DEPARTMENT OF AGRICULTURE ENVIRONMENT AND RURAL AFFAIRS (DAERA)

**Model Animal Health Certificate for the movement of a consignment of equine animals (Model ‘EQUI-INTRA-CON’) to an EU member State**

### SUMMARY OF FORMS

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| **FORM NUMBER** | **PURPOSE** | **NEEDED BY** | **LOCATION** |
| EQUI-INTRA-CON | Intra Trade Animal Health Certificate (ITAHC) for the movement to a member state of a consignment of equine animals | aPVP/Owner/exporter | TRACES NT |
| ONFG (EQUI-INTRA-CON) | Notes for guidance for owners/exporters | Owners/exporters | DAERA Internet  & Intranet |
| **TRACES EXA APPLICATION** | Owner applying to the aPVP for export paperwork | Owner and aPVP | DAERA Internet  & Intranet |
| OD (EQUI-INTRA-CON) | Declaration to be completed by the owner | Owner and owners aPVP | DAERA Internet  & Intranet |
| NFG VSSPT (EQUI-INTRA-CON) | Notes for guidance for COs/DVOs re completion of VSSPT | COs/DVOs | DAERA Intranet |
| VSSPT (EQUI-INTRA-CON) | Veterinary Service support certificate | COs/DVO/aPVP | DAERA Intranet |
| aPVP NFG (EQUI-INTRA-CON) | Notes for guidance for aPVP | aPVP | DAERA Internet |
| TD (EQUI-INTRA-CON) | Transporter declaration | Transporter/aPVP | DAERA Internet  & Intranet |

**INSTRUCTIONS**

**(It is recommended that 3 working days are planned by the Certifying Officer or aPVP, from the start of application process until the final issue of the certificate to allow time for correct of the presentation of evidence and supporting documentation, application to the DAERA office for disease clearance and supporting certification and arrangement of pre-export inspection.)**

1. The Owner applies for export paperwork to their aPVP using TRACES EXA APPLICATION FORM. It is the exporters’ responsibility to provide accurate information to the Certifying Veterinarian aPVP in advance of the export. If details change after the certificate is issued and before the consignment has left the jurisdiction of Northern Ireland, it is the responsibility of the Exporter to inform the aPVP so that they can determine if re-certification is necessary.
2. The Owner completes an Owners declaration **OD (EQUI-INTRA-CON)** (available from the DAERA Internet) using the Owners notes for guidance **ONFG (EQUI-INTRA-CON)** for guidance also available from the DAERA website at [www.daera-ni.gov.uk](http://www.daera-ni.gov.uk). However if this is not possible they may be obtained from the local DAERA Office on request.
3. aPVP/ aPVP staff logs on to TRACES NT and creates an Export Health Certificate **(ITAHC) (EQUI-INTRA-CON)**. The following steps must be completed:

* Fully complete **Part I** of the ITAHC;
* **Important** – In order for the DVO responsible for providing the required Disease Clearance to provide you with the relevant **VSSPT** for the ITAHC you **MUST** **“Submit the ITAHC for certification”**
* The ITAHC will now have been allocated an INTRA certificate number and importantly have the specific status on TRACES NT of **“New”**. (This would be the watermark also on a printed copy of the certificate)
* Completing the above steps will result in an automated TRACES NT Notification being issued to the DVO office associated with the **“*Place of dispatch****”*  this will be treated by DAERA as the request for Disease Clearance and the provision to you of the VSSPT.

**NB: Contact your local DAERA office via email only if you have not received the required VSSPT after 1 working day following the “Submit for Certification” stage. If an enquiry is necessary please include “TRACES NT – Request for Disease Clearance in the Subject line and provide the TRACES NT certificate number(s) for which clearance is required in the body of the email. Contact details for the DVO offices can be found** [**here.**](https://www.daera-ni.gov.uk/sites/default/files/publications/daera/DAERA%20-Divisional%20Veterinary%20Offices%20-Export%20Enquiries%20-%20Contact%20Details.pdf)

1. CO/DVO approves a Veterinary Service Support Certificate **VSSPT (EQUI-INTRA-CON)** with respect to the equine premises of origin using the **NFG VSSPT (EQUI-INTRA-CON)** for guidance.
2. The relevant Veterinary Service Support certificate: **VSSPT (EQUI-INTRA-CON)** will be issued to aPVP by DAERA via email.
3. aPVP prints the Veterinary Service Support certificate and downloads a copy of the Notes for guidance for **aPVP NFG (EQUI-INTRA-CON)** from the DAERA internet.
4. aPVP **MUST** accesses TRACES NT using own logon credentials and completes **Part II – Certification of the ITAHC** usingthe guidance as in 6 above and referring for support to the following documents which the **aPVP must be in procession of in order to finalise and sign the ITAHC and submit for validation**:

* Owner’s/Exporter’s Declaration **OD (EQUI-INTRA-CON)**
* Veterinary Service Support Certificate **VSSPT (EQUI-INTRA-CON)**

1. The aPVP will undertake the **“Sign validation”** action for the ITAHC to complete the export on TRACES NT. The ITAHC will now have the status of “**Valid**” and be watermarked “**Original”** the name of the certifying aPVP will be automatically added to the certificate. The receiving Competent Authority will be pre-notified at this stage.
2. Certificates must only be issued to Exporters in the “**Original**” version having been **signed & stamped** physically. A “**TRUE Copy**” of the issued certificate must be retained by the aPVP, and this may be either a copy taken with carbon paper, a digital photo or scan.
3. **At the time of Clinical Inspection, any variation in the consignment must be changed on the Original Certificate, stamped and initialled by the aPVP if complying with the conditions of export and the certificate.**

If any changes required to the details originally entered on the ITAHC, e.g. date/time of departure has changed significantly, a different vehicle is used or all the animals are not loaded are required to the details originally entered the exporter must notify the certifying aPVP.

Where amendments are required to the Original, the aPVP must issue a Replacement Certificate using the “**Copy as replacement**” functionality on Traces NT. This is a quick and simple process where only the variation needs to be changed. On issue this new certificate will reference the Original Certificate number.

In the event the consignment is cancelled the exporter must notify their aPVP who will take the necessary action to cancel the ITAHC on TRACES NT.