



EAST AFRICAN COMMUNITY
Lake Victoria Fisheries Organization



HARMONIZED FISHERIES AND AQUACULTURE BORDER INSPECTION MANUAL FOR EAST AFRICAN COMMUNITY



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Border Fisheries Inspectors have a number of instruments at their disposal while performing official controls. Therefore this manual complements and does not replace the traditional inspection and surveillance tools.

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FOREWORD

Fishery and aquaculture products are the most traded food commodities worldwide with international trade worth over US\$146 billion per annum (SOFIA, 2016). Fish contributes significantly to the employment, income, food and nutrition security to millions of people globally. Fisheries and Aquaculture contributes to United Nations (UN) Sustainable Development Goal (SDG) No.2 (2015-2030) which is on food security and improved nutrition and also SDG 14 on conservation and sustainable use of water resources.

The African Union (AU) Policy Framework and reform Strategy on Fisheries and Aquaculture adopted in Banjul, Gambia 2014 recognized the importance of intra-regional trade of fish and fishery products but observed that this trade is largely informal with poor infrastructure and insufficient facilitation. The Policy Framework recommended for development of mechanisms for improved intra-regional trade liberalization and strengthening of systems for fish quality and safety including data collection.

Development of this Manual is in line with the East African Community (EAC) Treaty Article 105 on Agriculture and Food Security, and Article 108 on Plant and Animal Disease Control. This initiative is also in tandem with Article 38(1&2) of the Protocol on the establishment of the East African Customs Union. Furthermore, Article 4 of the Protocol provides for simplification and harmonization of trade documentation, production and exchange of trade statistics and information, while Article 6 provides for adoption of common standards of trade documents and procedures, collection and dissemination of information on trade. In 2012 EAC adopted harmonized Sanitary and Phyto-Sanitary (SPS) measures Volume III (Sanitary Measure for Fish and Fishery Products) as a way to ensure the quality and safety of fish and fishery products and facilitate access to international and regional markets.

With the establishment of one-stop-border posts concept, the development of the harmonised Fisheries and Aquaculture Border Inspection Manual is in line with EAC SPS and will greatly facilitate intra-regional trade by adopting common systems, documentation and procedures at border posts in the EAC. The manual is based on the core principles of food inspection as well as internationally recognized best practices for safe and wholesome food. It promotes the Food and Agriculture Organization (FAO) Code of Conduct for Responsible Fisheries (CCRF) and provides the necessary administrative and procedural guidance for the preparation and execution of official controls by Border Fisheries Inspectors (BFI). It is anticipated that the manual will be used to ensure that fish and fishery products entering or leaving the country will not be harmful to the consumer, that fish, fishing and aquaculture inputs are of the standard and quality demanded, and comply with fishery management regulations. The manual provides for collection and dissemination of data and information on trade including alerts in fish diseases and non-compliance cases. The manual highlights procedures, facilities and equipment for inspection, documentation required and procedures for

arrest, seizure and disposal in cases of non-compliance.

The manual will be operationalized through relevant international, regional and national laws and regulations.



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Executive Secretary
LAKE VICTORIA FISHERIES ORGANIZATION

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We appreciate the Fisheries and Aquaculture Sectoral Council for consideration and approval of this manual on 2nd March 2018.

ACRONYMS

BFI	Border Fisheries Inspector
CA	Competent Authority
CAS	Catch Assessment Survey
CCRF	Code of Conduct for Responsible Fisheries
CCP	Critical Control Point
CCTV	Closed-Circuit Television
CID	Criminal Investigation Department
COMESA	Common Market for Eastern and Southern Africa
DRC	Democratic Republic of Congo
EAC	East African Community
FAO	Food and Agriculture Organization
GHP	Good Hygiene Practices
GIS	Global Information System
GMP	Good Manufacturing Practices
GPS	Global Positioning System
HACCP	Hazard Analysis Critical Control Point
IFM	Integrated Fisheries Monitoring
IGP	Inspector General of Police
IOC	Indian Ocean Commission
IPOA	International Plan of Action
IPOA-Capacity	International Plan of Action for the Management of Fishing Capacity
IPOA-IUU	International Plan of Action to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing
MCS	Monitoring Control and Surveillance
NP	Nile Perch
IUU	Illegal Unreported Unregulated
LTA	Lake Tanganyika Authority
LVFO	Lake Victoria Fisheries Organization
pH	Power of Hydrogen
QMP	Quality Management Programme
RAB	Rwanda Agriculture Board
RFBs	Regional Fisheries Bodies
RSB	Rwanda Standards Board
RFMO	Regional Fisheries Management Organization
SADC	Southern African Development Community
SDG	Sustainable Development Goal
SOFIA	State of World Fisheries and Aquaculture
SSOP	Sanitation Standard Operating Procedures
SPS	Sanitary and Phyto-Sanitary
TAA	Tanzania Airports Authority
TBS	Tanzania Bureau of Standards

