

<b>EXPORT CERTIFICATION PROGRAM- RUSSIAN FEDERATION</b>		<b>AMS - POULTRY PROGRAMS GRADING DIVISION AUDIT SECTION POULTRY AUDIT MANAGEMENT PROGRAM</b> 
<b><u>AUTHORITY:</u></b> AUDIT SECTION SUPERVISOR	<b><u>EFFECTIVE DATE:</u></b> 13 MARCH 2012	<b><u>DOCUMENT TYPE AND NUMBER:</u></b> Procedure <b>PAMP 101.3</b>

## **1 Scope**

### **1.1 General**

This document specifies the requirements for the USDA Export Certification Program – Russian Federation. USDA-AMS, Poultry Programs, Grading Division, Audit Section will apply these requirements in providing accreditation to certifying agents seeking participation in this program. Accredited certifying agents will assist in providing certification required for poultry products exported to the Russian Federation. Certifying agents may be used to perform the certifications necessary for products being exported from ports in compliance with the parameters set forth. This document provides the criteria for these certifications.

The USDA Export Certification Program is provided in accordance with these guidelines, and the Agricultural Marketing Act of 1946, as amended.

### **1.2 Application**

All requirements of this document are applicable to all applicants seeking accreditation as certifying agents in the USDA Export Certification Program- Russian Federation.

## **2 References**

**2.1** Russian Federation Import Requirements

**2.2** ISO/IEC Guide 65:1996 General Requirements for bodies operating product certification systems

## **3 Definitions**

**3.1** Certifying Agent: An applicant who has been accredited by USDA-AMS Poultry Programs as a third-party certifier of poultry products being exported to the Russian Federation.

**3.2** National Audit Supervisor: The USDA-AMS Poultry Programs' National Audit Supervisor or his/her designee.

**3.3** Program Manager: The USDA-AMS Poultry Programs staff member designated by the National Audit Supervisor to administer this program.

**3.4** Standard: A term used to include other normative documents such as a specification or an industry recognized standard.

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3.5 User: The party seeking a product certification service.

#### **4 Responsibilities of AMS Branch**

4.1 USDA-AMS Poultry Programs shall establish the documented requirements for the USDA Export Certification Program, based on

- a) Specific regulation(s); or
- b) The requirements of ISO/IEC Guide 65 with an industry recognized standard.

4.2 USDA-AMS Poultry Programs may use the terms "management system," or "ISO based" in any program, instruction, or information used to describe the USDA Export Certification Program, which is based on ISO/IEC Guide 65.

4.3 USDA-AMS Poultry Programs shall select an AMS Auditor who meets the AMS Auditor Criteria for the USDA Export Certification Program.

#### **5 Responsibilities of Certifying Agent**

The applicant shall develop and implement a documented program that addresses all requirements of the USDA Export Certification Program. The documented program shall include

- a) Documents required by the USDA Export Certification Program;
- b) Records required by the USDA Export Certification Program;
- c) Documents needed by the applicant to ensure that the body operates the third-party certification system in a consistent and reliable manner; and
- d) The industry recognized standard, if applicable.

#### **6 Frequency of Assessments**

USDA-AMS Poultry Programs shall conduct an assessment of the Certifying Agent's quality management system and standard operating procedures for the certification of product at regular intervals.

6.1 USDA-AMS Poultry Programs shall conduct assessments of the certifying Agent's program once every six months.

6.2 At the discretion of the National Audit Supervisor, assessments may be performed once every twelve months if the Certifying Agent displays continued compliance with the requirements.

#### **7 Program Requirements**

The requirements in this section apply to all Certifying Agents operating under the USDA Export Certification Program.

## **7.1 Certifying Agent**

### **7.1.1 General Provisions**

**7.1.1.1** The policies and procedures under which the applicant operates shall be non-discriminatory and shall be administered in a non-discriminatory manner. No procedures shall be used to impede or inhibit access by users, other than as provided for in this Program.

**7.1.1.2** The applicant shall make its services accessible to all users whose activities fall within its declared field of operation. There shall be no undue financial or other conditions. Access shall not be conditional upon the size of the operation or membership in an association or group, nor shall certification be conditional upon the number of certificates already issued.

