

Creation and Validation of a TPA DOCOM (Version 1, 25/7/2014)

To create a TPA DOCOM:

- Logon to TRACES
- In the Veterinary Documents left hand menu
 - Select the Commercial Document module
 - Select New

The screenshot displays the TRACES web application interface. The browser address bar shows the URL: <https://webgate.ec.europa.eu/sanco/traces/certificates/docom/search.do>. The page title is "TRACES - Trade Control and Expert System".

The main content area is titled "Search for Commercial Documents" and contains a search form with the following fields:

- Certificate Reference:
- Country of Origin:
- Consignor:
- Consignee:
- Departure After:
- Commodity: [Browse](#)
- Departure Before:
- Means of Transport:
- Country of Destination:
- Authority of destination:
- Postal code of destination:
- Authority of destination code:
- Local reference number:
- Authority of origin:
- Certificate Status:
- Authority of origin code:
- RASFF Status:
- Place of Origin:
- Passport N°:
- Has control:
- Cloned:

Below the search form is a "Search Result" table with the following columns: Certificate Reference, Country of Origin, Consignor, Consignee, Animal Species, Status, and RASFF Status. A "New" button is visible in the table area.

The left-hand navigation menu is expanded to "Commercial Document", which is highlighted with a red box. Other menu items include: Welcome Page, TRACES Data Warehouse, QlikView, Veterinary Documents, Intra Trade, Animal Health Certificates, CVED for Animals, CVED for Animal Products, Veterinary certificate to EU, Export Health Certificates, Common Entry Document (CED), CHEF-PP, Declaration Document, Empty Certificate, Reporting, User and Organisation Management, User Management, Organisations, Private Veterinarian, Change Password, Modify User Profile, Establishment List Publications, EU Establishments list per sector, EU Establishments list per country, Third Country Establishments list per sector, and Third Country Establishments list per country.

The Windows taskbar at the bottom shows the following open applications: "M:\EXPORTS\Equin...", "Inbox - Microsoft O...", "TRACES - Trade Co...", and "Creation and Validat...". The system tray shows the date and time as 09:59 and the battery level as 97%.

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From the Model document drop down menu:

- Select 2009/156 Article 6 Equidae movements model document

The screenshot shows the TRACES web application interface. The browser window title is "TRACES - Trade Control and Expert System - Windows Internet Explorer". The address bar shows the URL "https://webgate.ec.europa.eu/sanco/traces/certificates/docom/create.do". The page header includes the TRACES logo and navigation links for "Information" and "Logout". The main content area is titled "Details of Consignment Presented: Select Commodity Code". It features a "Search Criteria" section with input fields for "Nomenclature Code" and "Model". The "Model" dropdown menu is open, displaying a list of model options. The option "2009/156 Article 6 Equidae movements" is selected and highlighted with a red box. Below the dropdown, a list of commodity codes is visible, including "01 - LIVE ANIMALS", "02 - MEAT AND EDIBLE MEAT OFFAL", "04 - DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED", "05 - PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED", "15 - ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED EDIBLE FATS; ANIMAL OR VEGETABLE WAXES", "21 - MISCELLANEOUS EDIBLE PREPARATIONS", "23 - RESIDUES AND WASTE FROM THE FOOD INDUSTRIES; PREPARED ANIMAL FODDER", "30 - PHARMACEUTICAL PRODUCTS", "31 - FERTILISERS", and "42 - ARTICLES OF LEATHER; SADDLERY AND HARNESS; TRAVEL GOODS, HANDBAGS AND SIMILAR CONTAINERS; ARTICLES OF ANIMAL GUT (OTHER THAN SILKWORM GUT)". The page also includes a "Cancel" button at the bottom left. The Windows taskbar at the bottom shows the system tray with the date and time "09:59" and a battery level of "97%".

