

## Export Certification

### Objectives

After completing this module, you will be able to:

1. Locate and access current export information and USDA partner websites on the Internet.
2. Evaluate and verify all information on FSIS Form 9060-6 and FSIS Form 9060-5.
3. Describe how to perform the Inspection Verification Procedures outlined in FSIS Directive 9000.1, FSIS Directive 9040.1, and FSIS Notice 38-14
4. List the reasons why a Certifying Official would not sign an FSIS Form 9060-5
5. Generate and file Memoranda of Interviews related to Export Certification.
6. Describe the required AMS documents for Export Verification and Less Than 30 Months of Age Verification Quality System Assessment Programs (EV/QSA).
7. Describe the notification procedure if an establishment fails to meet the requirements of its approved EV/QSA Program.
8. Conduct export certification duties according to Agency guidance.

### Resource Materials

- FSIS Directive 9000.1 Export Certification
- FSIS Directive 9000.2 – Inspection and Export Certification of Livestock Intestines or Casings
- FSIS Directive 9010.1 Export Products returned to the US
- FSIS Directive 9040.1 Re-inspection of Product
- FSIS Notice 35-15 PHIS Modification in Preparation for the Implementation of Export Certification within PHIS
- FSIS Notice 24-15 Export of Product with a Country Label Designation Different from the Export Certificate Designation
- FSIS Notice 19-15 Requirement for a Special Certification Statement For Export of Raw Poultry and Raw Poultry Product To Canada
- FSIS Notice 61-14 Clarification of Re-Inspection Procedures for Product presented for Export at Official Establishments
- FSIS Notice 38-14 Certifying Products under Export Verification and Less Than 30 Months of Age Verification Quality System Assessment (EV/QSA) Programs
- FSIS Notice 30-13 Verification and Enforcement Activities Related to Export Certification Reimbursable Services (expired)
- FSIS Export Library

- ImportExport@fsis.usda.gov
- askFSIS

## **Web sites**

Export Library  
FSIS Policy Development Division  
Agriculture Marketing Service

## **Introduction**

Before we get into the details regarding export certification, let's cover some basics. First, what is meant by the term "export?" The Webster's Dictionary definition of the word "export" is, "to send goods from one country to another for the purpose of sale." In this case, we are interested in meat, poultry, and egg products which are inspected and passed for wholesomeness by FSIS at official FSIS slaughter and processing establishments, and approved cold storage establishments that are being exported from the U.S. to other countries throughout the world.

What is the purpose of export certification? The export certification process provides assurance that US meat and poultry products are in compliance with the importing country's requirements. As the competent authority, FSIS issues official certificates for export of inspected and passed products to any foreign country. The certification activities performed by Inspection Program Employees verify that all requirements of the importing country are met.

## **Statutory and Regulatory References**

### **Federal Meat Inspection Acts 21 U.S.C 615-618**

- 21 USC 615 – Inspection of carcasses and parts offered for export
- 21 USC 616 – Authorizing inspectors and certificates
- 21 USC 617 – Clearance prohibited to vessel without certificate
- 21 USC 618 – Certificates and copies

Let's review the regulatory references related to your export certification duties. There are several provisions of the FMIA related to exported product.

21 USC 615 states: "The Secretary shall also cause to be made a careful inspection of the carcasses and parts thereof of all cattle, sheep, swine, goats,

horses, mules, and other equines, the meat of which, fresh, salted, canned, corned, packed, cured, or otherwise prepared, is intended and offered for export to any foreign country, at such times and places and in such manner as he may deem proper.” This gives FSIS the authority to conduct inspections of products to be exported.

21 USC 616 states that the Secretary may appoint inspectors who will be authorized to give an official certificate stating the condition of the meat that is inspected.

21 USC 617 indicates that any shipper must have a certificate that indicates the meat to be shipped is sound and wholesome at the time of shipping.

