



REPUBLIC OF MAURITIUS

MINISTRY OF AGRO - INDUSTRY AND FOOD SECURITY

NATIONAL PLANT PROTECTION OFFICE



Phytosanitary Import Inspection Manual

August, 2018

The Import Inspection Manual is approved by the National Plant Protection Office, for use at all locations within The Republic of Mauritius, where activities and processes pertaining to import inspection are conducted.

Authorization Date

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Created by

Approved by

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Acronyms

AD	Additional Declaration
CITES	Convention on International Trade in Endangered Species
IPPC	International Plant protection Convention
ISPM	International Standard for Phytosanitary Measures
NPPO	National Plant Protection Office
PC	Phytosanitary Certificate
PIP	Plant Import Permit
PRA	Pest Risk Analysis
SPS	Sanitary and Phytosanitary
TFA	Trade Facilitation Agreement
WTO	World Trade Organisation

1.0 INTRODUCTION

1.1 Scope

The Import Inspection Manual has been developed for use by the staff of National Plant Protection Office (NPPO) and other accredited (certified) personnel. Other interested parties may use the manual for reference.

The manual provides guidance and describes the standard operating procedure for national import inspection process that comply with the International Plant protection Convention (IPPC), International Standards for Phytosanitary Measures (ISPMs), World Trade Organisation Agreement on Application of Sanitary and Phytosanitary Measures (WTO SPS Agreement), WTO Trade Facilitation Agreement as well as the regional agreements and national legislation.

1.2. Purpose

The purpose of the manual is to give guidelines and describe methods and procedures to be used by authorised personnel to ensure effective and credible phytosanitary import regulatory system for consignments of plants/ plant products and other regulated articles in meeting the phytosanitary and plant biosecurity requirements of Mauritius and thereby fulfilling the international obligations enshrined under the national legislation, IPPC, ISPMs, WTO SPS Agreement, WTO TFA and other relevant regional and international treaties.

1.3. References

- **Plant Protection Act 2006**
- Guidelines for a Phytosanitary Import Regulatory System, ISPM Publication No 20, FAO, Rome.
- Glossary of Phytosanitary Terms, ISPM Publication No.5, FAO, Rome.
- International Plant Protection Convention, 1997. FAO, Rome.
- Guidelines for Phytosanitary Certificates. ISPM Publication 12, FAO, Rome.

1.4. Definitions

Definitions of phytosanitary terms used in this document can be found in ISPM 5 (Glossary of phytosanitary terms) at www.ippc.int.

2. ROLES AND RESPONSIBILITIES

2.1. The National Plant Protection Office

- Oversee the organization and management of the phytosanitary import regulatory system;
- Liaise with customs authority and other relevant agencies regarding importation of plants, plant products and regulated articles;
- Regulate articles including places, conveyances, commodities and consignments in-transit;
- Develop phytosanitary import requirements through pest risk analysis (PRA);
- Inform concerned parties for measures taken with respect to non-compliance;
- Maintain a system for emergency response and action;
- Maintain an updated and accessible information system on import phytosanitary requirements and regulations including the list of regulated pests, list of restricted and prohibited commodities;
- Maintain an updated national pest list;
- Provide information and documentation on the national in-transit system to interested parties;
- Issue the Plant Import Permit (PIP) [Appendix 1];
- Maintain a system for record keeping and retrieval;
- Ensure accuracy, review and auditing of the import inspection and in- transit systems.

2.2. Responsibilities of the importer

- Application for the inspection of each consignment that the importer wants to import;

- Provide all necessary documentation including import permits, bills, manifests, shipping invoices, Phytosanitary Certificates, and treatment certificates as well as any trading documents that help to identify the consignment;
- Make the consignment available for inspection at a designated area;
- Provide the labour necessary to open and close packages for inspection;
- Provide for any required treatments if needed, reconditioning, or other actions as specified by the an inspector;
- In case the consignment is rejected, carry out destruction, repacking, or arrange reshipment of consignment back to exporting country or some other country at the expense of the owner and in time ordered by an inspector;
- Permit drawing of appropriate samples for inspection and laboratory investigation and extend necessary facilities towards the same; and
- Comply with all the import and customs control regulations of Mauritius.