TFDA	Tanzania Food and Drugs Authority
TPA	Tanzania Ports Authority
TRA	Tanzania Revenue Authority
UNBS	Uganda National Bureau of Standards
URA	Uganda Revenue Authority
USD	United States Dollars

DEFINITIONS

“**Audit**” means systematic and independent examination to determine whether activities and related results comply with the planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the objectives;

“**Border Post**” is the official designated area where fish and fish products are allowed to enter or leave a country. Thus it can be an internal point e.g. airport or physical border point sharing boundaries with other country or Countries;

“**Border Fisheries Inspectors**” are authorised and or designated officials for control of fisheries and aquaculture inputs and products at the border posts;

“**Certification**” means the procedure by which official certification bodies or officially recognized certification bodies provide written or equivalent assurance that foods or food control systems conform to requirements. Certification of food may be, as appropriate, based on a range of inspection activities which may include continuous on-line inspection, auditing of quality assurance systems, or examination of finished products (Codex - Principles for Food Import and Export);

“**Clean water**” means Sea and fresh water which is free from microbiological contamination, harmful substances and or toxic marine plankton in such quantities as may affect the quality of fishery products and which is used under the conditions laid down in this regulation;

“**Chilling**” means the process of cooling fish or a fish product to a temperature approaching that of melting ice (0°C);

“**Checklist**” means a worksheet used during a Compliance inspection and Verification. The elements of a checklist include: the standard or requirement to be met; a task list of questions and actions to be completed; and areas to record objective evidence and findings;

“**Catch per unit effort**” means average catch by a fishing unit over a specified period of time;

“**Code of Conduct for Responsible Fisheries**” (CCRF) means the BFI Code of Conduct for Responsible Fisheries as adopted by the 28th Session of the FAO Conference on 31 October 1995;

“**Competent Authority**” means officially-designated national or regional authority having the legal competence to enforce relevant national and international food & feed safety regulations, and to verify and certify compliance with the regulatory requirements for Fisheries and Aquaculture;

“**Commodities**” means Fish, Fishery Products, Capture fisheries and Aquaculture Inputs;

“**Consignment**” means a quantity of fish or fishery & aquaculture products bound for one or more customers in the country of destination and conveyed by one means of transport only;

“**Control measure (also known as preventative measure)**” means an action performed to maintain adherence to a standard or to eliminate a hazard or reduce it to an acceptable level;

“**Corrective action**” means the procedure that is to be followed whenever a deviation from a critical limit in a Hazard Analysis Critical Control Point (HACCP) plan occurs or whenever the results of monitoring procedures in respect of a prerequisite program plan, a regulatory action point plan or a quality management program for the importing of fish show that there is non-compliance with the Fish Inspection Regulations;

“**Critical Control Point (CCP)**” means a point in a process operation at which control is to be applied in order to prevent or eliminate a hazard or reduce it to an acceptable level;

“**Critical limit**” means the maximum or minimum value to which a hazard must be controlled at a critical control point;

“**Critical non-conformity**” means a failure of a processing establishment’s Quality Management Programme (QMP) system that may result, or has already resulted, in the production of an unsafe or fraudulent product;

“**Dry salting (kench curing)**” means the process of mixing fish with suitable food grade salt and stacking the fish in such a manner, that the excess of the resulting brine drains away;

“**Establishment**” means any premises where fish or fishery and aquaculture products are prepared, handled, processed, chilled, frozen, packaged or stored, but does not include auction and Wholesale markets in which only display and sale by wholesale takes place;