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From the Nomenclature Code Browser (Commodity Code):

- Select 01 – LIVE ANIMAL
 - Select 0101 – Live horses, asses, mules and hinnies

The screenshot displays the TRACES (Trade Control and Expert System) web application in Internet Explorer. The browser address bar shows the URL: <https://webgate.ec.europa.eu/sanco/traces/certificates/docom/navigateNomenclatureCode.do?op=open&from=A1&isnew=true&ref=01>. The page title is "TRACES - Trade Control and Expert System".

The main content area shows the "Details of Consignment Presented: Select Commodity Code" section. Under "Search Criteria", there are input fields for "Nomenclature Code:", "Model:" (containing "2009/156 Article 6 Equidae movements"), and a dropdown menu (also containing "2009/156 Article 6 Equidae movements"). Buttons for "Assign", "Search", and "Filter" are visible.

The "Nomenclature Code Browser" section is highlighted with a red box. It displays a tree structure:

- 01 - LIVE ANIMALS
 - 0101 - Live horses, asses, mules and hinnies

A "Cancel" button is located at the bottom left of the browser section.

The Windows taskbar at the bottom shows the system tray with the date and time (10:00) and the battery level (97%). The taskbar includes icons for "M:\EXPORTS\Equin...", "Inbox - Microsoft O...", "TRACES - Trade Co...", and "Creation and Validat...".

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In the Consignment screen

- Click on Assign to create the DOCOM template for the TPA move

The screenshot shows the TRACES web application interface. The browser address bar displays the URL: <https://webgate.ec.europa.eu/sanco/traces/certificates/docom/navigateNomenclatureCode.do?op=assign&from=A1&isNew=true&ref=0101>. The page title is "TRACES - Trade Control and Expert System".

The main content area is titled "Details of Consignment Presented: Select Species". It contains a form with the following fields:

Type	Class
<input type="text"/>	<input type="text"/>
Family	Model
<input type="text"/>	2009/156 Article 6 Equidae movements

Below the form, there are navigation options: "Cancel", "Assign and Add New Code", and "Assign". The "Assign" button is highlighted with a red box.

The taskbar at the bottom shows the following applications: "M:\EXPORTS\Equin...", "Inbox - Microsoft O...", "TRACES - Trade Co...", and "Creation and Validat...". The system tray shows the time as 10:00 and the battery level at 97%.

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Select the References screen:

- Enter a Local reference number for the DOCOM (free text field)
 - This can be a reference number you have allocated to the DOCOM to or can cross reference to the COMDEC you have received from the owner of the horse(s) being moved
 - This is not a mandatory field so does not have to be populated

The screenshot shows the TRACES web application interface. The browser address bar displays the URL: <https://webgate.ec.europa.eu/sanco/traces/certificates/docom/assignSelectSpecies.do?from=A1&isnew=true&comboModel=205710>. The page title is "TRACES - Trade Control and Expert System". The breadcrumb navigation shows: /TRACES/Veterinary Documents/Commercial Document. The main content area is titled "Details of Consignment Presented: References". It contains several sections:

- I.2. Certificate reference number:** -
- I.2.a. Local reference number:** [Text input field, highlighted with a red box]
- I.6. No.(s) of related original certificates:** [Text input field] with "Remove" and "Add" buttons.
- I.6. Related CITES Certificates:**
- Competent Authorities:**
 - I.4. Local Competent Authority:
 - I.3. Central Competent Authority:
- Identification of Applicant:**
 - Name:
 - Date of Declaration: 23/07/2014 (UTC +0200)
- Attachments:** [Table with columns "File" and "Size", and an "Add" button]

At the bottom of the page, there is a navigation bar with the following options: Cancel and Return to Menu, Save as draft, Submit for Certification, Validate, Control.

The Windows taskbar at the bottom shows the system tray with "Internet | Protected Mode: On" and "100%" zoom level. The taskbar includes icons for "M:\EXPORTS\Equin...", "Inbox - Microsoft O...", "TRACES - Trade Co...", and "Creation and Validat...". The system clock shows "10:00".

