

EXPORT PROCESS FOR FISHERIES PRODUCTS

MINISTRY OF AGRICULTURE, FISHERIES AND MINING

1

APPLICATION SUBMISSION
Submit Form 3/4/5 (Exporter/Establishment/Vessel)
Attach documents + pay fee

2

Document Review by Competent Authority (CA)
Verify completeness of application

3

Schedule & Conduct Inspection
CA assigns Inspector
Physical inspection of facility/vessel

4

Inspection Report Submission
Inspector submits findings to CA

5

Veterinary Committee Review
Committee evaluates report & documents

6

APPROVED
Issue Form 6 (License)
Issue Form 7 (Certificate)

LICENSING DECISION

REFUSED
Notify FBO
END PROCESS

7

Export Procedures Initiation
FBO submits "Notice of Intention to Export" to CA

8

Product Inspection for Export
CA inspects products (harvest/process/transport)
Lab testing + importing country requirements

9

FIT FOR EXPORT

- Issue Health Certificate
- Issue Export License

Export Health Certificate Decision

NOT FIT

- Notify FBO
- Refuse Certificate
- END PROCESS

End!

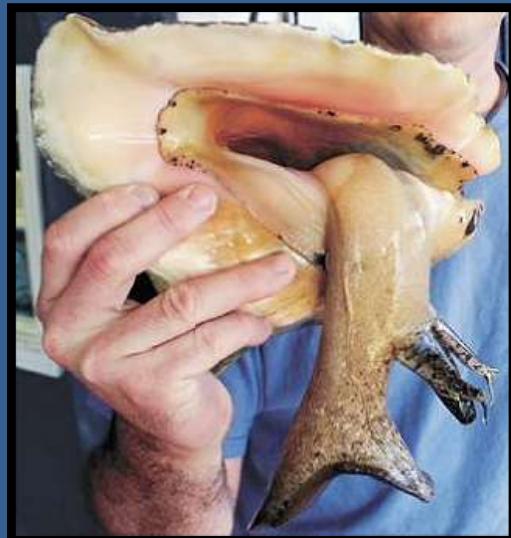
PRODUCTS CLEARED FOR EXPORT!

VSD
**EXPORT PROCESS FOR AQUATIC
ANIMALS AND THEIR PRODUCTS**

LICENSING OF FREEZER VESSELS & PROCESSING ESTABLISHMENTS OF FISHERY PRODUCTS



FISHERY PRODUCTS EXPORTED



LICENSING OF VESSELS & PROCESSING ESTABLISHMENTS IS GOVERNED PRIMARILY UNDER



The Aquaculture, Inland and Marine Products and By-Products (Inspection, Licensing and Export) Act , Regulations and all its Amendments.

THE PROCESS OF LICENSING VESSELS & PROCESSING ESTABLISHMENTS STARTS WITH :

1. Completion of prescribed “Application Form 5” for a Licence to Operate a Vessel found in the Aquaculture Regulation.
2. This is in keeping with Part IV , 12 ,(3) of the Aquaculture Regulation.

FORM 5

THE AQUACULTURE, INLAND AND MARINE PRODUCTS AND BY-PRODUCTS (INSPECTION, LICENSING AND EXPORT) ACT

THE AQUACULTURE, INLAND AND MARINE PRODUCTS AND BY-PRODUCTS (INSPECTION, LICENSING AND EXPORT) REGULATIONS, 2000

*Application for a Licence to Operate a Factory Vessel/
Freezer Vessel/carrier Vessel*

Application No. _____

Date of Application _____

Name Vessel _____

Home Port of Vessel _____

Name and Address of Operator of Vessel _____

Type of vessel carrier _____ freezer _____ factory _____

Will persons sleep on vessel _____ No of persons _____

Describe facilities _____

PART IV— Licensing of Exporters, Establishments and Vessels

12.—(1) An application for a licence to export or enter prescribed products for export shall be in the form set out as Forms 3 and 3A, respectively in the First Schedule.

(2) An application for a licence to operate a processing establishment shall be in the form set out as Form 4 in the First Schedule.

(3) An application for a licence to operate a factory vessel, freezer vessel or carrier vessel shall be in the form set out as Form 5 in the First Schedule.

(4) An application under paragraph (1), (2) or (3) shall be accompanied by the appropriate fee specified in the Third Schedule and, as the case may require, shall comply with the provisions of regulation 16.

13.—(1) The competent authority may on receipt of an application under regulation 12, grant or refuse to grant a licence.

(2) A licence granted under paragraph (1) shall be in the form set out as Form 6, 6A or 6B or 6C in the First Schedule.

