



Official Assurance Programme

Code of Practice: General Live Animal Export

16 November 2012

Table of Contents

Part 1	Introduction.....	1.1
Part 2	Requirements of the Animal Products Act 1999	2.1
Part 3	Certification.....	3.1
Part 4	General Export Requirements.....	4.1

Disclaimer

While every effort has been taken to ensure that the guidance material and internet references in this document are accurate and complete, the Ministry for Primary Industries (including its employees and agents) does not accept liability or responsibility to any person for any loss caused by reliance on this material.

Review of Code of Practice

This code of practice will be reviewed, as necessary, by the Ministry for Primary Industries Animal Exports Team and the industry.

Suggestions for alterations, deletions or additions to this code of practice should be sent with the reasons for the suggested change, including any relevant data and contact details for the person making the suggestion, to:

Animal Exports Team
Animal and Animal Products Directorate
Ministry for Primary Industries
PO Box 2526
Wellington 6140
New Zealand

Phone: 0800 00 83 33
Fax: + 64 4 894 0733

A copy of this document can be found at: <http://www.mpi.govt.nz/regs/exports/animals/CoP>

Queries can be made to: animalexports@mpi.govt.nz

Amendment Record

It is important that this publication is kept up-to-date by the prompt incorporation of amendments.

To update this publication when you receive an amendment, remove the appropriate outdated pages, destroy them, and replace them with the pages from the new issue.

Complete instructions will be given in the covering letter accompanying the amendment, including a summary of what has changed and the reason for the changes. File the covering letter at the back of the publication, and sign off and date this page.

If you have any queries, please contact the Animal Exports Team.

Amendment No.	Date	Initials
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Part 1 Introduction

1.1 Purpose

MPI policy and the Animal Products Act 1999 aim to facilitate the entry of animal material and products into overseas markets by providing the standards and mechanisms needed to give and to safeguard official assurances for entry into those markets. Most importing governments require official assurances for the live animals and germplasm being exported, to provide confidence that their import requirements have been met.

The claims made on official assurances must be substantiated in order to maintain the integrity of New Zealand as a trading partner and MPI's reputation as a competent authority.

This is achieved through providing guidance material on the recommended standards to be used by the industry in the form of Codes of Practice (CoP), and by putting in place systems allowing the information relating to the assurances to be independently verified.

The Official Assurance Programme (OAP) for live animals and germplasm is an export programme specifically related to the export of live animals, and to the germplasm of some species. The programme is supported by legal notices and is published as two types of documents that set the standards and specifications for export:

- Codes of Practice
- Export Requirements (overseas market access requirements)

The Codes of Practice consolidate the recommendations that are agreed with industry for the minimum export standards supporting the issue of official assurances under Part 5 of the Animal Products Act 1999.

The Codes of Practice include:

- Code of Practice: General Live Animal Export
- Code of Practice: Pre-export Quarantine and Isolation
- Code of Practice: Export Germplasm
- Code of Practice: Export Poultry Hatcheries.

1.2 Scope

This code of practice (CoP) applies to the export of live animals that require an official assurance.

This CoP describes the agreed standards that should be followed in order for the consignment to receive an official assurance to accompany the exported animals.

The CoP has been developed based on the international standards as recommended by the World Organisation for Animal Health (OIE) where possible.

Additional market access requirements may have to be satisfied depending on the MPI notified Export Requirements of specific importing countries.

The requirements of this CoP allow exporters to have different procedures for meeting the requirements, where practicable.

1.3 Exclusions

This CoP does not apply to:

- animals that are able to be exported without requiring an official assurance
- export germplasm (see Code of Practice: Export Germplasm)
- export poultry (see Code of Practice: Export Poultry Hatcheries).

