



**Domestic Pet Food
Eligibility Document Administration Procedures**

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Note: There are a number of electronic links woven into the fabric of this document. It is recommended that you read this document in its electronic format to gain the documents full benefit. While some of these links will move you directly to the appropriate section within the document, other links are to external Internet 'web sites'. If you wish to benefit from these links ensure you are connected to the Internet.

Disclaimer

This publication is not a legal interpretation of the Animal Products Act. As a publication this document acts to underpin the legal requirement for eligibility documents to accompany the transfer of pet food; notified by way of an amendment to licence conditions notice (Meat Act 1981) and conditions imposed or directed under the Animal Products Act 1999.

Explanatory Note

The requirement for eligibility documents represents one of a number of improved controls being introduced in to the pet food sector. These controls have been designed to improve the application of risk management principles and to ensure the continuing viability and integrity of the pet food industry in New Zealand.

The '***Domestic Pet Food Eligibility Document Administration Procedures***' have been developed as a working consultation document, to provide instruction on how to meet the requirements of the overarching legal instruments, and to provide a working platform for the development of specifications to be notified under the Animal Products Act 1999.

Consultation

The co-ordinator welcomes suggestions for alteration, deletion, or addition to these administrative procedures to improve them. Suggestions should be sent to the coordinator together with reasons for change and any other relevant information.

Consultation for these procedures ends on 1st September 2003.

The coordinator for these administrative procedures is;

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Part 1 Preliminary Provisions

1 Application

- 1.1 This document contains administrative procedures that apply to the transfer of materials and products for ultimate consumption by animals as pet food - on the domestic market. The programme has principally been designed to provide for the **effective traceability** of pet food materials and products, and **to protect and augment the integrity of the pet and human food supply chains**.
- 1.2 Subsection (1.1) does not apply to materials and products that are intended for export; these products may require official assurances and are covered by the Official Assurances Programme (O.A.P).

Accurate traceability systems are important for New Zealand in situations such as:

1. **Disease outbreak** - for the rapid location of products (E.g. Foot and Mouth disease).
2. **Product recall scenarios** - where products may no longer be fit for purpose.
3. **Human food chain security** - Identifying potential accidental or deliberate diversions of pet food into the human food supply chain.
4. **Ensuring continued market access** - faith in New Zealand's control of non human consumable foods e.g. US concerns with food security post September 11th.

2. Interpretation

- 2.1 In this programme, unless the context otherwise requires,

Act means the Animal Products Act 1999 unless otherwise stated.

AGM 179 - [Domestic Pet Food Eligibility Document](#) - a paper document approved by the Director of Animal Products for the purpose of augmenting the traceability of pet food materials and products.

Approved in relation to paper eligibility documents means signed by an official assurance verifier; or in the case of E-cert documents means, approved by an official assurance verifier or authorised person.

Country eligibility means the requirements of the country concerned as notified or made available in the overseas market access requirements and **eligibility status** has a corresponding meaning (Official Assurances Programme - O.A.P).

Control declaration means a statement made on eligibility documents communicating any further control or requirement for the product or material represented on the eligibility document.

E-cert means the electronic program provided by the Director-General for the raising and approval of electronic eligibility documents, and includes the NZFSA help file in that electronic program.

Eligibility document means a document approved by an official assurance verifier, or an approved signatory that confirms the eligibility of any animal material or product for transfer and traceability purposes.

Export certificate is the form of an official assurance determined by the Director-General pursuant to section 62 of the Act.

Imported animal material or product means animal material or product imported into New Zealand and includes New Zealand animal material or product which is mixed with imported material or product.

Licensed means licensed or approved under the Meat Act 1981 or any regulations made under that Act, and licensee has a corresponding meaning.

MAF means the Ministry of Agriculture and Forestry.

MAF signatory seal means the unique stamp issued by MAF VA to authorised persons and official assurance verifiers employed by MAF.

MAF VA refers to the Ministry of Agriculture and Forestry, Verification Agency.

MAF VA Team Leader means any person appointed by to the designation of Team Leader by MAFVA.

NZFSA means the New Zealand Food Safety Authority.

NZFSA website refers to <http://www.nzfsa.govt.nz>

Official assurance verifier means a person accredited under section 103 of the Act to undertake official assurance verification and includes an inspector employed by MAF VA, and **verifier** has a corresponding meaning.

Operator includes the licensee of premises licensed under the Meat Act regime, persons in charge of export approved premises, or their manager or agent, and includes operators of risk management programmes registered under the Animal Products Act.

Operator signatory means a designated person employed by an operator and approved by a MAF VA team leader to approve eligibility documents of the categories specified in this programme.

Overseas market access requirements means the overseas market access requirements and associated specifications notified or made available under section 60 of the Act.

Performance based verification means verification at a frequency commensurate with an operator's demonstrated level of compliance and includes any specification that underpins this requirement.

Pet food refers to animal material and product intended for consumption by animals, whom themselves as the consumer, are not intended for the human food chain.

Product recall procedures are procedures documented by the operator as part of their risk management programme, to enable the recall of animal product or material that may not be fit for purpose or labelled correctly.

Raise in relation to the E-cert system means to complete the E-cert template submission form in accordance with the help file on the NZFSA website and procedures notified under this programme.

Rendered product means product rendered by operations registered for the purpose of rendering (rendering operations and blood-drying operations).

Rendering means the break down of animal tissues into constituent fat and protein elements, whether by the application of heat and pressure or otherwise.