2.3. The Inspector

- Carry out documentary inspection, identity checking and phytosanitary inspection of the consignment (Documentation verification ensures that any additional declaration are met and indicated on the Phytosanitary Certificate);
- If a consignment to be imported requires treatment, monitor and verify the application of any phytosanitary treatment, when required;
- Identify organisms found during inspection of consignments or send specimen and samples to designated laboratories for identification or confirmation;
- Refuse entry of consignments, order their reshipment or destruction, when they don't comply. Take emergency action if needed;
- Prepare Certificate of Inspection;
- Notify the importer that unloading can begin when the inspection is completed. When a consignment is not eligible for import or fails inspection, the Inspector should provide the importer with the information necessary to meet the requirements;

3.0 REQUIREMENTS

3.1 Legal Authority

The NPPO will have the legal mandate and administrative authority for control and issuance of Plant Import Permits and import release reports by authorised NPPO staff. The Import Inspections Unit will bear the legal powers for its actions and implement safeguards against conflicts of interest. The Unit will also have the statutory power to prevent entry of any import of consignments, which do not meet the phytosanitary requirements of Mauritius and to take appropriate action in communicating the non-compliance to the exporting country, destruction, treat or refuse entry. This will be fulfilment of the international obligations under the IPPC and WTO-SPS Agreement.

3.2 Resources and Infrastructure

A combination of the following tools and pieces of equipment may be required for an effective inspection process:

- + Adequate Inspection area
- + Flash light;
- + Magnifying glass;
- + Vials;
- + Alcohol at 70% concentration;
- + Pill boxes for storing insect specimen;
- + Regulatory stamp;
- + Personal protective equipment (gloves, dust/winter coat, hat, face mask, safety boots);
- + Inspection bag;
- + Copy of the Act and Identity card;
- + Pocket knife;
- + Stickers/ labels;
- + Stereoscope;
- + Refrigerator;
- + Pest data sheets;
- + Global Positioning System;

- + Probes & sieves;
- + Inspection table (placed in well lighted area, shielded, well ventilated, free from clutter, white surface);
- + Inspection form;
- + Register;
- + Computer with reliable internet connectivity, scanner & printer;
- + Phone and digital camera;
- + Forceps, tweezers, pen brush & dissecting needles;
- + Stationery;
- + Petri dishes, cover slips;
- + Sampling bags;
- + Sample storage room;
- + Access to plant protection laboratories.

4.0 GUIDELINES FOR IMPORT CERTIFICATION

4.1 Application for inspection

Prior to starting the process of conducting a plant import inspection, the inspector needs to review the written application for inspection (See **Appendix 1**).

The application for inspection should be accompanied with a PC from the exporting country and/or re-export certificate when necessary. In addition, the importer should provide all supporting documentation.

The important documents are:

- i. The PIP, when required;
- ii. Certificate of fumigation if required or any other special requirement;
- iii. Freight documents (e.g. bill of entry, airway bill/ bill of lading), invoices, packing list and other relevant documents.

4.2 Decision-making process for certification

Once all the necessary information and documents are collected, the inspector should decide if he/she can inspect the product, if so, proceed to inspection.

4.2.1. Categorization of products

The plant and plant products may be categorized as follows:

a. Regulated Products are those plants and unprocessed or unmanufactured plant products grown or produced in the exporting country, that are permitted entry into the Republic of Mauritius, provided they satisfy the import requirements.

b. Processed products are those plant products that went through an industrial processing or manufacturing to the degree that they are unlikely to harbour injurious organisms.

c. Prohibited products are those plants and unprocessed or unmanufactured plant products prohibited entry into Mauritius.

d. Products In-transit are those plants and unprocessed or unmanufactured plant products that are entering into Mauritius enroute to other countries or will be re-exported to another country.

e. Protected plants are those plants protected by the Convention on International Trade in Endangered Species (CITES). The Inspector needs to identify if the plant or plant product is listed under CITES before proceeding with inspection. These plants are not permitted entry unless an import permit and a special authorization from CITES competent authority are provided.

