

**Summary of
Export Certification
FSIS Directive 9000.1 Rev. 1,
03/01/2006**

Purpose

The Export Certification process serves to instill confidence in the United States meat and poultry products through out the world. Therefore, the Food Safety and Inspection Service must continue to ensure a high level of integrity, security, and accuracy within the process. Directive 9000.1 provides a clear set of standards for the District Offices and inspection program personnel to follow.

Background

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.

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.

If there are concerns as to whether 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 signs 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, Rev. 3.
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).

2. 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, Revision 3. 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).
3. 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.

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.

FSIS Form 9060-5 Meat and Poultry Export Certificate of Wholesomeness

The certifying official receives the completed FSIS Form 9060-5, other certificates as required by the importing country, letterhead certificates, and the signed FSIS Form 9060-6 from the exporter.

Verify that the information on the certificates is consistent with the information on the application by reviewing any attached documentation or checking in the Export Library.

A continuation sheet is prepared by the exporter when multiple items in the shipment exceeds the space available on the face of the certificate.

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. Initial minor erasures or alterations, unless this is not acceptable to a foreign country. (See Export Library to verify if receiving country permits erasures or alterations).

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 Technical Service Center 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-lines supervisor will take further actions.

Replacement Certificates

A certificate replacing an original 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 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 at each establishment must maintain an accurate inventory record of export certificates issued and voided certificates.