Retail ready means those products that have been packaged in a form intended for direct retail sale to the consumer; and which undergo no further repackaging or further processing prior to sale. Packaging that effectively encloses and seals the product adequately and in addition is labelled in accordance with any requirement for pet food sold on the domestic market - can be considered packaged for retail sale.

(Refer also Industry Standard 7 and the Agricultural Compounds and Veterinary Medicines Act / Regulations - Oral Nutritional Compounds).

Seafood includes fish of all kinds.

Shoulder number means the unique number of the eligibility document allocated by E-cert when a document is raised, or applied at or before signature of a paper document.

Specifications includes any specification or notice issued by the Director-General under the Animal Products Act.

Voided in relation to a box in an export certificate, means ruled off and a diagonal line added, or the box otherwise filled so as to prevent the unauthorised addition of information after signing.

- 2.2 Any term or expression that is defined in the Animal Products Act 1999, Animal Products (Ancillary and Transitional Provisions) Act 1999, or regulations made under those Acts and used, but not defined, in this programme has the same meaning as in those Acts or regulations.

Part 2 General Requirements

3 General Requirements

- 3.1 Eligibility documents must accompany all animal material and animal product destined for pet food manufacture transferred between any combination of;
- a) Premises operating under the Meat Act 1981 (until revoked);
 - b) Operations registered under the Animal Products Act 1999;
 - c) Premises approved by the New Zealand Food Safety Authority for the export of animal material and animal products and operating under the Food Act.
- 3.2 An operator transferring or receiving animal material or animal product for pet food must;
- a) Ensure all animal material and animal products, unless exempt are accompanied by eligibility documents.
 - b) Have a system to ensure that animal material and animal products unless exempt, are reconciled with the accompanied approved eligibility document.
 - c) Have a system for recording transfer details of all incoming and outgoing animal material and animal products that are legitimately not required to be accompanied by eligibility documents.
 - d) Have a system that provides for the identification and traceability of animal material and animal product lines during receipt, storage and release. If further processed (other than by refrigeration) within the same operation; a system that provides for traceability to outgoing product, at a level commensurate with the operators tolerance to business risk under a product recall scenario (refer explanatory box below).
 - e) Have a system that clearly identifies all consignments of imported animal material and animal products and all products that contain imported animal material and animal product.
Where the material or product is transferred on a domestic eligibility document, this fact must be identified by way of an appropriate declaration (refer section 9).
 - f) Have a written programme that describes how these requirements will be met.
 - g) Keep records that demonstrate compliance with these provisions. These records must be kept for at least four years.

The operator should have an inventory control system that can provide for adequate levels of traceability and accuracy; so that the movement of product or material represented by an incoming eligibility document can be linked to an outgoing eligibility document where required. This is of particular importance where the product produced and intended for transfer is a composite of a number of sources.

For example if a previous operator notifies a product recall because of an identified hazard in the source product supplied (a requirement under the Animal Products Act). It would be cost efficient for the current operator to trace and recall only the product that contains the source material. Rather than having to recall large amounts of product, which may or may not contain the source material due to the lack of adequate inventory control / traceability systems.

There are no prescribed methods for inventory control management, however the operator must be aware of the consequences of inadequate traceability, should incoming product be the subject of a recall under the Animal Products Act.

There is no requirement for the routine linking of outgoing eligibility documents to incoming eligibility documents - eligibility documents under these procedures have been designed to provide effective traceability of product and material transferring between operations.

However incoming and outgoing eligibility documents under these procedures must accurately reflect the products being transferred. The internal operator inventory control procedures will provide the link where necessary.

3.3 Animal material and animal products exempt from the requirement to be accompanied by eligibility documents are:

- a) [Retail ready product;](#)
- b) Rendered product;
- c) Animal material and animal product that has entered an operation described in section 3.1 and has been legitimately sourced from businesses outside the scope of section 3.1 (e.g. imported product, operations not currently required to provide eligibility documents e.g. product originating from the local market).
Animal materials and products subject to this exemption must however be accompanied by eligibility documents in accordance with the requirements of this document from the first point of entry into an operation noted in 3.1 - unless exempt by being the subject of section 3.2 a, b, d or e.
- d) Inter-operation transfers that are in close proximity (refer section 10).
- e) Any animal product operation notified as being exempt from the requirement by the Director of Animal Products.

In the future it is likely that eligibility documents will be required to support the movement of animal material and products not currently subject to this requirement e.g. rendered materials. This matter is the subject of ongoing policy development.

Part 3 Eligibility Documents

4 Eligibility Documents

4.1 Where it is intended that animal material and products be transferred between the operations and eligibility documents are required; the consigning premises must prepare either a:

a) Paper Eligibility Document "AgM179 Domestic Pet Food Eligibility Document".

Paper eligibility documents may be used for routine transfers of animal material and animal products until 31 May 2003. After that date, paper eligibility documents may only be used as provided for in section 7.4 of this document, or an;

b) E-cert Eligibility Documents available on the NZFSA website.

It is the responsibility of the consignor (sender) and consignee (receiver) to ensure the requirements of this document are met. Consignors must only raise eligibility documents appropriate to the material or product; taking into account the products nature (non-human consumable or human consumable) and the consignee's scope of operations (human consumable or non-human consumable).
Human consumable products transferring for pet food manufacture may not be transferred on 'human consumable' eligibility documents - to operations with scopes limited to non-human consumable activities.