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Select the Traders screen:

- Select the address details for the TPA move in:
 - I.1 Consignor
 - I.5 Consignee
 - I.12 Place of origin
 - I.13 Place of destination

The screenshot shows the TRACES web application interface. The browser address bar displays the URL: <https://webgate.ec.europa.eu/sanco/traces/certificates/intrade/changeTab.do?next=A2>. The page title is "TRACES - Trade Control and Expert System". The navigation bar includes "References", "Traders", "Consignment", "Transport", and "Route". The "Traders" menu item is highlighted. The main content area is titled "Details of Consignment Presented: Traders".

The form contains the following sections:

- I.1. Consignor**: Fields for Name, Address, Postal Code / Region, and Country. Includes "Assign", "Clear", and "Select" buttons.
- I.5. Consignee**: Fields for Name, Address, Postal Code / Region, and Country. Includes "Assign", "Clear", and "Select" buttons.
- I.12. Place of origin / Place of harvest**: Fields for Name, Type, Approval number, Address, and Postal Code / Region. Includes fields for I.8. Country of origin and I.9. Region of origin. Includes "Assign", "Clear", and "Select" buttons.
- I.13. Place of destination**: Fields for Name, Type, Approval number, Address, and Postal Code / Region. Includes fields for I.10. Country of destination and I.11. Region of destination. Includes "Assign", "Clear", and "Select" buttons.
- I.7. Dealer**: Fields for Name and Approval number.

At the bottom of the form, there are navigation buttons: "Cancel and Return to Menu", "Save as draft", "Submit for Certification", "Validate", and "Control".

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To select and search for an organisation address in the DOCOM you must:

- Use at least three pieces of data to search against, such as
 - Country: select United Kingdom or France
 - Name: enter the name of the TPA premises listing or surname of the owner / trainer using wildcards i.e. %Smith%
 - Postal code / Region: enter the first part of the GB postcode i.e. CB8
- Select Search to display the results of your search criteria and select the relevant TPA premises listing

The screenshot shows the TRACES web application interface. The browser address bar displays the URL: <https://webgate.ec.europa.eu/sanco/traces/certificates/intrade/openSelectBusiness.do?to=consignor>. The page title is "TRACES - Trade Control and Expert System".

The main content area is titled "TRACES Veterinary Documents/Commercial Document". Below this, there is a navigation menu with "Consignment" selected. The breadcrumb trail is: References > Traders > Consignment > Transport > Route. The current page is "Details of Consignment Presented: Select Company: I.1. Consignor".

The "Search Criteria" section contains the following fields:

- Country: United Kingdom (dropdown menu)
- Postal code / Region: CB8
- Name: %Smith% (text input)
- Address: (text input)
- Number: (text input)
- Type: (dropdown menu)
- Status: (dropdown menu)
- TRACES Unit Number: (text input)

A "Search" button is located below the search criteria fields.

Below the search criteria is a "Search Result" table with the following columns: Name, Type, Approval number, Status, Country, Address, and Postal code / Region. The table is currently empty.

The Windows taskbar at the bottom shows the following open applications: M:\EXPORTS\Equin..., Inbox - Microsoft O..., Creation and Validat..., and TRACES - Trade Co... The system tray shows the date and time as 10:38.

Additional Information for Searching and Populating the Trade screen

I.1 Consignor

The Consignor field must be populated with the details of the approved TPA body under which the move is taking place i.e. TBA/Weatherbys, British Horseracing Authority or the British Equestrian Federation.

If the approved TPA body is not selected in the Consignor field you will be signing the DOCOM with a factually incorrect statement for paragraph II.1.2 and the Note regarding Box I.1 which states - Only the TPA approved bodies can be selected as 'Consignor'.

I.5 Consignee and I.13 Place of destination

The Consignee and Place of Destination fields must be populated with the details of TPA approved premises address where the horse is destined.

TRACES has been designed to only permit the selection of pre-populated TPA approved premises into this field.