**7.1.1.3** The criteria against which the products/services of a supplier are evaluated shall be those outlined in the USDA Export Certification Program.

**7.1.1.4** The applicant shall confine its requirements, evaluations, and decisions on certification to those matters specifically related to the scope of the certification being considered.

### **7.1.2 Organization**

The structure of the applicant's organization shall be such as to give confidence in its certifications. In particular, the applicant shall:

- a) Be impartial.
- b) Be responsible for its decisions relating to granting, maintaining, extending, suspending and withdrawing certification.
- c) Identify the management which shall have overall responsibility for all of the following:
  - 1) Performance of testing, inspection, evaluation and certification as defined in this Program;
  - 2) Formulation of policy matters relating to the operation of the certification body;
  - 3) Decisions on certification;
  - 4) Supervision of the implementation of its policies;
  - 5) Supervision of the finances of the body;
  - 6) Delegation of authority to committees or individuals as required to undertake defined activities on management's behalf; and
  - 7) Technical basis for granting certification.
- d) Have documents that demonstrate its legality.

- e) Have a documented structure which safeguards impartiality, including provisions to ensure the impartiality of the operations of the organization. This structure shall enable the participation of all parties significantly concerned in the development of policies and principles regarding the content and functioning of the certification system.
- f) Ensure that each decision on certification is made by a person(s) different from those who carried out the evaluation.
- g) Have rights and responsibilities relevant to its certification activities.
- h) Have adequate arrangements to cover liabilities arising from its operations and/or activities.
- i) Have the financial stability and resources required for the operation of a certification system.
- j) Employ a sufficient number of personnel having the necessary education, training, technical knowledge, and experience for performing certification functions relating to the type, range, and volume of work performed.
- k) Have a management system giving confidence in its ability to operate a certification system for products.
- l) Have policies and procedures that distinguish between product certification and any other activities in which the applicant is engaged.
- m) Be free from any commercial, financial, and other pressures which might influence the results of the certification process.
- n) Have documented rules and structures for the appointment and operation of any committees which are involved in the certification process. Such committees shall be free from any commercial, financial, and other pressures that might influence decisions. A structure where members are chosen to provide a balance of interests where no single interest predominates will be deemed to satisfy this provision.
- o) Ensure that activities of related bodies do not affect the confidentiality, objectivity, or impartiality of its certification; and it shall not
  - 1) Supply or design products of the type it certifies;

- 2) Give advice or provide consultation services to the user as to methods of dealing with matters which are barriers to the certification requested; and,
  - 3) Provide any other products or services which could compromise the confidentiality, objectivity, or impartiality of its certification process and decisions.
- p) Have policies and procedures for the resolution of complaints, appeals, and disputes received from users, suppliers, or other parties about the handling of certification or other related matters.

### **7.1.3 Operations**

The applicant shall take all steps necessary to evaluate conformance with the relevant product standards according to the requirements of the specific product certification system. The applicant shall specify the relevant standards, or parts thereof, and any other requirements such as sampling, testing and inspection requirements which form the basis for the applicable certification system.

In conducting its certification operations, the applicant shall observe, as appropriate, the requirements for the suitability and competence of body(ies) or person(s) carrying out testing, inspection and certification/registration as specified in ISO/IEC 17025 and Guides 39 and 62.

### **7.1.4 Subcontracting**

When an applicant decides to subcontract work related to certification (e.g. testing or inspection) to an external body or person, a properly documented agreement covering the arrangements, including confidentiality and conflict of interests, shall be drawn up. The applicant shall

- a) Take full responsibility for such subcontracted work and maintain its responsibility for granting, maintaining, extending, suspending, or withdrawing certification.
- b) Ensure that the subcontracted body or person is competent and complies with the applicable provisions of this Program and other standards and guides relevant to testing, inspection or other technical activities, and is not involved either directly or through the person's employer with the design or production of the product in such a way that impartiality would be compromised.
- c) Obtain the user's consent.

**Note 1:** Where work related to certification has been undertaken prior to the application for certification, the certification body may take account of it, provided it can take responsibility as detailed in 7.1.4 a) and satisfy itself regarding the matters detailed in 7.1.4 b).

**Note 2:** The requirements given in 7.1.4 a) and b) are also relevant, by extension, when a certification body uses, for granting its own certification, work performed by another certification body with which it has signed an agreement.

