Loading attestations

The procedure

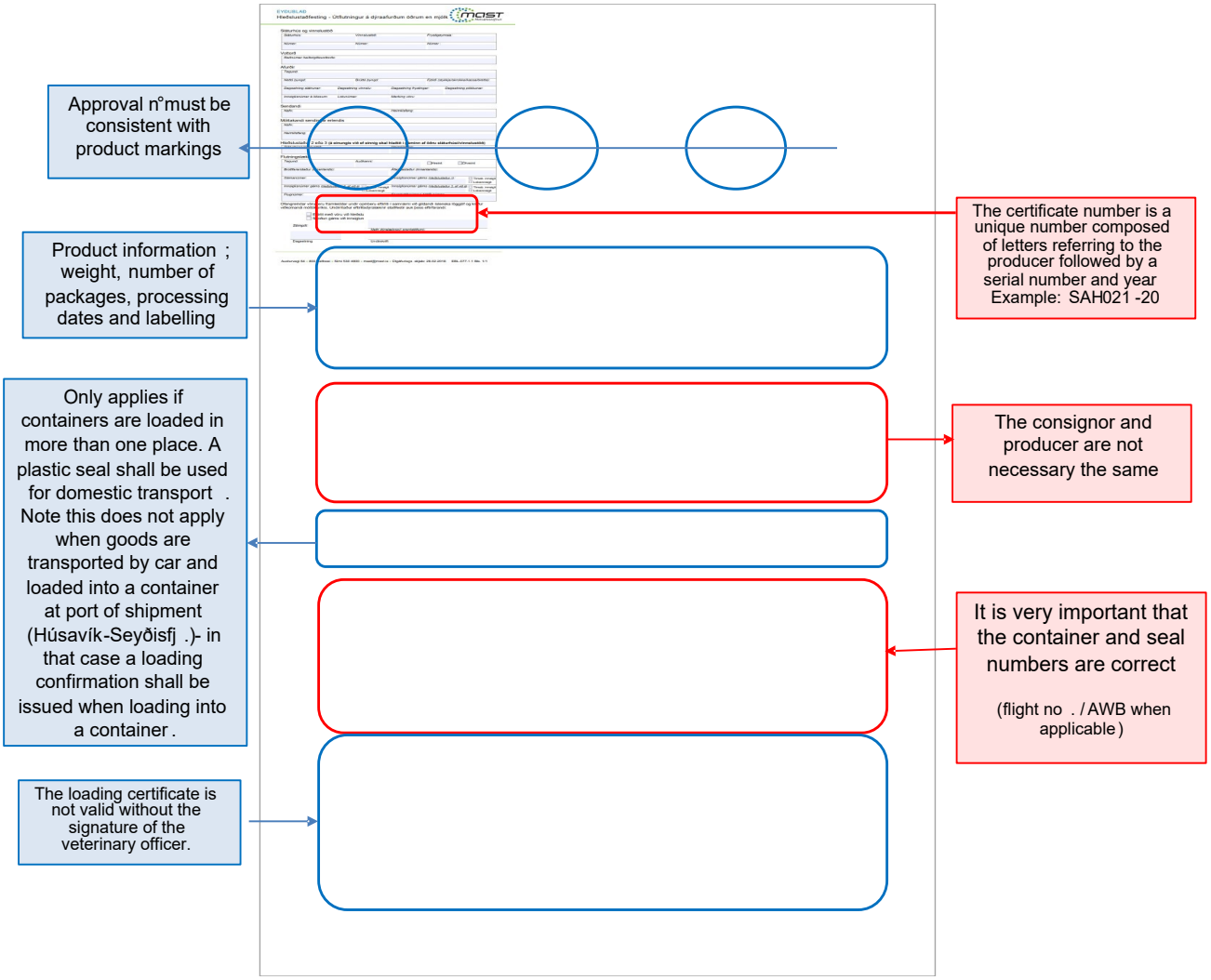
The exporter (or producer) sends an e-mail to MAST (the applicable district office) with a request for a loading attestation. A completed loading certificate form shall be attached to the e-mail.

- EBL-077 Loading attestation for products of animal origin (POAO) other than dairy products.
- EBL-022 Loading attestation for dairy products. A veterinary officer inspects the consignment at the place of loading.

