

## Creating CHED-P on IPAFFS

Access IPAFFS at <https://www.gov.uk/guidance/import-of-products-animals-food-and-feed-system> and click 'Start now' and sign in.

If you are not already on the system, follow the instruction in 'Before you start'

1. Enter your **Government Gateway ID** and **Password** to sign in.

### Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in

2. Click *Create a new notification*

### Your import notifications

Create a new notification

#### My alerts

- There are no alerts at this time

3. Select 'Products of animal origin' and then 'Save and continue'

About the consignment

### What are you importing?

- Live animals
- Products of animal origin
- High risk food and feed of non-animal origin
- Plants, plant products and other objects

Save and continue

4. Country of origin



About the consignment

## Origin of the animal or product

Country of origin

Select a country

Save and continue

Select the country of origin from the drop-down list. This is the country declared in box I.7 of the health certificate. Then click *'Save and continue'*.

### 5. Does your consignment require a region code?

Check to see if there is an entry in box I.8 of the health certificate

The region code is required on animal health grounds for certain products of animal origin where the country of origin is regionalised on animal health grounds.

If the country is regionalised, the region will be stated in box I.8 of the certificate in the format XX-1, for example CN-1 or BR-2.

If present, make sure you select *'Yes'* for *'Does your consignment require a region code?'* Further boxes open which must then be completed.

Entries in box I.8 of the certificate not in the format XX-1 should be disregarded. (Although a region code is required for bivalve molluscs, you cannot enter this in IPAFFS so for all entries in the box I.8 of the certificate which are not in the format 'XX-1', tick 'No').

**Does your consignment require a region code?**

Yes

No

6. Does this consignment conform to regulatory requirements?

**Does this consignment conform to regulatory requirements?**

- Yes
- No

If declaring the goods for import into GB, tick 'Yes'.

For transits travelling on a transit health certificate (see the heading of the certificate to see whether it is for import or transit) tick 'No'

7. Do you need to provide details for means of transport after Border Control Post (BCP)?

**Do you need to provide details for means of transport after Border Control Post (BCP)?**

- Yes
- No

This is not required for CHEDPs. Tick 'No'

8. Add a reference number for this consignment (optional)

**Add a reference number for this consignment (optional)**

This can be whatever internal reference you use for the consignment.

This is for the you to add a reference number if required or it can be left blank

Click '*Save and continue*'.

## 9. Description of the goods 'Commodity'

Enter the *commodity code* directly in the box provided and click 'search' or use the Commodity tree and click the blue hyperlinks to select the commodity code for the consignment. Click the blue hyperlink to view the next level.

Description of the goods

### Commodity

You can only add 500 commodity lines (commodity code and genus/species) to a notification. If you want to add more commodity lines, you can raise another notification.

#### Search Commodities

Enter commodity code

Search

Or

[All commodities](#)

- 02 MEAT AND EDIBLE MEAT OFFAL
- 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
- 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
- 06 LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE
- 12 OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT.

Keep clicking on the hyperlinks through the different levels within the Commodity tree until you reach the correct commodity code, e.g. for raw prawns:

[All commodities](#)

- 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
  - 03 06 Crustaceans, whether in shell or not, live, fresh, chilled, frozen, dried, salted or in brine; crustaceans, in shell, cooked by steaming or by boiling in water, whether or not chilled, frozen, dried, salted or in brine; flours, meals and pellets of crustaceans, fit for human consumption
    - Frozen
      - 03 06 17 Other shrimps and prawns
        - 03 06 17 91 Deepwater rose shrimps (*Parapenaeus longirostris*)
        - 03 06 17 92 Shrimps of the genus *Penaeus*
        - 03 06 17 93 Shrimps of the family *Pandalidae*, other than of the genus *Pandalus*
        - 03 06 17 94 Shrimps of the genus *Crangon*, other than of the species *Crangon crangon*
        - 03 06 17 99 Other



10. Once the CN code has been selected, further fields will appear which must be accurately completed; the boxes to be completed vary by the CN code selected.

For fishery products of CN codes starting with a zero you must indicate whether the fishery products are farmed (aquaculture) or wild origin. Check box I.25 of the certificate.

If both types are present, select 'Farmed stock' by default.

You must then select the species. Multiple species can be ticked. Ensure they match the species listed on the certificate in box I.25.