5 Official Assurances

5.1 Where animal material or animal products are received accompanied by an Official Assurance Programme assurance; then further transferred accompanied by a domestic petfood eligibility document. Eligibility for any Official Assurance is forfeited.

5.2 All operators must ensure that domestic petfood eligibility documents are not used to obtain Official Assurances or sent to foreign governments, overseas agents or importers.

- AgM179 Domestic Pet Food Eligibility Documents are designed for domestic transfers only and do not contain provision for Official Assurance to any country.
- E-cert 'auto approved' domestic pet food eligibility documents contain a 'flag' that identifies the 'auto-approval' status and hence unavailability for Official Assurance.

6 Approval of Eligibility Documents

6.1 Eligibility documents should be approved prior to a consignment leaving the physical scope of operation.

- 6.2 Where the operator is unable to have the eligibility document approved prior to the consignment leaving the operation, the operator must notify the Verification Agency representative of the details in advance of the consignments departure. The method of communication must be agreed and documented.

The advanced notification provides the verifier with the opportunity to organise random verification of load out and load in activities if considered necessary.

- 6.3 If the approved eligibility document is unavailable at the time of transfer, then an unapproved copy of the eligibility document **must** accompany the consignment. The receiving operation must attach the later received original signed eligibility document to the unapproved copy and file for verification purposes.
- 6.4 The original approved eligibility document must be made available to the consignee operator within 5 working days of the transfer. The consignee operator, on receipt of the approved eligibility document must confirm that the approved document correlates with the unsigned copy. Where a discrepancy is noted the provisions of section 7.3 must be applied.
- 6.5 Where more than one transfer of animal product or material between the same operations occurs within a single 24-hour period, a single eligibility document may cover the entire transfer.

7 Receipt of Eligibility Documents

- 7.1 An eligibility document representative of the transferring load must be available to the operator of the receiving premises (and the verifier if requested) before any animal material or animal product is further transferred from the receiving premises. (This may be an unapproved copy as permitted by section 6.3).
- 7.2 Where a consignment of animal material or animal products is received without an eligibility document, the operator must positively identify and segregate the consignment from all other animal material or animal product until an eligibility document is received.
- 7.3 Where there is a discrepancy between the transferred animal material or animal products and the eligibility documents, the operator must immediately contact the consignor and establish the reasons for the discrepancy. If a genuine error has occurred, the eligibility documents must be immediately amended and records kept of the event by both the consignor and the consignee for verification purposes. Where there is suspicion of tampering or loss a MAFVA verifier must be notified immediately and all details of the situation made available.
- 7.4 In the event of a computer system failure, operators registered for E-cert may until the problem is rectified, use paper eligibility documents in accordance with the procedures described in Part 4.

8 Numbering of Eligibility Documents

- 8.1 All eligibility documents must be approved with a unique shoulder number:
- For electronic eligibility documents an E-cert style shoulder number must be used.
 - For paper eligibility documents an e-cert style numbering format must be used, with the first part the New Zealand identifier and year, the middle part the premises licence number or registration identification, and the last part the unique document serial number e.g. NZL2003/PH654/342.

8.2 The same shoulder number must be used on the original and any copies.

8.3 When applying shoulder numbers the following applies:

- Document numbers must be issued sequentially unless E-cert is used.

E-cert will not allow the duplication of numbers in any two-year period.

- No shoulder number may be repeated within any calendar year.
- All numbers used to support paper eligibility documents must be accounted for in records kept by the operator and authorised persons.

Note it is recommended that operators keep a record of sequential numbers entered into E-cert. This makes it easier to find historical E-certs should this be required.

9 Control Declarations

9.1 There may be occasions where product being transferred requires additional processing prior to the product being considered fit for the final intended purpose. In this situation the eligibility document may need to convey additional information concerning controls or procedures that are to be applied before the product can be considered fit for purpose. In such cases the verifier may authorise the use of a control declaration.

9.2 Control declarations may only be used under the following conditions:

- The verifier must consider that the additional controls are necessary and justified;
- The operator of the destination premises must indicate an intention to comply with any additional controls;
- Control declarations must be kept precise and succinct;
- The operator must keep a copy of all control declarations and a record of the circumstance in which they were used for a period of four years.

10 Operations in Close Proximity

- 10.1 Eligibility documents are not required for product transferring between operations that are directly adjoining and managed by a common managerial structure; provided the inventory control system in place provides for adequate traceability equivalent to that provided for by eligibility documents; and that the transfer is under the direct control of the operator (any transport system owned by the operator).
- 10.2 This exemption also applies to the transfer of skin intact animals (not dressed) that have been killed on-farm and transferred to a second operation for further processing.
- 10.3 This exemption **does not apply** to mobile operations where the animal has been slaughtered and processed within the scope of the mobile facility prior to further transfer.

11 Diversion of Animal Material or Animal Products

- 11.1 Where animal material or animal product in transit is diverted to premises other than originally intended (the premises recorded on the eligibility documents). Then the product and material may not leave the receiving premises until a replacement eligibility document has been received in accordance with the requirements of this programme.
- 11.2 Animal products destined for human consumption and held in licensed, registered or approved operations, but commercially down graded to pet food; must be re-labelled in accordance with any requirements that have been notified for these product types prior to departure. Eligibility documents must also be raised in accordance with these documented procedures.
- 11.3 Animal products destined for human consumption that have been subject to abuse that could have an impact on the products fitness for intended purpose as pet food; must be assessed by a suitably skilled person as fit for the intended purpose prior to its release as pet food.
In addition the product must be labelled and packaged in accordance with the requirements for minimal risk pet food as notified by any standard or specification. Eligibility documents must also be raised in accordance with these documented procedures.