4.2.2. Inspection and certification procedures

Inspection and certification involve four major steps:

Document checking;

Phytosanitary visual inspection;

Testing; and

Inspection report (**Appendix 2**);

4.2.3. Import requirements

Once the inspector decides to inspect the plant, check the import permit and import requirements.

5.0 REGULATING PLANTS, PLANT PRODUCTS, AND OTHER REGULATED ARTICLES

5.1 Document checking

All imported consignments of plants, plants products or other regulated articles should be inspected.

All consignments need to be accompanied with a Phytosanitary certificate (PC) from the exporting country and/or re-export certificate when necessary.

The Phytosanitary Certificate

The PC should be in original print or E-Phyto, with a serial number given by the National Plant Protection Organisation of the exporting country. If the original is not available, copies need to be stamped and signed by the National Plant Protection Organisation in the exporting country;

There should be no errors on the PC or if there are any changes or corrected errors, they should be signed and dated by the authorized inspector of the exporting country;

All the information on the PC should be the same as those on the accompanying documents (import permit, trading documents...)

The treatments and additional declarations should be compliant with the import requirements;

The time period between the date when the certificate was issued and export of consignment should not exceed the number of days determined by the NPPO.

In addition to the PC, all consignments need to be accompanied with supporting documents that help to conclude of credibility of the PC, such as :

- a.** The import permit, when required;
- b.** Certification for wood packaging treatment if required;
- c.** Certificate of fumigation if required or any other special treatment; and
- d.** Freight documents (bill of entry, bill of lading/airway bill) and other relevant documents (invoice, packing list).

6.0 VERIFICATION OF CONSIGNMENT INTEGRITY

When all the documents are compliant, proceed to identity checking. The objective of this procedure is to verify that the consignment consists of products described in the PC and other import documents.

Steps involved in the identity checking are:

Step 1: Verification of plant species and, if possible varieties.

Step 2: Comparison of quantities (number of boxes, bags, weight...) in consignment to quantities declared in accompanying documents;

Step 3: Identification of containers, conveyance means (identification numbers of aircraft or ship).

7.0 PHYTOSANITARY CHECKING

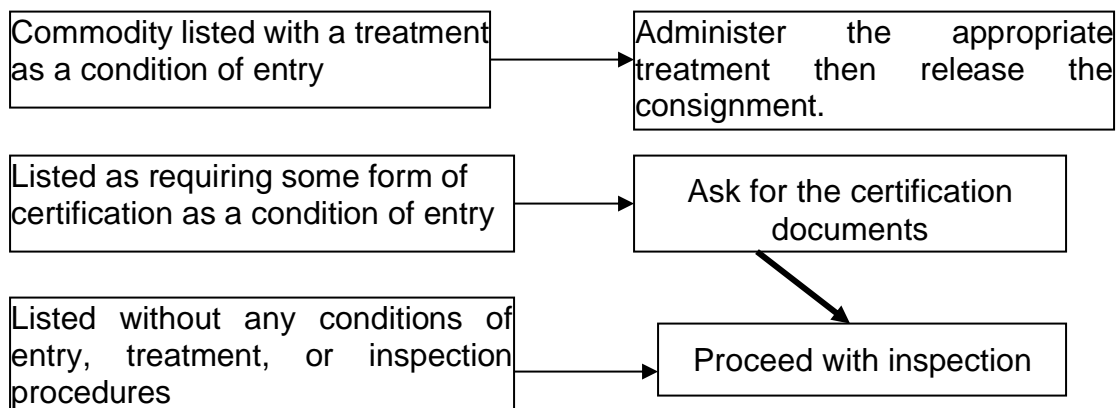
For phytosanitary checking, the following steps may be observed:

Step 1: Determine if the plant or plant product is admissible or prohibited

Step 2: Check plant import permit for any special conditions of entry.

Step 3: Inspection be carried out always in the presence of the importer or representative and customs officer.

If the importer does not have a permit, one must make an application for a Plant import permit to the NPPO. Take action according to the following:



Step 4: Determine the condition of the commodity

This can be achieved at the same time as verifying the contents of the shipment. If the shipment is rotten, decayed, or so badly damaged that inspection would not be reliable for determining pest presence, then refuse entry of the consignment.