21 USC 618 states that the official certificates of the condition of the meat be distributed to FSIS, the owner/shipper, and the vessel that will transport the meat to another country.

### **Livestock Regulations:**

- 9 CFR 322.1 – Marking products for export
- 9 CFR 322.2 – Issuing export certificates
- 9 CFR 322.3 – Transferring products for export
- 9 CFR 322.4 – Clearance of vessels and transportation

Now, let’s review the regulations that relate specifically to your export duties. There are a number of regulations that relate to export certification. We will highlight a few of the most significant ones. First, let’s review the regulations that cover products from livestock. 9 CFR 322.1 covers marking products for export using official stamps. 9 CFR 322.2 has some general instructions about issuing export certificates. The certification process shows that the product has been inspected and passed, and is not adulterated or misbranded. 9 CFR 322.3 addresses the transfer of products from tanks to containers on vessels. 9 CFR 322.4 states that vessels or carriers destined to a foreign country cannot receive or transport edible products unless or until an official export certificate has been issued. Exceptions to this are inspected and passed ship stores, and not more than 50 pounds of inspected and passed product for the exclusive use of the consignee that are not for distribution or sale.

### **Poultry Regulations:**

- 9 CFR 381.104 – Official marks
- 9 CFR 381.105 – Certification process
- 9 CFR 381.106 – Certificate form
- 9 CFR 381.107 – Country requirements

9 CFR 381.104 through 112 cover the export requirements related to poultry products. We will just highlight the requirements in 381.104 through 107. 9 CFR 381.104 shows the official mark of inspection used for poultry products that have been inspected and passed and will be exported. 9 CFR 381.105 explains the process of export certification. Just as was true for establishments under the livestock regulations, establishments that produce poultry products for export must apply for this service. 9 CFR 381.106 covers the specific form used for export certification. 9 CFR 381.107 explains that the exporter is responsible for providing any unofficial documentation needed by the foreign country where the product will be shipped. It indicates that these certificates may cover articles that are exempted from the definition of poultry product.

### **Export Directives and Notices**

Now, let's look at an overview of the specific instructions outlined in FSIS Directives and Notices regarding your responsibilities for export certification.

FSIS Directive 9000.1 – Export Certification covers the FSIS forms and verification activities related to export certification. We will review the FSIS Forms and the instructions contained in this directive in detail.

FSIS Directive 9000.2 – Inspection and Export Certification of Livestock Intestines or Casings covers how to decide if casings or intestines are eligible for the mark of inspection and how to certify them for export. There are special requirements for certifying casings that are not covered in this training material.

FSIS Directive 9000.6 – Export Certification of Egg Products From Other Than Official Egg Products Plants gives instruction for issuing certificates for egg products exported from locations other than where they were produced. There are special requirements for certifying egg products for export that are not covered in this training material.

FSIS Directive 9010.1 – Export Products returned to the US covers export product returned to the U.S. It might be refused by the foreign government, rejected by the buyer, or returned for a number of other reasons. Regardless of the reason, if exported product is returned to an establishment in your assignment, the District Office may ask you to verify that the returned product is not adulterated or misbranded. This directive will not be covered in detail in this course.

FSIS Directive 9040.1 – Re-inspection of Product intended for Export provides instructions for performing a sensory evaluation or re-inspection of product to determine the eligibility of the product for export. The purpose of this re-

inspection is to determine if the product has become adulterated or unwholesome after production and during storage.

FSIS Directive 12,600.1 Voluntary Reimbursable Inspection Services addresses non-mandatory services for which the Agency receives reimbursement.

FSIS Directive 12,600.2 Reimbursable Overtime Inspection Services at Meat and Poultry Establishments provides instruction on how to determine whether overtime inspection services need to be provided and how to do so during reimbursable overtime periods.

FSIS Notice 35-15-PHIS Modification in Preparation for the Implementation of Export Certification within PHIS provides instruction to IPP regarding the new menu that appeared in PHIS on June 28, 2015. Upon activation of the electronic certification system this function will be turned on. It currently is non-functional. The menu is on the left navigational menu and includes Export approvals and 9060 Application with sub-menus.

