

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.

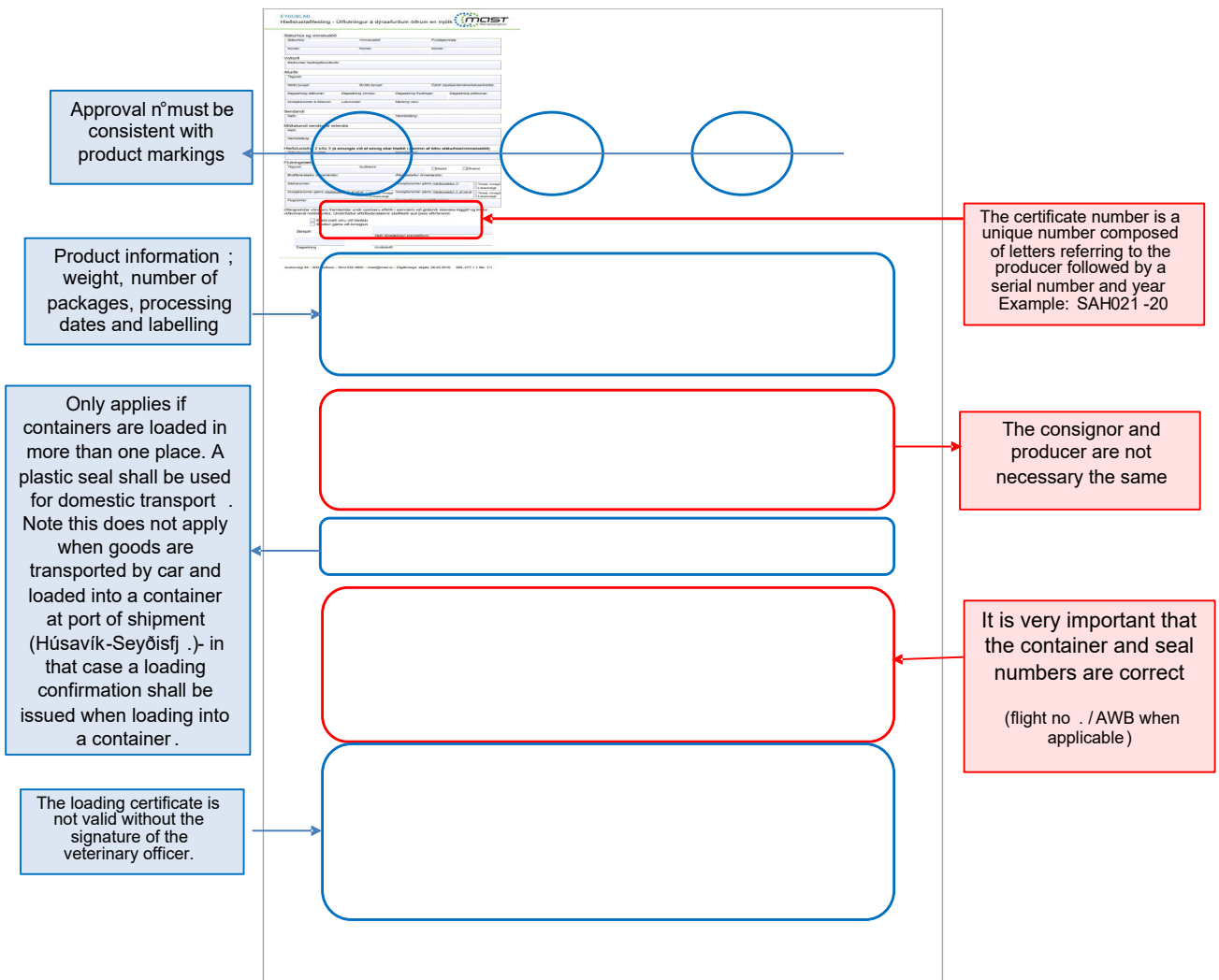
- [EBL-077](#) Loading attestation for products of animal origin (POAO) other than dairy products.
- [EBL-022](#) Loading attestation for dairy products. A veterinary officer inspects the consignment at the place of loading.