Step 5: Select the sample

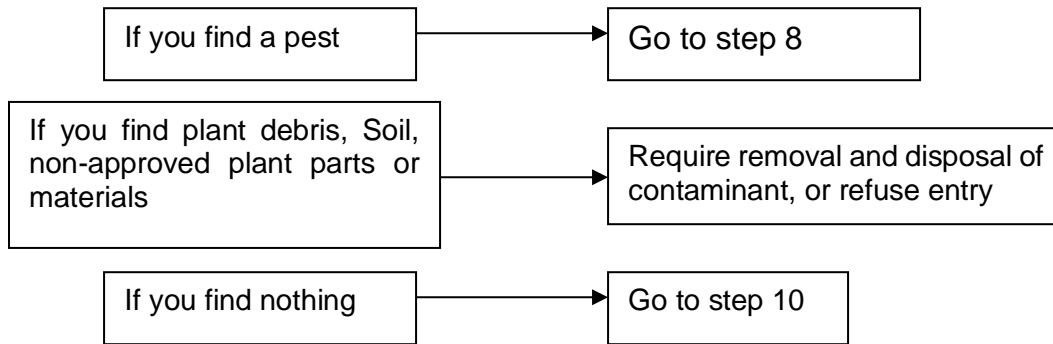
Sample should be representative of the whole consignment. You may increase the sample rate for smaller shipments and decrease the sample rate for larger shipments.

Decision on sample size should be determined by past experience with the importer and the type of commodity being imported. When an importer or commodity is encountered for the first time, the sampling rate should be increased.

Step 6: Determine phytosanitary status of the commodities

- Look for holes bored in both the pods and seeds of grains and fruits. When inspecting for diseases look for discoloration, surface irregularities, and malformed pods, seeds and fruits.
- Inspect the root crops or bulbs for signs of insect boring, cut into the root or bulb and look for the pests.
- Inspect the attachment of fruits for scales and mite eggs.

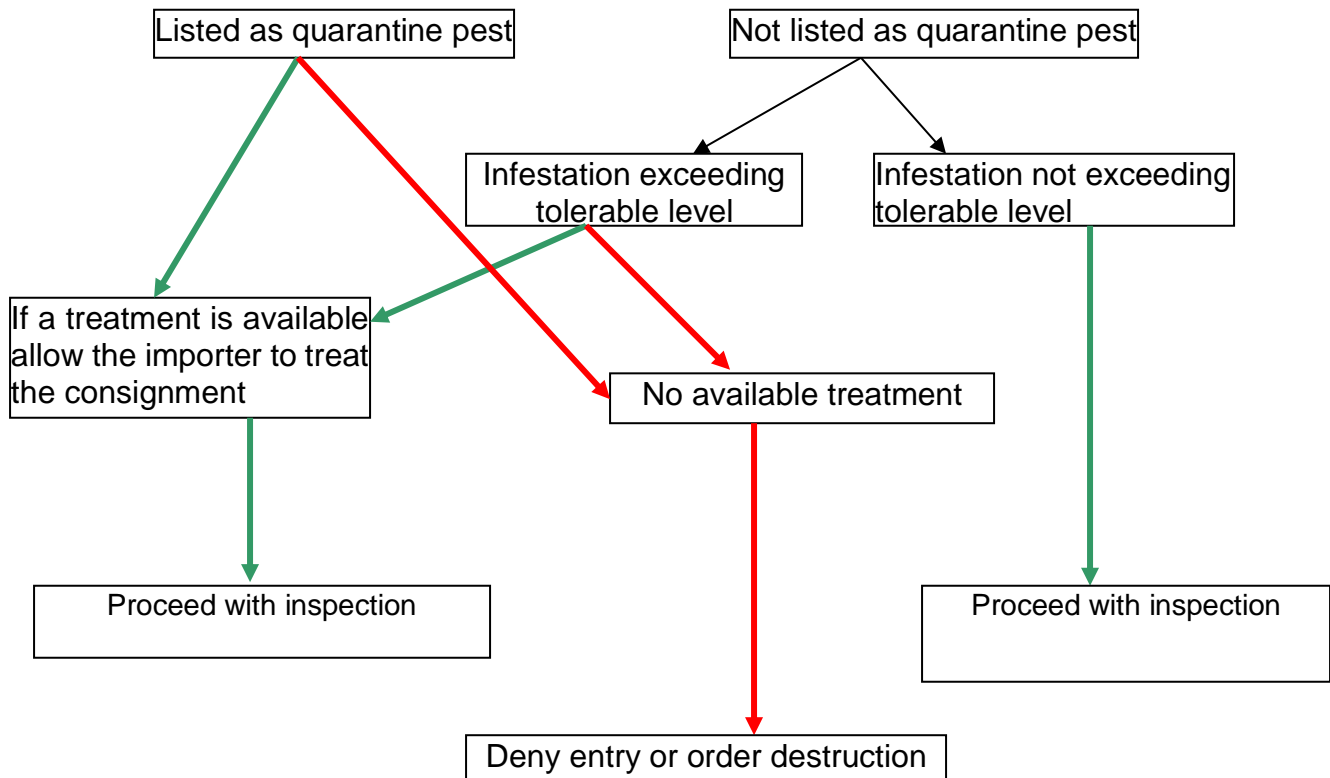
Step 7: Take regulatory action based on inspection results