FSIS Notice 24-15- Export of Product with a Country Label Designation Different from the Export Certificate Designation covers export eligibility for products that have labels showing that the product was produced to meet a specific country's requirements. Several countries designate additional labeling requirements, which are included in the Export Library. These additional labeling statements must be placed on or within cartons or packages intended for export and are applied in addition to U.S. labeling requirements. The primary purpose of these labeling requirements is to make clear that the product(s) have been processed under conditions that meet that country's import requirements. It does not say, nor is it intended to mean, that the consignment may be exported only to the country designated on the label.

IPP may issue original or replacement export certification documents for the export of products that bear labels designating a different country. These products may be exported to:

1. The designated country, provided all pertinent Export Library requirements have been met for the country designated on the label; or,
2. Any other country provided all pertinent Export Library requirements to export the product to that country have been met. Before signing the certificates, IPP are to advise the exporters to work closely with the importer for information regarding eligibility of the product.

FSIS Notice 19-15-Requirement for a Special Certification Statement for Export of Raw Poultry and Raw Poultry Product to Canada-Provides PHVs instructions for including a special certification statement in the remarks section of the Certification for Export of Meat and Poultry Products to Canada (FSIS Form

9135) or on FSIS Letterhead Certificate. Required when certifying raw poultry or raw poultry products to Canada indicating they are free of Highly Pathogenic Avian Influenza.

FSIS Notice 61-14-Clarification of Re-Inspection Procedures for Product presented for Export at Official Establishments-This notice clarifies what re-inspection procedures to perform when product for export is presented at official establishments.

FSIS Notice 38-14 – Certifying Products under Export Verification and Less Than 30 Months of Age Verification Quality System Assessment (EV/QSA) Programs provides instructions for carrying out FSIS' export certification for meat and poultry products produced and exported under EV/QSA programs.

FSIS Notice 30-13 – Verification and Enforcement Activities Related to Export Certification and Reimbursable Services covers under what circumstances IPP charge for reimbursable services when performing export certification activities. It also covers how to document noncompliance and when voluntary export certification reimbursable services can be denied or withdrawn by the District Office (expired).

## **EXPORT CERTIFICATION**

### **FSIS Directive 9000.1 Export Certification.**

This Directive provides a clear set of standards for the District Offices and Inspection Personnel to follow. As specified in FSIS regulations, upon application by an exporter (applicant), an FSIS inspection program employee is authorized to issue official export certificates for the shipment of inspected and passed products to any foreign country. This directive also states the importance of reviewing the importing country's requirements in the Export Library prior to signing documents and certificates.

### **FSIS Form 9060-6 Application for Export**

The applicant provides a completed FSIS Form 9060-6 (Application for Export) to an inspection program employee.

Upon receiving an application for export, an inspection program employee reviews the application to verify that it is complete and that all pertinent information is included.

Verification activities include that the requirements of the receiving country have been met. **If there are any questions regarding the importing country's requirements, visit the Export Library or call the Import/Export Coordination and Policy Development Staff, OPPD, at [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov) or at (855) 444-9904.**

If there are concerns that each product listed on the application is eligible for export to the country listed on the application:

1. Discuss concerns with exporter
2. Document a Memorandum of Interview addressing what was discussed, and whether the concerns were adequately addressed
3. Provide a copy of the Memorandum of Interview to the applicant and maintain a copy in the inspection files.

Perform a sensory evaluation of the product to determine its eligibility for export. Observe product for off-condition odor, torn or damp cartons which may indicate that it is or may become adulterated or unwholesome.