If the TPA approved premises you wish to select cannot be found as a pre-populated address in TRACES please contact the appropriate approved TPA body in France.

When selecting the appropriate TPA approved premises in the I.5 Consignee field, the I.13 Place of destination field should auto-populate with the same details.

I.12 Place of origin

The Place of origin field must be populated with the TPA approved premises address on which the horse resides.

TRACES has been designed to only permit the selection of pre-populated TPA approved premises into this field.

If the TPA approved premises you wish to select cannot be found as a pre-populated address in TRACES please contact the appropriate approved TPA body in the United Kingdom.

Use of Wildcards

It is advisable to use wildcards %% when searching for names or addresses on TRACES.

Use of wildcards will narrow the parameters of your search criteria within TRACES to search for the specific word or letters within a larger name or address string.

Handy Hints

The majority of French racecourses have been pre-populated into TRACES using the word Hippodrome (the French translation of the word racecourse). A full list of French racecourses can be viewed during the creation of a DOCOM using the search criteria %Hippodrome% in the I.5 Consignee or I.13 Place of destination.

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Select the Consignment screen and populate the following fields:

- I.20 Number/Quantity – enter the number of horses being moved
- I.25 Animals certified as – select the appropriate radio button that signified the purpose of the TPA move
- I.31 Identification of the consignment – enter the name and unique life number/passport number of the horse(s) being moved. These fields are free text so any additional pertinent identification information can be entered in these fields
 - Each horse travelling in the consignment must have its own entry in field I.31 Identification of the consignment
 - Select the Add hyperlink to add additional identification fields

The screenshot shows the TRACES web application interface. The main content area is titled 'Details of Consignment Present' and is divided into several sections. The 'I.18. Animal species/Product' section contains a table with the following data:

Id.	I.18. Animal species/Product	Species
1.	0101 Live horses, asses, mules and hinnies	2009/156 Article 6 Equidae movements Equus caballus

The 'I.20. Number/Quantity' field is highlighted with a red box. The 'I.25. Animals certified as/products certified for:' section has radio buttons for 'Breeding', 'Training', 'Competition', 'Racing', and 'Sales'. The 'I.31. Identification of the consignment' section has a table with columns for 'Name' and 'Unique Life Number', and an 'Add' button highlighted with a red box.

Please Note

The DOCOM module allows multiple horses to travel on the same DOCOM but the horses must all be consigned for the same purpose i.e. they must all be for Breeding or must all be for Racing.

If you consign multiple horses on a DOCOM and only part of the consignment will be returning to the UK, the original DOCOM that is valid for 10 days cannot be used for the return leg of the journey for those horses returning. A new DOCOM would need to be obtained in France for the partial return consignment of horses.

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Select the Transport screen and populate the following fields:

- I.17 Transporter
- I.16 Means of transport – select the appropriate means of transport from the drop down list and enter the Identification of the means of transport
 - The Identification field is a mandatory data input field. If the vehicle ID / Registration number is not known at the point of creation / validation of the DOCOM enter 'Unknown' or 'N/K'
- I.15 Date of departure – enter the date of departure in dd/mm/yyyy format
- I.15 Time of departure – enter the time of departure in hh:mm format
 - The Time of Departure field is a mandatory data input field. If the exact time of departure is not known at the point of creation / validation of the DOCOM estimate the time at which the consignment will depart
- I.29 Estimated journey time – TRACES will auto-calculate the estimated journey time based on the address entries elected in I.12 Place of origin and I.13 place of destination. The journey time can be overtyped if the calculation is not correct
 - The following fields under I.29 Estimated journey time are not mandatory data fields so can be populated if the information is known or left blank
 - Responsible of Transport during Journey
 - Date of arrival
 - Time of arrival
 - Estimated total weight of the consignment
 - Total space provided for the consignment
- I.14 Place of loading
- Transport organizer

Additional Information for Searching and Populating the Transport screen

I.14 Place of loading

The Place of loading field should auto-populate from the address details you have selected in either I.1 Consignor or I.12 Place of origin.