Step 8: Identify the pest

If you have identification authority, identify the pest the intercepted pest, If you don't have identification authority for the intercepted pest, send samples to authorized analysts.

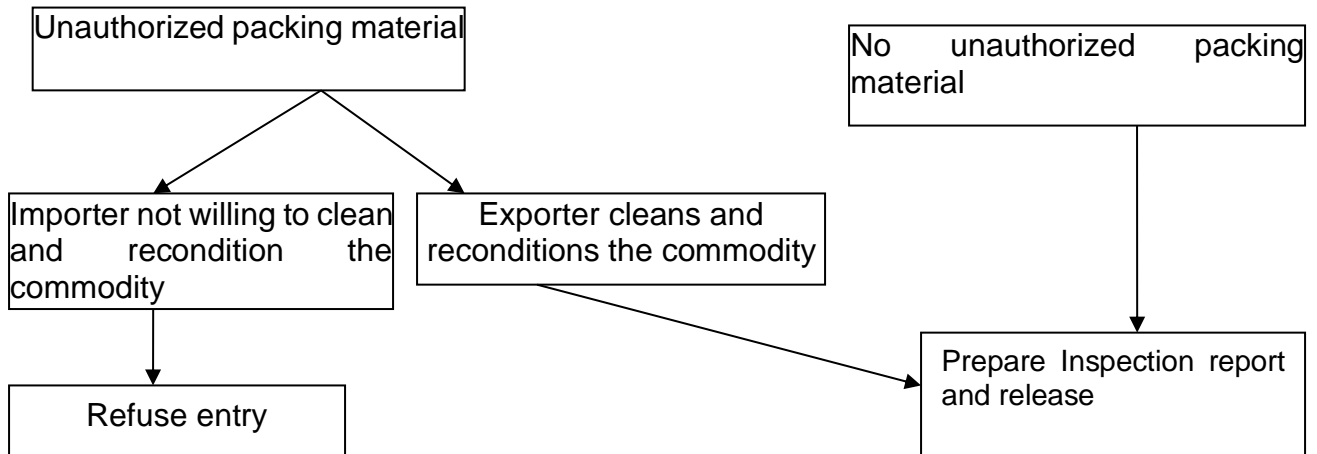
Step 9: Determine the pest status and take appropriate action



Step 10: Inspect packing material

For wood packaging material, see the **Manual for Inspection and Certification of Wood Packaging Material**

For other material, follow the steps below



Step 11: Record Inspection Results

Document the regulatory action you have taken by writing the action taken on the inspection report.

All results of inspection and any other additional information about the shipment need to be recorded

11.1. Location where the plants or plant products were inspected.

11.2. Date and time of the inspection

11.3. Percentage of material inspected and percentage infested or infected.

11.4. Pests identified and treatments given.

11.5. Actions taken by the importer to make the plants or plant products eligible for importation such as repackaging, reconditioning, or debarking.

Step 12: Release the consignments that meet the Mauritius import requirements

For prohibited articles, an import clearance should not be issued unless an import permit or special authorization from the NPPO headquarters or other authority is presented.