1. If there are signs of insanitary product handling and storage, examine the product per FSIS Directive 9040.1.
2. Take any necessary actions when the product may be adulterated as provided in FSIS Directive 5000.1 (at official establishments) or FSIS Directive 8410.1 (at non-official establishments).
3. If there is any reason to question whether the products are properly identified and labeled to meet FSIS regulatory requirements and the requirements of the importing country, examine the product as set out in FSIS Directive 9040.1. If the product is not properly labeled or misbranded, take the appropriate action as provided in 9 CFR 500 and FSIS Directive 5400.5, (at official establishments) or FSIS Directive 8410.1 at non-official establishments).
4. If the product in the container or the labeling of the product does not meet the requirements of the importing country, discuss the concerns with the applicant and prepare a Memorandum of Interview.

Verify that the foreign language sticker, if required, shows no wording other than what is shown on the approved label. Also, verify that the exporter, supplying the foreign language sticker, has a letter which certifies that the sticker is an accurate translation of the wording on the approved label.

After verifying the information on the application for export is correct, performing a sensory evaluation of the product, and determining that the product is properly labeled, then complete the following steps.

1. Sign the application.
2. Retain a copy of the application and any accompanying documents for filing.
3. Return the originals to the applicant.
4. Provide FSIS Form 9060-5 (export certificate) for completion by the exporter.
5. Issue the export stamp.
6. Allow the establishment to stamp product.
7. Secure the stamp after the establishment finishes stamping the product.

Under some conditions, pre-stamping of product is allowed. Pre-stamping is when the establishment stamps the boxes and completes the export certificate when you are not present. First, verify the establishment has identified an employee who is responsible for the custody of the stamp and the certificate. Then, verify the establishment has procedures to make sure the stamp will be applied in a clear and legible fashion only on boxes that are in sound condition. Remember that boxes that are torn or damp may indicate that product is not wholesome. Then, determine that the establishment is aware that the stamp must be returned once they complete stamping the product. If at any time you feel it is necessary, you can re-inspect the product that was pre-stamped.

### **Computer Generated Stamps**

An establishment may use a computer generated export stamp (sticker) as long as the establishment identifies the number of stickers produced before applying them to product and provides the inspection program employee with any unused stickers.

### **Letterhead Certification**

In some cases, USDA/FSIS letterhead certification is necessary and is issued for certain products when specified in the individual country requirements. This information can be found in the Export Library. If the exporter submits a letterhead certificate along with the export certificate, verify that:

1. The current version of the letterhead certificate found in the Export Library was submitted.
2. No statements on the letterhead certificate have been changed.
3. The letterhead certificate is dated by the exporter.
4. Any certification required by another USDA Agency (e.g., AMS) is provided along with the completed letterhead.

After reviewing the documents and before signing the certificate:

1. Check the certificate for accuracy and corrections.
2. Check the boxes indicating that the animal received ante- and post-mortem inspection.
3. Check for attachments and ensures that the exporting firm has lined-out any unused space.
4. Do not initial minor erasures or alterations, unless this is acceptable to a foreign country. (See Export Library to verify if receiving country permits erasures or alterations). Most countries do not allow this, or the use of white out. It is best to reissue the certificate if there are errors.

Sign the original certificate in the signature block in **other than** black ink, all continuation sheets, and other certifications, including letterhead certifications. If the importing country requires a PHV's signature, the certifying official is to include his or her professional degree.

Do not stamp the certificate with the export stamp unless required by a receiving country as specified in the Export Library.

### **Refusal to Sign Export Certificates**

Do not sign the certificate if there are questions about the information on FSIS Form 9060-6, FSIS Form 9060-5, or any other certificates, including letterhead certificates. Contact the inspection program employee who signed the application, the exporter, or the Export Program Staff to address all questions. Any communication that the certifying official has with the exporter should be documented in a Memorandum of Interview. If a certifying official refuses to sign a certificate, the reasons for refusal will be reviewed by the next-line supervisor. Based on the review, the next-line supervisor will take further actions.