## **7.1.5 Management System**

**7.1.5.1** The applicant's top management shall define and document its policy and its objectives for, and its commitment to the quality of certification systems. The management shall ensure that this policy is understood, implemented, and maintained at all levels of the organization.

**7.1.5.2** The applicant shall operate an effective management system in accordance with this program and appropriate to the type, range and volume of work performed. The management system shall be documented, and the documentation shall be available for use by the certification body staff. The applicant shall ensure effective implementation of the documented management system, procedures, and instructions. The applicant shall designate a person with direct access to top management who, irrespective of other responsibilities, has defined authority for:

- a) Ensuring that the management system is established, implemented, and maintained in accordance with this Program.
- b) Reporting on the performance of the management system to the organization's management for review and as a basis for improvement of the management system.

**7.1.5.3** The management system shall be documented in a quality manual (however named) and associated documented procedures. The manual shall contain or refer to at least the following:

- a) A policy statement.
- b) A brief description of the legal status of the certification body, including the names of its owner's and, if different, names of the persons who control it.

- c) The names, qualifications, experience, and terms of reference of the top management and other certification personnel, both internal and external.
- d) An organization chart showing lines of authority, responsibility, and allocation of functions stemming from the top management.
- e) A description of the organization of the certification body, including details of the management identified in 7.1.2 c), its constitution, terms of reference, and rules of procedure.
- f) The policy and procedures for conducting management reviews.
- g) Administrative procedures including document control.
- h) The operational and functional duties and services pertaining to quality of the certification systems, so that the extent and limits of each person's responsibility are known to all concerned.
- i) The procedures for the recruitment, selection, and training of the certification body personnel and monitoring of their performance.
- j) A list of its approved subcontractors and details of the procedures for assessing, recording, and monitoring their competence.
- k) The procedures for handling non-conformances and for assuring the effectiveness of any corrective and preventative actions taken.
- l) The procedures for evaluating products and implementing the certification process, including the following:
  - 1) The conditions for issue, retention, and withdrawal of certification documents; and
  - 2) Controls over the use and application of documents used in the certification of products.
- m) The policies and procedures for dealing with appeals, complaints, and disputes.
- n) The procedures for conducting internal audits.

**7.1.6 Conditions and Procedures for Granting, Maintaining, Extending, Suspending, and Withdrawing Certification**

**7.1.6.1** The applicant shall specify the conditions for granting, maintaining, and extending certification, and the conditions under which certification may be suspended or withdrawn, partially or in total.

**7.1.6.2** The applicant shall have procedures to

- a) Grant, maintain, withdraw and, if applicable, suspend certification;
- b) Extend or reduce the scope of certification;
- c) Re-evaluate in the event of:
  - 1) Changes significantly affecting the product's design or specification;
  - 2) Changes in the standards to which compliance of the product is certified;
  - 3) Changes in the ownership, structure, or management of the supplier; and
  - 4) Any other information indicating that the product may no longer comply with the requirements of the certification system.

## **7.1.7 Internal Audits and Management Reviews**

**7.1.7.1** The applicant shall conduct periodic internal audits, at least annually, covering procedures in a planned and systematic manner, to verify that the management system is implemented and is effective.

The applicant shall ensure that:

- a) Personnel responsible for the area audited are informed of the outcome of the audit;
- b) Corrective action is taken in a timely and appropriate manner; and
- c) The results of the audit are documented.

**7.1.7.2** The applicant's top management shall perform a management review after the completion of each internal audit. The purpose of the management review shall be to ensure the applicant's continuing suitability and effectiveness in satisfying the requirements of this Program and the stated policy and objectives relating to excellence in operating a product certification system. This review shall include assessing opportunities for improvement and the need for changes to the certification body's management system, including the policy statement and objectives relating to operating a product certification system. Records from the management reviews shall be maintained.

## **7.1.8 Documentation**

**7.1.8.1** The applicant shall provide to interested parties (through publications, electronic media, or other means), updates at regular intervals, and make available on request the following:

- a) Information about the authority under which the certification body operates;
- b) A documented statement of its product certification system, including its rules and procedures for granting, maintaining, extending, suspending, and withdrawing certification;
- c) Information about the evaluation procedures and certification process related to each product certification system;
- d) A description of the means by which the organization obtains financial support and general information on the fees charged to users and to suppliers of certified products;
- e) A description of the rights and duties of users and suppliers of certified products, including requirements, restrictions or limitations on the use of the certification body's logo and on the ways of referring to the certification granted;
- f) Information on procedures for handling complaints, appeals, and disputes; and
- g) A directory of certified products and their suppliers.