12 Replacement or Amendment of Eligibility Documents

- 12.1 The amendment of E-cert eligibility documents must follow the procedures provided for on the NZFSA [E-cert help file](#).
- 12.2 The replacement or amendment of paper eligibility documents must be in accordance with the procedures notified in this programme (refer section 19 & 20).

13 Verification

- 13.1 Any requirement that has been notified under this programme may be subject to independent verification under Performance Based Verification.
- 13.2 The verifier may at any time verify the load-in and load-out of animal material or animal products to confirm compliance with the requirements of this programme and the Animal Products Act.
- 13.3 In addition the verifier must verify the accuracy of approved eligibility documents in accordance with the following procedures:
- a) Paper and non-auto approved eligibility documents:
The accuracy of documentation is to be verified in association with other operator activities under the Performance Based Verification system.
 - b) Auto-approved eligibility documents:
The verifier must, in addition to routine Performance Based Verification, audit a representative number of auto-approved submitted eligibility documents (10% is recommended on an ongoing basis).
- 13.4 The verifier must confirm that:
- a) Eligibility documents **are not** being used to support Official Assurances. (Only 'New Zealand' may be selected from any country list.)
 - b) Eligibility documents reconcile with the animal material or animal product transferred.
 - c) Any discrepancies identified between the eligibility documents and the transferred consignment by either the consignee or the consignor has been adequately investigated and documented (refer section 7.3).
- 13.5 Where any deliberate or repeated abuse of the auto-approved eligibility document system by the operator is detected, the following actions are to be taken:
- a) An abuse of the auto-approval system for eligibility documents is to be immediately reported to a MAF VA Team Leader. Where the MAFVA Team Leader considers material abuse has occurred, the operator's auto-approval status is to be immediately revoked by contacting the E-cert administrator. Where the non-compliance is of a nature such that Official Assurances may be put at risk, or there is reason to suspect illegal activity; then the Team Leader must in addition notify the Agency Technical Manager who will take action in association with the NZFSA Animal Products Group.
 - b) Where paper eligibility documents have been abused the verifier must take action in accordance with the performance Based Verification. Where the non-compliance is of a nature such that Official Assurances may be put at risk, or there is reason to suspect illegal activity; then the Team Leader must in addition notify the Agency Technical Manager who will take action in association with the NZFSA Animal Products Group.
 - c) Where there has been significant abuse of the auto-approval system and access rites revoked. Any reconsideration for auto-approval status will be at the discretion of the MAFVA Agency Technical Manager.

Part 4 Paper Eligibility Documents

14 Preparation of Paper Eligibility Documents

14.1 Paper based eligibility documents may continue to be used until 31st May 2003. After that date paper eligibility documents may only be used when a new operator first commences operations and requires time to set up appropriate electronic facilities or in emergency situations where computer facilities may not be available e.g. computer network failure.

14.2 Eligibility documents must be prepared by an operator in accordance with this programme.

For domestic pet food not subject to the requirements of the Official Assurance Programme, the attached [AGM179 Domestic Eligibility Document](#) must be used (refer section 28).

14.3 All paper eligibility documents must be prepared by an operator in the following manner:

- a) All information shall be legible, starting as close as practicable to the top left of each box, keeping the information even, closely spaced and within the boundaries of the boxes.
- b) The minimum entry in the consignor and consignee boxes is the operator identification number.
- c) Production dates are not mandatory, however where used shall be in-clear, or in clear and code if the animal material or product is marked in code.
- d) Enter a description of the product, the number of units consigned and a representative weight. This must be of sufficient detail to enable the accurate identification of the material or product to the eligibility documents e.g. 20 cartons frozen ovine mince. Phrases such as "*no more than*" are not permitted, except in the case of bulk loads which cannot be weighed until discharged at the receiving premises, in that case, estimated weights are to be recorded in the document and the real weight recorded for verification purposes by the consignee.
- e) The means of transport is optional at this stage, however may be entered for reference purposes.
- f) The species box must be completed.
- g) The domestic pet food eligibility document must not show any indication of overseas market eligibility. ***Eligibility documents issued under this programme operate outside the scope of the Official Assurance Programme and as such must not be used to support official assurances.***

14.4 Corrections to paper eligibility documents:

- a) Errors in completing paper eligibility documents may be corrected by hand. Each correction must be countersigned (full signature) by an official assurance verifier.

- b) Operators may make a maximum of four corrections per paper eligibility document and each error must only be corrected once. Where more than four corrections are necessary then a replacement under section 19 is required.
- c) Errors in paper eligibility documents must be struck out so that the previous wording remains legible.
- d) Corrections must be made as close as possible to the incorrect entry on the paper eligibility document.

15 Authority to Approve Paper Eligibility Documents

- 15.1 Only Official assurance verifiers may approve paper eligibility documents. Note E-cert provides for operator auto-approval (refer part 5).
- 15.2 Any official assurance verifier, irrespective of their individual knowledge of the operation may sign a pet food domestic eligibility document.
- 15.3 Eligibility documents are considered complete once an official assurance verifier has signed or approved the documents.

