

Procedural Manual for Catch Certification

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Chapter I

The issuance of the simplified catch certificate (SCC)

1. **Scope:** This chapter shall apply to the catches obtained from the small boats:

- a) with overall length of less than 12 meters without towed gear
- b) without a superstructure; or
- c) of less than 20 gross tonnage.

as specified in the Fish Catch Data Collection Regulations, 2014 published in the Gazette Extraordinary No. 1878/11 of 01 September, 2014

2. **The criteria for validation of SCC:** The following criteria shall be met.

- i. The simplified catch certificate should be duly completed as per the guidelines issued to the approved fish processing establishments. The correctly completed attachments should also be produced.
- ii. The applicant processing establishment should appear on the current list of EU approved establishments.
- iii. The operating license, and certificate of authorization issued in respect of the applicant establishment remain valid.
- iv. The registration of the fishing boat and the fishing operations license/ the high seas fishing license in respect of the supply fishing boat (s) from which the catches are obtained for processing should remain valid.
- v. The Catch validation certificate and/ copy of the log book sheet signed by the authorized officer should be produced.

3. **Administrative procedure for issuing the SCC:**

- i. **Responsibility:**
 - 1. Deputy Director (Quality Control)
 - 2. Quality Control Officer (Fishery Products)

- ii. **Administrative procedure:**

- a) The duly completed simplified version of the catch certificate and the relevant attachments with exporter signature is received by the Management Assistant (1) along with the application for the health certificate. Management Assistant (I) checks the application for the health certificate with the criteria laid down for that purpose and checks the catch certificate for the criteria laid down

for the issuance of the SCC, insert the catch certificate number (health certificate number inclusive) and passes the catch certificate documents to the Office Assistant (I).

- b) The Office Assistant (I) applies the stamps of the signatory and chop seals at the relevant sections and relevant pages.
- c) The catch certificate ready for validation is sent along with the connected health certificate for signature by the Office Assistant (2) / (3).
- d) The signatory checks the information for correctness and checks the boat details with the master boat list and the vessel registry for necessary legality. The log sheets should be checked. **The information provided by the High Seas Fishing Unit in the format “Verification of VMS Information with Fishing Logbook Data” are cross checked.** The landing and purchasing quantities are verified with the documents provided.
- e) If satisfied with the completeness and correctness the SCC will be validated. Otherwise the documents will be returned to the applicant and informed of the lacking requirements. If the issuance of the SCC could not be considered the SCC will be cancelled and the applicant is informed of the rejection.
- f) FPQCU/DFAR (BIA) or FPQCU/DFAR shall release the original set of the validated SCC to the applicant and retain a set of copies for documentary evidence.
- g) The catch certificate data and the records of the production data are also verified at the inspections done by the Fishery Product Quality Control Unit at the fish processing establishments.
- h) If the shipment is cancelled, the applicant returns the un-used catch certificate(s) for cancellations and removal.
- i) Copies of the issued catch certificates are maintained for 3 years and the relevant information are entered to a data base.

Approved by: M C L Fernando
Director General

Prepared by: W S Wickramasinghe
Deputy Director (Quality Control)

Chapter II

Issuance of the regular catch certificate (RCC)

1. **Scope:** This chapter shall apply to the catches obtained from the large boats:

- a) with overall length of more than 12 meters without towed gear
- b) with a superstructure; or
- c) of more than 20 gross tonnage.

as specified in the Fish Catch Data Collection Regulations, 2014 published in the Gazette Extraordinary No. 1878/11 of 01 September, 2014.

2. **The criteria for validation of RCC:** The following criteria shall be met.

- i. The regular catch certificate should be duly completed as per the guidelines issued to the approved fish processing establishments.
- ii. The applicant processing establishment should appear on the current list of EU approved establishments.
- iii. The operating license, and certificate of authorization issued in respect of the applicant establishment remain valid.
- iv. The registration of the fishing boat and the fishing operations license/ the high seas fishing license, in respect of the supply fishing boat (s) from which the catches are obtained for processing should remain valid.
- v. The Catch validation certificate and/ copy of the log book sheet signed by the authorized officer should be produced.

