



MINISTRY OF AGRICULTURE,  
ANIMAL INDUSTRY AND FISHERIES

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**STANDARD OPERATING PROCEDURES  
FOR VETERINARY INSPECTIONS  
AT PORTS OF ENTRY/EXIT**

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## Forward

Animals, both domestic and wild, contribute substantially to the economy by producing nutritious food necessary for the vitality of the people, manure for sustainable organic agriculture, raw materials for industries, household income, improved livelihood, food security of the population and foreign exchange.

The aspiration of this country is to increase trade in animals and their products within and across international borders. This comes along with the need to trade safely by observing Sanitary and Phytosanitary (SPS) measures as per the Sanitary and Phytosanitary agreement of the World Trade Organisation (SPS-WTO) that guides international trade in animals, animal products and by- products. SPS measures protect human, animal and plant health. Therefore, appropriate knowledge, skills, infrastructure and facilities within the country are essential to support international trade in animals and their products while preventing transmission of animal and zoonotic diseases. Uganda needs to maintain the existing international markets and also penetrate new lucrative markets by observing proper border controls.

These standard operating procedures aim at providing guidance to Veterinary Inspectors to prevent animal disease, pest and vector entry, establishment, and transmission into Uganda. They will guide on reduction on product or environmental contamination as well as effective management of suspected animal and animal product consignments at points of entry and exit.



It is, therefore, my humble appeal to all Veterinary Inspectors to carefully study and apply these Standard Operating Procedures while enforcing compliance with national and international laws and regulations governing animal health and welfare as well as trade.

For God and My Country

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## Acknowledgement

Cross border trade in animals, their products and by-products requires mandatory inspections at the points of entry and exit. This minimizes the risk of entry, establishment, transmission and spread of infectious diseases, vectors, parasites, pests and environmental contamination. The purpose of these standard operating procedures is to guide veterinary inspectors in conducting inspection of both import and export consignments to ensure human and animal health, animal welfare and feed safety.

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**COMMISSIONER ANIMAL HEALTH/  
CHIEF VETERINARY OFFICER (CVO)**



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## Acronyms

<b>AfCFTA</b>	Africa Continental Free Trade Area
<b>AVPOL</b>	Aviation Police
<b>BVI</b>	Border Veterinary Inspector
<b>CAH</b>	Commissioner Animal Health
<b>CITES</b>	Convention on International Trade in Endangered Species of wild flora and fauna
<b>CoC</b>	Certificate of Conformity
<b>COMESA</b>	Common Market for Eastern and Southern Africa
<b>DVO</b>	District Veterinary Officer
<b>EAC</b>	East African Community
<b>ENHAS</b>	Entebbe Handling Services
<b>GMO</b>	Genetically Modified Organism
<b>IATA</b>	International Air Association
<b>IPPC</b>	International Plant Protection Convention
<b>IVHC</b>	International Veterinary Health Certificate
<b>MAAIF</b>	Ministry of Agriculture Animal Industry and Fisheries
<b>NDA</b>	National Drug Authority
<b>OIE</b>	World Organization for Animal Health
<b>PVoC</b>	Pre-export Verification of Conformity
<b>SOPs</b>	Standard Operating Procedures
<b>SPS-WTO</b>	Sanitary and Phytosanitary agreement of the World Trade Organisation
<b>SVI</b>	Senior Veterinary Inspector
<b>UCAA</b>	Uganda Civil Aviation Authority
<b>UNBS</b>	Uganda National Bureau of Standards
<b>URA</b>	Uganda Revenue Authority
<b>UWA</b>	Uganda Wildlife Authority
<b>VI</b>	Veterinary inspector
<b>WAHIS</b>	World Animal Information System



## Definitions

**“Border Post”** is the official designated area where animals, animal products and veterinary inputs are allowed to enter or leave a country. It can be an internal point like airport or physical border point sharing boundaries with another country or countries;

**“Checklist”** means a written guidance used during veterinary inspection and verifications. The elements of a checklist may include: the standard or requirement to be met; a list of questions and actions to be completed; and areas to record objective evidence and findings;

**“Competent Authority”** means officially-designated national or regional authority having the legal competence to enforce relevant national and international veterinary laws/regulations and to verify and certify compliance with the regulatory requirements for animals and animal products.

**“Document check”** – checking of the veterinary documents accompanying a consignment such as herd health certificates, import permits, animal passports, vaccination certificate and other veterinary documents;

**“Physical check”** – a check of an animal (including sampling and laboratory testing) and, where appropriate, additional checks of animals during quarantine;

A physical check can also involve – a visual check for conformity of animals with veterinary (health) certificates and other veterinary documents is specified, as well as verification of the animal identification marks;

**“Veterinary Inspectors”** are authorized and/or designated officials for control of animals, animal products and veterinary inputs at the border posts;



## 1. INTRODUCTION

The livestock sub-sector is one of the biggest foreign exchange earners and it contributed about UGX 870 billion in the year 2019 in exports of livestock and livestock products (MAAIF reports, 2020).

Sanitary and Phytosanitary agreement of the World Trade Organisation (SPS-WTO) guides international trade in animals, animal products and by-products. SPS measures protect human, animal and plant health. Uganda joined the world trade organisation in January 1995 and is party to the World Organization for Animal Health (OIE) and subscribes to the CODEX Alimentarius Commission Guidelines regarding food safety. At regional level Uganda formally ratified the trade agreement that established the Africa Continental Free Trade Area (AfCFTA) and she is a member of the Common Market for Eastern and Southern Africa (COMESA) and the East African Community (EAC). It is against these agreements that Uganda trades with various trading blocks and countries. These obligations must be fulfilled by all parties to ensure that animals, their products and by-products traded internationally are free from harmful organisms, zoonotic diseases, toxins chemical residues and other contaminants.

At national level, this mandate is under the Ministry of Agriculture, Animal Industry and Fisheries. The roles are executed by Veterinary Inspectors in the Department of Animal Health. The Veterinary Inspectors have been deployed at the main exit/entry points of Uganda and their adherence to these SOPs is very crucial and pertinent.



These standard operating procedures for border inspections have been developed to provide a harmonised guide to veterinary border inspections in ensuring that Uganda is fully compliant with its international and regional trade obligations.

These SOPs have been informed by OIE standards, CODEX Alimentarius Commission guidelines, the East African Community Harmonized Sanitary and Phytosanitary Measures and legal framework governing the animal and public health sectors in Uganda.

## **1.1 Scope**

These SOPs cover inspection of animals, their products and by-products, feeds and feed additives, biologicals, vessels for carrying animals, equipment or devices and other veterinary inputs intended for import into, export from or transit through Uganda. They are intended for Veterinary inspectors working at border posts or zones, inland quarantine and district veterinary officers inspecting consignments and live animals for export.

## **1.2 Purpose**

The purpose of the Standard Operating Procedures is to provide guidance to Veterinary Inspectors during routine inspection of consignments. Effective inspection will prevent animal disease, pest and vector entry, establishment, and transmission into Uganda and prevent product or environmental contamination.



## 2. INSPECTION REQUIREMENTS

This section outlines the legal framework that support/ guides inspections, facilities, tools and equipment that are needed to support veterinary inspection, and duties and powers of Veterinary Inspectors.

### 2.1 Legal and regulatory framework

Animal health, welfare and trade in Uganda is regulated and guided by the following legislations, standards and guidelines;

#### 2.1.1 Animal Diseases Act Cap 38

Is the main law which provides for the regulation of import/ export, animal handling and transportation in order to prevent entry, establishment and transmission of pests, vectors and diseases of animals. This Act;

- Gives powers to the Commissioner Animal Health (CAH) to issue import permits and international veterinary health certificates for animals, animal products and by- products and veterinary inputs.
- Gives power to the CAH/MAAIF to designate, deploy and gazette veterinary inspectors.
- Gives power to the veterinary Inspector to enter any establishment, vessel, truck, container or place and inspect.
- Obliges animal owners or handlers to report any diseased animal in their possession to the nearest veterinary officer.



- Prohibits movement of animals from, through and into infected areas
- Prohibits movement of animals without an international veterinary health certificate and import permit from CAH for international trade and movement.
- Prohibits the movement of live animals at night.
- Gives powers to Veterinary officers to inspect animals, establishments, vessels, yards and any other place where there is an animal, to verify health and welfare status.
- Gives powers to veterinary officers to inspect and issue a veterinary health certificate/movement permit to facilitate animal movement.
- Designates stock routes to be observed while transporting animals through the country.
- Provides for quarantine of animals entering the country at ports of entry.