### **Replacement Certificates**

A certificate replacing an original export certificate is a re-certification of the product's condition **at the time of the initial export certification**. A replacement certificate for a lot **does not** represent that lot's current condition. A replacement certificate may be issued in situations such as, but not limited to:

1. The original certificate did not carry required information
2. The original certificate carried incorrect information
3. The name of the consignee or exporter has changed
4. The certificate has been lost

The replacement certificate must be dated with the same issuing date as that shown on the original certificate

FSIS Form 9060-6 is submitted to request a new certificate and must be accompanied by (if possible) the original and all copies of the original certificate. **Exception:** In the case of lost certificates, the exporter should provide a letter of assurance to the certifying official stating the certificate will be returned if found.

**Before signing a replacement certificate, an inspection program employee:**

1. Verifies that the following statement is in the top left margin or in the “Remarks” block of the new certificate: “Issued in lieu of” certificate no. \_\_\_\_\_. The export mark on the product covered by this certificate shows certificate no. \_\_\_\_\_.”
2. Obtains the superseded certificate (if possible), and:
3. Verifies that it is marked in the left margin or in the “Remarks” block with the number of the certificate which supersedes it (e.g., “Superseded by No. \_\_\_\_\_”)
4. Attaches it to the “inspector’s” copy of the replacement certificate and files it in the government office.

**Inventory and Accountable Items**

Official export stamps must be controlled at all times. Export certificates, stamps, and pertinent inventory records must be maintained under official government lock or seal when not in use. The inspection program employee does not have to be present in order for the establishment to apply the export stamp to boxes. However, when the stamp is not in use, it must be secured by FSIS personnel. The inspection program employee at each establishment must maintain an accurate inventory record of export certificates issued and voided certificates.

**Re-inspection of Product intended for Export**

**FSIS Directive 9040.1 Re-Inspection of Product intended for Export**

This directive provides inspection program personnel with the procedures for re-inspecting product that has been presented for export. These responsibilities and procedures apply whether the product is located at the establishment or off-site at a non-official establishment, such as a cold storage facility. This directive was revised to provide for the examination of boxes or containers in situations where inspection program personnel have a reason to question whether the product as labeled meets the importing country's requirements.

9 CFR 322.2 and 381.105, provide for the re-inspection and certification of products for export. The purpose of re-inspection is to verify the product's safety, wholesomeness, identity, and eligibility for export.

Inspection program personnel conduct a re-inspection of product for export after they receive and review FSIS Form 9060-6, Application for Export. As set out in FSIS Directive 9000.1 Export Certification, inspection program personnel are to verify that each product listed on the application complies with the meat and poultry products regulations and the importing country's requirements. Remember to check the Export Library for updates.

If the application is in order, inspection program personnel perform an organoleptic examination of the shipping cartons for signs of poor product handling, or storage. If the cartons are sound, inspection program personnel proceed by following the instructions in FSIS Directive 9000.1, sign FSIS Form 9060-6, and issue FSIS Form 9060-5 and the export stamp.

### **FSIS responsibilities when product is determined to be unsound or unwholesome**

If inspection program personnel find signs of poor product handling and storage while conducting the organoleptic examination of the shipping cartons at either official or non-official establishments, they are to take the following steps.

1. Do not sign the application.
2. In official establishments and non-official establishments, randomly select up to **5 percent** of the boxes or containers. In considering the percentage of boxes to select, inspection program personnel should consider the basis for their concern and the need to expose the contents of boxed product to the environment.

In an **official establishment**, request the applicant to open the selected sample of boxes or containers in a manner that will not create insanitary conditions or lead to product adulteration.

At official establishments when any of the product is determined to be unsound or unwholesome, issue a Non-Compliance Record under the appropriate HACCP Verification task and take the appropriate enforcement actions described in FSIS Directive 5000.1.

In a **non-official establishment**, request the applicant to open the selected sample of the boxes or containers in a sanitary environment, or have the selected samples of the boxes or containers moved to a facility where boxes can be opened in a sanitary environment.