(3) Where the competent authority grants a licence pursuant to an application made under regulation 12 (2) or (3), it shall issue an operating certificate to the licensee in the form set out as Form 7 in the First Schedule.

Application for licences.
First Schedule:
Form 3.
Form 3A.
Form 4.

Form 5.

Third Schedule.

Grant or refusal of licence.

Form 6.
Form 6A.
Form 6B.
Form 6C.
Form 7.

LICENSING PROCEDURE

- Completed Application Forms along with all supporting documents, application fees and inspection fees are then submitted to the Competent Authority (CA) for review.

THIRD SCHEDULE			(Regulations 12(4), 14, 104(2) and 127(4))
<i>Fees</i>			
Application fee—			
to export or enter for export prescribed products	\$10,000.00
for licensing of processing establishment	\$3,000.00
for licensing of vessels	\$4,000.00
Fee for approval of chemical compound	\$3,000.00
Inspection fee—			
Official Register	\$500.00
processing establishment			
1st inspection	\$35,000.00
2nd inspection	\$20,000.00
3rd inspection	\$15,000.00
vessel			
1st inspection	\$25,000.00
2nd inspection	\$15,000.00
3rd inspection	\$10,000.00

LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED BEFORE AN INSPECTION CAN BE SCHEDULED

- This is in keeping with “Part IV – Licensing of Exporters, Establishments and Vessels, Section 13” of the Regulations
- This is in keeping with “Section VIII: Fishery Products, Chapter 1 ; Requirements for vessels of the Regulation” (EC) No 853/2004

CHECKLIST FOR FREEZER VESSELS			
1. APPLICATION FORM	- Letter Requesting Inspection		
2. INSPECTION REPORT			
3. GMP	- Good Manufacturing Procedures		
4. SOP	- Standard Operating Procedures		
5. SSOP's	- Sanitation Standard Operating Procedures		
6. Landing Site			
7. Floor Plan			
8. Product Flow Chart			
9. Process Flow Chart			
10. HACCP PLAN	- Hazard Analysis Critical Control Point System		
11. REFRIGERATION REPORT			
12. PUBLIC HEALTH CERTIFICATE (Food Handlers Permit)			
13. PEST CONTROL PROGRAMME			
14. SMALL VESSEL SAFETY INSPECTION CERTIFICATE (SVC)			
15. PROOF OF OWNERSHIP			
16. CERTIFICATE OF REGISTRY			
17. PROOF OF REGISTRATION - FISHING INDUSTRY ACT			
18. PLANS & SPECIFICATION OF VESSEL			
19. LOCATION OF VESSEL			
20. INSPECTION FEE	(Must also be submitted along with application for inspection)		
DATE RECEIVED	DATE APPROVED	DATE SUBMITTED TO COMMITTEE	SECRETARY'S SIGNATURE

CHECKLIST FOR PROCESSING ESTABLISHMENT			
1. APPLICATION FORMS	- Letter Requesting Inspection of Facility		
2. INSPECTION AUDIT REPORT			
3. GMP	- Good Manufacturing Procedures		
4. SOP	- Standard Operating Procedures		
5. SSOPs	- Sanitation Standard Sanitary Operating Procedures		
6. Site Plan			
7. Floor Plan			
8. Product Flow Chart			
9. Process Flow Chart			
10. Floor Clart Programme (part of SSOP)			
11. HACCP PLAN			
12. REFRIGERATION REPORT			
13. FOOD HANDLERS' PERMIT			
14. FOOD ESTABLISHMENT LICENCE (PUBLIC HEALTH CERTIFICATION)			
15. PEST CONTROL PROGRAMME			
16. WATER COMMISSION STATEMENT (verifying your water source)			
18. BUREAU OF STANDARDS CERTIFICATE			
17. INSPECTION FEE	(Must be submitted along with Letter requesting inspection of Facility)		
DATE RECEIVED	DATE APPROVED	DATE SUBMITTED TO COMMITTEE	SECRETARY'S SIGNATURE

LICENSING PROCEDURE

INSPECTION

- **The Competent Authority then assigns an Inspector to carry out such inspection as outlined in the Aquaculture Act, Part V, Section 12.**

Grant or
refusal of
licence by
competent
authority.

12.—(1) Upon receipt of an application under section 11 the competent authority shall cause an inspector to carry out an inspection of the processing establishment, factory vessel, freezer vessel or carrier vessel to which the application relates.