### **2.1.2 Animal Breeding Act 2001**

- Gives authority to the CAH to regulate import and export of breeding stock and other animals and animal products
- Lists breeds allowed into Uganda
- Specifies the roles of Director, Commissioner Animal Production and NAGRC&DB



### **2.1.3 Dairy Development Authority Act 1998**

This act guides on;

- Regulation of dairy and dairy-related import and export activities in conformity with the External Trade Act, but without violating the Animal Diseases Act
- Registration and licensing of milk processors, exporters, importers and milk collection centres
- Regulates the quality of dairy and dairy products

### **2.1.4 Animals (Prevention of Cruelty) Act Cap 39**

Is the primary law which provides for the prevention of cruelty to animals and ensures animal welfare; the main provisions in the Act include the following:

- Defines cruelty and prescribes penalties against cruelty to animals.
- Empowers authorized officers to conduct emergency slaughter of animals injured during transportation.
- Prescribes penalties for persons who allow diseased animals to be at large in public places.
- Gives powers to Courts of law to order the destruction of diseased animals which are at large in public places.
- Provides for detention of animals by an authorized officer in cases where the owner is charged for contraventions of the provisions of the act



## 2.1.5 Cattle Traders Act Cap 43

Is an Act, which provides for the regulation of cattle trading within Uganda. The highlights of the Act which guides animal handling and transportation include the following:

- Makes it mandatory for traders to obtain an annual license to trade in animals, meat, horns and other products other than milk.
- Makes it mandatory for exporters to obtain a cattle exporters' license from the Commissioner Animal Health to export animals, meat, meat byproducts, horns, and other animal products other than milk.
- Declares the whole country as an export area.
- Empowers the Commissioner Animal Health to issue Cattle traders' license and Cattle Exporters' license.
- Gives powers to the Commissioner Animal Health to print and issue veterinary health certificates for the inter-sub county, inter-district and interstate animal movement and import permits for animals and animal products to be brought into the country and international veterinary health certificate for export.

## 2.1.6 The National Drug Policy and Authority Act

- Controls the importation, exportation and sale of pharmaceuticals in Uganda
- Guides Registration and licensing of drug outlets and pharmacies





### **2.1.7 The Rabies Act**

- Prohibits the entry into Uganda of any animals from any country where rabies is known to exist
- Specifies rules for prescribing fees for the inoculation, testing, disinfecting and maintenance of dogs

### **2.1.8 Public Health Act-Meat Rules**

- Provides for licensing of butchers and butchereries
- Prohibits animals which are not destined for slaughter to enter a slaughter place
- Provides for inspection and marking of meat
- Prohibits unauthorized meat slaughtered outside the municipality or town to be brought into the municipality or town

### **2.1.9 The hides and skins Act Chapter 89**

- Provides for licensing of hides and skins traders
- Gives inspectors powers to inspect, search and seize hides and skins in cases where the trader contravenes the provisions of this act

### **2.1.10 Uganda National Bureau of standards Act, Chapter 327**

- Provides for the development and regulation of standards that applies to the livestock sector.



## **2.1.11 Statutory Instruments**

### **Statutory Instrument 38—1 the Animal Diseases (Declaration of Animals) Instrument**

- Added on the list of animal specified in the animal diseases Act declared that the following animals shall be included in the term “animals” for the purposes of the Act—all species of apes and monkeys, psittacine birds, rats, mice, guinea pigs and all other rodents

### **Statutory Instrument 38—2 The Animal Diseases (Declaration of Diseases) Instrument.**

- Added on the list of diseases to be included on the list in the animal diseases Act declared that the following diseases shall be included in the term “disease” for the purposes of the animal diseases Act— (a) all tick-borne diseases of cattle; (b) atrophic rhinitis of pigs; (c) bovine spongiform encephalopathy (BSE); (d) brucellosis; (e) epi-vaginitis; (f) fowl pox; (g) infectious bursal disease (Gumboro disease); (h) Johne’s disease; (i) lumpy skin disease of cattle; (j) Newcastle disease of poultry; (k) peste des petits ruminants; (l) trichomoniasis; (m) vibriosis

### **Statutory Instrument 38—4 The Animal Diseases Rules**

This statutory instrument Guides on;

- Permits for import of animals, Places for import, Examination of imported animals, Quarantine of imported animals, and removal of such animals from quarantine.



- Control of Movement of animals, carcasses, hides and skins
- Permits for importation of biological products
- Declaration of clean and un clean cattle areas
- Manner of spraying or dipping cattle, sheep and goats

### **Statutory Instrument 38—7 These Rules may be cited as the Animal Diseases (Restriction of Movement of Cattle) Rules**

- Restricts movement of cattle through areas declared infected (under quarantine)
- Prohibits movement of cattle at night

### **Statutory Instrument 38—8 The Animal Diseases (Quarantine) Rules**

- Prescribes fees to be paid for animals held in quarantine
- Restricts entrance and movement in places of quarantine unless with permission from the Inspecting officer or veterinary officer
- Responsibility of owner of animals kept in quarantine

### **Statutory Instrument 38—10 The Animal Diseases (Importation of Carcasses) Rules.**

- Provides for Control of importation of carcasses into Uganda



## **Statutory Instrument 38—11 The Animal Diseases (Importation of Dogs) Rules**

- Provides for control of importation of dogs

## **Statutory Instrument 38—12 Animal Diseases (Importation of Poultry) Rules.**

- Restricts import into Uganda poultry, feathers, eggs or poultry carcasses except with permission from the commissioner

### **2.1.12 Uganda Standards**

#### **US 733:2019, Handling and transportation of slaughter animals — Requirements**

Is the main UNBS standard on handling and transportation of slaughter animals and main highlights of the standard include:

- Sets standards of designs for animal transportation vehicles and vessels;
- Standardizes loading densities for different species of animals;
- Standardizes journey hours.

### **2.1.13 Veterinary Technical Manual For Animal Movement Control In Uganda (2019)**

- Guides veterinarians and animal transporters on laws, regulations and procedures to be followed while transporting animals;
- Guides on procedures for inspection and certification of animals and animal products.



## 2.2 Facilities, tools and equipment

The veterinary inspector at the port of entry/exit must have the following facilities, tools and equipment

- i. Office space (Veterinary inspector's office)
- ii. Office furniture including filing Cabinet;
- iii. Inspection & sampling equipment;
- iv. Quarantine facilities;
- v. Toilet with hand washing facility;
- vi. Copies of the relevant laws, regulation, guidelines and SOPs;
- vii. Mini laboratory;
- viii. Personal protective equipment;
- ix. IT infrastructure including internet access;
- x. Means of transport;
- xi. First Aid kit.

## 2.3 Powers and Duties of Veterinary Inspector

A veterinary inspector is mandated by law to;

- i. Enter, inspect and search, at any reasonable time, any vessel, vehicle, and (or) processing establishment, or any place where animals, animal products or commodities are being transported or stored to verify compliance status;
- ii. Verify (electronic/ manual) availability and authenticity of documents regarding import/export of animals, animal products such as sanitary health certificate, in-transit certificates,



- import/export permits, certificates of origin and certificate of analysis;
- iii. Seize any animal or animal products or biological/device/any other veterinary input that are non-compliant and are a risk to spread pests/vectors/disease;
  - iv. Facilitate cross border animal or animal product trade by building synergy with other government authorities and relevant stakeholders;
  - v. Collaborate with relevant enforcement agencies in gathering intelligence and enforcing veterinary regulations;
  - vi. Cause arrest of any offender who contravenes the requirement for import/export for ensuring animal health or any other contravention of the veterinary legislation;
  - vii. Ensure proper disposal of non-compliant consignments in accordance with provisions of a Court Order;
  - viii. Collect data on volumes of animals, veterinary inputs and animal products;
  - ix. Conduct training, sensitization and awareness raising for key stakeholders on national or regional animal or animal product trade requirements;
  - x. Ensure that sufficient appropriate samples including samples for microbiological, physio-chemical and surveillance examinations are collected and submitted to laboratory.



### 3. INSPECTION

During inspection, the Veterinary inspector (VI) should be conversant with the inspection process especially what to look at, what to look for, how to seize a consignment and how to ensure successful prosecution of those not complying with the legislation. In this regard, the VI will have responsibility of conducting physical and documentation checks

For the purpose of this section, inspection process is divided into:

- i. Preparation phase
- ii. Execution phase
- iii. Reporting phase

#### 3.1 Preparation for Inspection

Prior to inspection, the VI should be in possession of appropriate facilities, equipment and tools including; Checklist of the requirements and PPE to ensure that animals, products and other veterinary inputs are inspected appropriately. The inspection checklists for inspection of different items are attached in annex.

#### 3.2 Execution of inspection

A VI Carries out two types of checks namely documentation and physical checks.