At a non-official establishment, if the product is found to be adulterated, unwholesome, damaged, mislabeled or misbranded, do not sign the export application (FSIS Form 9060-6) for the export certificate and not issue a blank export certificate (FSIS Form 9060-5). Not signing these documents is the regulatory control.

At official and non-official establishments, when the establishment refuses to open the boxes, do not sign the application and document in a Memorandum of Interview why the applicant will not open the boxes. Provide a copy of the memorandum to the applicant and maintain a copy in the inspection files.

**FSIS responsibilities when the information of FSIS Form 9060-6 does not meet requirements.**

If inspection program personnel have reason to question whether the product is properly identified and labeled to meet the importing country's requirements, use the inspection methodology outlined in FSIS Directives 5400.5 and 5000.1.

Re-inspect the open boxes to ensure that it is properly labeled, not misbranded and is eligible for export to the country listed on the application.

Take and document enforcement or detention actions if necessary.

**FSIS responsibilities, in official or non-official establishment, if product in the container or the labeling does not meet the importing country's requirements.**

1. Discuss concerns with the Applicant.
2. Document a Memorandum of Interview.
3. Provide a copy of the Memorandum to the Applicant and maintain a copy in the inspection files.

Direct questions to the Import/Export Coordination and Policy Development Staff, IECPDS, at [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov) or at (855) 444-9904.

**Certifying Products under Export Verification and Quality System Assessment (EV/QSA) Programs**

Notice 38-14 provides IPP with revised instructions for effecting FSIS' certification process for meat products exported under EV/QSA programs. The need for an EV/QSA program to produce meat and poultry products exported to

a country is identified in the destination country's requirements, which are documented in the Export Library.

The AMS Quality Assessment Division administers the EV/QSA programs. The Quality Assessment Division is responsible for reviewing and approving companies as eligible suppliers of meat and meat products under the EV/QSA programs and for maintaining approved supplier lists and product lists for individual countries. The EV/QSA programs outline the specified product requirements for individual countries. See the web page link below for additional information:

<http://www.ams.usda.gov/lsg/lsrc.htm>

### **Approval of establishments under an EV/QSA Program and related FSIS Responsibilities**

When an establishment requests to be approved for participation in an AMS EV/QSA program, AMS will advise the Import Export Coordination and Policy Development Staff, OPPD, via e-mail of the establishment's request at [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov).

1. Upon receipt of the AMS e-mail, IECPDS is to acknowledge receipt of the notification by replying to the e-mail at [QAD.AuditService@ams.usda.gov](mailto:QAD.AuditService@ams.usda.gov).
2. IECPDS is to forward the AMS e-mail to the District Office (DO) where the establishment is located.
3. The DO is to ensure that any IPP, who may be involved with the certification of product for export under an EV/QSA program, receive appropriate training prior to conducting EV/QSA-related exports.

If the establishment passes the initial AMS audit and is approved for an EV/QSA program, IECPDS will receive an electronically-transmitted copy of the audit. IECPDS is to promptly notify the DO of the approval. If AMS finds minor deficiencies that don't affect the establishment's eligibility to participate in the program, IECPDS should email the DO with that information. The DO should then instruct you to be aware of the deficiencies. At the first weekly meeting after receiving such a report, you should ask establishment managers about changes made in response to the AMS report and what effect the changes had on their program. Contact your supervisor if you have concerns that the establishment is not adequately addressing deficiencies.

As a requirement of an approved EV/QSA program, the establishment is to maintain a copy of all EV/QSA program audit reports. These audit reports must be made available to FSIS review when needed.

If an establishment is delisted by AMS, EPS will be notified of the delisting by AMS. IECPDS is to notify the DO via e-mail, and the DO is to notify the affected in-plant IPP.