Ensure you check this data is correct and does not read as per the TPA approved body address which may have copied from I.5 Consignor.

This address field can be cleared and re-selected as appropriate if incorrect data has auto-populated this field.

Transport Organizer

The Transport Organizer field will auto-populate from the I.17 Transporter field.

Ensure you check this data is correct. This address field can be cleared and re-selected as appropriate if incorrect data has auto-populated this field.

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TRACES - Trade Control and Expert System - Windows Internet Explorer

https://webgate.ec.europa.eu/sanco/traces/certificates/intrade/changeTab.do?next=A4

TRACES - Trade Control and Expert System

Information Logout
Mick.Pybus@Defra.GSI.Gov.Uk
Privacy statement

/TRACES/Veterinary Documents/Commercial Document

Consignment

References Traders Consignment **Transport** Route

Details of Consignment Presented: Transport

I.17. Transporter

Name:
Type:
Address:
Postal Code / Region:
Country:
Approval number:
N°: Assign Clear Select

I.15. Date of Departure (dd/mm/yyyy):
I.15. Time of Departure (hh:mm): (UTC+0200)
I.29. Estimated journey time: 0 Hours
Responsible of Transport during Journey:
Date of arrival (dd/mm/yyyy):
Time of arrival (hh:mm):
Estimated total weight of the consignment (kg):
Total space provided for the consignment (m2):

I.16. Means of transport

Type:
Identification:
Document:

I.14. Place of loading

Name:
Address:
Postal Code / Region:
Country:
Approval number:
N°: Assign Clear Select

I.23. Identification of container/Seal number

Seal Number	Container Number	
<input type="text"/>	<input type="text"/>	Remove Add

Transport organizer

Name:
Type:
Address:
Postal Code / Region:
Country:
Approval number:
N°: Assign Clear Select

Cancel and Return to Menu Save as draft Submit for Certification Validate Control

Done Internet | Protected Mode: On 100%

MA\EXPORTS\Equin... Inbox - Microsoft O... TRACES - Trade Co... Creation and Validat... 97% 10:02

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Select the Route screen and populate the following fields as appropriate:

- I.27 Transit through Member State
 - If the TPA move is a direct move from the UK to France no selection is required
 - If the TPA move is via Ireland, select Ireland as a transit Member State from the drop down list

Please note

If the consignment is due to transit any other Member State en route to France then the horse cannot travel using a DOCOM and must meet the full requirements of Intra-Union trade in equidae.

The screenshot displays the TRACES web application interface. The browser window title is "TRACES - Trade Control and Expert System - Windows Internet Explorer". The address bar shows the URL: <https://webgate.ec.europa.eu/sanco/traces/certificates/intrade/changeTab.do?next=A5>. The page content includes a breadcrumb navigation menu: "References > Traders > Consignment > Transport > Route". The "Route" tab is highlighted. Below the breadcrumb, there are two main sections: "I.27. Transit through Member states" and "I.28. Export". The "I.27. Transit through Member states" section contains a dropdown menu labeled "Name" with a red box around it. The "I.28. Export" section has radio buttons for "Yes" and "No", with "No" selected. Below these sections, there are "Clear" and "Select" buttons for "Exit point:" and "Entry point:". At the bottom of the page, there is a navigation bar with buttons: "Cancel and Return to Menu", "Save as draft", "Submit for Certification" (highlighted with a red box), "Validate", and "Control". The Windows taskbar at the bottom shows the system tray with the time 10:02 and 97% battery.

Select the Submit for Certification hyperlink.