##### 3.2.1 Document checks

The veterinary inspector must ensure that a consignment has all or any of the following documents



- i. International Veterinary Health Certificate;
- ii. Import permit;
- iii. CITES certificate for endangered species;
- iv. Certificate of origin;
- v. In transit permits;
- vi. Commercial invoice indicating total quantity value, and number of pieces;
- vii. Laboratory test results (where applicable);
- viii. Approval for means of transport (where applicable)
- ix. Radiation free certificate (where applicable)
- x. Fumigation certificate (where applicable) for hides, skins, skulls, scales and horns;
- xi. Certificate of Analysis (where applicable) for animal feeds, laboratory certificate of analysis for biologicals and vaccines
- xii. Rabies vaccination cards and passport for pets;
- xiii. In case of live animals, verify disease status in the country of origin using OIE WAHIS website

**Checks should be made to verify:**

- a) Any copies of the original certificate must be identified as a copy and should be readily distinguishable from the original document;





- b) All certificates should be signed and stamped using ink that is in a different colour from the other text on the certificate. The official stamp should bear National official features of country of origin, date, responsible Competent Authority and stamp number;
- c) Serial numbers of certificate/ certificate reference number, for easy reference and follow up in case of product recalls and rejections of consignments, fraudulent practices;
- d) Certifying Officers' name, signature, qualification and designation/title;
- e) Product description (form, size, grade, type, weight of consignment (gross and net weight));
- f) Type of packaging materials e.g. Styrofoam boxes, waxed Cartons, jute bags, baskets, polybags etc;
- g) Number of packages;
- h) Country and city of dispatch;
- i) Country and city of final destination;
- j) Product identification marks (batch codes, traceability codes);
- k) Dates of manufacture and expiry;
- l) Details of consignee;



- m) Details of consignor;
- n) Place and location where the certificate was issued;
- o) Mode of transport - rail, water/sea, air, road;
- p) Validity of certificate; and
- q) Country logo and where possible a water mark.

**NB;** Health Certificates are obtained from the competent veterinary authority of the country of origin.

### **The general features of a Health Certificate:**

The certificate accompanying consignment must;

- Be the original copy;
- Have a unique reference number;
- Be fully completed;
- Be made out to for a single recipient;
- Be signed by the Competent Authority of the country of origin or his/her representative and have an official stamp of the country of origin in a different colour to that of the printing ink;
- Be dated in relation to the date of loading of the products for dispatch;
- Detail the address(s) and approval number(s) of the processing plant of origin, if applicable. This must correspond to that detailed on the



packaging; Have a validity period.

- Not have unauthorized alterations or be defaced in any way, i.e. no whiteout, crossings out etc. However, where it has occurred then it should be countersigned and stamped by the official certifying authority

**Where English is not the official language of the Member State where the checks are carried out. The health certificate must be translated English**

### **3.2.2 Physical checks**

Physical checks include physical looking at the animals, animal products, animal feeds, veterinary equipment and biologicals. It also includes checks on the means of transport, on packaging, labeling and temperature. It may also include sampling for analysis and laboratory testing and any other check necessary to verify compliance with veterinary laws, regulations and standards. The physical inspection checklists are attached in annex

#### **Physical checks will normally focus on:**

- i. The animal product, its packaging, label and compliance with standards and regulations;
- ii. The presence of any undesirable substances in or on the product;
- iii. Presence of clinical signs of disease in live animals;
- iv. Animal welfare issues such as loading densities, nature of transportation;



- v. Traceability documentation;
- vi. Verify transportation conditions (capacity, sanitation, temperature, humidity);
- vii. Verify packaging, labelling in relation to information on the import permit and health certificate
- viii. May need to pick samples for laboratory analysis

### **3.2.3 Sampling**

In the event that the Veterinary Inspectors are obliged to take a sample for laboratory analysis for verification purposes, such samples taken should be taken following a sampling criteria.

Sampling should be done in a well-defined area in order to avoid difficulties in executing of procedures, reduce the risk of contamination and cross contamination and to include all necessary safety and health precautions to the sampler and environment.

#### **During sampling, the inspector should:**

- i. Ensure personal hygiene to avoid cross contamination in case of products and by-products;
- ii. Check whether the consignment to be sampled come from the same production batch. Labels on the packaging can indicate whether the consignment contains different production batches or dates, and whether the products in different batches vary in quality. If so the different



batches must be sampled separately.

- iii. The integrity of packages and the expiry date must always be examined. Do not sample products that are out of date or about to expire.
- iv. Ensure that appropriate sampling plan (as in the annex) is followed and random samples are taken;
- v. Ensure the sample is kept at appropriate temperature;
- vi. Ensure proper re-closing of the containers from which the samples were obtained
- vii. Ensure that the sample is kept in a clean sampling box;
- viii. Ensure the chain of custody of sample for instance in circumstances that the inspector may not physically take the sample to the testing lab, then he/she should ensure that the sampling box is secured with a seal or wrapping that Can only be opened by the authorized persons at the testing laboratory;
- ix. Ensure proper labelling/marking to indicate that a sample has been removed
- x. Ensure taking photographic evidence.
- xi. Ensure that samples are clearly encoded and record the following information;

Physical appearance of sample, Origin of sample, Type of sample, Date and time of sampling, Site of sampling, Weight/volume of sample, Condition of storage, Date of



dispatch, Storage temperature, Reason for sampling, Tests required and Lot number

## **Sampling methods**

A sample should be representative of the full lot or consignment.

For a homogeneous lot (commodity of which the composition or physical characteristics of goods is uniform throughout the product) such as clear solutions or other liquids with no suspended particles, powders or granules with equal particles and color, the sample can be taken from any convenient spot.

For a heterogeneous lot (consignment where the composition or physical characteristics of goods varies throughout the product) such as solutions with suspended particles, granules with different sizes and colors, it is essential to take a sample which is representative for the whole lot.

For live animals or carcasses, specimen of materials for diagnostic purposes should be collected from affected or suspected of being affected by a disease of concern

## **Sample Analysis**

To verify compliance of animal feeds standards, animal health conditions specified, animal products safety and quality standards, the VI has to take samples for analysis in a testing laboratory. The CAH must designate the official laboratories which may undertake the analysis of samples for official controls.



A Laboratory Sample Submission Form should be filled when submitting samples. Rapid test kits for some parameters, Can also be used to make “on the spot” decisions.

### Tests can include:

- i. Composition analysis to ensure that non-permitted or non-declared ingredients or additives are not present and to determine that declared ingredients/additives do not exceed regulatory guidelines;
- ii. Chemical analysis to determine that chemical contaminants do not exceed regulatory limits. This would include toxic elements, pesticides and industrial chemicals. Additionally, analysis for drug residues should be done for farmed animal products.
- iii. Tests to ensure absence of animal disease agents, vectors or pests
- iv. Bacteriological testing to ensure absence of pathogenic organisms. Examples would include analyses for organisms such as Pathogenic *Escherichia coli*, *Listeria monocytogenes*, *Salmonella spp.*, and *Staphylococcus aureus*; etc.

### 3.2.4 Non compliance

All non-compliance of animal health laws, regulations and standards should be met with some form of enforcement action or consequences.

The precautionary principle is applied when VI has



reasonable grounds for concern that an unacceptable level of risk to health exists but the supporting information and data may not be sufficiently complete to enable a comprehensive risk assessment to be made.

When faced with these circumstances a VI, may act to protect animal health based on the precautionary principle, while seeking more complete scientific and other data via sampling for example. Such measures have to comply with the normal principles of non-discrimination and proportionality and should be considered as provisional until such time that more comprehensive information concerning the risk can be gathered and analyzed.

Examples include the quarantine of live animal from areas of disease and parasite outbreaks; rejection of entry of animals, animal products originating from countries with recent disease outbreaks; and rejection of a consignment which does not have the requisite documents

### **Determining the Severity of non-compliance**

When conducting physical checks, it is good practice to categorize observations as critical, serious, major or minor in order to determine the severity of any defects or hazards

**Table xxx** below provides guidance on how to categorize defects. As is shown in the table, issues which are classified as major, serious and critical are associated with non-compliance and warrant further action.



**Table xxx: .....**

Category level of offense	Description	Action to be taken
Overloading of animals or animal products, inappropriate packing, etc	If the act slights violates animal welfare or compromises quality of the product	Verbal warning
Non adherence to verbal warning Repeated act above	more than twice	Issue a written warning
Non-compliance to a written warning	As above	Revoke the import permit or IVHC
Inconsistence	Inconsistence in loading or in documentation	Verbal warning Increase frequency of inspections
Rumors of consignments bypassing mandatory checks,	Attempted smuggling	Alert responsible authorities and other border points
Inappropriate packaging, or suspected disease conditions, pests and vectors	Non-compliance is likely to result into entry of disease pathogens, vectors and pests	Take samples and release the consignment under seal or if live animals sent to quarantine.