“**Equivalence means**” the capability of different inspection and certification systems to meet the same objectives. In food safety systems – achieving similar levels of protection against fish borne hazards and quality defects whatever means of control are used for as long as the food safety objective is achieved (protection of public health and promotion of fair trade practices);

“**Fish**” means a vertebrate fish alive or dead and any part of it and includes the young and eggs; “**Fishing capacity**” means the sum total of fishing effort applied by all fishing units on a fishery within a period of time if fully utilized;

“Fishing effort” means a measure of application and efficiency of a fishing unit to catch fish;

“Fish Stock” means the abundance, distribution and composition of a fish species throughout its range in the lake;

“Fish feed establishment” means premises where fish feed are prepared, handled, packaged or stored;

“Fish import license” means license issued in accordance with the relevant regulations of the exporting countries;

“Fish and fish products” means products of any form from capture fisheries and aquaculture. Live fish means roe, fry, adult and or ornamental fish etc;

“Fish market” means the place where holding or displaying for sale, offering for sale, selling, delivering or any other mode of placing a consignment of fish and fish products on the market in or outside a country;

“Fishing unit” means a defined single combination of the craft, crew, gear and means of propulsion;

“Fisheries management” means the integrated process of information gathering, analysis, planning, consultation, decision-making, allocation of resources and formulation and implementation with enforcement where necessary, of regulations or rules which govern fisheries activities in order to ensure the continued productivity of the resources and accomplishment of other fisheries objectives;

“Food additive” means any substance not normally consumed as a food by itself and not normally used as a typical ingredient of the food, whether or not it has nutritive value, the intentional addition of which to food for a technological (including organoleptic) purpose in the manufacture, processing, preparation, treatment, packing, packaging, transport or holding of such food results, or may be reasonably expected to result (directly or indirectly), in it or its by-products becoming a component of or otherwise affecting the characteristics of such foods. The term does not include contaminants or substances added to food for maintaining or improving nutritional qualities;

“Food safety” is the assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use;

“Food safety measures” the laws, regulations and administrative provisions governing food in general, and food safety in particular and covers any stage of production, processing, storage, transportation and/or sale, distribution of food, and also of feed produced for, or fed to, food producing animals;

“Fresh fishery products” means unprocessed fishery products, whether whole or prepared, including products packaged under vacuum or in a preservation other than

chilling;

“Fraud” means a deliberate act or practice conducted in a manner that is false, misleading or deceptive or is likely to create an erroneous impression regarding the character, value, quantity, composition, merit or safety of a fish product;

“Fresh product” means a fishery product whether whole or prepared, which has not undergone any treatment to ensure preservation, other than chilling, and includes fish products packaged under vacuum or in a modified atmosphere;

“Frozen product” means a fishery product which has undergone a freezing process to reach a core temperature of -18°C or less after temperature stabilization;

“Grading” means the process of assessing fish based on the characteristics of texture, life condition, size, colour, odour, or the absence or presence of other defects;

“Harmonization” means wider use of internationally agreed, scientifically based standards;

“Hazard” means a biological, chemical or physical agent in, or condition of, food or feed with the potential to cause adverse health effect and/or harm to a consumer;

“Hazard Analysis Critical Control Point (HACCP)” means a system which identifies, evaluates and controls hazards which are significant for food safety. HACCP is an internationally recognized approach to food safety management; or means a food safety management system which is used to control or eliminate potential hazards associated with food production processes;

“High-risk products” means products that, if not properly prepared or processed, may pose a serious risk to human health and safety;

“Illegal Fishing Gears” means gears restricted within that Partner State or those harmonised for transboundary waters;

“Inspection” means the examination of food or systems for control of food, raw materials, processing, and distribution including in-process and finished product (Codex - Principles for Food Import and Export); or means the official control carried out by the Competent Authority to guarantee compliance with SPS measures;

“Landing site” means officially designated place of landing fish, may be gazetted with a fish inspector or under the management of a community management unit;

“Legislation” means Acts, regulations, requirements or procedures, issued by public authorities, related to foods and covering the protection of public health, the protection of consumers and conditions of fair trading;

“Means of transport” means those parts set aside for goods in automobile vehicles, rail vehicles, aircraft and holds of vessels and containers for transport by land, sea or air;

“Monitoring, Control and Surveillance” is a specialized branch of fisheries management whose purpose is to increase compliance with fisheries rules and regulations by stakeholders and thus contribute to sustainable exploitation of fish stocks;