### Verification Procedures for EV/QSA Programs

IPP are to determine whether the establishment has an AMS-approved EV/QSA program. This determination can be made by asking the establishment whether it has such a program at the weekly meeting and by accessing the FSIS Export Library (Export Requirements for Countries with an Approved USDA Export Verification Program) and following the links to the AMS web site that maintains the list of approved establishments. See the following link:  
<http://www.fsis.usda.gov/wps/portal/fsis/topics/international-affairs/exporting-products/EV-Programs>

IPP are to be aware of the location and contents of the establishment's approved EV/QSA program Quality Systems Assessment (QSA) Manual to verify export requirements relating to proper execution of the program.

IPP will find a list of products intended for export approved under the EV/QSA Program in the establishment's QSA Manual as required under the EV/QSA program. The list is to include all items that are intended for export, the specific product code numbers, and a detailed description of each item. Maintaining this information is an AMS requirement as part of an approved EV/QSA program. The unique product identification system can be accessed by authorized FSIS inspection personnel from <http://inside.fsis.usda.gov/fsis/public/static/index.jsp>.

In situations where a supplier and fabricator are separate establishments, the fabricator is to maintain a list of establishments that are approved EV/QSA suppliers, as required by AMS. In addition, AMS requires that the fabricator maintain a list of products that each EV/QSA supplier is approved to provide under its approved EV/QSA program. As part of the approved EV/QSA program, these establishment records are subject to FSIS review.

If, based on their verification activities, IPP are concerned that an AMS-approved EV/QSA establishment is not properly executing its EV/QSA program (for example, attempting to ship product that is not eligible for the importing country), they are **not to sign** export applications for the product in question and are to:

1. Notify AMS at [QAD.AuditService@ams.usda.gov](mailto:QAD.AuditService@ams.usda.gov) and provide the following information in the notification:
  - Establishment name, address, and number;
  - Product type, product code, and quantity of product;
  - Date of production, lot number, and shift;

- Date and nature of observation;
  - Name of country for which product is intended;
  - Export certificate number (if applicable);
  - Any other information to verify claim; and
  - Name of IPP documenting concerns.
2. Send a courtesy copy of the notification to their immediate FSIS supervisor and to IECPS ( [ImportExport@fsis.usda.gov](mailto:ImportExport@fsis.usda.gov) ) and maintain a copy of the message in the inspection office export file.
  3. Take the appropriate enforcement actions and issue a Non-compliance Record if any of the problems with the EV/QSA requirements are also regulatory non-compliance.

### **Verification Procedures for Product Intended for Export under EV/QSA Programs**

Upon receiving FSIS Form 9060-6, Application for Export Certificate, IPP are to verify that (following the procedures in FSIS Directive 9000.1):

1. The establishment is on the AMS EV/QSA list as approved to export to the importing country, and that the product was derived from animals slaughtered after the date the establishment received AMS approval to export that type of product to that country; and
2. Each of the products listed on the application is eligible for export to the country under the country specific EV/QSA program, and each product is produced under an AMS EV/QSA program.

After determining that the establishment itself is eligible to export to the importing country, and that the specific products are eligible to be exported to that country, IPP are to re-inspect the product as set out in FSIS Directives 9000.1 and 9040.1.

If the application or product is not acceptable (for reasons such as, the application is not complete, or the regulatory requirements have not been met), IPP **are not to sign** the application and are to notify AMS that the establishment is not properly executing its EV/QSA program, using the procedure listed in the above section.

When you receive the appropriate export certification documents, verify that the documents are complete and accurate, and that the EV/QSA program requirements were met.

If any of the documents are not accurate,

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- Notify the establishment and explain the problem;
- Document the problem in a memorandum of interview; and
- Maintain copies of the documents in question and the memorandum of interview in the government file.

If all the documents are acceptable, sign all certifications and keep a copy in the government file along with the certifications.

All time involved with EV/QSA-related verification activities is charged as a reimbursable service, even when these activities are conducted during the established tour of duty. Supervisory personnel are to ensure that IPP are appropriately billing the establishment for these activities. (See FSIS Directives 9000.1; 12,600.1; and 12,600.2.)