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

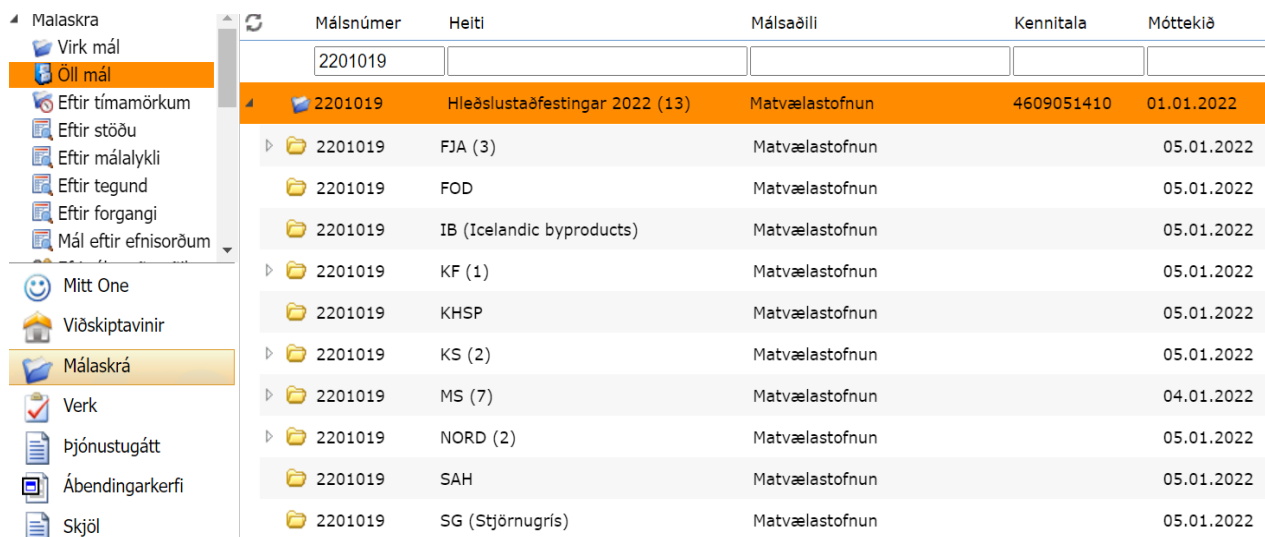


Container numbers covered by load – number needs to be fully visible.



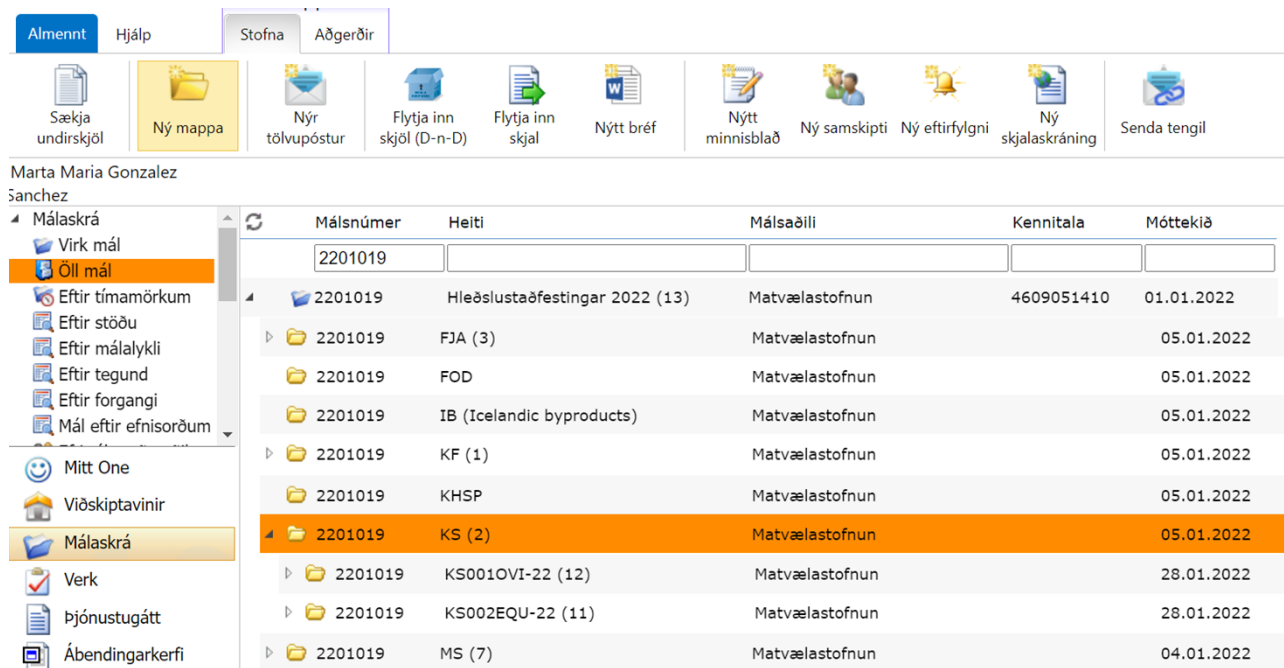
Uploading the loading certificate and pictures to OneCRM.

As soon as possible, a scanned copy of the loading certificate and the photos must be uploaded to the correct case file in oneCRM. XX01019 (Hleðslustaðfestingar 20XX), where XX is the two digits of the year, (e.g.:the case n° for loading certificates for 2022 is 2201019).



Málsnúmer	Heiti	Málsaðili	Kennitala	Móttekið
2201019				
2201019	Hleðslustaðfestingar 2022 (13)	Matvælastofnun	4609051410	01.01.2022
2201019	FJA (3)	Matvælastofnun		05.01.2022
2201019	FOD	Matvælastofnun		05.01.2022
2201019	IB (Icelandic byproducts)	Matvælastofnun		05.01.2022
2201019	KF (1)	Matvælastofnun		05.01.2022
2201019	KHSP	Matvælastofnun		05.01.2022
2201019	KS (2)	Matvælastofnun		05.01.2022
2201019	MS (7)	Matvælastofnun		04.01.2022
2201019	NORD (2)	Matvælastofnun		05.01.2022
2201019	SAH	Matvælastofnun		05.01.2022
2201019	SG (Stjórnugrís)	Matvælastofnun		05.01.2022

Every exporter has a folder for their loading attestations for each year. A new folder case with the certificate number must be created under the exporter folder where the loading certificate and pictures should be uploaded.



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2201019	KHSP	Matvælastofnun		05.01.2022
2201019	KS (2)	Matvælastofnun		05.01.2022
2201019	KS001OVI-22 (12)	Matvælastofnun		28.01.2022
2201019	KS002EQU-22 (11)	Matvælastofnun		28.01.2022
2201019	MS (7)	Matvælastofnun		04.01.2022

In those cases where the loading attestation is carried out by a private veterinarian that does not have access to OneCRM the loading attestation documents (signed loading certificate and pictures) must be submitted to the corresponding DVO to be filed on OneCRM.