1.4 International Standards

The World Organisation for Animal Health (OIE) is designated by the World Trade Organisation as the international animal health standard-setting organisation. The OIE produces a number of documents, including:

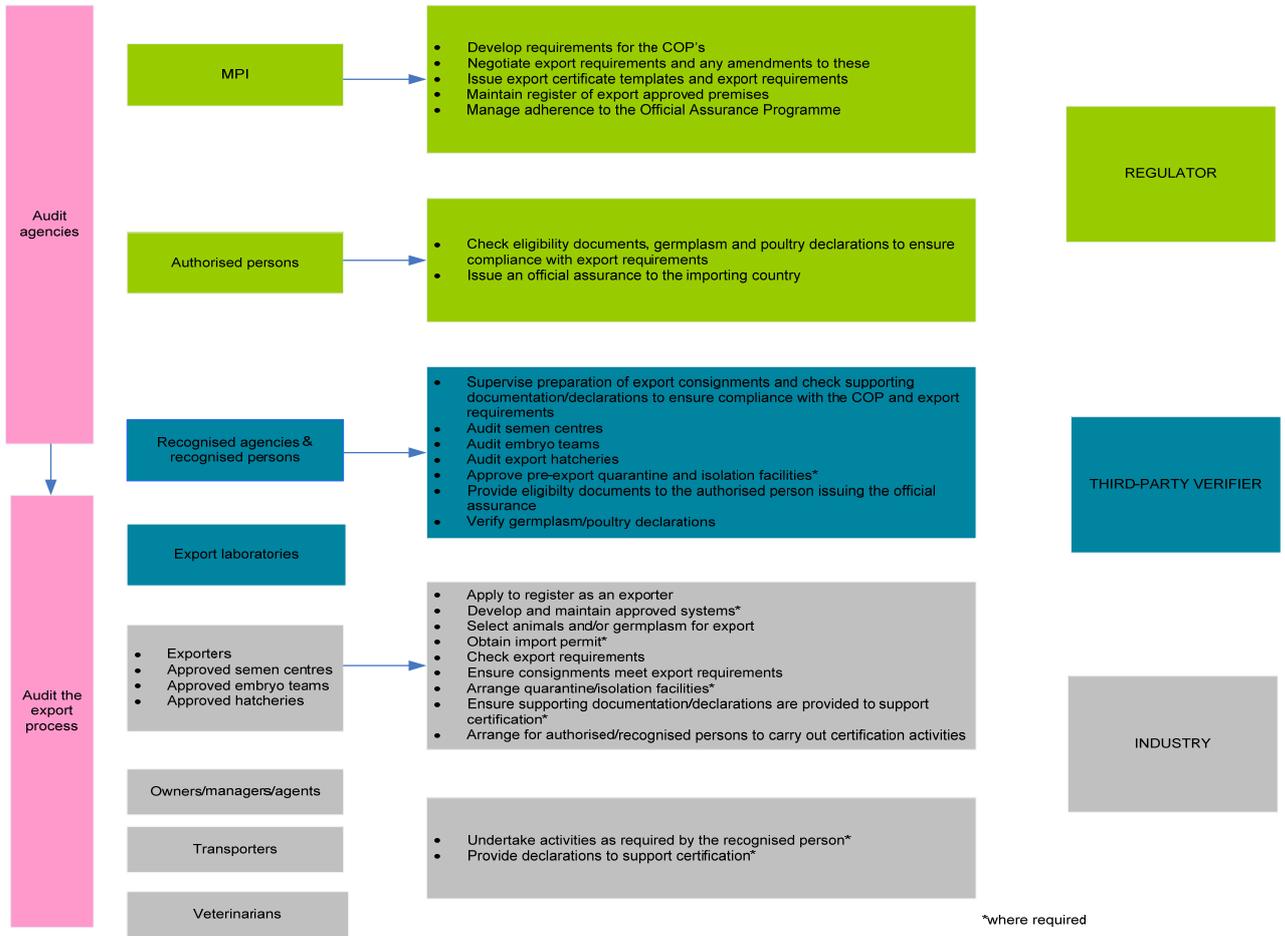
- a. the OIE Code
The current edition of the *Terrestrial Animal Health Code*, which can be found on the OIE website:
<http://www.oie.int/international-standard-setting/terrestrial-code/access-online/>
- b. the OIE Manual
The current edition of the *OIE Manual of Diagnostic Tests and Vaccines for Terrestrial Animals* for diseases listed in the *Code*, which can be found on the OIE website:
<http://www.oie.int/international-standard-setting/terrestrial-manual/access-online/>

1.5 Roles and Responsibilities

The roles and responsibilities of various groups of people involved in the export of live animals and germplasm as shown in figure 1.