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Enter your password and select the Sign Certification hyperlink

The screenshot shows a web browser window titled "TRACES - Trade Control and Expert System - Windows Internet Explorer". The address bar displays the URL: <https://webgate.training.ec.europa.eu/sanco/traces/certificates/intrade/submitCertification.do>. The page content includes the TRACES logo and navigation menus. The main content area is titled "Details of Consignment Presented: Sign for Submission" and contains the instruction: "Please enter your password to sign the consignment and submit it for certification." Below this instruction is a password input field, which is highlighted with a red rectangle. A checkbox labeled "Use same password for all subsequent signatures" is located below the input field. At the bottom of the form, there are two buttons: "Cancel and Return to Consignment" and "Sign Certification", with the latter button also highlighted by a red rectangle. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and "100%". The Windows taskbar at the very bottom shows several open applications, including "M:\EXPORTS\Equin...", "Inbox - Microsoft O...", "Creation and Validat...", and "TRACES - Trade Co...".

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You have now created your DOCOM. Note down the reference number of the DOCOM

The screenshot shows a web browser window titled "TRACES - Trade Control and Expert System - Windows Internet Explorer". The address bar contains the URL: <https://webgate.training.ec.europa.eu/sanco/traces/certificates/intrade/signCertification.do>. The page header features the TRACES logo and navigation links for various countries (bg, bs, cs, da, de, el, en, es, et, fi, fr, hr, hu, il, it, ko, lt, lv, mk, mt, nl, nw, pl, pt, ro, ru, sk, sl, sq, sr, sv, tr, zh) and user options (Information, Logout, Mick.Pybus@Defra.GSI.Gov.Uk, Privacy statement). The main content area is titled "Certificate Created" and contains a message: "The DOCOM has been created with reference number DOCOM.GB.2014.0003276". Below this message are two links: "Open the certificate" and "Return to the search screen". The Windows taskbar at the bottom shows several open applications, including "MA\EXPORTS,Equin...", "Inbox - Microsoft O...", "Creation and Validat...", and "TRACES - Trade Co...". The system tray indicates "Internet | Protected Mode: On" and "100%" zoom level, with the time "12:59" displayed.

Creation and Validation of a TPA DOCOM (Version 1, 25/7/2014)

- To validate a TPA DOCOM:
 - In the Veterinary Documents left hand menu
 - Select the Commercial Document module
 - Search for your DOCOM by entering the reference number you have noted down during creation
 - Select the Search hyperlink
 - When the DOCOM is listed in the Search Result
 - Select the Open hyperlink

The screenshot displays the TRACES web application interface. The browser address bar shows the URL: <https://webgate.training.ec.europa.eu/sanco/traces/certificates/docom/searchProxy.do>. The page title is "TRACES - Trade Control and Expert System".

The left-hand navigation menu is expanded to show "Veterinary Documents" and "Commercial Document". The "Commercial Document" module is selected. The search criteria form is filled with the following information:

Search Criteria	Value
Certificate Reference:	DOCOM.GB.2014.0003276
Country of Origin:	[Dropdown]
Consignor:	[Text]
Consignee:	[Text]
Commodity:	[Text] Browse
Means of Transport:	[Dropdown]
Authority of destination:	[Text]
Authority of destination code:	[Text]
Authority of origin:	[Text]
Authority of origin code:	[Text]
Place of Origin:	[Text]
Passport N°:	[Text]
Has control:	<input type="checkbox"/>

The search results table is displayed below the search criteria form:

Certificate Reference	Country of Origin	Consignor	Consignee	Animal Species	Status	RASFF Status
DOCOM.GB.2014.0003276	United Kingdom	[Redacted]	[Redacted]	0101	New	

The search results table includes links for "Open" and "Copy as new" for the first result. The bottom of the screen shows the Windows taskbar with the TRACES application running.

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Select the Certification screen

- Select the Submit Decision hyperlink to validate the DOCOM

The screenshot shows the TRACES web application interface. The browser title is "TRACES - Trade Control and Expert System - Windows Internet Explorer". The address bar shows the URL: <https://webgate.training.ec.europa.eu/sanco/traces/certificates/intrade/changeTab.do?menu=B>. The page header includes the TRACES logo and navigation links for "Information" and "Logout". The user is identified as "Mick.Pybus@Defra.GS1.Gov.Uk".