**7.1.8.2** The applicant shall establish and maintain a documented procedure to control all documents and data that relate to its certification functions. These documents shall be reviewed and approved for adequacy by authorized and competent personnel prior to issuing any documents following initial development or any subsequent amendment or change being made. A listing of all appropriate documents with the respective issue and/or amendment status identified shall be maintained. The distribution of all such documents shall be controlled to ensure that the appropriate documentation is made available to personnel of the certification body or suppliers when they are required to perform any function relating to the certification body's activities.

## **7.1.9 Records**

**7.1.9.1** The applicant shall maintain records in a manner to suit its particular circumstances and to comply with existing regulations. The records shall demonstrate that the certification procedures have been effectively fulfilled, particularly with respect to application forms, evaluation reports, surveillance activities, and other documents relating to granting, maintaining, extending, suspending, or withdrawing certification. The record shall be identified,

managed, and disposed of in such a way as to ensure the integrity of the process and confidentiality of the information. The records shall be kept for no less than 3 years, including the current year, or as required by law.

**7.1.9.2** The applicant shall have a policy and procedure(s) for retaining records for a period consistent with its contractual, legal, or other obligations. The applicant shall have a policy and procedure(s) concerning access to these records consistent with 7.1.10.1.

**7.1.9.3** The applicant shall submit copies of all worksheets/forms intended for use in the certification procedures to USDA-Poultry Programs for approval prior to implementation. Revised and/or updated worksheets/forms must also be submitted for approval prior to use.

**7.1.10 Confidentiality**

**7.1.10.1** The applicant shall have adequate arrangements, consistent with applicable laws, to safeguard confidentiality of the information obtained in the course of its certification activities at all levels of its organization, including committees and external bodies or individuals acting on its behalf.

**7.1.10.2** Except as required in this Program or by law, information gained in the course of certification activities about a particular product or supplier shall not be disclosed to a third party without the written consent of the supplier. Where the law requires information to be disclosed to a third party, the supplier shall be informed of the information provided as permitted by law.

**7.2 Personnel of Certifying Agent**

**7.2.1 General**

**7.2.1.1** The applicant's personnel shall be competent for the functions they perform, including making required technical judgments, framing policies, and implementing them.

**7.2.1.2** Clearly documented instructions shall be available to the personnel describing their duties and responsibilities. These instructions shall be maintained up to date.

**7.2.2 Qualification Criteria**

**7.2.2.1** In order to ensure that evaluations and certification are carried out effectively and uniformly, the minimum relevant criteria for the competence of personnel shall be defined by the applicant.

**7.2.2.2** The applicant shall require its personnel involved in the certification process to sign a document by which they commit themselves:

- a) To comply with the rules defined by the applicant, including those relating to confidentiality and independence from commercial and other interest; and,
- b) To declare any prior and/or present association on their own part, or on the part of their employer, with a supplier or designer of products to the evaluation or certification of which they are to be assigned.

The applicant shall ensure that, and document how, any contracted personnel for their own part, and on the part of their employer if any, satisfy all the requirements for personnel outlined in this Program.

**7.2.2.3** Information on the relevant qualifications, training and experience of each member of the personnel involved in the certification process shall be maintained by the applicant. Records of training and experience shall be kept up to date, in particular the following:

- a) Name and address;
- b) Organization affiliation and position held;
- c) Educational qualification and professional status;
- d) Experience and training in each field of the certification body's competence;
- e) Date of most recent updating of the record; and
- f) Performance appraisal.

### **7.3 Changes in Certification Requirements**

The applicant shall give due notice of any changes it intends to make in its requirements for certification. It shall take account of views expressed by interested parties before deciding on the precise form and effective date of the changes. Following a decision on, and publication of, the changed requirements, it shall verify that each supplier makes any necessary adjustments within such time as, in the opinion of the certification body, is reasonable.