16 Procedure for Official Assurance Verifiers.

- 16.1 Official Assurance verifiers must only approve;
 - a) Paper eligibility documents completed by the operator in accordance with the specifications provided in this programme.
 - b) Eligibility documents must not be approved if the details on the document are incomplete, inaccurate or not in accordance with the requirements of this programme.

17 Requirements for Paper Eligibility Documents

- 17.1 Every signed paper eligibility document must have:
 - a) The official assurance verifier's signatory's name and qualifications (where applicable) shown legibly below the signature; the date of signature; and
 - b) The NZFSA signatory seal affixed to the document.
- 17.2 An official assurance verifier may sign only one original eligibility document per set.
- 17.3 The original signed paper eligibility document must be despatched to the operator of the animal product business receiving transferred animal material or product as soon as possible after signing (refer section 6). The approved eligibility document may be faxed to the receiving premises to expedite onward dispatch.

18 Records and Storage of Paper Eligibility Documents

- 18.1 Operators must keep a copy of each raised paper eligibility document representing animal product or material transferred for a 4-year period from the date of approval.

- 18.2 Each original approved paper eligibility document covering animal material or product received by an operator must be kept for a 4-year period from the date of receipt.
- 18.3 Any file copy of an original paper eligibility document unless a photocopy of the original, must be a faithful replica including the shoulder number, date of signature, official assurance verifier or operator signatory's legible name and, where applicable, the NZFSA signatory seal.
- 18.4 Official assurance verifiers must keep a copy of all paper eligibility documents signed for a period of 4 years.
- 18.5 All originals and copies of paper eligibility documents must be securely stored to prevent loss or damage.

19 Replacement of Incorrect Paper Eligibility Documents

- 19.1 Where a paper eligibility document requires more than four corrections, the operator must prepare a new eligibility document. (Any approved original eligibility document being replaced must be returned to the office where the original eligibility document was signed.)
- 19.2 The official assurance verifier may approve a new eligibility document endorsed (after the last data entry and above any delimiter line) with the statement:

"Replacement of eligibility document No Dated which is Cancelled"

- 19.3 The official assurance verifier must retain any incorrect original along with the file copy of the replacement document.

20 Replacement of Lost Eligibility Documents

- 20.1 Where paper eligibility documents have been lost or inadvertently destroyed, the operator shall provide a new eligibility document to the office where the original eligibility document was signed, along with a signed statement explaining the circumstances of the loss or destruction.
- 20.2 The official assurance verifier may approve a new eligibility document endorsed at the bottom of box 8 (after the last data entry and above any delimiter line) with the statement:

"Replacement of eligibility document No Dated which has been lost"

- 20.3 The official assurance verifier or operator signatory must not approve a replacement document unless he or she is satisfied with the signed statement provided under subsection 20.1. The signed statement explaining the circumstances of the loss or destruction must be attached to the file copy of the lost or destroyed eligibility document.

21 Form Management

This part relates to the production, ordering, distribution of paper eligibility documents, referred to as 'forms' in this part.

21.1 Approved Forms

- a) Forms may only be printed by operators licensed, approved or registered under the Meat Act (until revoked) or Animal Products Act; and official assurance verifiers.
- b) No forms may be materially altered without the prior approval of the Director of Animal Products.

21.2 Ordering of Forms

- a) The operator can print forms directly by printing the form provided in section 24 or requested through the MAF Verification Agency.
- b) Forms may only be printed by and for the exclusive use of the operator and their operation.
- c) No forms may be supplied to any other party.

Part 5

Electronic Eligibility Documents

22 Electronic Eligibility Documents:

22.1 E-cert Internet based electronic certification.

The E-cert system was originally developed to facilitate the maintenance of identity, traceability and export eligibility of animal products and materials through to final export. While primarily developed for the export sector, the E-cert system is able to provide a standardised, reliable and effective mechanism for the tracking of pet food materials and products within New Zealand.

In order to ensure ongoing and future cost efficiencies and to prevent cost duplication, it has been necessary to adopt the E-cert operating system in its entirety.

This means an operator producing products for export is bound by the administrative requirements of the O.A.P. Operators producing products intended for the domestic market only - may follow the administrative requirements of this document. However where operators use the E-cert system, the E-cert 'Internet administrative procedures' apply (unless varied in this part).

22.2 Official assurance E-cert registration.

Operators may register for access to E-cert for the purpose of requesting official assurances through the following link.

[Registration for E-cert](#)

Electronic documents must be pre-prepared in accordance with the Official Assurance Programme.

Operators choosing to follow these procedures must not apply for any Official Assurance above that of 'New Zealand', unless the Official Assurance requirements of the market have been met.

This method of preparing electronic eligibility documents will not be the most cost-effective option for product intended solely for the domestic market - where no Official Assurances are required. This is because registering in accordance with this section means that all eligibility documents need to be approved by an official assurance verifier.

22.3 E-cert auto-approval status for domestic pet food transfer.

Operators may register for access to E-cert with 'auto-approval status' (refer section 23).

Electronic documents must be prepared in accordance with the E-cert administrative procedures and any variation notified in section 25.1. If selected this option will provide the operator with the ability to raise and have automatically approved E-cert eligibility documents.

For pet food manufactured in New Zealand and intended for the domestic market only there must be no market eligibility claims made above that of New Zealand - eligibility documents will certify that the product represented has been produced in accordance with New Zealand law.

Cost associated with approving electronic eligibility documents using this alternative registration are significantly reduced in comparison to the Official Assurances option notified in section 22.2. (refer to section 25.2 for further information on costs).