Absence of mandatory documents (import permit, IVHC)	non-compliance is likely to result in significant hazard or serious harm due to likelihood of introduction of disease Causing agent /pest /vector	Reject entry/re-export  Seize any animal or animal product
Failure to meet import requirements specified in the permit	non-conforming consignments	Reject entry/ re-export
Presenting forged mandatory documents (import permit, IVHC, Certificate of analysis e.t.c)	non-conforming consignments	Confiscate the documents  Cause arrest of any offender. Reject entry/export Notify CAH
Test result reveals safety concerns	Animal product or by-products contain contaminants that are Capable of adversely affecting health of humans, animals and plants	Notify CAH,  Reject entry/export apply for court order to destroy or otherwise render harmless



### **Written warning should contain the following**

- a. The section(s) of the animal diseases Act or regulation and other relevant national regulations violated.
- b. Summary of the facts and a description of the violation;
- c. The time limit within which the trader/owner/the agent must comply with the warning;
- d. Statement that if the warning is not heeded or there are repeated violations punitive action will be taken against the offender,

### **3.2.5 Procedure for Search**

- i. Inform police and move along with a police officer.
- ii. Communicate intentions to inspect the said item.
- iii. Approach and mount an inspection on the suspected vehicle or vessel, establishment, consignment etc.
- iv. Inspector and police officer should introduce themselves by showing authority Cards;
- v. Ask for relevant information and documentation related to suspected infringement for verification;



- vi. Request the suspect to open baggage, package, vehicle hold, vessel hold, tent, premises or Consignment belonging to or occupied by such person or to anyone in his employment;
- vii. Conduct systematic search for suspected infringement based on the animal diseases Act and regulations;
- viii. Take sample specimens randomly to verify and cross check for non-compliance;
- ix. The exhibits and suspects should be handed over to the police and statements made to that effect;
- x. The VI should be ready to testify in court as a technical officer
- xi. In Case of suspects being at large, the VI should apply to court for a court order to dispose off impounded items.

### **3.2.6 Application of Court Orders**

- i. The VI shall seek guidance from the Assistant Commissioner Veterinary Regulation & Enforcement or CAH in applying for a Court Order.
- ii. The VI shall propose how the impounded commodity is to be disposed.
- iii. Preferring charges shall also be guided by CAH in applying for a Court Order.



### **3.2.7 Procedure of Disposal of animal and animal products or veterinary inputs impounded**

- i. Fill disposal forms with particulars of the items and submit it to the Magistrate to obtain a Court Order.
- ii. The Magistrate gives authority and specifies the manner for destroying the items by signing the inventory form, which is in effect the Court Order;
- iii. The VI disposes off items as by Court Order in the presence of witnesses including relevant authorities, local leadership, Magistrate or his representative, the Police Officer, District production officer, district veterinary officer, Councilors, press, or the public.
- iv. Keep record of the activity and submit report to the CAH;

## **3.3. Quarantine of consignments and release under seal**

### **1.3.1 Release under seal**

A consignment may be released under seal pending laboratory results to guide on the way forward. Release under seal should be done in writing.

### **1.3.2 Quarantine of animals, animal products, animal feeds, and other veterinary inputs**

A seized consignment may be quarantined by a VI awaiting outcome of further investigation or pending disposal. To implement this, quarantine facility should be available at



the border for use and in case of lack of such facilities, the VI may use available private facility or a facility owned by other government agencies provided a seal is attached to secure the quarantined products at the cost of the importer.

Seized consignments should be tagged. The tag should include:

- i. Seizure period which depends on the current law;
- ii. The word “held”;
- iii. An identification number;
- iv. A brief description of the seized consignment detained;
- v. The date of seizure
- vi. The name, contact and signature of the inspector.

### **1.3.3 Quarantine for live animals**

The VI should inspect and quarantine animals being imported into the country in accordance with the animal diseases Act governing movement of live animals.

The standards about inspection and quarantine procedures, test items, laboratory test methods and the criteria of qualification shall be as specified in regulations.

#### **Location of quarantine facility**

There should be a Quarantine Facility at the border post to quarantine and examine live animals. Where it is absent animals shall be quarantined in the specified quarantine station or at isolation paddock at the farmer's premises under supervision of the DVO/Zonal SVI/VI



## Period of quarantine

- i. The quarantine period will need to take into account the life history of the animal being imported, introduced or transferred. It will also depend on the results of observation and testing of the imported stock. Once the CAH is satisfied that the consignment is safe then it can be released.
- ii. The Quarantine Facility should be thoroughly disinfected in case of disease outbreak.
- iii. If a pathogen or infectious disease is detected at any point while the imported animals and their progeny are under quarantine, the supervising Quarantine Officer may require treatment and further testing. If the disease is of a serious and/or untreatable nature, destruction of all animals held in the facility should be ordered and complete disinfection of the building, pastures and all equipment should be required before holding new stock;
- iv. There should be a provision for quarantine of all live animal arrivals to check for any signs of disease. Any animal presenting any signs of disease shall immediately be isolated and disposed off appropriately.
- v. There should be Quarantine of animal from different sources by holding them in separate units using different equipment.
- vi. Access to the Quarantine Facility should be restricted.



If the impounded or quarantined consignment has been seized under stated laws or legislation and the person charged is acquitted of the charge, the inspector or other person having the custody of the consignment seized under that law or legislation must:

- a) Recommend to CAH either to return them to the person from whom they were seized OR
- b) If the animal or animal products have been disposed of by courts of law, the owner shall follow up the refund with the court.

## 3.4 Reporting

### 1.4.1 Report content

The VIs should prepare and submit dated, signed and stamped reports to their immediate supervisor and ultimately to the CAH as timely as required. The report should include activities during the reporting period covering:

1. Date of inspections and reporting period.
2. Inspections (Number of inspections, Main findings, non-conformances and actions taken);
3. Disaggregated (animal health) data on type, quantity, value and origin of animals animal products and inputs entering and exiting the border. This should include
  - a. Data on types, quantity, value and origin of animal feeds;
  - b. Data on quantity and value of animal and animal products imported/exported;





- c. Data on types, quantity and value of other veterinary inputs;
- d. Number of animal transport vehicles, vessels or boats inspected
- e. Quantity of animal, animal products or other inputs seized;
- f. Data on quantity and value of animal and animal products rejected;
- g. Temperature of animal and animal products at the time of entry and exit;
- h. Data on Quantity, type and size of immature animal impounded;
- i. Samples taken for analysis and results;
- j. Prosecutions made, court orders/actions secured;
- k. Update on previous reporting period actions;
- l. Challenges encountered during the inspection period;
- m. Conclusions based on regulatory framework and recommendations

All inspection reports have to be registered into a secure system of documentation control. Records should be held in paper files or computerized formats however computerized databases provide a powerful tool for keeping a record of all official interventions and are particularly useful in ensuring that there is a proper follow-up of corrective actions requests resulting from inspections and non-compliances.



### 1.4.2 Report types and report archiving

Reporting relies on access to data and information. At each Border Post, the Border Veterinary Inspector (BVI) is required to keep and maintain the following key records and data:

- i. Certificate of origin
- ii. Health certificate for export;
- iii. Notification of animal products detention;
- iv. Notification of animal product seizure;
- v. Form to register official sampling for analysis;
- vi. Records of seal numbers attached to consignments,
- vii. Asset inventory ledger;
- viii. Quantity of respective consignment;
- ix. Animal Inspection forms (temperature, quantity, source, vehicle / truck registration);
- x. List of animal traders (importers and exporters)
- xi. Court Case files (see Annex 21 for format on Prosecution follow-up form).
- xii. Contact details of Competent Authorities and Collaborating agencies in Partner States.

The VI should also ensure that there is a consistent document control system; to have a systematic and controlled way of document issuance, distribution and revision where applicable.



Documents and records should be kept safely and easily accessed.

The reports are kept by the CAH and any information of food safety concern is shared among Partner states.

The CAH should establish a network of communication, and also nominate a focal person obliged to communicate the existence of a serious direct or indirect risk to human animal and environmental health deriving from the import/export. The VI should report such risks for the focal person to analyze the extent and magnitude of the risk. Likewise, VI should receive and obtain information from the focal person on required action.

Alert notifications should be sent when the food or feed import/ export presenting the risk is being imported/ exported and immediate action is required. Information notifications concern a food or feed for which a risk has been identified, but for which the other members of the network do not have to take immediate action, because the product has not reached their market.