“Monitoring procedure” means a planned observation or measurement of a parameter, at a specified point or time, which is then compared to a target (i.e., a standard, an operational limit, a critical limit);

“Maximum Use Level” of an additive is the highest concentration of the additive determined to be functionally effective in a food or food category and agreed to be safe by the Codex Alimentarius Commission. It is generally expressed as mg additive/kg of food;

“Non-conformity” means a deviation from a standard, an operational limit, a critical limit or procedure, practice not complying with the Fish Inspection Regulations;

“Objective evidence” means qualitative or quantitative information, facts, or records obtained through observations, measurements, tests, inspections, or interviews made during a Compliance Verification, which can be independently confirmed;

“Official controls” means any form of control that the competent authority or delegated competent authority performs for verification of compliance with food safety and quality assurance legislations (Inspections; certification; sampling, auditing);

“Official sample” means a sample taken by the competent authority for the purposes of official controls;

“Overcapacity” means a situation whereby the current fishing effort is higher than required to ensure a target level of capacity commensurate with sustainable exploitation;

“Packaging” means protecting a fishery product by use of a container, wrapper or any other suitable material;

“Placing on the market” means the holding or displaying for sale, offering for sale, selling, delivering or any other mode of placing on the market in or outside;

“Potable water” means water that meets requirements for drinking water for human consumption;

“Prepared fishery products” means unprocessed fishery products that have undergone an operation affecting their anatomical wholeness, such as gutting, heading, slicing, filleting, and chopping;

“Processed fishery products” means processed products resulting from the processing of fishery products or from the further processing of such processed products;

“Processing” means subjecting fish or a fishery & aquaculture product to a chemical or physical process such as staking, filleting, skinning, heating, smoking, salting, dehydrating; or marinating of a chilled or frozen product, whether or not associated with other foodstuffs, or a combination of these processes;

“Quality assurance system” means activities, procedures and methods put in place to ensure the production of safe and quality Fish and Fish products;

“Quarantine” means maintaining a product or group of products/animals in isolation with no direct or indirect contact with other products/animals, in order to undergo observation for a specified length of time and, if appropriate, testing and treatment, including proper treatment of the effluent waters;

“Requirements” means the criteria set down by the Competent Authority relating to trade in foodstuff covering the protection of public health, the protection of consumers and conditions of fair trading;

“Residue” means a residue of substances having a pharmacological action, or their metabolites and of other substances transmitted to animal products and likely to be harmful to human health;

“Risk” means the likelihood of the occurrence and the likely magnitude of the hazard and economic consequences of an adverse event or effect to animal or human health;

“Risk analysis” means the complete process composed of hazard identification, risk assessment, risk management and risk communication;

“Risk assessment” means a scientifically based process consisting of hazard identification, hazard characterization, exposure assessment and risk characterization;

“Risk characterization” means the estimation of the incidence and severity of the adverse effects likely to occur in a population or environmental compartments due to actual or predicted exposure to a substance. This may include risk estimation, i.e. quantification of that likelihood. It serves as a summary and description of the results of a risk analysis for a risk manager or the public and other interested parties;

“Revocation of a certificate” means certificate of registration, license or permit issued pursuant to the Fish Inspection Regulations is cancelled and withdrawn for violations of the Fish Inspection Regulations and that all privileges with respect to the certificate of registration, license or permit are removed;

“Target level of fishing effort” means the optimum level of fishing effort that optimizes economic returns from a fishery without compromising resource sustainability;

“Traceability” means the ability to trace, follow and identify uniquely a product unit or

batch through all stages of production, processing and distribution;

“**Salted**” means a process where fish is treated with sodium chloride or a brine solution in order to preserve the fish to the extent that the uptake of salt ceases and the fish does not become tainted or decomposed for a minimum of 6 months if refrigerated without freezing and “salting” has a corresponding meaning;

“**Slot size**” means lower and upper total length of a fish species allowed for capture, processing and marketing;

“**Suspension of certificate**” means temporary withdrawal of a certificate of registration or approval license or permit issued pursuant to the fisheries and aquaculture Regulations of Partner States