The Information provided by the exporter must be verified:

- Correct product and quantity.
- Correct labelling.Correct temperature (frozen/ambient)
- Container number and seal number. Airway bill number if air freight.
- Take photographs for further confirmation.

If labelling on outer packaging are insufficient, the packages must be opened for inspection. They shall then be sealed with a MAST tape.
With his/her signature, the veterinary officer confirms that the products in question have been produced under official surveillance in accordance with Icelandic legislation and the requirements of the receiving country.As soon as possible, a scanned copy of the loading certificate and the photos must be uploaded to the correct case file in OneCRM.



Photographs that have to accompany the loading attestations

1. **Labelled contents**

   The label of the contents must be fully visible and readable. Blurry pictures, labels that are covered, for example by other boxes or plastic, can not be accepted as it will not allow us complete view.

2. **Container number (applies to products shipped in a container)**

   This a unique serial number which identifies each container, it appears both in the inside and the outside of the container. This must be fully visible. Blurry or incomplete numbers cannot be accepted. At least two pictures are required of this number;

   - *Inside the container:* picture of the load with a visible container number. If the load will cover the number, then, take a picture before it is covered and then a picture of the full load with the restricted view of the container number.
   - *Outside of the container:* Picture this number together with the container seal. It will not be possible for both numbers to be visible at the same time, this is ok, as we will already have a previous picture of the seal number.

3. **Container seal number (applies to products shipped in a container)**
   These are door seals, most likely bolt seals which have their own unique number as identification which will be listed on the shipping paperwork. These are placed on international shipping containers once the shipment is loaded. This number has to match both the loading certificate and health certificate. The seal number must be visible and clear on the picture taken. The picture will be taken once the container has been loaded and closed and the seal inserted. Blurry or incomplete numbers can not be accepted.

4. **Special requirements**

   a) Export of salmonid products to Australia: photographs of the product in boxes i.e. the trunk of the fish without head, gills and viscera. In the case of consumer ready products* the photographs must demonstrate that they fulfill the conditions as applicable
   - *Consumer ready form:

   a) cutlets, including the central bone and external skin but excluding fins, each cutlet weighing no more than 450 grams
   b) skin-on or skinless fillets, excluding the belly flap and all bone except the pin bones, of any weight
   c) eviscerated, headless fish, each fish weighing no more than 450 grams
   d) product that is processed further than described above.

5. **Photos for examples** (p. 2-4)

Seal number

Container number + visible seal

Contents inside of container with visible container number

Labelled contents – readable labels

NOT ACCEPTABLE:

Blurry pictures –contents not readable

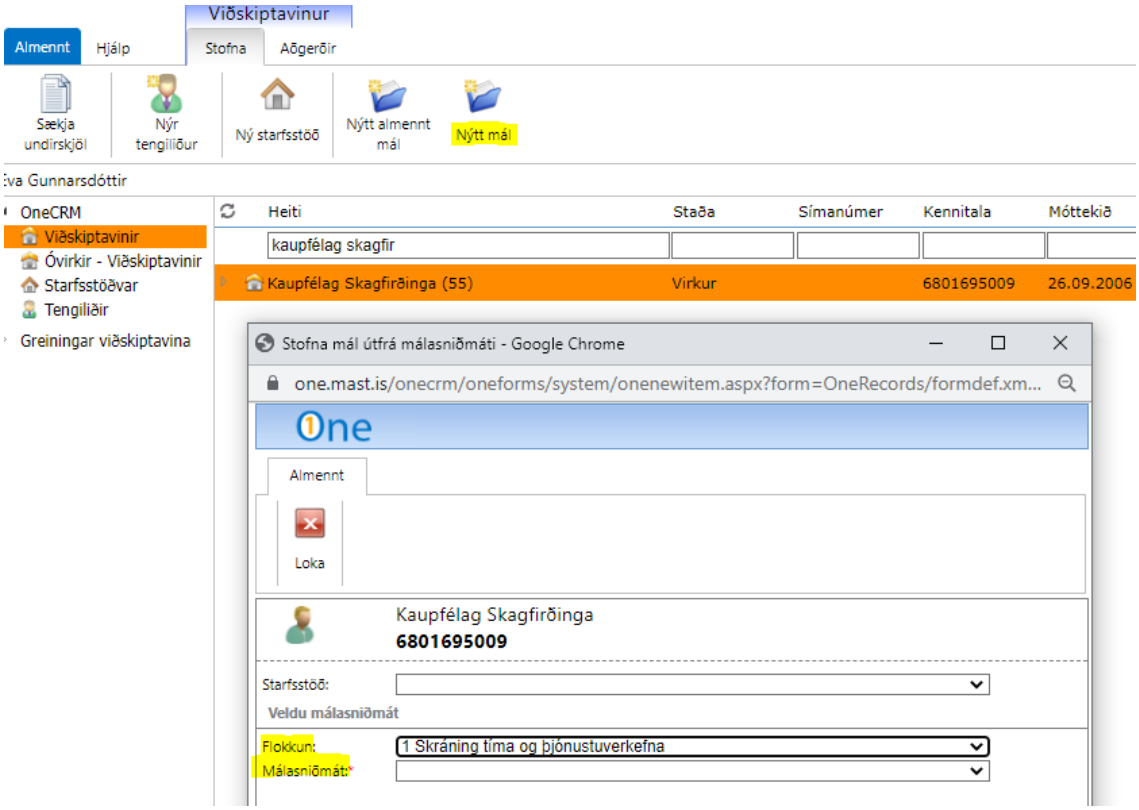
Labels covered by packaging – labels need to be fully visible

Container numbers covered by load – number needs to be fully visible.

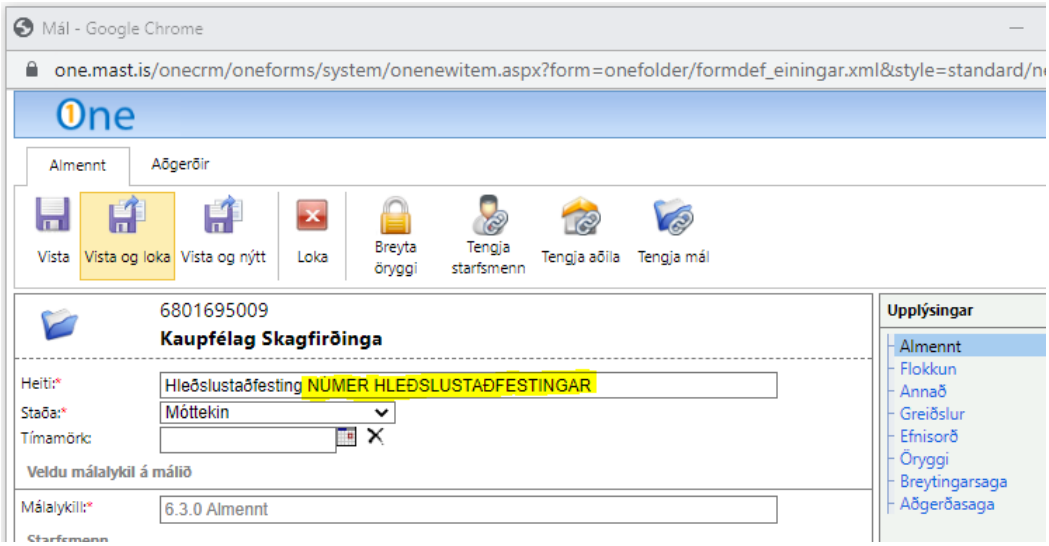
Uploading the loading certificate and pictures to OneCRM.

Time and driving fee for loading confirmations will be registered in One .
Find the client in **Viðskiptavinir**, click on the name and then **Nýtt mál** (a new case).

