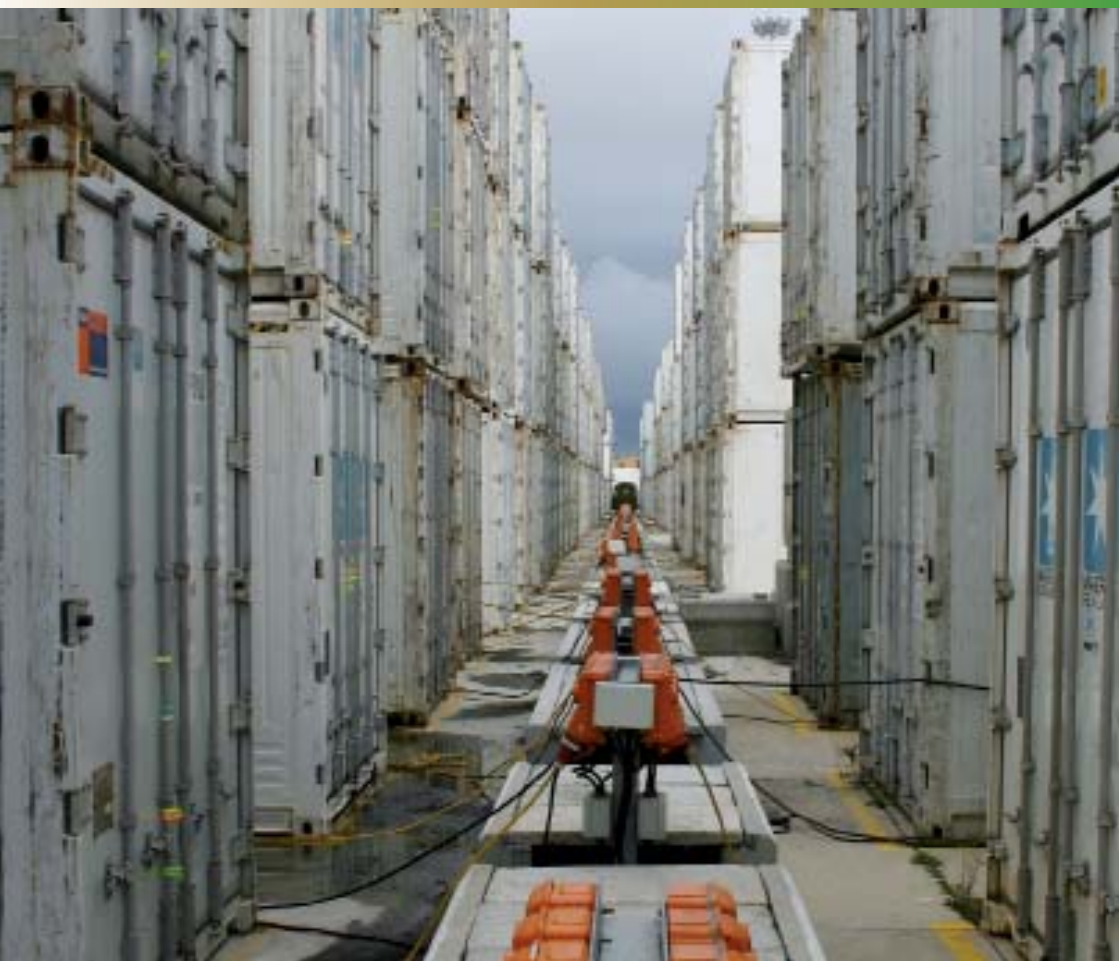


Guideline for completion of phytosanitary certificates for/by client



agriculture,
forestry & fisheries

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

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INTRODUCTION

Scope

This guideline describes principles and procedures to ensure that blank phytosanitary certificates are completed correctly by clients according to the relevant international standards.

Requirements for phytosanitary certificates

1. General considerations

1.1 Purpose of phytosanitary certification

Phytosanitary certificates are issued to indicate that consignments of plants, plant products or/and other regulated articles comply with the specified phytosanitary import requirements of the National Plant Protection Organisation (NPPO) of the importing country and are in conformity with the certifying statement on the phytosanitary certificate. Phytosanitary certificates may also be issued to support re-export certification to other countries.

1.2 Mode of issue

The phytosanitary certificate is an original document that accompanies the consignment and is presented to the relevant officials on arrival of the consignment in the importing country.