Step 13: Send a copy of the inspection report to NPPO headquarters, with copies of import permits and other documents used for clearance of each consignment.

8.0 PASSENGER BAGGAGE INSPECTION

The Plant Health Inspector/ Scientific Officer should be present at the inspection point where Customs officials examine passenger baggage. During the course of this inspection, the Plant Inspector/ Scientific Officer should standby to pass decision upon any plant materials that are encountered. **Zero tolerance** !! If the Inspector notices any suspicious looking packages that might conceivably contain plant materials or products that may inadvertently missed by the Customs Officer, he/ she should immediately call this to the attention of the Customs Officer in order that an examination may be made on the plant material in question or any suspicious looking items.

All plant products confiscated during this inspection should be placed in a secure container in order that there may be no possibility of any plant pest escaping which the plant materials may harbour, and possibly establishing themselves in Mauritius. The detained plant materials should be disposed off in an incinerator.

9.0 ACCOUNTABILITY

Violations or documents that have the appearance of an attempt to deceive the Inspector or commit fraud should be automatically referred to the Headquarters of NPPO for further action and to determine if the fraud should be **forwarded to the Law enforcement agencies**

10. APPENDICES

Appendix 1: Application for Plant Import Permit



PQ Form N°

REPUBLIC OF MAURITIUS

MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY

APPLICATION FOR AN IMPORT PERMIT FOR PLANTS/PLANT PARTS/ PRODUCTS OF PLANT ORIGIN

(Regulation under Section 32 of the Plant Protection Act 2006)

To: Principal Research & Development Officer
National Plant Protection Office, Réduit
Tel./Fax: **+230 464-4874**
E-mail: moa-pathology@mail.gov.mu

Official use ONLY

S/N:

Approved by:

I, the undersigned, hereby apply for an Import Permit as per details below

Name of importer/company

Address of importer/company

Tel. No. Fax. No. E-mail.:

Mode of importation : Sea freight ☐ Air freight ☐ Courier /Post ☐ Accompanied ☐

Name/Address of exporter

Country

List of commodities to be imported:

Common name	Botanical name	Quantity	Origin(if any)

Purpose of importation: Sale ☐ Private use ☐ Manufacture/processing ☐

Research ☐ Re-export ☐ Others (specify)

Place of Permit collection: Port Louis Office (Mer Rouge) ☐ Reduit Office ☐

Date: Name & Signature of applicant:

Appendix 2: Application for inspection



REPUBLIC OF MAURITIUS

MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY

To: Principal Research & Development Officer
National Plant Protection Office, Réduit

Tel./Fax: +230 464-4874

E-mail: moa-pathology@mail.gov.mu

Application for inspection of plants, plant products or regulated articles		
1. Name and address of importer		2. Exporting country
3. Place where articles will be made available for inspection		4. Date of arrival
6. Description of articles to be certified		
A. Identity of the commodity		
6.1. Botanical name		
6.2. Common name		
6.3. End use (ex. grains vs seeds)		
6.4. Quantity (Kg, number)		
6.4. Number of packages		
6.5. Location where the plants were grown		
6.6. Degree of processing		
7. Import permit	8. Means of conveyance	9. Port of entry (if transit)
B. Packaging material		
C. Others (cleanliness of commodity):		
10. Signature		11. Date

Appendix 3: Import Inspection Report



REPUBLIC OF MAURITIUS

MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY

Report on phytosanitary inspection for verification at import			
1. Report N°		2. Date	3. Location
4. Name and address of importer/exporter			
5. Description of the commodity	5.1. Name		
	5.2. Source of the shipment		
	5.3. Quantity (Kg, number)		
	5.4. Number of packages		
	5.5; End use (Seeds..)		
6. Description of the phytosanitary status of the commodity	Insects found		% infested
	Disease symptom found?		% infected
	Weed seeds found?		% infested
7. Laboratory testing	7.1. Samples collected		
	7.2. Type of analyses conducted		
	7.3 Date the results were submitted		
	7.4. Name of the identifier		

8. Decision made	Certification	Denial of entry	Destruction	Fumigation	Other
9. Other comments / Recommendations					
10. Name of inspector		11. Name of importer/exporter			
Signature		Signature			