LICENSING PROCEDURE

ISSUANCE OF LICENSE

The Veterinary Committee, a legally appointed group elected under the Aquaculture Act, receives the completed inspection report along with all supporting documents from The Competent Authority.

7. There is hereby established a Veterinary Committee for the purposes of this Act and the provisions of the Schedule shall have effect as to the constitution of the Veterinary Committee and otherwise in relation thereto.

Establish-
ment of
Veterinary
Committee.
Schedule.

[The inclusion of this page is authorized by L.N. 3/2001]

- (a) grant a licence upon payment of the prescribed licence fee; or
- (b) refuse to grant a licence.

OTHER REGULATORY AGENCIES INVOLVED IN THE LICENSING PROCEDURE INCLUDE:

- Ministry of Health And Wellness (MOH&W)
- Maritime Authority of Jamaica (MAJ)
- The National Fisheries Authority (NFA)

ACCORDING TO PART 1, SECTION (2) THE AQUACULTURE, INLAND AND MARINE PRODUCTS AND BY-PRODUCTS ACT

An **Export Health Certificate** is “a certificate issued by the Competent Authority, authorizing the export of a consignment”.

Competent Authority (CA) means “the Veterinary Services Division for the Ministry responsible for agriculture”.

Consignment is “any aquaculture, inland or marine products or any of their by-products...”

EXPORT PROCEDURES

Governed by Part XVI – 154,155 - (1) (2)

Notice of Intention to
Export submitted by the
Food business Operator
(FBO) to the CA.

June 8th, 2022

Dr. Osbil Watson
Director
Veterinary Services Division
193 Old Hope Road,
Kingston 6

Dear Dr. Watson,

Re: Notice of Intention to Export – Conch

*Noted
O/S 8/6/22
JL Bennett
for your atttn*

We hereby notify you of our intention to export 1 x 40ft Reefer Container with the following:

<u>Batch #'s</u>			
25.05.22BRY3	26.05.22BRY3	27.05.22BRY3	30.05.22BRY3
31.05.22BRY3	01.06.22BRY3	02.06.22BRY3	03.06.22BRY3

Kindly note that additional details will be included in our application for Export Health Certificate.

EXPORT PROCEDURES

Governed by Part XVI – 154,155 - (1) (2)

CA shall cause an inspection of the prescribed products to be carried out upon receipt of an application for export.

- Harvested, transported, off-loaded, processed in accordance with the Aquaculture Act and Regulations
- Verify samples (own-check) are submitted to laboratory by the FBO
- Review of laboratory results
- Verify that the prescribed products meet the requirements of the importing country

EXPORT PROCEDURES

Governed by Part XVI – 154,155 - (1) (2)

Where products are not fit for export, the CA notifies the FBO and the certificate is refused



Where products are fit for export, consideration is given for issuance of the Export Health Certificate.



EXPORT PROCEDURES

Governed by Part XVI – 154,155 - (1) (2)

- FBO applies for an Export Health Certificate & Export License in keeping with the First Schedule,(Form 3) of the Aquaculture Act and Regulations

FIRST SCHEDULE, *contd.*
FORM 3

THE AQUACULTURE, INLAND AND MARINE PRODUCTS AND
BY-PRODUCTS (INSPECTION, LICENSING AND EXPORT) ACT

THE AQUACULTURE, INLAND AND MARINE PRODUCTS AND BY-PRODUCTS (INSPECTION,
LICENSING AND EXPORT) REGULATIONS, 2000

*Application for a Licence to Enter Prescribed
Products for Export*

Application No. _____

Date of Application _____

EXPORT PROCEDURES

Governed by Part XVI – 154,155 - (1) (2)

- CA issues an Export Health Certificate & Export License for such products.

the competent authority shall, in addition to issuing an export licence, issue an export health certificate in respect to such products.

EXAMPLE OF EXPORT LICENSE & EXPORT HEALTH CERTIFICATE TO THE EU



DUPLICATE

Competent Authority
Veterinary Services Division
Hope, Kingston 6
Jamaica

THE AQUACULTURE, INLAND, MARINE PRODUCTS AND BY-PRODUCTS (INSPECTION, LICENSING AND EXPORT) ACT

THE AQUACULTURE, INLAND, MARINE PRODUCTS AND BY-PRODUCTS (INSPECTION, LICENSING AND EXPORT) REGULATIONS, 2000

LICENCE TO ENTER PRESCRIBED PRODUCTS FOR EXPORT

Licence No. VSDJ/099/1425/2022

of _____
(Business Address of Operator)

is hereby licensed to enter prescribed goods for export.

This Licence is valid for a period of 30 days, unless earlier suspended or revoked, and is not transferable.