The main content area is titled "TRACES/Veterinary Documents/Commercial Document". A navigation menu shows "Consignment" and "Certification", with "Certification" selected and highlighted by a red box. Below the menu, the "Certification" section contains the following information:

II.a. Certificate reference number: DOCOM.GB.2014.0003276 - V1
II.b. Local reference number:

II. Health information

Health information

II.1. Declaration by the consignor or approved transporter:
I, the undersigned, declare that:

II.1.1. the information in Part I is factually correct.

II.1.2. In accordance with Article 6 of Council Directive 2009/156/EC on animal health conditions governing the movement and importation from third countries of equidae, the animals are moving in accordance with a reciprocal derogation from the provisions of the second sentence of Article 4(1) and Article 8(1)(b) based on equivalent health guarantees operated by the organisation listed as Consignor in Box I.1
The animals are registered equidae in accordance with Article 2(c) of Council Directive 2009/156/EC.
The animals' passport(s) are valid for movement.
The animal(s) are not intended for slaughter.

II.2. The DOCOM is valid for movement, including return to premises of origin, for a period of 10 days from the date of issue.

Note
Box I.1: Only the TPA approved bodies can be selected as 'Consignor'

Responsible person / consignor signatory and place of signature

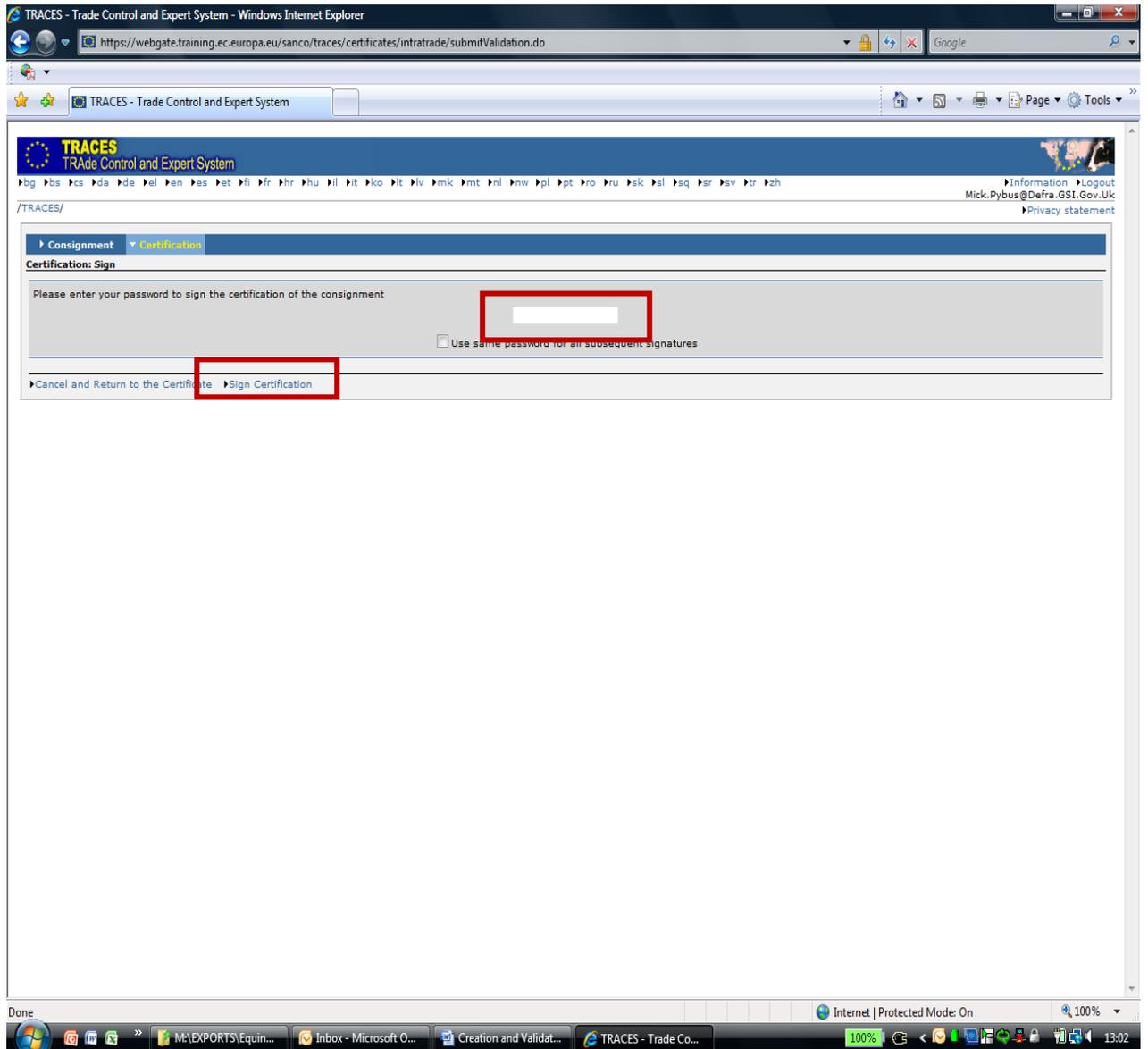
Postal code / Region: LN1
Region: Lincolnshire
Country: United Kingdom
Name: Mick, Pybus