### **7.4 Appeals, Complaints, and Disputes**

**7.4.1** Appeals, complaints, and disputes brought before the certification body by suppliers or other parties shall be subject to the procedures of the applicant.

**7.4.2** The applicant shall:

- a) Keep a record of all appeals, complaints, and disputes, and remedial actions relative to certification;
- b) Take appropriate subsequent action; and
- c) Document the action taken and its effectiveness.

**7.5 Application for Product Certification**

**7.5.1 Information on the Procedure**

**7.5.1.1** The certifying agent shall provide to users an up-to-date detailed description of the evaluation and certification procedures, appropriate to each certification scheme, and the documents containing the requirements for certification, the users' rights and duties of suppliers which have certified products (including fees to be paid by users and suppliers of certified products).

**7.5.1.2** The certifying agent shall require that a supplier:

- a) Complies with the relevant provisions of the certification program;
- b) Makes all necessary arrangements for the conduct of the evaluation, including provision for examining documentation and access to all areas, records, and personnel for the purposes of evaluation and resolution of complaints;
- c) Makes claims regarding certification only in respect of the scope for which certification has been granted;
- d) Does not use its product certification in such a manner as to bring the certification body into disrepute, and does not make any statement regarding its product certification which the certifying agent may consider misleading or unauthorized;
- e) Upon suspension or cancellation of certification, discontinues its use of all advertising matter that contains any reference thereto and returns any certification documents as required by the certifying agent;
- f) Uses certification only to indicate that products are certified as being in conformity with specified standards;

- g) Endeavors to ensure that no certification or report nor any part thereof is used in a misleading manner; and
- h) In making reference to its product certification in communication media (such as documents, brochures, or advertising) complies with the requirements of the certifying agent.

**7.5.1.3** When the desired scope of certification is related to a specific system or type of system operated by the certifying agent, any explanation needed shall be provided to the user.

**7.5.1.4** If requested, additional application information shall be provided to the user by the certifying agent.

## **7.5.2 The User's Application**

**7.5.2.1** The certifying agent shall require the user to complete an official application form, signed by a duly authorized representative, in which or attached to are the following:

- a) The scope of the desired certification,
- b) A statement that the user agrees to comply with the requirements for certification and to supply any information needed for evaluation of products to be certified.

**7.5.2.2** The user, at a minimum, shall provide the following information:

- a) Corporate entity, name, address, and legal status; and
- b) A definition of the products to be certified, the certification system, and the standards against which each product is to be certified if known to the user.

## **7.6 Preparation for Evaluation**

**7.6.1** Before proceeding with the evaluation, the certifying agent shall conduct, and maintain records of a review of the user's application for certification to ensure that:

- a) The requirements for certifications are clearly defined, documented, and understood;
- b) Any difference in understanding between the certifying agent and the user is resolved; and

- c) The certifying agent has the capability to perform the certification service with respect to the scope of the certification sought and, if applicable, the location of the user's operations and any special requirements such as language used by the user.

**7.6.2** The certifying agent shall prepare a plan for its evaluation activities to allow for the necessary arrangements to be managed;

**7.6.3** The certifying agent shall assign personnel appropriately qualified to perform the tasks for the specific evaluation. Personnel shall not be assigned if they have been involved in, or been employed by a body involved in, the design, supply, installation, or maintenance of such products in a manner and within a time period which could conflict with impartiality.

**7.6.4** To ensure that a comprehensive and correct evaluation is carried out, the personnel involved shall be provided with the appropriate working documents.

**7.7 Evaluation**

The certifying agent shall evaluate the user's product against the requirements of the USDA Export Certification Program covered by the scope defined in the user's application.

**7.8 Evaluation Report**

The applicant shall adopt reporting procedures that suit its needs but, at a minimum, these procedures shall ensure that:

- a) Personnel appointed to evaluate the conformance of the products shall provide the certifying agent with a report of findings as to the conformity with all the certification requirements.
- b) A full report on the outcome of the evaluation is promptly brought to the user's attention by the certifying agent, identifying any nonconformance that shall be addressed, and the extent of further evaluation required. If the user can show that remedial action has been taken to meet all the requirements within a specified time limit, the certifying agent shall repeat only the necessary parts of the initial procedure.