“**Validation**” means supportive evidence or documentation to confirm that the values of the critical limits for each Critical Control Point (CCP) are sufficient to prevent, eliminate or reduce to an acceptable level, food safety hazards in the final product;

“**Verification**” Means checking, by examination and the consideration of objective evidence, whether specified requirements have been fulfilled. It may involve a review of a control system or its records performed on a regular basis to determine whether the controls are working as intended and are functioning effectively to control the relevant hazards. Verification activities may include conducting records checks, reviewing procedures, conducting operational simulations (such as mock recalls), internal audits, tests or measurements (independent of monitoring controls), and product sampling (including microbiological & chemical);

“**Unauthorised substances or products**” shall mean substances or products, whose use in aquaculture products is prohibited under the legislation;

“**Upstream activities**” shall mean official controls undertaken by the CA from the time of harvesting to delivery at the processing establishment;

“**Vessel**” means any vessel which may be harvesting or transporting fish to the landing site;

“**Wet salting (pickling)**” means the process whereby fish is mixed with suitable food grade salt and stored in water-tight containers under the resultant brine (pickle) which forms by solution of salt in the water extracted from the fish tissue. The fish is subsequently removed from the container and stacked so that the brine drains away.

1.0 INTRODUCTION

The manual provides for harmonized procedures and documentation to facilitate cross border trade by ensuring compliance with regulatory requirements. It is designed to ensure fisheries and aquaculture inputs and products that cross borders are safe and of high quality and are of the required standard. The manual is intended for fisheries and aquaculture inspectors working at border posts, and any other person involved in fisheries and aquaculture inputs and products trade.

The manual has been informed by international food safety standards, FAO Code of Conduct for Responsible Fisheries (CCRF) and the East African Community Harmonized Sanitary and Phytosanitary Measures Volume III: Sanitary Measures for Fish and Fishery Products.

Scope

This manual covers cross border trade in fisheries and aquaculture inputs and products within EAC Partner States, giving guidance on controls for quality and safety, Monitoring Control and Surveillance (MCS) tools, requirements for BFIs, procedures for inspection and reporting, it covers all border posts and other entry and exit points as deemed necessary.

1.1 Background

Fishery and aquaculture products are the most traded food commodities worldwide with international trade worth over US\$146 billion per annum (SOFIA, 2016). Trade in fisheries and aquaculture inputs and products is influenced by factors such as increased consumption of fish and fishery products, trade liberalization policies, regional free-trade initiatives, globalization of food systems, technological innovations, improvements in the efficiency of processing, packaging, transportation and changes in distribution and marketing chains.

The African Union (AU) Policy Framework and Reform Strategy on Fisheries and Aquaculture adopted in Malabo, Equatorial Guinea 2014 recognized the importance of intra-regional trade of fish and fishery products and EAC as members of AU committed themselves to “accelerate trade by developing fish value chains, promoting responsible and equitable fish trade and marketing in order to significantly harness the benefits of Africa’s fisheries and aquaculture endowments.

Development of this Manual is in line with the EAC Treaty Article 105 (1b) which provides for the community to have sufficient food, Article 108(b) which provides for harmonisation and Strengthening of regulatory institutions, Article 108(c) provides for Strengthening of Zoo-sanitary and Phyto-sanitary services, inspection and Certification, and Article 108(f) which provides for cooperation in surveillance, diagnosis and control strategies of transboundary pests and animal diseases. This initiative is also in tandem with the EAC Protocol on the establishment of Customs Union in 2004 whose objective under Article 3 is to liberalize intra-regional trade in goods on the basis of

mutually beneficial trade arrangement among the Partner States. Furthermore, Article 4 of the Protocol provides for simplification and harmonization of trade documentation, production and exchange of trade statistics and information, while Article 6 provides for adoption of common standards of trade documents and procedures, collection and dissemination of information on trade. In 2012 EAC adopted harmonized Sanitary and Phyto-Sanitary (SPS) measures Volume III (Sanitary Measure for Fish and Fishery Products) as a way to ensure the quality and safety of fish and fishery products and facilitate access to international and regional markets. The border points in the East African Community (EAC) have inadequate systems in place for fish inspection leading to limited traceability, quality assurance, data and information on cross border fish trade.

