



# Top Tips to Help Ensure Consignment Compliance

## Pre-notify and complete the required Common Health Entry Document (CHED)



Before moving goods make sure you create a CHED Part 1 online using **TRACES NT**.



To create a CHED, the operator needs valid “Responsible for Load” (RFL) access on TRACES NT and must have an EU or NI address. An importer based in NI, with an NI address, can have both importer and RFL activities on TRACES NT.



Ensure you have attached a STAMNI, private attestation or colour copy of the export health certificate (EHC), whichever is required, to the CHED.



In general –

- One CHED should relate to one EHC.
- The information on both should be identical.
- Record the EHC number on the CHED to correlate documents.
- An EHC and CHED is required for each country of origin of the product.



A schedule can be attached for EHCs with numerous product lines but the schedule should:

- include the EHC number;
- use the same product description headings as the EHC; and
- only contain items specific to that CHED/EHC.



Figures recorded on the CHED (e.g. number of packages/weight) must be accurate and match the EHC.

*Sustainability at the heart of a living, working, active landscape valued by everyone.*















Department of  
**Agriculture, Environment  
and Rural Affairs**

[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)



**INVESTORS  
IN PEOPLE**

## Get the EHC right

	EHCs must be signed and stamped in a colour other than black.
	The original EHC must be uploaded to TRACES and accompany the consignment. You must provide the original EHC <b>not</b> a certified copy.
	You should include the trailer and seal number on the EHC. Absence of this information is likely to result in full identity inspections and associated delays at NI Points of Entry (POE). Trailer numbers are critical to enabling DAERA to link a consignment to the relevant CHED. Official sealing of a trailer allows completion of the identity check at port of departure thereby minimising delays at NI POE.
	Both the business name and premises approval number must be recorded on the EHC.
	In general the Consignor will be in a Third Country (e.g. GB) and the Consignee will be in NI.
	Products with a mixture of commodities will require individual EHCs (e.g. minced meat containing beef and pork mince will require both a beef and pork EHC).
	Keep EHCs as clean as possible - the information needs to be legible (do not apply signatures and stamps excessively).
	All EHC and Schedule pages should be numbered sequentially and stamped.
	In general, consignments should be certified as close as possible to departure time. There are particular requirements for certain commodities - refer to the relevant notes for guidance.
	Ensure you enter the correct ISO code for Northern Ireland which is <b>XI</b> .
	If in doubt about which EHC to use refer to an ingredient list, production information and the EHCs associated notes for guidance to help you decide.
	Fish products should have their own CHED and EHC and be assigned to the relevant District Council for the POE on TRACES NT.

*Sustainability at the heart of a living, working, active landscape valued by everyone.*



Department of  
**Agriculture, Environment  
and Rural Affairs**

[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)