1.3 Attachments

Official attachments to the phytosanitary certificate should be limited to those where the information required to complete the certificate exceeds the available space on the certificate. All pages of attachments should bear the number of the phytosanitary certificates and should be dated, signed and stamped in the same manner as required for phytosanitary certificates. Phytosanitary certificates should refer to any attachments in the appropriate section (e.g. as per attached list). If an attachment has more than one page, the pages should be numbered and the number of pages should be indicated on the phytosanitary certificates (e.g. as per attached list page 1–2). Other documents such as the Convention on International Trade in Endangered Species (CITES) certificates may accompany the consignment along with the phytosanitary certificate, but such documents should not be considered attachments to the phytosanitary certificates nor should they be referenced on the phytosanitary certificate.

1.4 Unacceptable phytosanitary certificates

The NPPO of the importing country shall not accept phytosanitary certificates that they determine to be invalid or fraudulent.

Examples of invalid phytosanitary certificates.

- Illegible
- Incomplete/incorrect information
- Validity period (14 days) expired unless used as a certified copy for re-export
- Conflicting/Inconsistent information
- Certification of prohibited products
- Uncertified copies
- Not authorised by RSA NPPO (IS) (e.g: not stamped, dated or counter-signed)
- False or misleading information
- Information added by unauthorised persons
- Wording or information that is inconsistent with the model phytosanitary certificates

Examples of fraudulent phytosanitary certificates.

- Issued on non-authorised forms
- Not dated, stamped, marked or sealed and signed by the issuing NPPO
- Issued by persons who are not authorised public officers

2. Specific principles and guidelines for preparation and issuing of a phytosanitary certificate

- Phytosanitary certificates should only be issued if it is confirmed that the phytosanitary import requirements are met.
- Phytosanitary certificates shall only be issued by public officers who are technically qualified and duly authorised by the NPPOZA
- All sections of the phytosanitary certificates should be completed.
- Where no entry is made, the term “None” should be entered or the line should be blocked out or a line drawn through the section to prevent unauthorised additions.
- Phytosanitary certificates should be legible, typed on the dotted line in the space provided, the font size should be 8 pt in Arial throughout the document and text in capital letters, except for scientific names.
- All text should be aligned to the left.
- Only phytosanitary related information should be stated on the phytosanitary certificate. Other information such as letters of credit is not allowed.

- Relevant supporting documents, e.g. (*import permit, PPECB export certificate, Field inspection report, PPECB cold treatment certificate, treatment certificate from a registered treatment provider, bill of lading/vessel mates, GMO certificate, Addendum or Cites permit*) must accompany the phytosanitary certificate when required. The addendum must bear the phytosanitary certificate number to which it will be attached.
- For special markets, refer to annexure.
- Phytosanitary certificates for sea freight must be submitted to the relevant office of the Department of Agriculture, Forestry and Fisheries (DAFF) within 5 working days after the vessel has sailed (the first day is interpreted as the day of departure).
- In the case of fresh fruit exports to Japan and the USA in break bulk vessels, the phytosanitary certificate must be on board/on the vessel.
- In the case of containerised consignment(s) to Japan, the DAFF will courier the phytosanitary certificates to the South African Embassy in Japan at the cost of the exporter/agent.

3. Completing the phytosanitary certificate

To: Plant protection organisation(s) of—The correct name of the importing country must be inserted here, (e.g. United Kingdom not Great Britain, The Netherlands not Holland). No abbreviations are allowed (e.g. United States of America not USA). In the case of member countries of the European Community (EC), the country of entry into the EU or EC member countries as well as the member country importing the consignment may be inserted. In cases where a consignment is in transit through one country to get to the country of import, both country names may be inserted provided that the phytosanitary requirements of both countries are complied with.

Name and address of the exporter—The name and the physical address of the local exporter, agent or shipper should be used (to enable the tracing back and audit by the NPPO of RSA).

Declared name and address of consignee—The name and physical address of the consignee in the country of final destination (importing country) should be used. It should be accurate to enable the NPPO of the importing country to confirm the identity of the consignee. No bank guarantee reference numbers should be sneaked in here. Where the cosignee is not known, “To order” may be used if the NPPO of the importing country permits the use of the term and accepts any associated risks. The importing country may require that the address of the consignee be allocation in the importing country.

Number and description of packages—The number of packages and the description should be included (e.g. 500 X 10 KG cartons/boxes of apples or 10 contain-

ers). Sufficient detail should be included in this section to enable the NPPO of the importing country to link the phytosanitary certificate for export with the corresponding consignment.

Distinguishing marks—This refers to the marks on the packages (e.g. lot numbers, serial numbers or brand names) and conveyance identification numbers or names (e.g. container, rail car numbers or vessel name).