## ANNEXES

### A) PROCEDURE FOR IMPORTATION

#### **Annex 1: Import procedures for animals, animal products and veterinary inputs**

- i. Place an application letter with a request to obtain an import permit with other necessary documents.
- ii. Obtain an import permit from the Commissioner Animal Health in the Department of Animal Health (MAAIF) for import of animals, animal products.
- iii. Obtain a Certificate of Conformity (CoC) from the authorized Pre-export Verification of Conformity (PVoC) agents for devices/equipment/other veterinary inputs
- iv. Obtain importation documents from supplier: Bill of lading, CoC, Final commercial invoice, Packing list and International veterinary health certificate from the veterinary competent authority of the country of origin
- v. Prepare and lodge the custom entry (supported by the documents above). This step may be completed with the help of a clearing agent.
- vi. Customs checking of the goods and confirmation that proper declaration was made and duty paid.
- vii. Verification of the CoC and inspection of goods by Uganda National Bureau of Standards (UNBS) to check conformity with standards for those goods which require UNBS certification.
- viii. Inspection and verification of goods by the veterinary inspector
- ix. Clearance of cargo by Uganda Revenue Authority (URA)



## B) INSPECTION CHECKLISTS

### Annex 2: Inspection checklists for Animal Feeds

**INSPECTION CHECKLIST FOR ANIMAL FEEDS** (concentrates, premixes, supplements, vitamins, pellets, minerals, pet food)

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	
<b>CONTACT</b>			
<b>CONSIGNOR</b>		<b>ADDRESS</b>	
<b>CONTACT</b>			
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import		Export
<b>REASON FOR TRADE</b>  (Tick what is applicable)	Commercial		Other (Specify)
	Direct farm use		
	Research		
	Preliminary samples		
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>		<b>TRUCK REGISTRATION No</b>



## Product Specifications

Type of animal feed eg concentrate, premix, etc	Intended species for the animal feed	Packaging type eg bags, jerry cans, pallets, cartons, tins, etc	Number of packages	Net weight of consignment eg Kg, Tons, Litres	Invoice value (specify value and currency)	Additional notes

- Note: 1.** If the products are more than 5, please provide a separate sheet in the same format as this table.
- 2.** For poultry concentrates in the additional notes, indicate whether it is Broiler Concentrate or Layer concentrate

## Document Checklist and standards

ITEM	Put ✓ a zero (0) or X appropriately	COMMENTS
<b>a) Accompanying documents</b>		
Import permit		
Certificate of analysis		
Certificate of origin		
Movement permit		
Packing list		
Invoice		



<b>b) Transport and Packaging</b>		
Suitable/appropriate vehicle is used		
Appropriate loading densities are observed		
Vehicles and equipment are clean, disinfected and dry		
Consignment kept dry, out of direct sunshine and protected from physical damage		
Packaging material is dry, clean, free from visible contaminants and damages		
Packaging material provides adequate protection (ability to protect consignment from physical, environmental and thermal injury).		
No cross contamination between packages		
Suitable temperatures are maintained during transportation.		
<b>c) Identification and labelling</b>		
Unique product identification marks available and visible		
Name of manufacturer/producer available		
Date of manufacture available		
Date of Expiry available		
Batch number available is similar to that on all other documentation		
Applicable warning statements as required by law are present and visible		



<b>d) Consignment Check</b>		
Absence of pests and any undesirable substance/material		
Damaged, mouldy or otherwise adulterated feeds		
Presence of undesired odour		
Presence of undesired colour		
Undesirable change in texture/consistency		
Consignment meets hygiene conditions		
<b>e) Public health concerns</b>		
Truck drivers and animal feed handlers are free from zoonotic diseases		
<b>Comments, Actions and Follow-Up Needed</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b>Not valid unless signed by a veterinary inspector of MAAIF.</b>		

**KEY**

**A tick (✓):** means that the consignment is fully compliant in that parameter (release will release the consignment)

**A zero (0):** is not fully compliant (the inspector will give guidance on how to achieve full compliance)

**A cross (x):** is non-compliant (the inspector will take action).





## SAMPLES TAKEN

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### **Notes for the inspector:**

Whatever the type of product, the following must be carried out:

1. Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public health or animal health, the consignment may be released.
2. Where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released unless the test results are negative;
3. The samples must be picked from the entire consignment, (consignment may be partially unloaded where necessary to ensure that all parts of it are reached.
4. The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten
5. The real weight of the consignment and that indicated on the veterinary certificate or other official documents must be compared, and the whole consignment weighed where necessary

**Annex 3: Inspection checklist for Milk and Milk Products**

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import		Export
<b>REASON FOR TRADE</b>  (Tick what is applicable)	Commercial		Other (Specify)
	Direct farm use		
	Research		
	Preliminary samples		
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	



## Product Specifications

Name of product (UHT, cheese, ghee, butter, whey, casein, cream etc)	Identification Marks (Batch number)	Description of Consignment (e.g., powdered, liquid, etc)	Species	Net weight/ Quantity of consignment	Type of packaging material	Number of packages

ITEM	Put ✓ a zero (0) or X appropriately	COMMENTS
<b>a) Accompanying documents</b>		
Import permit		
Certificate of analysis		
Certificate of origin		
Movement permit		
Packing list		
Invoice		

<b>b) Transport and Packaging</b>		
Suitable/appropriate vehicle is used		
Appropriate loading densities are observed		
Vehicles and equipment are clean, disinfected and dry		
Consignment kept dry, out of direct sunshine and protected from physical damage		



Packaging material is dry, clean, free from visible contaminants and damages		
Packaging material provides adequate protection (ability to protect consignment from physical, environmental and thermal injury).		
No cross contamination between packages		
Suitable temperatures are maintained during transportation. (0 to +1°C for milk and milk products).		
<b>c) Identification and labelling</b>		
Unique product identification marks available and visible		
Name of manufacturer/producer available		
Date of manufacture available		
Date of Expiry available		
Batch number available is similar to that on all other documentation		
Applicable warning statements as required by law are present and visible		



<b>d) Consignment Check</b>		
Sensory Examinations/tests done: Smell, colour, consistency Taste, texture		
Simple physical and chemical test (cutting thawing and heating) done		
Laboratory tests to detect i. Residue ii. Pathogens iii. Contaminants iv. Evidence of alteration/ adulteration		
Consignment meets hygiene conditions		
<b>e) Public health concerns</b>		
Truck drivers and animal feed handlers are free from zoonotic diseases		
Animal products are safe for human consumption		
<b>Comments, Actions and Follow-Up Needed</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b>Not valid unless signed by a veterinary inspector of MAAIF.</b>		



## **KEY**

**A tick (✓):** means that the consignment is fully compliant in that parameter (release will release the consignment)

**A zero (0):** is not fully compliant (the inspector will give guidance on how to achieve full compliance)

**A cross (x):** is non-compliant (the inspector will take action).

## **SAMPLES TAKEN**

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## **Notes for the inspector:**

Whatever the type of product, the following must be carried out:

1. Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public health or animal health, the consignment may be released.
2. Where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released unless the test results are negative;
3. The samples must be picked from the entire consignment, (consignment may be partially



unloaded where necessary to ensure that all parts of it are reached.

4. The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten
5. The real weight of the consignment and that indicated on the veterinary certificate or other official documents must be compared, and the whole consignment weighed where necessary



## Annex 4: Inspection checklist for Day Old Chicks

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	<b>Routine</b>	<b>Follow up</b>	<b>Other (Specify)</b>
<b>DIRECTION OF TRADE (Tick what is applicable)</b>	<b>Import</b>		<b>Export</b>
<b>REASON FOR TRADE (Tick what is applicable)</b>	Commercial, Direct farm use, Research, Preliminary samples		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	

## Specifications

Type of hatching chicks eg layer, broiler, dual purpose, etc	Breed eg COBB-500, H&N, Hubbard, Ross 308, etc	Packaging type/ descripti on e.g boxes, palets, etc.	Number of chicks	Invoice value (specify value and currency)	Additional notes





*Note: If the consignments are more than 5, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ O X	COMMENTS
<b>Document Check (Tick where applicable)</b>  Import permit International Veterinary health certificate Certificate of origin Vaccination certificate Laboratory results Movement permit Packing list Invoice		
<b>Transport and Packaging</b>  Suitable/appropriate vehicle is used Appropriate loading densities are observed Vehicles and equipment are clean, disinfected and dry Consignment kept dry, out of direct sunshine, protected from physical damage Packaging material is dry, clean, free of bad odour, free from pests and vermin. Packaging material provides adequate protection (ability to protect consignment from physical, environmental and thermal injury).		



<p>Suitable temperatures and Humidity (are maintained during transportation i.e. 24 to 25°C and 65% humidity).</p> <p>Vehicle/truck has optimal ventilation during transportation</p>		
<p><b>Identification and labelling</b></p> <p>Unique product identification marks available and visible</p> <p>Name of Producer and Hatchery</p> <p>Batch number available is similar to that on all other documentation</p> <p>Applicable warning statements as required by law are present and visible</p>		
<p><b>Consignment Check</b></p> <p>Presence of pests and any undesirable substance/material</p> <p>Presence of clinical signs of disease in Day Old Chicks</p> <p>Presence of physical injury</p> <p>Presence of undesired odour</p> <p>Consignment meets hygiene conditions</p>		
<p><b>Animal welfare concerns (Live animals)</b></p> <p>Live birds appropriately handled</p>		
<p>Appropriate beddings available in the Day-Old Chick boxes (Corrugated paper sheets, shredded paper, Rice husks etc)</p>		
<p><b>Public health concerns</b></p> <p>Truck drivers and Day-Old Chicks handlers are free from zoonotic diseases</p> <p>Day Old Chicks are safe in human presence</p>		
<p><b>Comments, Actions and Follow-Up Needed.</b></p>		
<p><b>Certifying Official's Name and Title</b></p>	<p><b>Date, official stamp and signature</b></p>	
<p><b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b></p>		



## SAMPLES TAKEN

### **Notes for the inspector:**

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released unless the test results are negative;

The exact number of chicks as indicated on the Import permit should be the same as that presented for inspection.