22.4 Dual E-cert access registration.

Operators may register for both E-cert approval capabilities as noted in section 23.2 and 23.3. It is likely that operators producing product for both the domestic and export markets (requiring official assurances) will apply for this option.

Operators provided with both facilities will need to ensure that the 'auto-approval' function is only selected whenever the 'auto-approval' service is required (domestic transfers). Operators must also make sure when the 'auto-approval function' is selected, that only New Zealand is selected an eligible country. *The selection of countries other than New Zealand while using the auto-approval function, would be considered a breach of these administrative procedures, and could lead to the suspension of an operator's auto-approval registration.*

Use and potential abuse of the 'auto-approval function' will be a focus of MAF Verification audit. Inappropriate use of the 'auto-approval' status can be detected during random audit or at the time of signing any final export health certificate, which requires the review of supporting E-cert histories.

23 Registration for Auto-Approval:

An operator wishing to become registered for auto-approval must apply for registration through the E-cert registration site.

[Registration for E-cert - with auto-approval.](#)

Upon completion and appropriately signing the registration form, the operator must have the form signed by their local MAF Verification Agency Team Leader. The Team Leader will apply their unique identifier in support of the application (e.g. signatory seal).

This form must then be mailed to the E-cert administrator for completion of the registration process.

The MAFVA Team Leader must only counter sign a registration request for auto-approval, where the MAFVA Team Leader has confirmed that the operator understands their responsibilities under 'auto-approval', and that the candidate is suitable for the role.

The candidate's suitability for the role will be dependent on the candidate's understanding, willingness to comply and if in existent any relevant operator history of compliance with regulatory requirements.

Where a candidate is deemed unsuitable for the responsibility of this role, the candidate may lodge an appeal. The matter is to be referred to the MAF Verification Agency Technical Manager for consideration.

The auto-approval status carries certain responsibilities and duties required by this programme and the E-cert administrative procedures. This status may be revoked at any time should evidence suggest the status is being abused (refer section 13).

24 Preparation of Electronic E-cert Documents

Once registered for E-cert access an operator may prepare electronic eligibility documents in accordance with the E-cert Admin procedures. The Internet links below have been designed to provide rapid access to a number of useful web pages on the Internet.

All operators must note that not all the administrative procedures within E-cert will be applicable to the domestic pet food situation - in particular requirements noted for Export Certificates.

General Links:

[New Zealand Food Safety 'Home Page'](http://www.nzfsa.govt.nz). www.nzfsa.govt.nz

[Animal Product 'Home Page'](#)

[Official Assurances Programme \(export\)](#)

[Market Access Requirements](#) (Country requirements)

E-cert Links:

[E-cert Home Page](#)

<http://www.nzfsa.govt.nz/ecert/animal-products/index.htm>

[E-cert live and training sites](#)

[E-cert Help](#)

[Help on raising your first eligibility document](#)

25 Auto-Approval Certificate Preparation

Having successfully *registered and logged onto the E-cert site*, an operator must prepare and submit an eligibility document submission form in order to create an electronic document. This form can be found by 'clicking' the "New Certificates" link found on the left-hand side of the web page.

On entering the 'certificate preparation' interactive page, operators will be asked to identify the number of products and processes that are to be supported by the final eligibility document.

Once the required product and process selection has been made, the E-cert programme will automatically display a blank electronic eligibility document for completion (refer section 27).

Depending on the approval status *previously registered*, the following options may be available:

- a) Operators with official assurance E-cert registration.
Operators that have registered for this option alone are required to perform no further action other than completing the eligibility document submission form in accordance with the *E-cert procedures and Official Assurances Programme*.
- b) Operators with auto-approval status for domestic pet food transfer.
Operators that have registered for this option will be provided with an auto-approval icon on the blank electronic submission form (refer section 27).

Auto-approval

Operators that have registered for this option alone are required to perform no further action other than ensuring the auto-approval box is checked ✓ and completing the eligibility document in accordance with the E-cert administrative procedures and any variation provided for under this part.

- c) Operators with dual registration.
Operators that have registered for both options must ensure the selection of the appropriate eligibility document approval status for the product concerned.

For products eligible for official assurances (Export).

The auto-approval check box must **not** be checked. Selecting this option will attract the full cost of E-cert.

Auto-approval

This will ensure the submitted eligibility document is approved in accordance with the Official Assurance Programme's requirements.

For products not requiring / not eligible Official Assurances (Domestic).

The auto-approval check box **must** be checked if the cost benefits provided for are to be accrued.

Auto-approval

This will ensure the auto-approval function is enabled.
Following the selection of the appropriate approval status the eligibility document can be completed in accordance with the E-cert administrative procedures and any variation provided for under this part.

25.1 Variations for the completion of auto-approved E-cert documents.

- a) Outgoing eligibility documents based on incoming documents.

E-cert provides for the ability to raise electronic eligibility documents rapidly [using an incoming supporting document](#). This function is not available if the incoming document is a non-auto approved document.

b) Declarations for ante and post mortem inspection.

E-cert provides for declarations to be made as to whether the product represented has received ante and post mortem inspection / examination. These declarations must only be used if Inspectors / Examiners are Official Assessors and are employed under the State Sector Act 1988 (Governmental Inspectors).

c) Country eligibility.

'New Zealand' is the only country that may be entered.