Place of origin—This refers to the places where the commodity was produced. This will be the Republic of South Africa and not RSA. In cases where the regulated article was produced in another country and its phytosanitary status changed while in South Africa, both countries should be indicated with clear reference where the regulated article was produced. Countries may require that the name or code of the pest free area, pest free place of production or pest free production site be identified.

Declared means of conveyance—The applicable term *sea, air, road, rail or mail* may be inserted. The ship's/vessel's name and voyage number or the aircraft flight number should be included (if known).

Declared point of entry—This should be the first point of arrival in the country of destination. If the name of port of entry is unknown, the name of the country should be inserted. Where the consignment transits through another country this may need to be recorded if the country of transit has phytosanitary requirements for transiting consignments.

Name of produce, quantity declared and purpose—The common name of the product(s), the quantity/mass of the product(s) and the purpose should be indicated clearly, e.g.: APPLES, 5 000 KG (net weight), FOR CONSUMPTION. This is to enable the officials in the importing country to verify adequately the contents of the consignment. For the EU and other special markets both gross and net weight should be used. For plants and flowers, numbers should be used.

Botanical name of the plants—The correct botanical name (including genus and species) should be inserted. The genus name must start with a capital letter; the rest must be small letters. It should be underlined or Italic, e.g. Malus pumila or *Malus pumila*.

Additional declaration

This part refers to the conditions of the importing country as stated on the import permit, bilateral agreements/protocols or directives if applicable. Start on the first line (with the wording: *import permit number _____ presented) or the consignment complies with*

Annexure IV. A.1, point.....option.....of EC plant health directive 2000/29/EC. For pests, the correct scientific name for genus and species must be used, genus must start with a capital letter; the rest must be small letters, underlined or Italic.

Disinfestation and/or disinfection treatment

Date—Date and/or time of treatment (Month to be written in words, e.g. 5 April 2012.)

Chemical (active ingredient)—The correct name of the active ingredient must be inserted.

Concentration—Indicate the concentration and dosage used, e.g. 5 TAB/20 KG.

Treatment—Indicate the type of treatment performed, e.g. fumigation, cold treatment, dusting, irradiation etc.

Duration and temperature—Indicate the duration and temperature (if applicable), e.g. 12 days at -0,6 °C or 5 days at 20 °C.

Additional information—Any relevant additional information should be inserted.

Stamp of organisation—To be stamped by the DAFF (IS) official.

Place of issue—The office from where the phytosanitary certificate was issued.

Date—To be completed by the DAFF (IS) official In the case of the 5-day grace period, the date will be the same as the date that the consignment left the RSA.

Name of the authorised officer—To be completed by the DAFF (IS) official and it shall be legible.

Signature—To be completed by an authorised DAFF (IS) official.

Annexure/Appendix

Examples of additional declarations.

REFERENCES

Export certification system, 1997, ISPM Pub No. 7, FAO, Rome.

Glossary of phytosanitary terms, 2008, ISPM Pub No. FAO, Rome.

Guidelines for phytosanitary certification, 2002, ISPM Pub No. 12 FAO, Rome.

International Plant Protection Convention (IPPC), 1997, FAO, Rome.

Drafted on 2009-07-13 by PHTT and DD: NPPPIIS.

Revised on 2012-03-29 by PHTT and DD: NPPPIIS.

Annexure 1

ADDITIONAL DECLARATIONS AND TREATMENT DECLARATIONS TO BE USED FOR CITRUS EXPORT PROGRAMMES TO SPECIAL MARKETS

1. People's Republic of China (container and seal numbers should only be indicated under treatment section as indicated below)

Additional declaration

The consignment is in compliance with requirements described in the Protocol of Phytosanitary Requirements for the Export of Citrus Fruit from South Africa to China signed at Cape Town on 22 June 2006 and is free from the quarantine pests of concern to China.

Disinfestations and/or disinfection treatment

Date: Indicate date and time of start cold treatment as per PPECB certificate

Chemical:

Concentration:

Treatment:

In-transit cold treatment

Duration and temperature:

-0.6°C or below for 24 consecutive days

Additional information:

Container No. and Seal No.

2. Taiwan

Additional declaration

The fruit has been inspected thoroughly and found free from *Ceratitis capitata* (Mediterranean fruitfly) and *Frankliniella occidentalis* (Western flower thrips).

Disinfestations and/or disinfection treatment

Date: Indicate date and time of start cold treatment as per PPECB certificate

Chemical:

Concentration:

Treatment:

In-transit cold treatment

Duration and temperature:

Indicate details as per PPECB certificate

Additional information:

To be cleared by the NPPO of Taiwan

3. South Korea

Additional declaration

The consignment shall be cold treated in $-0.6^{\circ}\text{C} \pm 0.6^{\circ}\text{C}$ or below for 24 consecutive days. Attached see PPECB in transit cold treatment certificate No.

