



FAQS – TRIPARTITE AGREEMENT (AUGUST 2014)

1. How do I register with TRACES?

To register you will need to go to the [TRACES website](#) and 'register a new User Account'. Once you have followed the registration process you will be able to login to TRACES to generate DOCOMs. If you have any problems with the registration process you will need to contact TRACES, their contact information is available on the website by clicking the link in the top right hand corner, called '[Privacy statement](#)'.

2. Once I have registered with TRACES how do I generate a DOCOM?

To generate a DOCOM you should follow the user-guide available on the BHA website.

3. I am having difficulty finding the correct address, what should I do?

To search for a property the TRACES system requires 3 fields to be completed. If you are having difficulty try using the country (UK or France), the first half of the postcode (use percentage signs for a 'wild card' search), e.g. '%WC1V%' and the name '%British Horseracing%'.

4. Are DOCOMs required to be supplied in both English and French language?

Yes, as this is in line with EU legislation for official certification. The DOCOM is only expected to be signed in the "mother tongue" of the person signing.

5. Can the UK TPA bodies/approved shippers use TRACES to create a DOCOMs for a FR to UK move i.e. if the original DOCOM for the outward journey has expired beyond its 10 days?

No.

6. Can a DOCOM be used for transiting France for a Third Country export or should an ITAHC be applied for instead?

No. In circumstances where a horse is transiting through France for a Third Country export you must apply for an ITAHC.

7. Are foals at foot covered by the DOCOM? If a foal is less than six months of age but travelling with its own passport with the Dam should it be listed on the DOCOM?

Yes, there will also be cases where a foal has not yet obtained a passport. This will be allowed with an entry in the DOCOM that a foal is travelling.

8. Does the DOCOM that travels with the consignment of horses need to be the original signed document or is a signed faxed or scanned copy sufficient?



Yes, it should be the original signed version. A copy of the DOCOM must also be retained by the approved shipping agent.

9. Can anyone within an approved shippers sign a DOCOM? Additionally, can a signature be pp'd?

Yes, but the responsibility for accuracy of detail sits with that shipper and the TPA approved body.

10. Will the list of approved shippers be locked as a Closed List into TRACES for use with the DOCOM module or will anyone with a TRACES user account be able to access DOCOMs?

Yes. Any additions will need to be made by the competent authority which in the UK is the AHVLA.

If you would like to make an application to become an approved shipping agent you should complete the application form and return it to BHA *Equine Health and Welfare department* at equine@britishhorseracing.com. Applications can take up to five working days to process once forwarded to the AHVLA.

11. If a French TPA approved premises is not on the Closed List for FR, who should the UK shipper contact to get this added so the DOCOM can be created?

The shipping agent should contact the relevant French TPA body, such as France Galop.

12. Will the loading address in the TRACES DOCOM be locked and can only be populated from the Closed List or will it be possible to change this address?

The address can only be changed by the competent authority (e.g. AHVLA).

13. Can TPA horses for 2 different purposes travel on the same vehicle e.g. 2 horses under the TPA for racing and 2 under the TPA for training?

Yes, but 2 different DOCOMs are required.