### **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



## Annex 5: Inspection checklist for Hatching Eggs, Embryos, Pathogenic Free Eggs and Table Eggs

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import		Export
<b>REASON FOR TRADE</b> (Tick what is applicable)	Commercial, Direct farm use, Research, Preliminary samples		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	



## Product Specifications

Type of eggs (Table eggs, Hatching eggs, Pathogenic Free eggs, Embryos)	Species (eg Avian, Bovine, etc)	Packaging type eg boxes, trays, etc	Number of eggs/ embryos	Net weight of consignm ent in Kgs	Invoice value (specify value and currency)	Additional notes

*Note: If the consignments are more than 5, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ O X	COMMENTS
<b>Document Check (Tick where applicable)</b>  Import permit  International Veterinary health certificate Certificate of origin  Laboratory results Fumigation certificate Movement permit Packing list  Invoice		



<p><b>Transport and Packaging</b></p> <p>Suitable/appropriate vehicle is used Appropriate loading densities are observed</p> <p>Vehicles and equipment are clean, disinfected and dry</p> <p>Consignment kept dry, out of direct sunshine, protected from physical damage</p> <p>Packaging material is dry, clean, free of bad odour, free from pests and vermin.</p> <p>Packaging material provides adequate protection (ability to protect consignment from physical, environmental and thermal injury).</p>		
<p>Suitable temperatures (below physiological zero, preferably between 18oC to 20oC) are maintained during transportation.</p>		
<p><b>Identification and labelling</b></p> <p>Unique product identification marks available and visible</p> <p>Name of Producer and Breeding Farm Date of Production</p> <p>Date of Expiry available</p> <p>Applicable warning statements as required by law are present and visible</p>		
<p><b>Consignment Check</b></p> <p>Presence of pests and any undesirable substance/material</p> <p>Presence of clinical signs of disease on Hatching Eggs/ Embryos/Pathogenic free eggs/ Table eggs</p> <p>Presence of physical injury, Deformities, misshaped, jumbo etc</p> <p>Presence of undesired odour Presence of undesired colour Undesirable change in texture</p> <p>Presence of hatched chicks</p> <p>Consignment meets hygiene conditions</p>		



<b>Public health concerns</b> Truck drivers and hatching eggs handlers are free from zoonotic diseases		
Eggs are free from micro-organisms as confirmed by laboratory tests.		
<b>Comments, Actions and Follow-Up Needed.</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b>		

## SAMPLES TAKEN

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## Notes for the inspector:

Whatever the type of product, the following must be carried out:

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no



immediate danger to public health or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released unless the test results are negative;

The samples must be picked from the entire consignment, (consignment may be partially unloaded where necessary to ensure that all parts of it are reached.

The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten

The real weight of the consignment and that indicated on the veterinary certificate or other official documents must be compared, and the whole consignment weighed where necessary.

### **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*





## Annex 6: Inspection checklist for Hides and Skins & Related Products

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import		Export
<b>REASON FOR TRADE</b> (Tick what is applicable)	Commercial, Direct home use, Research, Preliminary samples		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	



## Product Specifications

Type of product eg hides, skins, leather	Animal species	Description eg Wet blue chrome tanned, dry salted, wet salted etc	Packaging type eg pallets, etc	Number of packages	Net weight of consignment in Kg	Invoice value (specify value and currency)

*Note: 1. If the products are more than 5, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ O X	COMMENTS
<b>Document Check (Tick where applicable)</b>		
Import permit		
International Veterinary health certificate Certificate of origin		
Fumigation certificate Movement permit		
Packing list		
Invoice		



<p><b>Transport and Packaging</b></p> <p>Suitable/appropriate vehicle is used (refer to Ug standards)</p> <p>Vehicles and Pallets are clean, disinfected and dry</p> <p>Consignment kept out of direct sunshine and protected from physical damage</p> <p>Packaging material is dry, clean, free of bad odour free from pests and vermin.</p> <p>Packaging material provides adequate protection (ability to protect consignment from physical, environmental, thermal injury and spillage).</p>		
<p><b>Identification and labelling</b></p> <p>Unique product identification marks available and visible</p> <p>Batch number available is similar to that on all other documentation</p> <p>Applicable warning statements as required by law are present and visible</p>		
<p><b>Consignment Check</b></p> <p>Presence of pests and any undesirable substance/material</p> <p>Presence of physical damage Presence of undesired odour Presence of undesired colour</p> <p>Undesirable change in texture/consistency</p> <p>Consignment meets hygiene conditions</p>		



<b>Public health concerns</b> Truck drivers and animal handlers are free from zoonotic diseases Animal products are safe for human usage		
<b>Comments, Actions and Follow-Up Needed.</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b>		

## SAMPLES TAKEN

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## Notes for the inspector:

Whatever the type of product, the following must be carried out:

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public health or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be



released unless the test results are negative;

The samples must be picked from the entire consignment, (consignment may be partially unloaded where necessary to ensure that all parts of it are reached.

The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten

The real weight of the consignment and that indicated on the veterinary certificate or other official documents must be compared, and the whole consignment weighed where necessary

### **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*

**Annex 7: Inspection checklist for Horns and Horn Products**

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE (Tick what is applicable)</b>	Import		Export
<b>REASON FOR TRADE</b>  (Tick what is applicable)	Commercial, Direct home use, Research, Preliminary samples		Other (Specify)
<b>COUNTRY OF ORIGIN</b>			<b>CITY OF ORIGIN</b>
<b>COUNTRY AND CITY OF DESTINATION</b>			<b>CITY OF DESTINATION</b>
<b>MEANS OF TRANSPORT</b>			<b>PORT OF EXIT</b>
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	



## Product Specifications

Type of product, eg horn, horn products (specify the horn product)	Animal Species	Packaging type	Quantity of packages	Net weight of consignment in Kg	Invoice value (specify value and currency)	Additional notes

*Note: If the products are more than 5, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ O X	COMMENTS
<b>Document Check (Tick where applicable)</b>		
Import permit		
International Veterinary health certificate		
Certificate of origin		
Laboratory results Fumigation certificate		
Movement permit Parking list		
Invoice		



<b>Transport and Packaging</b> Suitable/appropriate vehicle is used (Refer to UNBS standards)  Appropriate loading densities are observed (Refer to UNBS standards)  Vehicles and equipment are clean, disinfected and dry  Consignment kept dry, out of direct sunshine and protected from physical damage		
Packaging material is dry, clean, free of bad odour free from pests and vermin.  Packaging material provides adequate protection (ability to protect consignment from physical, environmental and thermal damage).		
<b>Identification and labelling</b>  Unique product identification marks available and visible  Name of manufacturer available Date of manufacture available  Batch number available is similar to that on all other documentation  Applicable warning statements as required by law are present and visible		
<b>Consignment Check</b>  Presence of pests and any undesirable substance/material  Presence of physical /damage Presence of undesired odour Presence of undesired colour  Undesirable change in texture/consistency  Consignment meets appropriate hygiene conditions		





<b>Public health concerns</b> Truck drivers and animal handlers are free from zoonotic diseases		
<b>Comments, Actions and Follow-Up Needed.</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b>		

## SAMPLES TAKEN

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## Notes for the inspector.

Whatever the type of product, the following must be carried out:

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public health or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released unless the test results are negative;

The samples must be picked from the entire consignment, (consignment may be partially unloaded where necessary to ensure that all parts of it are reached.



The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten

The real weight of the consignment and that indicated on the veterinary certificate or document must be compared, and the whole consignment weighed where necessary.

### **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



## Annex 8: Inspection checklist for Livestock

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>	<b>ADDRESS</b>		<b>CONTACT</b>
<b>CONSIGNOR</b>	<b>ADDRESS</b>		<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import	Export	
<b>REASON FOR TRADE</b>	Commercial, Breeding, Research		Others (specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	

Type of animal (Cattle, goats, sheep, horses etc)	BREED	SPECIES	AGE	SEX	ID MARKS/C OLOR	NUMBER OF ANIMALS	TYPE OF CARRIAGE	NUMBER OF CARRI AGES



ITEM	✓ OR X	COMMENTS
<b>Document Check (Tick where applicable)</b> Import permit International Veterinary health certificate Vaccination certificates Laboratory results Movement permit		
Invoice Transit permit		
<b>Transportation</b> Suitable/appropriate vehicle is used (refer to UG STANDARDS) Appropriate loading densities are observed (refer to UG STANDARDS) Vehicles and equipment are clean, disinfected and dry Intermixing of species during transport. Suitable temperatures are maintained during transportation.		
<b>Identification and labelling</b> Unique product identification marks available and visible Applicable warning statements as required by law are present and visible (Live animals; fragile)		
<b>Consignment Check</b> Presence of clinical signs of disease in live animals signs of ill health include listlessness, cessation of rumination, discharge from the nostrils or eyes, excessive salivation, persistent coughing etc. Presence of dead animals Presence of physical injury		



Presence of external parasites Condition of droppings is appropriate  Signs of disease as listed in the import permit		
<b>Animal welfare concerns (Live animals)</b>  Animals are fit to travel and their needs for water, feed and rest are met.  The animals have sufficient floor space and height. Live animals appropriately handled and restrained.  Animals kept dry, out of direct sunshine and protected from physical damage  Appropriate beddings available for the animals		
<b>Public health concerns</b>  Truck drivers and animal handlers are free from zoonotic diseases		
<b>Comments, Actions and Follow-Up Needed.</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b>		

## SAMPLES TAKEN

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## **Notes for Inspector**

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released until the test results are negative;

The samples must be picked from the entire consignment, (consignment may be partially unloaded where necessary to ensure that all parts of it are reached.