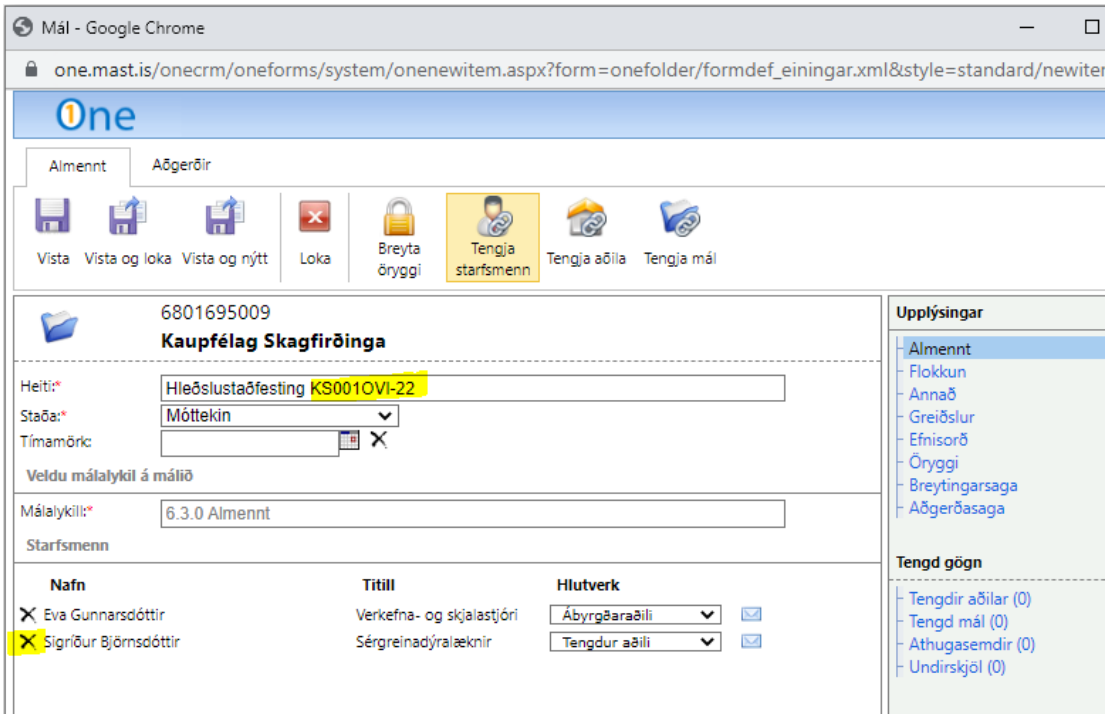
1. Choose **1 Skráning tíma og þjónustuverkefna** in *Flokkun* (category) and **Hleðslustaðfestingar** in *Málasniðmát* (type of case). Attention, do not choose **Starfsstöð**.



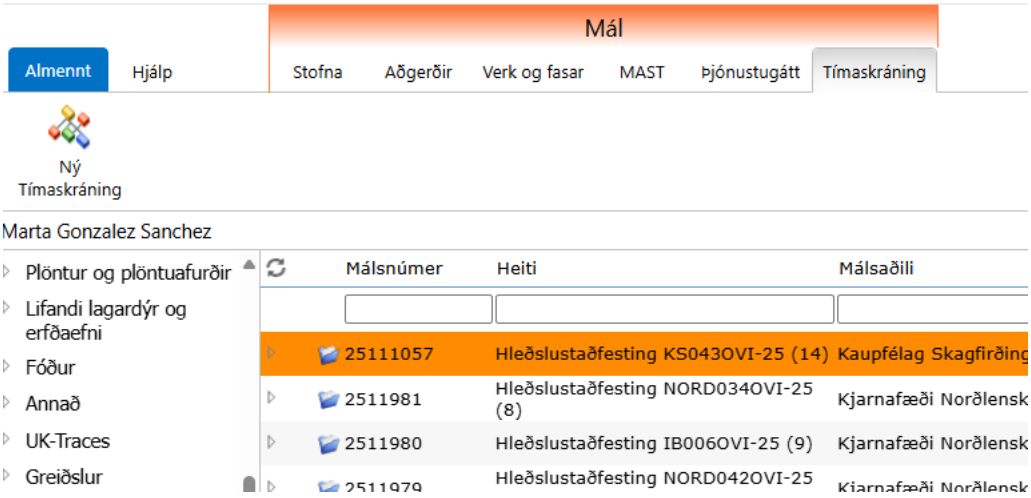
2. Write the number of the loading confirmation instead of NÚMER HLEÐSLUSTAÐFESTINGAR in the name of the case (Heiti):



