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**ECONOMIC COMMISSION FOR EUROPE**

COMMITTEE FOR TRADE, INDUSTRY AND  
ENTERPRISE DEVELOPMENT

Working Party on Agricultural Quality Standards

Sixty-first session

Geneva, 17 to 20 October 2005

REPORT OF THE SIXTY-FIRST SESSION

Addendum 2

**Alignment of the control certificate with the UN layout key**

**Note by the secretariat:** This document contains the work that has been developed by the Working Group (United Kingdom, UN/CEFACT and the secretariat) that was formed to align the present UNECE control certificate with the UN layout key in line with the UNTDED (United Nations Trade Elements Directories). The present document sums up the results of this work.

The example of the Control Certificate and the continuation sheet (english only) used for discussions can be obtained from the following links:

[http://www.unece.org/trade/agr/meetings/wp.07/document/2005\\_9\\_Add2\\_cc.pdf](http://www.unece.org/trade/agr/meetings/wp.07/document/2005_9_Add2_cc.pdf)

[http://www.unece.org/trade/agr/meetings/wp.07/document/2005\\_9\\_Add2\\_cs.pdf](http://www.unece.org/trade/agr/meetings/wp.07/document/2005_9_Add2_cs.pdf)

### **Alignment of the control certificate with the UN layout key**

1. At the last session of the Working Party a working group (United Kingdom, Secretariat, UN/CEFACT) was formed to align the present UNECE control certificate with the UN layout key in line with the UNTDED (United Nations Trade Elements Directories)
2. Following a meeting of the working group the representative of UN/CEFACT who also represents SITPRO in the UK (a government funded organisation in the UK with the goal of simplifying trade procedures) created a new form, which is aligned with the layout key and has the possibility to add continuation sheets.
3. Harmonisation with the layout key harmonises the certificate with many other documents used in trade concerning common fields, facilitating the use of the certificate and also preparing the document for use in UNedocs and other electronic business applications.
4. The draft certificate was first presented as an information paper at the Specialised Section on Standardisation of Fresh Fruit and Vegetables, where some initial comments were made. Further comments and suggestions were invited and these have been collated by the UK. The suggestions were as follows:
  - The phrase “When there are several packing agents “various” may be used” to be deleted from the completion guidelines for box 5 because several countries do not allow this but require naming each packer.
  - It was suggested to work together with UNedocs and WCO on possibilities to use a code for the produce and the class, which would make it possible to automate the form across language barriers.
  - A place for a seal or stamp should be included on the continuation sheet.
  - The descriptive box below box 4 should indicate which inspection service issues the certificate. This might not be the official government control service, other private inspection services might be accredited to issue certificates. The government or national control service, which has the auditing role in these cases, should be specified in box 2.
  - The field length (number of letters or numbers allowed) for each box should be agreed and specified, this would facilitate electronic completion and ensure that all the required information fits onto one sheet. (front sheet or continuation sheet)
  - Some countries allow the certificate to be issued in a system based on risk analysis, where the trader is allowed to write their own certificate based on an agreed quality control system. The responsible inspection service might not physically inspect all consignments. In these cases the inspection is not certified on the basis of examination and by sampling as stated in box 17. Perhaps in these cases a comment can be put in box 18 (observations) such as “*self certified using risk based control*”
  - Some countries are now using “auto control” where the certificate is issued automatically using an electronic risk based system. This is another example where the inspection is not certified on the basis of examination and by sampling as stated in box 17. Perhaps in these cases a comment can be put in box 18 (observations)? Such as *This certificate was issued automatically using an electronic risk based system.*

## CONTROL CERTIFICATE

The following notes are intended to help inspectors to use the control certificate.

- Box N° 1**      **Exporter**  
Name and address of the exporter or exporting firm. An identification code issued or approved by the official service may also be used.
- Box N° 2**      **Control certificate number**  
Unique number assigned to the Control certificate.
- Box N° 3**      **Control service**  
Title or acronym of the official national control service.
- Box N° 4**      **Unique Consignment reference**  
This is the unique reference assigned to the consignment, also known as UCR.
- Box N° 5**      **Packer as indicated on packing (if other than exporter)**  
Name and address or identification symbol marked on the package if different from that entered in Box 1; if it is identical, there is no need to complete this section.
- Box N° 6**      **Other address details**  
This area can be used to provide any other address details that may be relevant to the control certificate.
- Box N° 7**      **Other transport details**  
Used to provide transport details relating to the number of a wagon, registration number of a lorry, number of container(s) or any other information that may be relevant to the control certificate.
- Box N° 8**      Free text area
- Box N° 9**      **Country of origin**  
Name of the producing country if the inspection takes place in that country. In the case of re-exported goods or goods of various (domestic and foreign) origins, the country of origin should be indicated in Box 16, immediately after the nature of the produce; Box 9 should be left blank or a line should be drawn through it.
- Box N° 10**     **Country of destination**  
Name of country to which the produce is being sent. However, if the country of final destination is not yet known at the time of inspection - particularly in the case of transport by sea or air - this entry may be replaced by the indication "unknown".
- Box N° 11**     **Space reserved for national regulations**  
Specify any national regulations relating to the export of the produce in question.
- Box N° 12**     **Vessel/ flight no. / trip number**  
Text field for specifying the voyage number for sea, flight number for air or trip number for road.
- Box N° 13**     **Port/airport of loading**  
Name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto the means of transport.
- Box N° 14**     **Port/airport of discharge**  
Name of a seaport, airport, freight terminal, rail station or other place at which goods are unloaded from the means of transport.
- Box N° 15**     **Final place of delivery**  
The name of the place where the produce is finally delivered.

- Box N° 16** Each product and variety where required should be listed
- No. and kind of packages**  
Number and type of packages (boxes, trays, cartons, etc.). Specification of the type of package is optional.
- Nature of produce**  
Type of produce (apples, peaches, etc.) followed by the name of the country of origin where produce is re-exported or is of various origins (national and foreign). Name of the variety (Golden Delicious, Dixired, etc.) when specified by the standard.
- Country of Origin**  
To specify the country of origin for re-exported goods or goods of various (domestic and foreign) origins, when the country of origin is specified within Box 16 then Box 9 should be left blank or a line should be drawn through it.
- Batch or lot no.**  
A reference number assigned by the manufacturer to designate grouping of a product within the same production batch or lot.
- Quality class**  
Specify the quality class: EXTRA, I or II.
- Total gross wt (kg)**  
Specify the total gross weight of the consignment as indicated on the weighing slip or consignment note.
- Total net wt (kg)**  
Specify the total net weight of the consignment as indicated on the weighing slip or consignment note.
- Box N° 17** **Customs office of departure.**  
Specify the place where the consignment must be cleared. This entry is optional.
- Duration of validity.**  
Specify the number of days for which the certificate is valid, i.e. up to the point of departure from the exporting country (including the day of inspection). The number of days is fixed by the competent national authorities on the basis of criteria specific to each country (nature of produce, season, place of production, etc.).
- Seal of Inspection service.**  
Space for the official stamp of the Inspection service
- Box N° 18** **Observations**  
Reserved for any additional observations. The inspector should delete this box when no observations are entered.
- Box N° 19** **Inspector.**  
Name of the person who inspects the consignment.
- Box N° 20** **Place and date of issue**  
Place where the goods are inspected and date on which the certificate is issued.
- Box N° 21** **Signature**  
Signature of the person who inspects the consignment.