Figure 1. The roles and responsibilities in the export of live animals and germplasm

Code of Practice: General Live Animal Export



Part 2 Requirements of the Animal Products Act 1999

2.1 Requirements for exporters and operators

The Animal Products Act 1999 is New Zealand's legal framework for the export of animal material and animal products.

The legal notices (as may be amended from time to time or any notice that replaces that notice) relevant to the export of live animals include:

- Animal Products (Recognised Agencies and Persons Specifications) Notice 2011
- Animal Products (Official Assurances Specifications) Notice 2011

These documents can be found on the website:

<http://www.mpi.govt.nz/regs/exports/animals/oap>

Exporters of live animals should be registered as an exporter in New Zealand according to the provisions of section 48 of the Act.

The Animal Products (Exemptions and Inclusions) Order 2000 exempts owners of live animals exported for non-commercial purposes from the requirement for exporter registration, However commercial exporters of non-commercial animals should be registered.

There are also requirements to manage animal welfare as per the Animal Welfare Act 1999 and any relevant Codes of Welfare, as well as to meet any pre-conditions or requirements necessary to obtain an Animal Welfare Export Certificate.

Further information on the quarantine or isolation of animals prior to the export of live animals can be found in the CoP *Pre-export quarantine and isolation*.

Note that some countries may have additional requirements to be met before a quarantine or isolation facility is eligible to be used for animals for export to that country.

2.2 General preparation requirements for export

2.2.1 Prior to preparing live animals or germplasm for export, operators should check the importing country's latest requirements.

2.2.2 Export Requirements (OMARs) published by MPI are the latest requirements as understood by MPI. These are not necessarily up-to-date, as importing countries often do not automatically advise any changes to MPI.

Import permits issued by the importing country often contain their latest import requirements. However, these have not necessarily been agreed with MPI.

2.2.3 Where an import permit is required, exporters are strongly advised to obtain the permit before beginning export preparations to check that the permit requirements match the Export Requirements.

2.2.4 Where import permit requirements do not correspond with the Export Requirements, the exporter/operator should inform the Animal Imports and Exports Group as soon as practicable.

2.2.5 Exporters should meet the requirements of other government departments and international conventions, where applicable.

Examples include Customs Export Prohibition Orders, Convention on International Trade in Endangered Species (CITES), Department of Conservation (DoC), Environmental Risk Management Authority (ERMA), Convention on Biological Diversity and Biosecurity Act 1993.

2.2.6 Exporters should ensure that the requirements of any transit countries are known and met.

2.2.7 Exporters should ensure that suitable pre-export isolation facilities are used where isolation or quarantine is specified in the Export Requirements.

For pre-export quarantine or isolation requirements, refer to CoP for Pre-export Quarantine and Isolation.

2.2.8 Exporters intending to export animals for which an official assurance is required should give reasonable notice to any recognised or authorised persons involved with the consignment so that any verification activities can be carried out in a timely manner.

2.3 Communications with foreign authorities

2.3.1 On matters relating to official assurances, persons should not communicate with foreign governments or agencies on behalf of MPI or represent that they are communicating on MPI's behalf or with MPI's authority, unless they have the prior written approval of the Animal Imports and Exports Group.

2.4 Equivalence and dispensation

2.4.1 Exporters requesting an equivalence or dispensation should provide the following information, as applicable, to the Animal Imports and Exports Group:

- a. the exporter's name
- b. the importing country
- c. the intended date of shipment
- d. details of the animals
- e. details of the issue or requirement for which equivalence or dispensation is proposed
- f. the technical justification for equivalence.