At the bottom of the page, a navigation bar contains the following links: "Cancel and Return to Menu", "Reject", "Save as in progress", "Submit decision", and "Print". The "Submit decision" link is highlighted with a red box.

The Windows taskbar at the bottom shows the system tray with "Internet | Protected Mode: On", "100%", and the time "13:01". The taskbar also displays several open applications: "I:\EXPORTS\Equin...", "inbox - Microsoft O...", "Creation and Validat...", and "TRACES - Trade Co..."

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Enter your password and select the Sign Certification hyperlink



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You have now validated your DOCOM.

Print the DOCOM in English and French language (see language notes below):

- select English and French
- select the Print hyperlink (this will open a PDF of the DOCOM to enable you to print).

The screenshot shows the TRACES web application interface. The browser window title is "TRACES - Trade Control and Expert System - Windows Internet Explorer". The address bar shows the URL: <https://webgate.training.ec.europa.eu/sanco/traces/certificates/intrade/signValidation.do>. The page content includes the TRACES logo and navigation links. The main section is titled "Certificate Created" and contains the following text:

The DOCOM has been created with reference number DOCOM.GB.2014.0003275

►Open the certificate
►Return to the search screen

Below this text is a list of languages with checkboxes. The following languages are selected and highlighted with red boxes:

- English
- French

A "Print" link is also highlighted with a red box.

The Windows taskbar at the bottom shows the system tray with the date and time 13:11, and several open applications including "M:\EXPORTS\Equin...", "Inbox - Microsoft O...", "Creation and Valid...", "http://ahvlaintrane...", and "TRACES - Trade Co...".

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Language Notes

Official Veterinarians (OVs), must follow the Royal College of Veterinary Surgeons (RCVS) certification advice in the RCVS Guide to Professional Conduct, the 12 Principles of Certification and the guidelines on good certification practice.

Principle 7 of the RCVS 12 Principles of Certification states: 'Certificates should be written in the language of the veterinarian signing them, and accompanied by an official translation of the certificate into a language of the country of ultimate destination.'

As a result EU certification issued in English must be accompanied by a foreign language version.

DOCOMs are produced based on a template, so the information on both certificates is exactly the same. The foreign language version is considered an 'official translation' as described in the RCVS 12 Principles of Certification for OVs.

OVs are required to complete but not to sign this translation. The RCVS Certification Sub-Committee agreed in consultation with Defra that this is in accordance with the 12 principles.

Although DOCOMs are not required to be signed by an OV the same principles apply in the respect that both an English and French language version must be provided.

Once printed the English language version of the DOCOM must be signed but it is not necessary to sign the French language version of the DOCOM.