The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten

The exact number of animals as indicated on the Import permit should be the same as that presented for inspection.

## **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



## Annex 9: Inspection checklist for Meat and Meat Products

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import		Export
<b>REASON FOR TRADE</b> (Tick what is applicable)	Commercial, Direct home use, Research, Preliminary samples		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	

## Product Specifications

Type of meat eg beef, chevron, mutton, offal, poultry, pork, etc	Animal species	Packaging type eg bags, cartons, tins, boxes etc	Number of packages	Net weight of consignme nt in Kg	Invoice value (specify value and currency)	Additional notes



**Note: If the products are more than 5, please provide a separate sheet in the same format as this table.**

### **Document Checklist and standards**

ITEM	✓  O X	COMMENTS
<b>Document Check (Tick where applicable)</b> Import permit International Veterinary health certificate Certificate of analysis Certificate of origin Movement permit Parking list Invoice		
<b>Transport and Packaging</b> Suitable/appropriate vehicle is used (refer to Ug standards) Temperature maintained at 4°C (40°F) or below during transport. Frozen products transported at -18°C (0°F) Taste of the product is appropriate (where applicable) Consignment kept dry, out of direct sunshine and protected from physical injury		
Vehicles and equipment are clean, disinfected and dry Packaging material is dry, clean, free of bad odour free from pests and vermin. Packaging material provides adequate protection (ability to protect consignment from physical, environmental and thermal injury).		





<b>Identification and labelling</b> Unique product identification marks available and visible Name of manufacturer Date of manufacture available Date of Expiry available Batch number available is similar to that on all other documentation Applicable warning statements as required by law are present and visible			
<b>Physical Product Check</b> Presence of visible contaminants and any undesirable substance/material Presence of physical damage to the product Presence of undesired odour/smell Presence of undesired colour			
Undesirable change in texture/consistency Products meet hygiene conditions			
<b>Public health concerns</b> Truck drivers and animal handlers are free from zoonotic diseases Animal products are safe for human consumption			
<b>Comments, Actions and Follow-Up Needed.</b>  			
<b>Certifying Official's Name and Title</b>  		<b>Date, official stamp and signature</b>  	
<b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b>			



## SAMPLES TAKEN

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### **An inspector may ask to see any of the following records during the course of inspection**

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignment may not be released until the test results are negative;

The exact quantity of the consignment as indicated on the Import permit should be the same as that presented for inspection

### **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



## Annex 10: Inspection checklist for Pets (dogs and cats)

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF MOVEMENT</b> (Tick what is applicable)	Import		Export
<b>REASON FOR MOVEMENT</b> (Tick what is applicable)	Commercial, Home pet, Research, Breeding		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	



## Animal Specifications

Type of Pet e.g. Dog, Cat etc	Pet Name	Breed	Sex	Age	Microchip number	Quantity (Heads)

*Note: 1. If the pets are more than 7, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ OR X	COMMENTS
<b>Document Check (Tick where applicable)</b> Import permit International Veterinary health certificate Vaccination certificates Laboratory results Movement permit Transit permit		
<b>Transportation</b> Suitable/appropriate vehicle is used Appropriate carrier crate is used Vehicles and equipment are clean, disinfected and dry Suitable temperatures are maintained during transportation.		



<b>Identification and labelling</b> Unique pet identification marks available and visible Applicable warning statements as required by law are present and visible		
<b>Consignment Check</b>		
Presence of clinical signs of disease in PETS signs of ill health include listlessness, discharge from the nostrils or eyes, excessive salivation, persistent coughing etc. Presence of physical injury. Presence of external parasites, Condition of droppings. Any signs of disease as listed in the import permit. Inter mixing of species during transport.		
<b>Animal welfare concerns (Live animals)</b> The animals are fit to travel and their needs for water, feed and rest are met. The animals have sufficient floor space and height. Pets appropriately handled and restrained. Pet's carriage is clean, dry, out of direct sunshine and protected from physical injury Appropriate beddings available for the pets		
<b>Public health concerns</b> Pet handlers are free from zoonotic diseases		
<b>Comments, Actions and Follow-Up Needed.</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b>Not valid unless signed by a veterinary inspector of MAAIF.</b>		



## SAMPLES TAKEN

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### **Notes for the inspector:**

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public or animal health, the pet may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the pet may not be released until the test results are negative;

The exact number of pets as indicated on the Import permit should be the same as that presented for inspection.

### **KEY**

*The inspector will use a checklist to make assessments against the following criteria: - A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



## Annex 11: Inspection checklist for Pharmaceutical Products

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import		Export
<b>REASON FOR TRADE</b> (Tick what is applicable)	Commercial, Direct farm use, Research, Preliminary samples		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	

## Product Specifications

Type of pharmaceutical product eg antibiotics, vaccines, dewormer, insecticide, disinfectant, etc	Intended species for the pharmaceutical product.	Trade name	Active ingredient	Packaging type	Net weight of consignment eg Kg, Litres	Invoice value (specify value and currency)



*Note: If the products are more than 5, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ OR X	COMMENTS
<b>Document Check (Tick where applicable)</b> Import permit Certificate of analysis Certificate of origin Movement permit Packing list Invoice		
<b>Transport and Packaging</b> Is there an external packaging? Is the external packaging intact and clean? Is the internal packaging intact? Does the internal packaging provide clear information on the storage conditions of the medicine like temperature and handling? Vaccines should be refrigerated at 2-8°C Is the transportation vessel (truck/car etc) clean and compliant with SOPs?		
<b>Identification and labelling</b> Does the external/internal packaging have the following information? Name of the active ingredient(s) Quantity of active ingredient The amount of active ingredient per dosage		
Date of manufacture Date of Expiry Name and address of manufacturer Batch number similar to that on all other documentation Applicable warning statements		





<p><b>Physical Appearance</b></p> <p>Sterile liquids and powders for injection</p> <p>Is the closure of the drug bottle intact and having a safety cap/seal?</p> <p>Is the colour of the liquid/powder homogenous?</p> <p>Is the texture homogenous, free from foreign particles and lumps?</p> <p>Powders for suspension and syrups</p> <p>Is the colour of the solution homogenous, free from lumps, clots, or any other foreign particles?</p> <p>Are there clear instructions for preparing the oral liquid solution?</p> <p>Is the bottle closed with a safety cap or seal?</p>		
<p><b>Comments, Actions and Follow-Up Needed.</b></p>		
<p><b>Certifying Official's Name and Title</b></p>	<p><b>Date, official stamp and signature</b></p>	
<p><b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b></p>		

## SAMPLES TAKEN

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## **Notes for the inspector**

Whatever the type of product, the following must be carried out:

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public health or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released unless the test results are negative;

The samples must be picked from the entire consignment, (consignment may be partially unloaded where necessary to ensure that all parts of it are reached.

The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten

The real weight/quantity of the consignment and that indicated on the veterinary certificate or document must be compared, and the whole consignment weighed where necessary.

## **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



## Annex 12: Inspection checklist for Wild Animals

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	Routine	Follow up	Other (Specify)
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	Import		Export
<b>REASON FOR TRADE</b> (Tick what is applicable)	Commercial, Direct farm use, Research,		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>COUNTRY AND CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	

## Animal Specifications

Species of wild animal (include English and scientific names) eg, leopard, lion, giraffe, impala etc	Breed	Sex	Age	Distinguishing marks	Quantity (Heads)	Invoice value (specify value and currency)



*Note: If the animals are more than 7, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ OR X	COMMENTS
<b>Document Check (Tick where applicable)</b> Import permit International Veterinary health certificate Certificate of origin Vaccination certificate (where applicable) Laboratory results Movement permit Packing list Invoice		
<b>Transport and Packaging</b> Suitable/appropriate vehicle is used Appropriate loading densities are observed Vehicles and equipment are clean, disinfected and dry Animals are kept out of direct sunshine and protected from physical damage Packaging material is dry, clean, free of bad odour free from pests and vermin.		
Packaging material provides adequate protection (ability to protect animals from physical, environmental and thermal injury). Suitable temperatures are maintained during transportation.		
<b>Identification and labelling</b> Unique animal identification marks available and visible Applicable warning statements as required by law are present and visible on the packaging material		



<b>Consignment Check</b> Presence of clinical signs of disease in live animals  Presence of physical injury to the animals  Presence of pests and any undesirable substance/ matter on the animals		
<b>Animal welfare concerns (Live animals)</b> Live animals appropriately handled Appropriate beddings available for the animals		
<b>Public health concerns</b> Truck drivers and animal handlers are free from zoonotic diseases		
<b>Comments, Actions and Follow-Up Needed.</b>		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b>		

## SAMPLES TAKEN

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**An inspector may ask to see any of the following records during the course of inspection**

Import permit or International veterinary health certificate issued by Competent Veterinary Authority.