A proposed draft eligibility document may be the easiest way to supply the information.

2.4.2 Exporters requesting dispensation or equivalence should contact the Animal Imports and Exports Group, and provide them with any relevant information to assist the negotiation process.

2.4.3 MPI reserves the right to reject equivalence requests on a case-by-case basis.

Part 3 Certification

3.1 Introduction

- 3.1.1 Official assurances (signed export certificates) are issued based on eligibility documents and/or supporting documentation.
- 3.1.2 Once an official assurance is issued, it remains the property of the Director-General until received by a foreign government.
- 3.1.3 Eligibility documents are copies of export certificate templates with relevant sections completed, issued by a recognised person to an authorised person.

3.2 Export certificate templates

- 3.2.1 Authorised and recognised persons are automatically provided with a password to access the restricted export certificate templates on the MPI website.
- 3.2.2 Exporters can request access to password protected export certificate templates on the MPI website by applying to the Animal Imports and Exports Group using the application form, Form ? “Approval for Access to Export Certificate Templates”.

3.3 Supporting documentation

- 3.3.1 Supporting documentation refers to documents that provide information to support the eligibility for export of any live animal which requires an official assurance.
- 3.3.2 Any person providing supporting documentation should:
 - a. have the requisite first-hand knowledge of the information he/she is providing
 - b. ensure that the supporting documentation is true and accurate.
- 3.3.3 Supporting documents include (but are not limited to):
 - a. laboratory reports
 - b. declarations from owners/managers regarding animal residency, health status, and property of origin disease status
 - c. declarations that quarantine or isolation have been completed
 - d. declarations from registered veterinarians servicing the property.
- 3.3.4 Unless the wording of a declaration is specified in the Export Requirements, all declarations (excluding laboratory reports and veterinary certificates) used as supporting documentation should contain the following statements:
 - a. the information that I have provided is true, correct and complete in every particular
 - b. I am aware that this declaration is made for the purposes of supporting export certification under the Animal Products Act 1999.
- 3.3.5 For declarations in which the verification of the identification of the animal(s) is required, the declaration should also contain the following statement: “I have checked the identification of the animal(s), for which I am providing this declaration and it is as specified in this declaration”.

Similarly, where the declaration is for the verification of the identification of farm/premises/herd/flock, the declaration should contain the following statement: “I have checked the identification of the farm/premises/herd/flock for which I am providing this declaration and it is as specified in this declaration”.

- 3.3.6 Veterinary declarations are applicable where an Export Requirement clause relates to property freedom from disease, and the use of an owner declaration as a supporting document should be additionally supported by a corresponding veterinary declaration from the veterinary practice servicing the property.

While an owner declaration relates to the identity of specific animals, a veterinary declaration relates to a herd or property, but does not usually include animal identification unless that is relevant first-hand knowledge.

- 3.3.7 Signing and dating of the declaration should be done underneath all the information and statements in the declaration, to signify that the declarer attests to all the information in the declaration.

Appendix I provides templates for a series of declarations. Note that in some circumstances, supporting documentation for export eligibility can be provided retrospectively, provided that it is available prior to the signing of the official assurance.

3.4 Eligibility documents

- 3.4.1 Exporters applying for an eligibility document should provide the following information to the recognised person:

- a. the exporter’s name, contact details and registered exporter identification
- b. a valid import permit, where applicable
- c. the intended export date and time
- d. the ports of departure and destination
- e. details of the consignment involved.

- 3.4.2 Eligibility documents prepared by the recognised person should have a unique identifier which includes the recognised agency registration number, plus the unique document number.

An example of a unique identifier is XY/213, where 213 is the 213rd eligibility document issued by the recognised agency XY.

- 3.4.3 Any recognised person issuing eligibility documents should:

- a. have first-hand knowledge of the information they are providing and/or be assured that any supporting documentation is true and accurate
- b. be assured that the person signing the supporting documentation has the requisite first-hand knowledge of the information they are providing and is in a position to provide the supporting documentation accurately.