3. **Administrative procedure for issuing the RCC:**

- i. **Responsibility:**
 - 1. Deputy Director (Quality Control)
 - 2. Quality Control Officer (Fishery Products)

ii. **Administrative procedure:**

- a) The duly completed regular version of the catch certificate signed by the master of the fishing vessel and the exporter with the necessary documents are received by the Management Assistant (1) along with the application for the health certificate.

Management Assistant (I) checks the application for the health certificate with the criteria laid down for that purpose and checks the catch certificate for the criteria laid down for the issuance of the RCC, insert the catch certificate number (health certificate number inclusive) and passes the catch certificate documents to the Office Assistant (I) .

- b) The Office Assistant (I) applies the stamps of the signatory and chop seals at the relevant sections and relevant pages.
- c) The catch certificate ready for validation is sent along with the connected health certificate for signature by the Office Assistant (2) / (3).
- d) The signatory checks the information for correctness and checks the boat details with the master boat list and the vessel registry for necessary legality. The VMS position records are available such records are checked to identify the fishing area. The log sheets should be checked. The information provided by the High Seas Fishing Unit in the format “Verification of VMS Information with Fishing Logbook Data” are cross checked. The landing and purchasing quantities are verified with the documents provided.
- e) If satisfied with the completeness and correctness the RCC will be validated. Otherwise the documents will be returned to the applicant and informed of the lacking requirements. If the issuance could not be considered the RCC will be cancelled and the applicant is informed of the rejection.
- f) FPQCU/DFAR (BIA) or FPQCU/DFAR shall release original set of the validated RCC to the applicant and retain a set of copies for documentary evidence.
- g) The catch certificate data and the records of the production data are verified at the inspections done by the Fishery Product Quality Control Unit at the fish processing establishments.
- h) If the shipment is cancelled, the applicant returns the un-used catch certificate(s) for cancellations and removal.
- i) Copies of the issued catch certificates are maintained for 3 years and the relevant information are entered to a data base.

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Director General

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Director (Quality Control)

Chapter III

Issuance of the processing statement

- 1. Scope:** The processing statement is issued to every re – export to EU with value addition as specified in the Fish Catch Data Collection Regulations, 2014 published in the Gazette Extraordinary No. 1878/11 of 01 September, 2014
- 2. The requirements to be fulfilled:** The following requirements are compulsory.
 - i. The raw material should be imported to Sri Lanka from a country that appears in the EC importing country list.
 - ii. The original catch certificate and the health certificate issued by the competent authority of the said country for the particular consignment should be produced.
 - iii. The applicant processing establishment should appear in the current list of EU approved establishments.
 - iv. The operating license, and certificate of authorization issued in respect of the applicant establishment remain valid.
- 3. Administrative procedure for issuing the RCC:**
 - i. Responsibility:**
 1. Deputy Director (Quality Control)
 2. Quality Control Officer (Fishery Products)
 - ii. Administrative procedure:**
 - a) The duly completed processing statements signed by the processing establishment with the necessary documents are received by the Management Assistant (I) along with the application for the health certificate. Management Assistant (I) checks the application for the health certificate with the criteria laid down for that purpose and checks the processing statement for the criteria laid down for the issuance of the same and passes the documents to the Office Assistant (I) .
 - b) The Office Assistant (I) applies the stamps of the signatory and chop seals at the relevant sections.

- c) The processing statement ready for validation is sent along with the connected health certificate for signature by the Office Assistant (2) / (3).
- d) The signatory checks the information for correctness and checks the imported quantities for necessary records and maintenance of the balance sheets.
- e) If satisfied with the completeness and correctness the processing statement will be validated. Otherwise the documents will be returned to the applicant and informed of the lacking requirements. If the issuance could not be considered the statement will be cancelled and the applicant is informed of the rejection.
- f) FPQCU/DFAR shall release original set of the processing statement to the applicant and retain a set of copies for documentary evidence.
- g) The records of the stock balance sheets at the fish processing establishments are verified at the inspections done by the Fishery Product Quality Control Unit at such establishments.
- h) If the shipment is cancelled, the applicant returns the un-used processing statement(s) for cancellations and removal.
- i) Copies of the issued processing statements are maintained for 3 years and the relevant information are entered to a data base.

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