PORT HEALTH STANDARD OPERATING PROCEDURES 2018

ENVIRONMENTAL HEALTH & PORT HEALTH CLUSTER

DIRECTORATE: PORT HEALTH

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PRESENTERS:
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Presentation Overview

- Purpose
- Background
- Legislative Framework
- General Duties of PHO
- Importations and Procedures
- Question and Answers
To clarify Port Health Procedures and help the industry to comply with the requirements.

To capacitate the industry with relevant Information
Port Health Service (PHS) in SA, is the first line of defense to protect the citizens of RSA against the health risks associated with cross-border movement of people, conveyances, baggage, cargo and imported consignments. Preventative Service.

It is conducted by Environmental Health Practitioners serving as Port Health officials and assisted by other Health Professionals i.e. Prof Nurses, Scanner Operators etc.

The service is provided at all designated/commercial points of entry including air, sea and land points of entry.

Port Health is an International Program (IHR2005) coordinating health services cross borders and between countries.


International Health Regulations, 2005


Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)

Regulation: R363 for Human Remains

Medicine and Related Substances Control Act (Act 101 of 1965)

Tobacco Products Control Act, 1993 (Act 83 of 1993)
GENERAL DUTIES OF PHO

- Monitor safe water supply, food safety & take samples
- Ensure PoE facilities maintained safe condition
- Have effective contingency plans in PoE
- Monitor vector control onboard
- Verify documentation
- Monitor removal of contaminated/health risk matter onboard conveyance

- Compliance to legislation
- Taking samples
- Monitor destruction
- Grant EHDs
- Prevent importation of communicable disease
- Implement surveillance measures
- Facilitate medical assessment of suspect case
- Comply to legislation
- Taking samples
- Monitor destruction
- Grant EHDs

Inspection of imported goods

Monitoring of conveyances

Communicable disease control

Point of entry facilities
SECTION 1: GENERAL PROCEDURES FOR IMPORTATION
General Duties of PHO: Importation

- To monitor, inspect or examine, baggage, containers, imported consignments of foodstuff, cosmetics, disinfectants, medicines, tobacco products, hazardous substances and any other health related consignments, detained for Port Health and to ensure compliance with the requirements stipulated in the applicable legislation.
- To evaluate documents for imported consignments according to risks and determine whether to grant Extended Health Detentions (EHD) in terms of relevant legislation, or to inspect and release a consignment.
- To take samples of any imported product for chemical, bacteriological, histological, labelling compliance and analysis when considered necessary.
- To supervise any deratting, disinfection, disinsection, destruction or decontamination of baggage, conveyance, cargo, container, goods, postal parcels and human remains.
- To exercise any other power of an inspector granted by any applicable legislation relevant to port health.
Client is importing a consignment, what procedure would be followed to clear the consignment?
Procedure to be followed for imported products

1. Consignment detained by Customs for Health
2. Clearing agent produces three sets of documents
3. Scrutinize documentation to ensure all requirements are met
4. Conduct risk analysis to further make a decision
5. Consignment can be inspected at 1st PoE or granted EHD
## Risk Analysis

<table>
<thead>
<tr>
<th>Name of importer</th>
<th>Country of Origin</th>
<th>Products Imported</th>
<th>History of clearing agent</th>
<th>Other Departments/Agencies that need to be involved</th>
</tr>
</thead>
</table>
Procedure to be followed for imported products

Additional Information/requirements:

- **Premises where foodstuff are handled must be in possession of a valid certificate of acceptability (COA)**
- **Imported dairy products must have a valid import/removal permit from DAFF**
- **Imported medicines must have the licence to import, packing list, invoice, import permit and/or MBR20 whichever applies.**
- **Goods in transit or for re-export must have packing list, copy of invoice and re-export documents issued by SARS.**
- **The address for inspection must be the same on all documents and in cases of food products, the COA must be for the documented warehouse and the address must correspond with all documents.**
- **In the case of medicines, the consignment cannot be transported through PoE that are not designated in terms of the Medicines and Related Substances Control Act, 1965, including consignments in transit.**
What do you do when inspecting an imported consignment?
Inspection of imported consignment

- Be in possession of all necessary documentation
- Be in possession of required equipment
- At the premises, ensure documents correspond with consignment
- Physically conduct inspection to ensure compliance with legislation

- Where required, take samples for further analyses
- If consignment complies with all requirements, may be released
- Does not comply, non-compliance procedures must follow
Inspection of imported consignments

Additional Information;

- **Samples for foodstuffs must be taken in accordance with the sampling guide stipulated in Regulation 328/2007 under FCD Act.**
- **In certain circumstances, depending on the type of consignment, it would only be released on receipt of a compliant analyst report; even if the initial inspection revealed that the consignment complied in so far as the labelling was concerned.**
Granting of EHD to clients premises

What procedure would you follow when granting an EHD?
Granting of EHD to clients premises

If clearing agent has not scheduled an inspection, PHO must follow up within 10 working days of expected date of arrival to schedule appointment for inspection.

**DEPARTMENT OF HEALTH GW 22/5**

**GUARANTEE**

(SECTION 12(1) OF ACT 15 OF 1973)

**ANNEXURE C: NOTIFICATION FORM FOR EXTENDED HEALTH DETENTION DESTINED FOR OTHER PROVINCES**

Notification form for Extended Health Detention to the next Point of Entry

**GAURANTEE FOR FOODSTUFFS, COSMETICS AND DISINFECTANTS.docx**

**ANNEXURE F-GAURANTEE FORM FOR HAZARDOUS SUBSTANCES.docx**
Granting of EHD to clients premises

Additional Information;

- *In the case of FCL's containing tobacco products, the PHO may require the importer to unpack the consignment at a customs approved warehouse for the purposes of an inspection.*
- *Imported consignments falling under the primary jurisdiction of DAFF that require irradiation, e.g. honey and garlic, must be granted an EHD only to an approved irradiation facility of the choice of the importer.*
QUESTIONS and DISCUSSIONS
Handling Non Complying Products

What procedures would you follow when handling non compliant product?