- 3.4.4 Any alteration to the wording of an export certificate template being used for a eligibility document is prohibited unless prior approval of the Director-General has been obtained.

The wording of the document should not be altered or deleted unless a dispensation or equivalence has been given, in which case the exact instructions from MPI for amending the document must be followed.

- 3.4.5 Eligibility documents should not be issued if the details on the declaration are incomplete, inaccurate or not in accordance with the Export Requirements.
- 3.4.6 A eligibility documents should include:
- a. the exporter's details
 - b. details of the animals in the consignment
 - c. deletion of all uncompleted tasks (by striking through the relevant clauses) and notifying the authorised person accordingly in writing
 - d. voiding of any spaces into which unauthorised information could be added, i.e. ruled off using a diagonal line, insert the words "not applicable", etc.
 - e. dates that are in the correct format of dd/mmm/yyyy, e.g. 17 Dec 2008. For the month the abbreviated or full word may be used
 - f. a signature, with name and qualifications (e.g. John Smith, Recognised Person) below the signature
 - g. the actual date of signing.
- 3.4.7 Where an attached schedule is used, the schedule should be similar in format to the relevant parts of the export certificate template, and identified with the same shoulder number as the eligibility document.
- 3.4.8 Corrections to hardcopy eligibility documents should be kept to a minimum:
- a. wording struck out so that the original wording remains still legible
 - b. a full signature and date
 - c. no more than four corrections per document
 - d. each error corrected only once.
- 3.4.9 If there are too many errors, or where the corrections result in the document becoming unclear, a replacement eligibility document should be issued.

A replacement eligibility document that replaces one already issued for use requires a new unique identifier and should refer to the original eligibility documents by containing the following statement at the top of the first page: "Replacement of <<insert original unique identifier>>, which is cancelled".

- 3.4.10 A draft electronic version of the eligibility document may be sent to the authorised person to aid in the preparation of the official assurance. Prior to issuing the official assurance, the original, signed eligibility document should be available to the authorised person. Where the original signed eligibility document cannot be made available, and a faithful and legible copy has been provided instead, the original signed eligibility document must be sent to the authorised person within five (5) working days of signing the official assurance.
- 3.4.11 In the event of any differences between the electronic version and the signed eligibility document, an explanation should detail the differences.
- 3.4.12 Exporters should notify the Animal Imports and Exports Group as soon as possible (not later than twenty four (24) hours after the event or first knowledge of the event)

where an official assurance has been signed and the live animals exported or to be exported:

- a. do not meet or may no longer meet the conditions of the official assurance under which they have been, or will be, exported; or
- b. are refused entry by the importing country.

These requirements are in accordance with section 51 of the APA. The Animal Imports and Exports Group can be contacted by email (animalexports@mpi.govt.nz) or phone (0800 00 8333).

3.4.13 Exporters should notify MPI VS as soon as practical where an official assurance has been lost or misplaced.

3.4.14 Exporters should ensure that:

- a. records are kept allowing for the traceability of the exported live animal. These records should include, as appropriate, the premises of origin and final destination of the live animal.
- b. any file copy of supporting documentation is a faithful and legible replica.
- c. all records and supporting documentation for exported live animals are kept for a period of at least four (4) years.

Part 4 General Export Requirements

4.1 Export Requirements

4.1.1 For preparation of an export consignment operators should:

- a. identify the animals so that the identification can be confirmed whenever an activity is carried out on them
- b. correctly enter the identification in records and supporting documents.

Identification may include: descriptions of species, breed, sex, colour, markings, microchip numbers, RFIDs, tattoo numbers, brands, leg bands, tags, and indelible ink on germplasm containers.

4.1.2 The exporter/operator should ensure that any animal intended for export is not in direct or indirect contact with animals of a lesser export status that can affect its export eligibility.