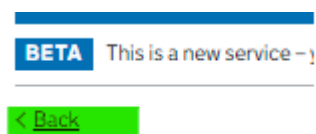
Sometimes the actual species is not available on IPAFFS and you may have to select something more generic e.g. 'Nephrops spp'. Sometimes the 'spp.' option is not available and you have to select the family e.g. 'Nephropidae'. If an appropriate family is not available then you may need to select a general entry such as 'Otra crustacea'

You should select the most-detailed entry you can. If in doubt, go to [Animal Origin – SCPHA \(porthhealth.uk\)](https://www.porthhealth.uk) and enter the name on our 'Fish names search tool' which will then indicate the correct IPAFFS entry to select

11. To add further CN codes, click on 'Add another commodity'. Do not click on 'Save and continue'



If you make a mistake, you can always click the 'back' button at the top of the screen:



Once all CN codes have been entered, click on '*Save and continue*'.

## 12. What is the purpose of the consignment?

Purpose of the consignment

### About the consignment

What is the purpose of the consignment?

- For internal market
- Transshipment / Onward travel
- For re-entry
- Transit

Save and continue

Select the appropriate entry.

For imports, select 'for internal market'.

For British returned goods, i.e. GB exports rejected for entry into a third country, tick 'For re-entry'

When you select 'For internal market' or 'transshipment / onward travel' or 'transit', further selections are presented. Tick the appropriate entry.

For imports, the boxes presented depend on the CN code declared – example below.

What is the purpose of the consignment?

- For internal market

**Purpose in the internal market**

- Animal feedingstuff
- Human consumption
- Other
- Transshipment / Onward travel
- For re-entry
- Transit

Save and continue

Click on '*Save and continue*'.



13. You are then presented with a task list (5 sections) to complete:

*'Origin of the import' and 'Purpose of the consignment'* will have the status *'Started'* – this relates to the information you have entered so far.

## Notification Hub

These sections can be completed in any order. You can save your progress and return at any time.

### About the consignment

<a href="#">Origin of the Import</a>	STARTED
<a href="#">Purpose of the consignment</a>	STARTED

### Description of the goods

<a href="#">Commodity</a>	TO DO
<a href="#">Catch certificates</a>	TO DO
<a href="#">Additional details</a>	TO DO
<a href="#">Transport to the Border Control Post (BCP)</a>	TO DO

### Documents

<a href="#">Accompanying documents</a>	TO DO
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### Traders

<a href="#">Consignor or Exporter, Consignee, Importer and Place of Destination</a>	TO DO
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14. Description of the goods

Click on the *'Commodity'* hyperlink:

<a href="#">Commodity</a>	TO DO
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Enter the net weight and number of packages and select the most appropriate package type from the drop-down list.



Where you have declared multiple CN codes, you will need to do this for each commodity and species declared. Note you can add further commodities and species at this stage – see hyperlinks below highlighted in green.

Description of the goods

## Commodity

### Commodities

Commodity	Description
03061792	Shrimps of the genus Penaeus

[Add commodity](#)

### Shrimps of the genus Penaeus

Species, type, class and family	Net weight (kg/units)	Number of packages	Type of package
Penaeus indicus, Farmed stock	<input type="text" value="10000"/>	<input type="text" value="1000"/>	<input type="text" value="Carton"/>
<b>Subtotal</b>	<b>10000</b>	<b>1000</b>	

[Add species](#)

### Total for this consignment

Net weight (kg/units)	10000
Number of packages	1000

[Update total](#)

[Save and return to hub](#)

[Save and continue](#)

Click *'Update total'* to update the total number of packages in the consignment

Click *'Save and continue'*

You can also click *'Save and return to hub'* – this saves the CHED as a draft and allows you to complete it later

## 15. Catch certificate details

Catch certificates are required for certain wild origin fishery products under Illegal Unreported Unregulated fishery products legislation.





Description of the goods

## Catch certificate details

### Commodity

Commodity Code	Description	Species, type, class and family	Net weight (kg/units)	Number of units	Type of package	
03061792	Shrimps of the genus Penaeus	Penaeus indicus, Farmed stock	10000	1000	Carton	<a href="#">Change</a>

Where appropriate, add catch certificate details for Shrimps of the genus Penaeus

Catch certificate details

Species	Catch certificate number	Weight (kg)
Penaeus indicus ▾	<input type="text"/>	<input type="text"/>

[Add another](#)

[Save and return to hub](#) [Save and continue](#)

If required, enter the details here and click *'Save and continue'*.

