU Republic of Ireland	☐

EU countries (other)	☐
Non EU countries, USA, Canada, Kazakhstan, Russia, Turkey, Switzerland	☐
Other countries (please specify)	☐

5. Do you send wood products or used machinery to:

Northern Ireland	☐
England, Scotland or Wales	☐
EU Republic of Ireland	☐
EU countries (other)	☐
Non EU countries	☐

6. Wood products or used machinery supplied to:

Direct to Public	☐
Commercial Growers	☐
Wholesalers	☐

Sawmillers	☐
Retailers	☐
None	☐

7. Once registered will your organisation seek authorisation to issue Plant Passports? YES ☐ NO ☐

If unsure contact Plant Health Inspection by emailing: forestwoodbarkphi@daera-ni.gov.uk

8. Would you like to receive information and updates from Plant Health:

Yes ☐ Email ☐ Post ☐ Phone ☐ No ☐

9. HM Customs, Economic Operator Registration and Identification (EORI) number:

10. Additional information:

Declaration

Signature:

Date:

Full name:

Job title:

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Notes for Registering as a Professional Operator or Registered Authorised Professional Operator

1 - There are two categories of Professional Operators:

- a. Registered Professional Operators (RPO)
- b. Registered Authorised Professional Operators (RAPO)

2 - Registered Professional Operators (RPO) are those operators who undertake some or all of the following:

- a. Introduce forestry, wood and bark products into Northern Ireland.
- b. Move forestry, wood and bark products within NI.
- c. Require Phytosanitary Certificates to be issued.

3 - Registered Professional Operators record keeping.

A Registered Professional Operator (RPO) who receives plant passported material shall keep records for three years from the date of receipt of each trade unit of plant passported material and the details of the professional operator who supplied it.

4 - Registered Authorised Professional Operators (RAPO) are those operators who undertake the following:

- a. Issue Plant Passports for the movement of forestry, wood and bark products.
- b. Professional Operators authorised through TIMCON UKWPMMP to apply ISPM 15*.

5 - Authorisation to Issue Plant Passports will be granted on the following basis *:

- a. The information relating to materials and products declared by the operator on the application form for registration.
- b. A named Responsible Person acting as the contact point for communication with DAERA Plant Health.
- c. Professional operators demonstrating the necessary knowledge of relevant rules, best practice and planning.
- d. Professional operators demonstrating the necessary knowledge to carry out Examinations - see below.
- e. Professional operators having systems and procedures in place to meet obligations on Traceability - see below.
- f. An inspection by or on behalf of Plant Health will be undertaken on a minimum of one occasion per year: continuing authorisation will be depend the inspection requirements being satisfied.
- g. * Authorisation of Professional Operators in the WPM sector for ISPM 15 will be based on the TIMCON UKWPMMP audit for ISPM 15.



Knowledge

BOX 1

Registered Authorised Professional Operators should possess the necessary knowledge:

1. of rules relevant to pests which may impact the operations, processes and products of a Professional Operator.
2. of best practice Systems and Procedures, measures and actions required to prevent the presence and spread of pest.
3. to satisfy requirements for Examinations and Traceability.

Examinations

BOX 2

1. The Registered Authorised Operator shall: Monitor and carry out meticulous examinations for pests and diseases on their premises and points of production.
2. Possess or have access to necessary equipment and facilities for the performance of examinations required.
3. Ensure that appropriate training is provided for personnel involved in the examinations outlined above to provide them with the necessary knowledge to undertake those examinations.
4. Prevent the presence and spread of pests and diseases in respect of their premises and products.
5. Be aware of signs, symptoms and causes of pests and diseases relevant to their work areas.
6. Have an effective plan to be followed in the case of any suspected occurrence or finding of a pest or disease.

Traceability

BOX 3

Registered Authorised Professional Operators should have in place systems and procedures including record keeping to fulfil obligations on traceability:

1. A Registered Authorised Professional Operator who receives plant passported material shall keep a record for three years from the date of receipt of each trade unit of plant passported material including details of the professional operator who supplied it.
2. A Registered Authorised Professional Operator supplying plant passported material must keep a record for three years from the date of dispatch allowing that operator to identify for each trade unit of plant passported material the Professional Operator to whom it was supplied.

Interim authorisation will be granted on the basis of successful completion of Forestry Commission Plant Passport E-learning module, evidence of which must be submitted with the application for registration.

You must notify Plant Health Inspection Branch in writing of any changes to the details of your initial application which forms the basis of your Registration and/or Authorisation.

Web page:

www.daera-ni.gov.uk/topics/plant-and-tree-health

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An Agency within the Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Gníomhaireacht de chuid na Roinne
**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

An Agency wí'n the Deapairtment o
**Fairmin, Environment
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