4.1.3 Exports should ensure that suitable pre-export facilities are used where approved isolation or quarantine is specified in the Export Requirements.

4.2 Supervision, examination and testing

4.2.1 Where an Export Requirement specifies a level of supervision required by an official veterinarian, unless clarified otherwise this is taken to mean that the supervision is direct supervision.

When there is no level of supervision specified, the level of supervision to be applied should be consistent with the recommendations of the OIE *Code*.

4.2.2 Where the Export Requirements specify an examination of an animal by a specific person such as an official veterinarian, or a veterinarian, this is taken to mean that the examination is carried out by the person specified.

4.2.3 Where the Export Requirements does require an animal to be examined or certified as being free of evidence of clinical signs of disease, but it is not specified who may do this, then the task may be carried out by a person who is trained or assessed as competent to carry out that task.

4.2.4 Where the test required in the Export Requirements is a field test, the test should be carried out by a person qualified or accredited to do that test.

Examples include TB testing, where the person carrying out the injecting and reading of the test should be officially authorised to carry out TB testing.

4.2.5 All laboratory testing specified in the Export Requirements should be carried out by a recognised laboratory.

The Animal Imports and Exports Group maintains a list of recognised laboratories on the MPI website along with lists of the testing procedures each laboratory is approved to undertake (<http://www.mpi.govt.nz/regs/exports/animals/oap/elp>).

4.2.6 Where the Export Requirements specify a particular regime of cleaning and disinfection, the exporter should ensure that this is adhered to.

- 4.2.7 Exporters should ensure that sealing of containers is carried out according to the Export Requirements, where applicable.
- 4.2.8 Where live animals or germplasm are confined in cages, containers or other enclosures which have been officially sealed from the time of the previous identification, subsequent confirmation of the identification is not required.
- 4.2.9 Exporters should ensure that suitable transport for export animals is arranged so that the Export Requirements are met.
- 4.2.10 Exporters should ensure that vehicles used to transport animals of a specified health status are cleaned and disinfected prior to use in order to maintain the animal health status.
- 4.2.11 Where a final port-side inspection of animals is specified in the Export Requirements, the exporter should ensure that adequate facilities and assistance are available.
- Where the Export Requirements allows, the final inspection can be on the pre-export isolation or pre-export quarantine facility.*
- 4.2.12 After departing for the airport or port, exporters should ensure that the export status of the animal(s) is not altered between the time of the issue of the eligibility document, the issue of the official assurance, and the departure from New Zealand.
- 4.2.13 Exporters should ensure that:
- a. records are kept allowing for the traceability of the exported live animal(s). These records should include, as appropriate, the premises of origin and final destination of the animals;
 - b. any file copy of supporting documentation is a faithful and legible replica;
 - c. all records and supporting documentation associated with the consignment are kept for a period of at least four (4) years.

4.3 Consignment plans for exports of large consignments of livestock

- 4.3.1 An exporter should prepare a consignment plan for export consignments of livestock greater than two hundred (200) animals to ensure that the consignment remains under continuous official control after the eligibility document has been issued.
- A consignment plan could be incorporated into the isolation facility management plan.*
- 4.3.2 Items or topics that could be included in the consignment plan:
- a. tallying livestock at the yards prior to transportation to the port of departure
 - b. the management of ineligible animals, so that they can be conspicuously identified and removed from the mob
 - c. the management and identification of any 'spare' animals that are surplus
 - d. contingency plans for any delay in export of the animals.
- 4.3.3 Where animals are required to be kept in pre-export quarantine or isolation they should only be off-loaded into an approved pre-export facility to maintain their eligibility for export.

- 4.3.4 Where unforeseen circumstances necessitate the off-loading into a facility other than an approved pre-export quarantine or isolation facility, this may be approved by the Animal Imports and Exports Group on a case-by-case basis.
- 4.3.5 The exporter or a nominated, experienced, representative of the exporter should be present for all loading to ensure that only compliant animals are loaded onto the transport vehicle that transport the animals to the port.