If not required, e.g. not a fishery product or product is farmed fish, leave fields blank and click on *'Save and continue'*.

## Additional details

### 16.Total gross weight in kg

The total gross weight to be declared is the weight of the product plus its immediate packaging. Do not include the weight of pallets or shipping containers:

Description of the goods

## Additional details

### Total

Net weight of the consignment (kg/units)	10000
Number of packages of the consignment	1000

### Total gross weight (kg/units)



### 17. Temperature

If the CN code definition is limited to for example to frozen products, then only 'frozen' will appear as an option. If this is not appropriate, check the CN code you have declared is correct.

Complete the required temperature of the product. This is the temperature at which the product must be transported (and stored) for health reasons rather than any temperature required for only for commercial quality reasons. For example, bottled fish sauce that can be stored at ambient temperature but which is being transported with frozen fishery products should be declared as ambient rather than frozen.

### 18. Will your goods be imported in shipping containers or road trailers?

Tick as appropriate.

When you tick 'Yes', further boxes for you to declare the container and seal numbers open up:

**Will your goods be imported in shipping containers or road trailers?**

Yes

Container or trailer number	Seal number	Official Seal
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Add another container or trailer](#)

No

Enter the container or trailer number and the seal number(s). If there are multiple applicable seal numbers please separate with a comma and a space viz: ML1234, ML4567, ML8910

Tick the 'official seal' box **only if the seal number you have entered appears on the health certificate**. Do not tick 'official seal' if the seal number does not appear on the health certificate. If some of the seals are certified and others are not, tick the 'official seal' box.

Click '*Save and continue*'.

## 19. Transport to the Border Control Post

### Entry border control post

Select the border control post of entry e.g. Felixstowe – GBFXT1:

#### Entry border control post

Please note that the BCP staff can only find CHEDs on IPAFFS where their BCP has been selected. They cannot see CHEDs for other BCPs.

### Means of transport to the BCP

For road trailers on ferries, select 'Road vehicle'. For container traffic, select 'Vessel'.

#### Means of transport to the BCP

- Select means of transport to the BCP
- Airplane
- Railway
- Road vehicle
- Vessel

### Identification

#### Identification

Flight number, vessel name or vehicle registration

For containers, enter the vessel name. For road vehicles on ferries, enter the vehicle (tractor unit) registration plate number. (The trailer number will have been entered at point 18 above and does not need to be duplicated here)



## Document

Enter the bill of lading number. This should be the bill of lading number where stated on the certificate, otherwise the relevant bill of lading. The Standard Carrier Alpha Code should be included but is not essential.

For road vehicles enter the CMR number. If the CMR has no reference number enter 'CMR'

## Estimated arrival at BCP

### Estimated arrival at BCP

For example, 15 8 2020

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

24 hour format

Hour	Minutes
<input type="text"/>	<input type="text"/>

Save and return to hub

Save and continue

Enter the estimated date of arrival at the BCP.

As the CHED is required to be submitted prior to arrival it is accepted this information may not turn out to be completely accurate.

However if it is more than 7 days adrift you may be asked to amend the CHED.

You must notify us if the consignment arrives on another vessel as it will need to be called for exam on the new UCN - some consignments have remained in port without action because we were not informed they were arriving on a different vessel. If arriving on a different vessel to that originally declared on the CHED, send us an email advising of this.

Time can be entered as 00:00 if not known

## Accompanying documents

Documents

### Accompanying documents

#### Additional documents

Document type	Document reference	Date of issue			Attachments (optional)
		Day	Month	Year	
Select document type ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Add attachment</a>

[Add another document](#)

Where there is a statutory health certificate accompanying the consignment or a statutory 'commercial document' (for example as required for imports of dried mealworms, feathers and wool grease), select 'Veterinary health certificate' even if the document is a 'commercial document'. Do not select 'Health certificate'

We do not currently require copies of the health certificate and commercial documents to be uploaded but they can be if you wish.

If there is no certificate available and IPAFFS requires an entry, then select bill of lading and enter the bill of lading details or select 'invoice'

### Establishment

For approved establishments, click on '*Search for an approved establishment*' and search for the establishment.