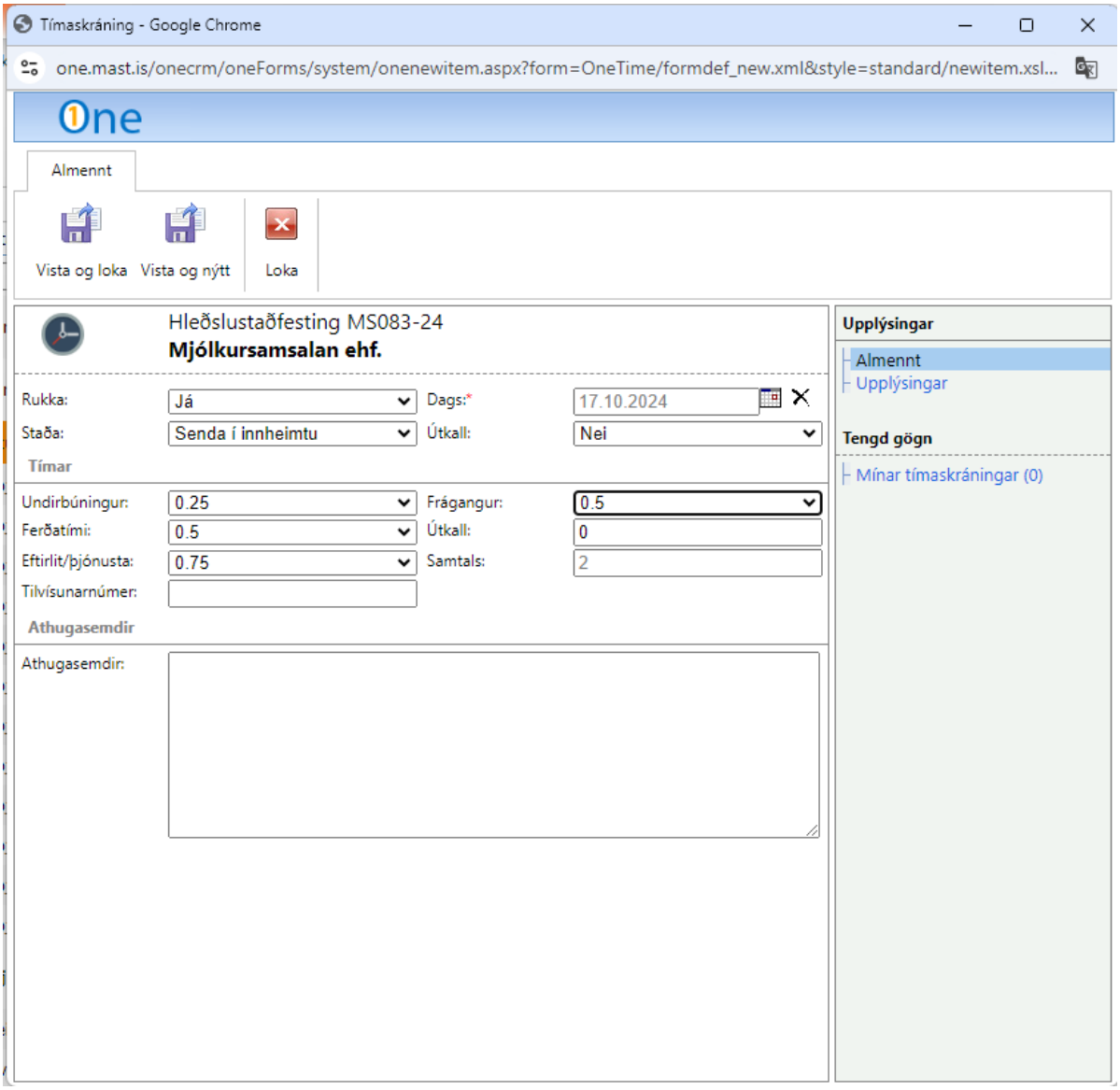
3. Remove district offical veterinarians from other districts from the case by clicking on the **X** in front of the names:



4. When registration is finished click on **Vista og loka** (Save and close).
5. The loading confirmation and other associated data are filed in the case.
6. To register the hours and the driving fee right click on the top and choose **Tímaskráning > Ný Tímaskráning** and a new window for the charging will be open.