✓ Foodstuff
✓ Tobacco Product
✓ Medicament
Handling Non Complying Products

- Foodstuffs, Cosmetics, Disinfectants and Hazardous Substances

- Issue inspection report to client, indicating reasons for non compliance

- Complete Order form and submit together with supporting documentation to

- Director: Food Control
  The Chief Director: Environmental Health and Port Health Services
  The Director: SAHPRA

- After authorization of Order, communicate to Client who must communicate copy to Customs

- Ensures Order is executed within 14 working days

- ANNEXURE I-ORDER FORM FOR FOODSTUFFS, COSMETICS AND DISINFECTANTS.docx
Handling Non Complying Products
(Order Form)

- Remedy non compliance
- Return to place of origin
- Confiscate and Destroy
- Dealt with in manner specified by DG
Handling Non Complying Products

- Medicaments

1. Refer to law enforcement unit within SAHPRA
2. Informs client of referral in writing
3. SAHPRA to make final decision and communicate to PHO
4. Communicate outcome to client
Handling Non Complying Products

- **Tobacco Products**

  - Issue inspection report to client, indicating reasons for non compliance
  - Communicate non compliant product to Health Promotion unit for further advice
  - Communicate outcome to client
What procedures would you follow when an imported product needs to be destroyed?
**Destruction of Consignment**

Inform the client of the outcome of the approved Order or decision taken.

Ensure client informs Customs of the intention to destroy such consignment.

Ensure that the client makes prior arrangements with transport company and appropriate approved waste treatment and disposal facility.

Ensure a suitable time is arranged by the importer or agent in order to supervise the removal and/or destruction of the goods at the waste treatment or disposal facility.

A registered service provider must issue a destruction certificate to the client once the goods have been destroyed and a copy be submitted to PHO.

Monitor the process until the end and issue a destruction certificate confirming the destruction.
Additional Information:

- *It is the responsibility of the client to pay for the destruction*
- *Destruction certificate should always be available for all stakeholders.*
- *In the case of medicines, PHO must hand over consignment or product to the law enforcement unit of SAHPRA for destruction.*
- *Destruction of tobacco products should be done in consultation with Health Promotion unit in the Department.*
- *In instances where the destruction is conducted in another Region, the PHO from the nearest office to the destruction site must be informed by the PHO in the first PoE in order to monitor the destruction.*
a) What procedures would you follow for a product that needs to be returned to country of origin?

b) What procedures would you follow in the case of goods in transit?
Returning consignment to country of origin

Decision taken by importer under guidance of PHO or by Order, Customs procedures must be followed

PHO advises client to formally inform Customs

PHO to ensure export documents are presented as proof of exportation by client
Goods in Transit

- PHO must not inspect goods in transit; however, the consignment should be closely monitored by ensuring export documents are submitted by the importer/client to ensure it leaves the country.
- In cases of warehouse for export consignments, an EHD must be issued for the removal of the consignment to a customs bonded warehouse, from where the PHO will conduct the inspection. Customs is responsible to monitor the consignment until the entire shipment is exported out of the country.
- The clearing agent is responsible for providing to Port Health the customs export documents for the relevant consignment.

Additional information;

✓ PHO should take Section 28 of the FCD Act into consideration when dealing with warehouse for export consignments.
✓ PHO receiving goods in transit must inform PHO from the PoE where export will be conducted to ensure the goods are exported.
✓ PHO must only release warehouse for export consignments once the export documents have been received.
Consignments imported through Mail Centre

Regularly contact/visit mail centre

Consignments detained for health must be inspected

Record outcome of inspection in bond book/register

Compliant products released back to Customs

Non compliant products to follow non-compliance procedures
Hand Luggage

PHO to be available at Customs control area

Randomly stop and inspect luggage

Record outcome of inspection in Customs bond book/port health register

Non compliant consignments to be confiscated and destroyed
Inspecting used tyres

What procedures would you follow for an imported used tyre?
Inspecting used tyres

- Risk analysis conducted once documentation has been presented
- Grant EHD to importers determine whether tyre premises
- Once consignment reaches importers premises, PHO notified
- Take samples where tyres found to be wet and presence of mosquito larvae and pupae
- Adult mosquito activity – insecticide spray placed in container and close for at least 2 hours
- Conduct inspection to determine whether tyres are wet or dry
- Transport samples to NICD for further analysis
- Inform importer to immediately dry and/or treat tyres with liquid soap
- Re-examine consignment to ensure control measures have been implemented
What procedures would you follow when sampling an imported product for further analysis?
General Sampling Procedures

- **Required equipment**
- **Take 3 representative samples and place in labelled sampling container**
- **Close sampling container and place in packaging suitable for transportation**
- **Complete sampling collection form in duplicate**
- **Hand over original form to client or person in charge**
- **Record sample in sampling register**
- **Hand over original form to client or person in charge**
- **Record results of analysis in sampling register and notify client in writing**
- **Submit samples to laboratory or relevant unit**
- **Return samples that have not been used to client**

**Correct lab sampling form to be utilised for samples requiring lab analysis**

**Samples for medicaments may be collected by PH on behalf of SAHPRA**
Thank you!
QUESTIONS and DISCUSSIONS