#### Approved establishment of origin

Name	Country	Type	Approval Number
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There are no establishments currently selected

[Search for an approved establishment](#)

The establishment to be declared is usually to be found on the health certificate in box I.28 or I.25 depending on the model of certificate in force.

Make sure you select the correct establishment type. This is particularly important where you are importing meat preparations or meat products as they can have the same CN code – if in doubt check the heading of the



certificate to see whether the product is a meat preparation or a meat product

- Fresh red or white meat: Where a cutting plant is stated on the health certificate the cutting plant details must be entered. If there was no cutting plant e.g. whole carcasses or packaged offal (livers, kidneys etc.), the slaughterhouse details must be entered. It is not a problem if the slaughterhouse, cutting plant and cold store are all entered on the CHEDP rather than just the cutting plant for example
- Meat preparations e.g. salted chicken: Entry on IPAFFS must show as a 'meat preparation plant'
- Meat products, milk products, gelatine: Entry on IPAFFS must show as a 'processing plant'.
- Fishery products: Entry on IPAFFS must show as a 'processing plant', 'factory vessel', 'fishing vessel' or 'cold store' as appropriate.
- Honey and highly-refined products e.g. glucosamine, chondroitin: Entry on IPAFFS will show as '*Not found*'. This is because such plants do not have to be listed as IPAFFS lists only approved establishments and does not list those establishments which only require to be registered rather than approved.
- Animal by-products: The entry on IPAFFS must show the appropriate animal by-product category, e.g. 'Category 3'.
- If you cannot find the approved establishment then check you are using the correct CN code as the establishment list is linked to the CN code declared.

When complete click '*Save and continue*'.

## 20.Traders

### Consignor or exporter

click the blue hyperlink '*Add a consignor or exporter*':

Traders

### Consignor or Exporter, Consignee, Importer and Place of Destination

#### Consignor or exporter

Name	Address	Country
<hr/>		
<hr/>		

[Add a consignor or exporter](#)

The consignor or exporter must match the consignor / exporter detailed on the health certificate

Search by Name, Address or Country and when found click the blue hyperlink "*Select*" to select the consignor/exporter.

If not on the system, click the blue hyperlink '[Create a new consignor or exporter](#)' to create a new consignor or exporter.

Note that IPAFFS requires the email address and telephone number to be included. There is no way round this

The consignee and importer fields are completed in the same way

**Consignee.** This must be the consignee stated on the health certificate

If not on the system, click the blue hyperlink to create a new consignee. The email address and telephone number to be included.

### Importer

The details are automatically duplicated from the consignee

If the importer is not the same as the consignee on the health certificate, e.g. the goods have been sold on the water, the duplicate entry must be removed and replaced by details of the actual importer. To do this click [‘Change’](#)

If not on the system, click the blue hyperlink to create a new importer. The email address and telephone number must be included.

### Place of destination

The details are automatically duplicated from the consignee.

If the delivery name and /or address is not correct, **then the correct delivery name / address of the premises to which this consignment will be delivered must be the entered.** Click [‘Change’](#)

In particular, the delivery address must be the premises where the consignment will actually be delivered and must not simply be an office address.

For food consignments, the delivery address must be registered with the local authority as a food business (and may need to be approved as well if undertaking certain activities which require approval)

For animal by-products, the delivery premises must be approved or registered as an animal by-products establishment or be registered as a feed premises as appropriate

If not on the system, click the blue hyperlink to create a new importer. The email address and telephone number must be included.

**It is an offence to deliver the products to a delivery address which is not the delivery address declared on the CHED**

If the delivery address has to change after release, then you must inform us so we can record that information for traceability purposes

Click [Save and Continue](#).



## 21. Organisation Address

Select your contact address. Click *'Save and continue'*.

### Organisation Address

This is the contact address that will be displayed on your notification

#### Choose your organisation branch address

If you can't find the correct branch address, add the branch address in your [address book](#)



Felixstowe

United Kingdom of Great Britain and Northern Ireland

Save and return to hub

Save and continue

## 22. Review your notification

You can now review your notification.

Please review the information you have declared thoroughly to make sure it is completely correct.

Historically, about 35% of all CHEDS submitted to Felixstowe BCP have required amendment which wastes time and delays consignments.