Disinfestation and/or disinfection treatment

Date: Leave blank.

To be completed by DAFF inspector

Chemical:

Concentration:

Treatment:

In-transit cold sterilisation.

Duration and temperature:

$-0.6^{\circ}\text{C} \pm 0.6^{\circ}\text{C}$ or below for 24 consecutive days

Additional information:

4. Iran

Additional declaration for citrus from CBS areas

The Consignment was inspected and found to be free from: *Ceratitidis rosa*, *Diaporthe citri*, *Elsinoe fawcettii*, *Cryptophlebia leucotreta*, *Prays citri*, *Scirtothrips aurantii* and *Cryptoblabes gnidiella*. The fruit in the consignment was produced in a *Guignardia citricarpa* pest free production site.

Additional declaration for citrus from CBS FREE areas

The Consignment was inspected and found to be free from: *Ceratitidis rosa*, *Diaporthe citri*, *Elsinoe fawcettii*, *Cryptophlebia leucotreta*, *Prays citri*, *Scirtothrips aurantii* and *Cryptoblabes gnidiella*. The fruit in the consignment was produced in a *Guignardia citricarpa* pest free area.

Disinfestation and/or disinfection treatment

Date: Indicate date

of commencement of cold treatment as per PPECB certificate

Chemical:

Concentration:

Treatment:

In-transit cold sterilisation.

Duration and temperature:

Indicate details as per PPECB certificate

Additional information:

To be cleared by the NPPO of Iran

5. All EU countries (for citrus produced in CBS areas)

Additional declaration

The consignment complies with Annex IV.A.I, points 16.2 option (a), 16.3 option (a), 16.4 option (d) and 16.5 option (c), of EC Plant Health Directive 2000/29/EC

(d) Refers to fruit produced in areas other than the officially declared CBS free areas and treatment is applicable.

Additional declaration

(for citrus produced in CBS PFA recognised by the EU member states)

The consignment complies with Annex IV.A.I, points 16.2 option (a), 16.3 option (a), 16.4 option (b) and 16.5 option (c), of EC Plant Health Directive 2000/29/EC

(b) Refers to fruit produced in officially declared CBS free areas and the PFA should be declared in the “Place of production” block on the phytosanitary certificate

6. Japan

Additional declaration

The fresh fruit is not infested with the Mediterranean fruitfly.

Disinfestations and/or disinfection treatment

Date: Leave blank.

To be completed by DAFF Inspector

Chemical:

Concentration:

Treatment:

In-transit cold sterilisation.

Duration and temperature:

-0.6°C ± 0.6°C or below for 12 consecutive days (for clementines the duration is 14 days).

Additional information:

7. India

Additional declaration

Plant import permit no. dated has been presented.

The consignment was inspected and found free from *Ceratitis rosa*, *Diaporthe citri*, *Elsinoe fawcettii*, *Cryptophlebia leucotreta*, *Prays citri*, *Scirtothrips aurantii* and *Cryptoblabes gnidiella*.

The fruit in the consignment has been produced in a *Guignardia citricarpa* pest free area

Disinfestations and/or disinfection treatment

Date: Indicate date of commencement of cold treatment as per PPECB certificate

Chemical:

Concentration:

Treatment:
In-transit cold sterilisation.

Duration and temperature:
Indicate details as per PPECB certificate

Additional information:
To be cleared by the NPPO of India

New pest free areas for CBS (NB. These areas are not yet recognized by EU only Hartswater and Warrenton is recognized by EU).

1. Northern Cape and Free State Province:

- Barkly West; Gordonia; Hay; Herbert; Hopetown; Kenhardt; Kimberly; Namakwaland; Prieska; Hartswater; Warrenton
- Boshof; Fauresmith; Jacobsdal; Koffiefontein; Philippolis

2. North West Province:

- Christiana; Taung

Countries that issue permits for all products

1. Angola
2. Botswana
3. Bangladesh
4. Cameroon
5. Ethiopia
6. Ghana
7. India
8. Indonesia
9. Kenya
10. Madagascar
11. Mauritius
12. Mayotte
13. Malawi
14. Mozambique
15. Namibia

16. Reunion
17. Republic of Guinea
18. St Helena
19. Seychelles
20. Sri Lanka
21. Swaziland
22. Tanzania
23. Tristan da Cunha
24. Uganda
25. Zambia
26. Zimbabwe
27. Ivory Coast (Côte d'Ivoire)
28. Iran
29. Vietnam
30. Jordan
31. Sudan

Notes

A series of 25 horizontal dotted lines for writing notes.