**7.9 Decision on Certification**

**7.9.1** The decision as to whether or not to certify a product shall be taken by the applicant only on the basis of the information gathered during the evaluation process and any other relevant information. The person(s) who makes decision shall be different from the person(s) performed the evaluation.

**7.9.2** The applicant shall not delegate authority for granting, maintaining, extending, suspending, or withdrawing certification to an outside person or body.

**7.9.3** The applicant shall provide each supplier offering certified products with formal certification documents such as a letter or a certificate signed by an officer who has been assigned such responsibility.

These formal certification documents shall permit identification of the following:

- a) The name and address of the user or the supplier whose products are the subject of certification ;
- b) The scope of the certification granted, including, as appropriate:
  - 1) The products certified, which may be identified by type or range of products;
  - 2) The product standards or other normative documents to which each product or product type is certified; and
  - 3) The applicable certification system.
- c) The effective date of certification, and the time period of the certification, if applicable.

**7.9.4** In response to an application for an amendment to the scope of certification already granted, the certifying agent shall decide what, if any, evaluation procedure is appropriate in order to determine whether or not the amendment should be granted and shall act accordingly.

## **7.10 Surveillance**

**7.10.1** The applicant shall have documented procedures to enable surveillance to be carried out in accordance with the criteria applicable to the relevant certification system.

**7.10.2** The applicant shall require the supplier to inform it about any of the changes cited in 7.1.6.2.c), such as intended modification to the product, manufacturing process or, if relevant, its management system, which affects the conformity of the product. The applicant shall determine whether the announced changes require further investigation(s). If such is the case, the supplier shall not be allowed to release certified products resulting from such changes until the certifying agent has notified the supplier accordingly.

**7.10.3** The applicant shall document its surveillance activities.

**7.10.4** Where the applicant authorizes the continuing use of its mark on products or products of a type which have been evaluated, the applicant shall periodically evaluate the marked products to confirm that they continue to conform to the requirements for certification.

**7.11 Use of Licenses, Certificates, and Marks of Conformity**

**7.11.1** The applicant shall exercise proper control over ownership, use, and display of licenses, certificates, and marks of conformity.

**7.11.2** Incorrect references to the certification system or misleading use of licenses, certificates, or marks found in advertisements, catalogues, etc., shall be dealt with by suitable action.

**7.12 Complaints to Suppliers**

The applicant shall require the supplier of certified products to:

- a) Keep a record of all complaints made known to the supplier relating to a product's compliance with requirements of the relevant standard and to make these records available to the certifying agent when requested;
- b) Take appropriate action with respect to such complaints and any deficiencies found in the products, or services, that affect compliance with the requirements for certification; and
- c) Document the actions taken.

**8 Certification Procedures**

**8.1 General**

Transport certifications for the Russian Federation consist of several requirements that must be satisfied prior to shipment. Product for export will be subject to a packing condition examination to identify any damaged boxes, transport vehicle sanitation inspection to assure sanitary storage during shipment, and certificate verification to identify product certified for export to the Russian Federation. Transport certification may be performed by certifying agents only when Food Safety Inspection Service (FSIS) personnel are not available to perform such certifications.

For transport vehicles such as ocean vessel containers loaded at an FSIS inspected facility, export certification duties are the responsibility of the FSIS inspector at that location. When FSIS inspectors perform the export certification on product at an inspected facility and the transport vehicle will be loaded directly onto the cargo ship, no further certifying agent inspection is

necessary. If product is loaded from locations that are not under FSIS inspection, certifying agent personnel may perform the transport vehicle sanitation examination, packing container condition examination, certificate review and issue a Certificate of Conformance for all applicable products.

Final consolidated export certifications covering an entire shipment will be made by FSIS veterinary officers using supporting documentation from FSIS or the Certificates of Conformance issued by the Certifying Agent.

## **8.2 Transport Vehicle Inspection**

**8.2.1** All transport vehicles, including ocean vessel containers and cargo ship holds shall be inspected by visual examination for cleanliness and sanitation prior to loading.

**8.2.2** The vehicle will be inspected for soundness, condition, and cleanliness, and that it adequately protects the intended cargo. The vehicle must be free of dirt, debris, odors, or other materials that may potentially contaminate or affect the product.