7. Fill out the corresponding charges and finished clo finished click on **Vista og loka** (Save and close).



Attention

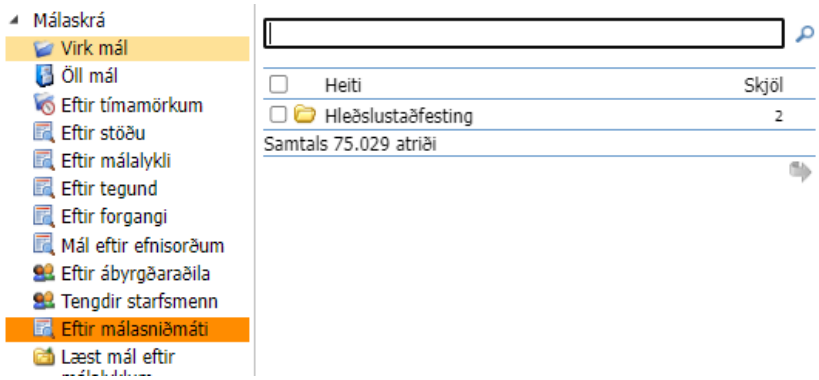
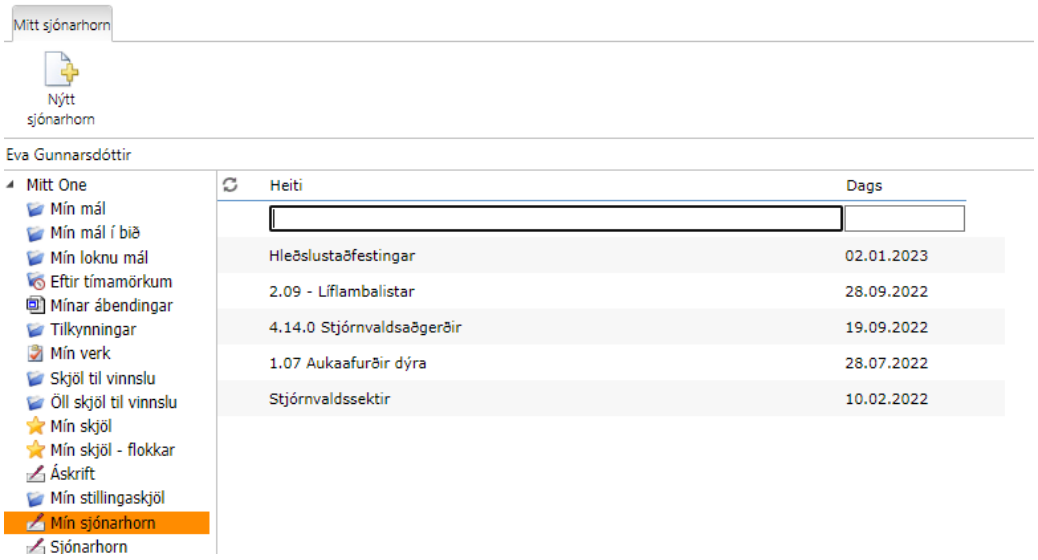
- It is not possible to close the case unless payment (time and driving fee) is registered.
- Reason for not collecting could be if a new corrected case is registered (due to our mistake, not the clients).
- When collecting is finished the status of the case is changed from **Lokið** to **Innheimt** (Collected). This status change is only made by MAST's collection deputy.

Loading confirmations made by contracting veterinarian - Temporary

The DVO is responsible that loading confirmations made by contracting veterinarians in his district are registered in One.
The veterinarian shall send the loading confirmation to the DVO or an another employee of the district via e-mail. Information about the total hours shall be included in the e-mail.
Loading confirmation are not to be sent to import/export department.

How can we find the loading confirmation cases?

- Find every loading confirmation registered to a client.
  - See **Viðskiptavinir.**
- Filter by the case type *Hleðslustaðfesting.*
  - See **Málaskrá>Eftir málasniðmáti**



- Create your own specialized view you can always access easily.
  - See **Mitt One>Mín sjónarhorn**