The prescribed goods which may be processed pursuant to this licence are—

- Aquaculture, Inland and Marine Products.
- Marine Gastropods including Conch (based on regulations prescribing season, quantity and legal storage etc). - Frozen Conch Meat 50% Clean (Natural)
- Shrimp, Lobsters, (based on regulations prescribing season, quantity and legal storage etc).
- The prescribed product licensed/entered for export.

This licence is granted under the following condition—

Breach of the Act or Regulations shall result in suspension or revocation.

Dated the 11th day of OCTOBER, 2022.

Signature

Director - Veterinary Services Division
Ministry of Agriculture & Fisheries



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Reference No. V2/19



DUPLICATE

MINISTRY OF AGRICULTURE & FISHERIES
VETERINARY SERVICES DIVISION
HOPE GARDENS
KINGSTON 6
JAMAICA

VETERINARY HEALTH CERTIFICATE TO EU
CERTIFICAT DE SANTÉ VÉTÉRINAIRE VERS L'UE

1.1 Country : PAYS JAMAICA	1.2 Certificate reference No. / Référence du certificat	1.2.a. IMSOC reference No. Référence IMSOC	
Name: Name _____ [REDACTED]	1425/2022	N/A	
1.3 Central Competent Authority / Autorité centrale compétente VETERINARY SERVICES DIVISION, KINGSTON	1.4 Local Competent Authority / Autorité locale compétente VETERINARY SERVICES DIVISION, KINGSTON		
1.5 Consignee / Importer / Destinataire Importateur Name: Name _____ Gileec	1.6 Operator responsible for the consignment / Intéressé au chargement au sein de l'Union européenne Name: Name _____ Gileec	1.7 Address / Adresse Centre Commercial LA Galleria C SOC Le Lamentin, Martinique	
Country: Pays _____ Jamaica	ISO code / Code ISO JM	Country: Pays _____ Martinique	ISO code / Code ISO MTQ
1.7 Country of origin / Pays d'origine ISO code / Code ISO Jamaica JM	1.8 Region of origin / Région d'origine ISO code / Code ISO Jamaica JM	1.9 Country of destination / Pays de destination ISO code / Code ISO Martinique MTQ	1.10 Region of destination ISO code / Code ISO Martinique MTQ
1.11 Place of dispatch / Lieu d'expédition Name: Name _____ B&D Trawling Limited	Approval No. Numéro d'agrément VSDJ/R&D-004	1.12 Place of destination / Lieu de destination Name: Name _____ Gileec	Approval No. Numéro d'agrément N/A
Address / Adresse 1 Port Royal Street Kingston, Jamaica W.I.		Address / Adresse Centre Commercial LA Galleria C SOC Le Lamentin, Martinique	
Country: Pays _____ Jamaica	ISO code / Code ISO JM	Country: Pays _____ Martinique	ISO code / Code ISO MTQ
1.13 Place of loading / Lieu de chargement Kingston Freeport Terminal, Jamaica	1.14 Date and time of departure / Date et heure du départ 30 October 2022	1.15 Means of transport / Moyens de transport Aircraft: <input type="checkbox"/> Vessel: Name: <input checked="" type="checkbox"/> Railway: <input type="checkbox"/> Road vehicle: Véhicule routier: <input type="checkbox"/> International transport Document	
		1.16 Entry Border Control Post / PCF d'entrée dans l'Union européenne Fort de France	
Identification / Identification Vessel: BF LETICIA	1.17 Accompanying documents / Documents d'accompagnement Type / Type Bill of Lading Country: Pays _____ Jamaica Commercial document reference JAM0163549		
1.18 Transportation conditions / Conditions de transport Frozen: <input checked="" type="checkbox"/> Ambient: <input type="checkbox"/> Chilled: <input type="checkbox"/>	1.19 Container No / Seal No. / Numéro de conteneur/Numéro de scellé Container No. CGM/5386100 1.20 Goods certified as fit for / Certifié aux fins de Live aquatic animals for human consumption. Animaux aquatiques, vivants destinés à la consommation humaine: <input type="checkbox"/> Further processing Transformation ultérieure: <input type="checkbox"/> Products for human consumption. Produits destinés à la consommation humaine: <input checked="" type="checkbox"/>		
Official inspecteur : l'inspecteur officiel ou inspecteur Name / Nom (in capital letters) Dr. Gillian Taylor-Ellis	Qualification and title Senior Veterinary Specialist D.V.M, M.Sc <i>Signature</i>		
Date : Date de signature 11/10/2022 Stamp / Cachet			