The results of any analyses carried out on the animals that have importance for human, animal and environmental health (e.g. the results of testing carried out,).

An invoice

Any relevant reports on checks carried out on the animals

**KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



### Annex 13: Inspection checklist for Wildlife Antiquities (trophies)

<b>Date:</b>		<b>Time:</b>	
<b>CONSIGNEE NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>CONSIGNOR NAME</b>		<b>ADDRESS</b>	<b>CONTACT</b>
<b>TYPE OF INSPECTION</b>	<b>Routine</b>	<b>Follow up</b>	<b>Other (Specify)</b>
<b>DIRECTION OF TRADE</b> (Tick what is applicable)	<b>Import</b>		<b>Export</b>
<b>REASON FOR TRADE</b> (Tick what is applicable)	Commercial, Direct farm use, Research, Preliminary samples		Other (Specify)
<b>COUNTRY OF ORIGIN</b>		<b>CITY OF ORIGIN</b>	
<b>COUNTRY OF DESTINATION</b>		<b>CITY OF DESTINATION</b>	
<b>MEANS OF TRANSPORT</b>		<b>PORT OF EXIT</b>	
<b>HS5 CODE</b>			
<b>CUSTOM ENTRY No</b>	<b>IVHC No</b>	<b>TRUCK REGISTRATION No</b>	

### Product Specifications

Type of wildlife antiquities e.g. skulls, skins, teeth, etc	Animal Species	Packaging type e.g bags, pallets, etc	Quantity (pieces)	Net weight of consignment in Kg	Invoice value (specify value and currency)	Additional notes



*Note: If the products are more than 7, please provide a separate sheet in the same format as this table.*

## Document Checklist and standards

ITEM	✓ OR X	COMMENTS
<b>Document Check (Tick where applicable)</b>  Import permit International Veterinary health certificate Cites Certificate Certificate of origin Fumigation certificate Movement permit Packing list Invoice		
<b>Transport and Packaging</b>  Suitable/appropriate vehicle is used Vehicles and equipment are clean, disinfected and dry The trophies are packed in individual, transparent and closed packages. Packaging material is dry, clean, free of bad odour free from pests and vermin. Packaging material provides adequate protection (ability to protect consignment from physical, environmental and thermal injury).		
<b>Identification and labelling</b> Unique product identification marks available and visible		
Batch number available is similar to that on all other documentation Applicable warning statements as required by law are present and visible		





<b>Consignment Check</b>  Presence of pests and any undesirable organisms.  Presence of any matter other than bone, horns, hooves, claws, antlers or teeth.  Trophies are kept dry, out of direct sunshine and protected from physical damage  Presence of undesired odour Presence of undesired colour  Undesirable change in texture		
<b>Public health concerns</b>  Truck drivers and animal handlers are free from zoonotic diseases		
<b>Comments, Actions and Follow-Up Needed.</b>  		
<b>Certifying Official's Name and Title</b>	<b>Date, official stamp and signature</b>	
<b><i>Not valid unless signed by a veterinary inspector of MAAIF.</i></b>		

## SAMPLES TAKEN

.....

.....

.....

.....



### **Notes for the inspector.**

Whatever the type of product, the following must be carried out:

Where random laboratory tests are undertaken which cannot provide immediate results, and there is no immediate danger to public health or animal health, the consignment may be released.

However, where the laboratory tests have been carried out because of a suspicion of irregularity or previous tests have given positive results, the consignments may not be released unless the test results are negative;

The samples must be picked from the entire consignment, (consignment may be partially unloaded where necessary to ensure that all parts of it are reached.

The examination must cover 1 % of the items or packages in a consignment, from a minimum of two items/packages to a maximum of ten

The real weight of the consignment and that indicated on the veterinary certificate or document must be compared, and the whole consignment weighed where necessary.

### **KEY**

*The inspector will use a checklist to make assessments against the following criteria:- A tick (✓): fully compliant*

*A zero (0): is not fully compliant (the inspector will give guidance on how to achieve full compliance)*

*A cross (x): is non-compliant (the inspector will take action).*



## C) REPORTING TEMPLATES

### Annex 14: Weekly reporting template

S/N	Item	Weekly Achievements	Challenges	Plans for the following Week	Support required to achieve planned outputs	Remarks
1						
2						
3						



## Annex 15: Sampling form



THE REPUBLIC OF UGANDA

**MINISTRY OF AGRICULTURE,  
ANIMAL INDUSTRY AND FISHERIES**  
WEBSITE: [www.agriculture.go.ug](http://www.agriculture.go.ug)

DEPARTMENT OF ANIMAL HEALTH  
P.O. Box 513,  
ENTEBBE, UGANDA

### PRODUCT SAMPLING FORM

Date of collection: ...../...../..... storage: ☐ truck ☐ Air craft ☐ Shift ☐

Container ☐ others.....

Number Plate/ container No: / Ship Name/

flight.....

Company Name:

.....

Address.....

Tel: .....

E-mail .....

Date of collection ...../...../.....

Product Name: .....

Physical description:

.....

Color..... Odor.....

Texture..... Packaging material .....

Expiry date...../...../.....

Consignment Weight.....

Port of Entry/exit.....



Consignment	Consignment Weight	Weight sampled	Number of samples

*Any other comments:* .....

.....

Sampled by: ..... Sample No: .....

Signature and stamp:



## Annex 16: Inspection report format

To be made for consignments before obtaining import or export permits



THE REPUBLIC OF UGANDA

**MINISTRY OF AGRICULTURE,  
ANIMAL INDUSTRY AND FISHERIES  
DEPARTMENT OF ANIMAL HEALTH  
P.O. BOX 513, ENTEBBE**

### OUR REF:

**To** Commissioner Animal Health

**CC:** AC-VR & E

**Date:** .....

**From:** .....

**RE: EXPORT INSPECTION REPORT FOR** .....  
*product..... to ...destination country..... by ...means of  
transport..... via.....port of exit.....*

**A CONSIGNMENT OF** .....*name and address of owner* .....

**Telephone** +256 .....

Animal species of origin	Breed of origin / type of birds	Type of product	Number of pallets/ containers	Net weight	Total

**Place of origin:** The .....*name of product*..... is obtained from *name of farm/firm*

..... establishment number ..... Sub  
County..... District.....



I the undersigned state veterinary officer/inspector certify to the best of my knowledge that the animals from which the products are obtained come from a disease-free area not under quarantine.

The products inspected today have been found to certify the following sanitary phytosanitary conditions

1. ....
2. ....
3. ....

This report is only for a single consignment inspected  
**today** (D/M/Y) .... / .... / .....

To Client - ..... by road/ air via border.



### Annex 17: Import data capture format

To be compiled preferably in excel

PERMIT_NO	IMPORTER	ADDRESS	PRODUCT	SUB _CATEGORY	ITEM	HS_5_D ESCRIP TION	HS_5 _CODE	ANIMAL _SPECIES	BREED TYPE_ TRADE NAME	QX_WEIGHT	UNITS	VALUE	CUR REN CY	ORIGIN	DATE	ENTRY_PORT	AUTHORISING OFFICER	VALUE_IN _UGX
-----------	----------	---------	---------	------------------	------	-----------------------	---------------	--------------------	------------------------------	-----------	-------	-------	------------	--------	------	------------	------------------------	------------------

Note that the address includes the physical address and the telephone contact  
Daily exchange rates are to be used to convert the currency into Uganda Shillings. These should be uniform across all ports of entry or exit for any one reference day.

### Annex 18: Export data capture form

To be compiled preferably in excel

EXPORT _PERMIT_NO	EXPORTER	EXPORTER_ ADDRESS	IMPORT_ _NO	ORIGIN	ANIMAL _SPECIES	BREED	PRODUCT _CATEGORY	SUB CATEGORY	DESCRIPTION	HS_5 _DESCRIPTION	HS_5_CODE	QUANTITY	MEASUREMENTS	MONETARY _VALUE	CURRENCY	DESTINATION	CONSIGNEE	EXIT_PORT	DATE_OF _EXPORT	VALUE_UGX	AUTHORISING _OFFICER
----------------------	----------	----------------------	----------------	--------	--------------------	-------	----------------------	--------------	-------------	----------------------	-----------	----------	--------------	--------------------	----------	-------------	-----------	-----------	--------------------	-----------	-------------------------

Note that the address includes the physical address and the telephone contact  
Daily exchange rates are to be used to convert the currency into Uganda Shillings. These should be uniform across all ports of entry or exit for any one reference day.