No other country may be entered for domestic transfers as this would constitute an abuse of the auto approve function and could result in regulatory action against an operator. If country eligibility is required, then the Official Assurance Programme must be followed.

d) Recording source eligibility documents on outgoing documents.

There is no requirement under the current programme for incoming electronic eligibility document shoulder numbers to be recorded on the outgoing eligibility document. However the operator must have a system in place to provide for adequate traceability - refer section 3.2 (e).

25.2 Minimising business cost when operating E-cert auto-approval.

The following guidelines have been provided to ensure operators are informed on the charging regimen in place for 'auto-approval' E-cert.

With an appreciation of the E-cert charging regimen, operators will have the opportunity to ensure their individual usage pattern is efficient and business costs are minimised.

How are costs incurred when using E-cert?

The cost of using the E-cert system is passed onto operators through two charging mechanisms (technically referred to as charging formula). However as a minimum, each user will be charged \$100 per as a flat fee. Individual users having been levied this fee will not be charged for any further usage until individual costs incurred under the following charging formula exceed the \$100 up front cost (refer section 26 also).

a) **Cost on a real time 'per request basis' - 21c per request.**

A request occurs whenever there is a communication between an operator's computer and the NZFSA database server (computer).

A communication occurs whenever an operator's computer 'requests' the database to carry out a specified function.

Examples of requests include:

- Communications between computer systems to authenticate an operators user name and password.
- Communications involved with submitting electronic documents to the database for approval.

An effective method for minimising any costs incurred through the 'request' charging system is to ensure the number of requests made to the database is minimised.

b) Costs on a real 'time basis' - 20 cents per second.

In addition to the per request charge, the server charges 20cents per second for processing a request. For small entries this cost is very cheap - for larger requests the costs goes up. For the majority of submissions made by operators this cost should be minimal.

This does not mean that while you are connected to the site you are being charged for the service. A charge is only incurred when a request is made and the server must actively process that request.

25.3 Practical tips for minimising business costs using C-cert.

With an understanding of the charging regimen it is possible for operators to use the E-cert system efficiently and minimise costs.

a) Batch file submission

For operators with a number of transfers in any 24 hour period, this will represent the most effective mechanisms for ensuring costs are minimised. Batch submission involves the operator submitting through E-cert a number of 'E-cert submission forms' all at once to the server. Rather than each individual submission form being submitted independently.

Batch submission of data saves on request time because there is only one request for the batch, rather than requests being made for each individual submission form.

More information can be found on batch filing through the following link - [Batch filing](#).

b) Right first time

One of the most significant costs to users of E-cert is incurred when E-cert submission forms require amending or correction. This is because an operator will incur further request and processing time when having to alter eligibility documents.

For pet food operators with no country eligibility other than 'New Zealand' being claimed. There should be limited reasons for *any* certificate to require future correction or amendment.

It is recommended that operators print off a correctly completed E-cert document and use this as a template for the future completion of documents. This will limit the possibility of mistakes and associated costs of correction.

c) Submission form set up (number of products / processes).

When an operator requests a blank submission form from the database to create an eligibility document, the operator will be asked to provide the number of products and processes being submitted.

In all cases adequate numbers of product and process types must be selected in the first instance to cover the transfer. This saves the operator having to request further additional product and process types if inadequate numbers were first selected.

If there are more selected than actually required, then these will be automatically deleted during submission database communication.

d) Minimising additional searches and queries.

As discussed earlier, whenever a 'request' is made to the database cost will be incurred. Each search or E-cert query made on the database will incur costs.

Having accurate documentation or supporting systems external to the database will ensure the convenience of E-cert is used less often.

Note there are no charges associated with 'clicking on' and viewing of any E-cert web page. Charges are only incurred when a 'request' is made of the database to do something e.g. search for an E-cert document.

e) Refining a search or query.

When an operator must search or query the database it is important that the request is made as clear and precise as possible.

Any request made to the database *will take time*, the more of the database that must be searched, the more processing time will be charged (as of December 2002 there were 750,000 E-cert documents recorded on the database).

A precise search has tight and clear constraints e.g.

Query / request	Precise	Non precise
Date range	last 14 days	anytime
Premise number	PF131	any
Shoulder number	1234	any
Status	approved	any status

f) Minimise the frequency of 'log on'.

Every time an operator must 'log on' to the E-cert database a charge is incurred. By doing as much activity as possible at any one 'log on' these charges can be minimised.

If the browser is kept open at any time, this must be balanced with security issues of keeping the database secure from unauthorised access.

g) Off peak submission.

Data processing time and hence cost, will be influenced by the number of operators interfacing with the database at any point in time.