**8.2.3** If the initial sanitation inspection reveals no unsanitary condition, no further action is necessary.

**8.2.4** If an unsanitary condition is identified, product may not be placed into the transport vehicle until it is cleaned, sanitized, and re-inspected. Supervision of the sanitizing process is not required. However, documented evidence of follow-up actions, including sanitizing of the transport vessel is to be provided to the Certifying Agent representative prior to product being loaded.

**8.2.5** Records of follow-up actions shall include the name of the person(s) performing the sanitizing; type, strength and duration of sanitizer, and the date/time of sanitizing. Sanitizing may be accomplished by using any chemical or method intended for that purpose and in the manner specified by the directions for use. Incomplete or non-existent records of sanitation will require the transport vehicle to be re-sanitized prior to loading.

**8.2.6** Results of the sanitation inspection are to be documented on a worksheet/form approved by USDA-Poultry Programs in accordance with 7.1.9.3. All sanitation deficiencies are to be documented on the approved form. Each specific deficiency, the management official contacted and corrective action taken shall be documented on the form.

### **8.3 Certificate Review**

**8.3.1** Product presented for export certification must be accompanied by an FSIS certificate “Veterinary Certificate for Export of Poultry Meat to the Russian Federation” Form 9450-4 dated 8/27/02. The FSIS certificate must include the product identification information indicated in Section 1 of the certificate.

**8.3.2** The certificate review will consist of verification that the product loaded for shipment is the product identified on the applicable FSIS certificate. Labels and markings on the product will be compared to the information listed on the FSIS certificate to assure that the appropriate product is being exported.

**8.3.3** Product presented for shipping that does not correspond to any FSIS certificates provided will not be certified as meeting Russian Federation requirements. Product that does not have proper FSIS certification is not eligible for export to the Russian Federation.

### **8.4 Packing Container Condition Examination**

**8.4.1** Break bulk shipments (product loaded directly into the hold of a cargo ship) will undergo a scanning examination prior to loading to identify obviously damaged containers. The container examination may take place at the same time as the certificate and label review.

**8.4.2** Container examinations are to be limited to type and condition of packing containers (boxes). Items to observe will include evidence of mishandling, thawing and re-freezing, obvious damage to the master containers and missing strapping.

**8.4.3** Damage to the boxes must not affect usability or structural integrity. A small hole or tear in the box will be allowed as long as the primary packages are intact and usability or structural integrity of the box is not affected.

**8.4.4** Pallets containing damaged boxes will be retained until the damaged boxes are removed or replaced. Other methods of controlling damaged boxes at loading may be approved by the National Audit Supervisor.

**8.4.5** Container defects are to be recorded on a worksheet/form approved by USDA-Poultry Programs in accordance with 7.1.9.3. This form shall enable the examiner to record the type of box defect (chemical contamination, crushed/torn, wet/damp), labeling defects (missing, torn/mutilated, illegible) and marking information (lot number, plant number, FSIS Export Stamp number).

### **8.5 Certification**

**8.5.1** The Certifying Agent will provide the certification for the eligible product on a Certificate of Conformance.

**8.5.2** The total number of cases listed on the FSIS Form 9450-4 certificate(s) shall be recorded on the Certificate of Conformance. Additionally, all FSIS Form 9450-4 certificate numbers representing the poultry products are to be recorded on the Certificate of Conformance.

**8.6 Certificate Distribution**

**8.6.1** The original and one copy of the Certificate of Conformance shall be distributed to the user or designated representative. It is the user's responsibility to provide the Certificate of Conformance to the FSIS Veterinary Officer issuing the second signature on the FSIS Export Certificate. Additional copies may be furnished to the user when requested. Additional copies and all backup documentation are to be retained in accordance with the Certifying Agent's quality manual requirements for records.

**8.7 Export Volume Reporting**

**8.7.1** The Certifying Agent shall submit to USDA-Poultry Programs at least monthly a report of export volume and activity. Information reported shall be for each individual shipment certified and shall include:

- a) The port from which the product was shipped;
- b) The name of the exporter;
- c) The name of the vessel loaded;
- d) The completion date of the shipment;
- e) The certificate number issued for the shipment;
- f) The volume of product shipped in metric tons.

**8.7.2** The monthly activity report should be sent electronically to the USDA-Poultry Programs Program Manager.