Update the answer to any question by clicking the blue hyperlink *'Change'*. Amend the information and then click *Save and Review*. You can do this for each answer you wish to update.

### Review your notification

Submitted on:

Last updated: 23 September 2021, 15:19

Submitted by:

Last updated by: Brenda McRory

#### About the consignment

What are you importing?	High risk food of non-animal origin	
Add a reference number for this consignment		<a href="#">Change</a>
Country of origin	India	
Country from where consigned	India	
Region code		
What is the purpose of the consignment?	For internal market	<a href="#">Change</a>



When complete click *'Save and continue'*.

### 23. Declaration

Make sure you read and understand the declaration and the liabilities you are committing to. When you are ready, click *'Submit notification'*.

DRAFT.GB.2C

- CHEDP

## Declaration

I, the undersigned operator responsible for the consignment detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete, and I agree to comply with the requirements of retained Regulation 2017/625 on official controls, including payment for official controls, as well as for re-dispatching consignments, quarantine or isolation of consignments, or costs of destruction and disposal where necessary.

Date of declaration:

[Submit notification](#)

If there are any errors, these will appear in red at the top of the screen and must be corrected

24. The notification will be presented with a reference number and guidance on what happens next. To print the CHED click *'View or print certificate'*.

**Your import notification  
has been sent**

Your reference number  
**CHEDP.GB.202 - V1**

#### What happens next?

Your CHEDP notification has been sent to the Border Control Post (BCP).

[View or print certificate](#)

You can raise another notification if you have more commodities to import.

[Return to your dashboard](#)

[Create a new import notification](#)



Not all the fields in IPAFFS appear on the printed certificate e.g. country of dispatch and importer fields are not displayed in the print.

By default IPAFFS will print all parts of the CHED i.e. parts I, II and III. Only part I needs to be printed and submitted to us. We do not require parts II and III to be submitted.

## 25. Searching for a CHEDP

Open the Dashboard.

You can search using the 'Certificate number / keywords box. You don't need to enter the whole CHED details, just the last 7 digits should find the CHED. The search box searches on many terms, not just the CHED number, so for example you can use it to search for a container number:

**Search certificates by**

<b>Certificate number / keywords</b> <input type="text" value="ABCD1234567"/>	<b>Certificate status</b> <input type="text" value="All"/>	<b>Certificate type</b> <input type="text" value="All"/>
<b>Country of origin</b> <input type="text" value="All"/>	<b>Consignee</b> <input type="text"/>	<b>Decision</b> <input type="text" value="All"/>
<b>Arrival / Import date range</b> <a href="#">Today</a> <a href="#">Tomorrow</a> <a href="#">Next seven days</a> <a href="#">Clear date range</a>	<b>Arrival start date range</b> Day Month Year <input type="text"/> <input type="text"/> <input type="text"/>	<b>Arrival end date range</b> Day Month Year <input type="text"/> <input type="text"/> <input type="text"/>

[Clear](#)

Once opened there are various options: *'Copy as new', 'View details', 'Amend', 'Show certificate'*

1 result

<b>Reference number</b> CHEDD.GB.2021.1311733	<b>Commodity</b> 09041200	<b>Arrival at BCP</b> 16 September 2021	<b>Certificate status</b> <span style="background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">NEW</span>
<b>Consignee</b> Community Foods Ltd	<b>Consignor</b> Sami Spices and Herbs PVT LTD	<b>Origin</b> India	
<a href="#">Copy as new</a> <a href="#">View details</a> <a href="#">Amend</a> <a href="#">Show certificate</a>			



### **Copy as new:**

This allows you to use a previous CHED to create a new one. This is particularly useful for repeat trade. However you must make sure that all the details are amended as necessary to reflect the new consignment. This applies particularly to the delivery address which must be the delivery address of the new consignment.

### **Amend:**

This is used where it is necessary to amend the details declared.

When we complete the document check and it is satisfactory we will mark the CHED in IPAFFS as 'In progress'. This blocks you from making further amendments. If you do need to make further amendments, then contact us. In IPAFFS we then authorise amendments to be made. Once we have authorised amendments to be made we can no longer find the CHED at the BCP so you must make the amendments promptly and save the changes so we can find the CHED to release the consignment

### **Show certificate**

This shows the certificate which can then be printed.