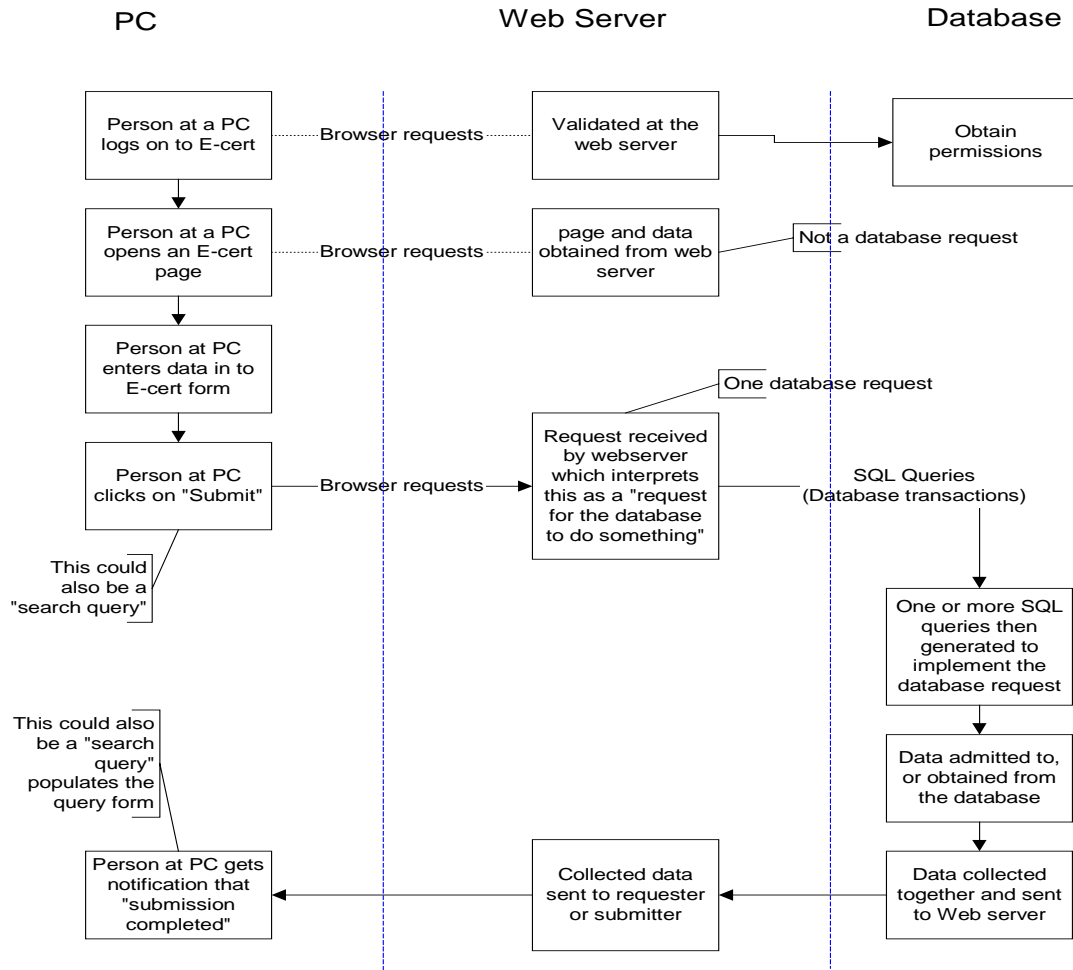
Managing access to the database to off peak times can minimise 'server response time' and the cost incurred.

The following links to graphs on the NZFSA web site provides information on peak and off peak times.

<http://www.nzfsa.govt.nz/ecert/animal-products/performance/statistics/index.htm>

26 Business Server Communications Diagram

Simplified view of Database Transactions



27 Example Web Based - Eligibility Document Submission Form

Electronic Health Certification - Microsoft Internet Explorer provided by Ministry of Agriculture and Forest

Address: https://ecaccept1.maf.govt.nz/ecaccept/

All coloured fields must be entered, eg Description

Auto Approval:

Certificate Number: 12345

Consignor: PF603

Consignee: PF2000

Transport Mode: []

Carrier Name: []

Conveyance Ref: []

Loading Port: []

Final Destination: []

Departure Date: 15-Nov-2002

3rd Party Access: []

Unofficial Commercial Information: []

Product item 1

Chilled Frozen Live Human Consumption Petfood

Pharmaceutical Industrial AM Inspection PM Inspection

Mercury 0.5ppm Mercury 1ppm Co-product

Description: Raw Bulk

Species: meat

— Select Species or type in manually —

Countries: Canada EU Japan Russia USA

New Zealand

NZ Other Countries

Container No: []

Seal No: []

Item Mark: []

No. of Packages: 20

Package Type: Cartons

Weight: Total 1000 Net

Weight Unit: Kilograms

This product was sourced from:

Format: shoulder-no; product-no/lot eg: NZL2001.ME220143T, 1/1/00

(V applicable) []

Comments: 10 ctas dogrolls
3 ctas bulk fresh wine
7 ctas bulk fresh cuts

Process 1

Process: Handling

Start Date: []

End Date: []

Applied By: []

28 AGM 179 Domestic Pet Food Eligibility Document

NEW ZEALAND MINISTRY OF AGRICULTURE AND FORESTRY

AgM179 - Domestic Pet Food

Consignor / (mandatory)	
Consignee / receiver (mandatory)	
Date of departure (mandatory) Slaughter dates / Processing dates (non mandatory)	
Departure between:	and
Slaughter / processing:	and
Means of transport (mandatory):	

**Domestic Pet Food Eligibility Document.
Not eligible for Official Assurance**

Serial No:

The products described herein, were:

- (i) Produced in accordance with MAF specifications, and
- (ii) After processing every precaution has been taken to prevent contamination prior to despatch from the processing premises.

Marks and brands / Number and kind of packaging / Description of product (mandatory):	Net weight
<p style="font-size: 48px; opacity: 0.5;">THIS IS NOT AN EXPORT CERTIFICATE</p>	

Species (mandatory):	

(¹) Delete as appropriate
Date.....
(²) Enter road or rail as appropriate

.....
Signature of Official Veterinarian or Official Inspector

.....
Name in capital letters