Fish trade across borders in EAC region has tremendously increased to cover countries within and outside the region. Commodities include chilled, frozen, canned, salted, sundried, smoked fish, fish powder, fish meal, fish maws, fish oil, fish feeds, and fingerlings among others. The market outlets have also grown from the solitary fish monger to specialized agents, retail stores, supermarkets, restaurants and hotels. Fish is transported across the border through various means such as refrigerated containers and trucks, pick-ups, cars, motorcycles, bicycles, boats and by pedestrians on foot. Fish, fishery products and aquaculture inputs can pass through unofficial cross border routes and avoid customs controls. The unrecorded trade results into loss of revenue not withstanding unguaranteed quality and safety. The fish and fishery products trade is also constrained by inadequate market and trade infrastructure and poor market information which undermine optimizing the social and economic benefits available in regional fish trade.

Despite the important role played by the Border Fisheries Inspectors (BFI), they are faced with a range of challenges which include inadequate operational funds, inadequate training and awareness of regulatory requirements, limited or no access to accredited laboratory testing facilities and inadequate staff and equipment.

The development of this manual presents an opportunity to facilitate intra-regional trade by adopting common systems, documentations and procedures at all border posts in the EAC. This manual will also promote trade to other economic blocs like Common Market for Eastern and Southern Africa (COMESA), Southern African Development Community (SADC) among others and the international market. The procedures in this manual will be reviewed regularly to reflect new emerging technologies.

2.0 REQUIREMENTS

This section outlines the institutional framework and facilitation to enable a BFI to carry out inspection duties.

2.1 Institutional framework support

Authorities responsible for fish safety, quality assurance and enforcement of fisheries and aquaculture legislation should derive their powers from Acts of Parliament and other relevant legislations. These government institutions are the Competent Authority (CA) and BFI are answerable to the CA.

The CA carries out statutory inspection and control of fisheries and aquaculture inputs and products. It ensures that the health conditions for the production and distribution of fishery products for human consumption, feedstuffs, premises and equipment meet the required standards and laws. National legislation provides the legal basis for the implementation of the official controls for fish and fishery products and empowers BFI to carry out their duties.

2.2 Facilitation of Border Fisheries Inspector

The CA should provide operational funds; training, equipment, relevant regulations and access to laboratory services to enable the BFI execute their roles. The border posts should be provided with facilities, tools and equipment as given in Annex 1.

In addition, the CA should provide for development of human resource requisite for effective implementation of this Manual.

2.3 Powers and duties of Border Fisheries Inspector

The powers and duties of BFI are drawn from Partner State laws. A Border Fisheries Inspector should take appropriate action(s) to prevent harm to the consumer and deter entry and exit of illegal or unsafe fish, fishery and aquaculture products and inputs.

BFI should be supported to perform, the following duties:

- i. Enter, inspect and search, at any reasonable time, any vessel, vehicle, fish handling and (or) processing establishment, or any place where fish, fishery products or commodities are being transported or stored to verify compliance status using tools in Annex 1;
- ii. Verify availability and authenticity of documents regarding import/export of fish commodities such as sanitary health certificate, in-transit certificates, import/export permits and certificates of origin;
- iii. Seize any fish or fishery products or commodities that are non-compliant;
- iv. Facilitate cross border fish trade by building synergy with other government authorities and relevant stakeholders;
- v. Collaborate with relevant enforcement agencies in gathering intelligence and

- enforcing fisheries regulations;
- vi. Cause arrest of any offender who contravenes the requirement for safety and quality of fish or fishery product, or any other contravention of the legislation;
- vii. Ensure, disposal of non-compliant commodities in accordance with provisions of a Court Order;
- viii. Collect data on volumes of fish, fish species, fishing gears, aquaculture inputs and products;
- ix. Collect data on species, size and volumes of illegally harvested fish;
- x. Conduct training, sensitization and awareness raising for key stakeholders on national or regional fish trade requirements;
- xi. Prepare and submit monthly reports to the CA; and advise the Head of the CA or line manager on all matters concerning controls on fish commodities in accordance to the law.

2.4 Immunity and liability of BFI

Under the respective Partner State laws, no liability, civil or criminal shall be attached to the BFI in respect to loss arising from the exercise by the BFI in respect to performance of his/her duties in accordance to the law.

2.5 Knowledge, skills, attitude and behaviour of Border Fisheries Inspector

The BFI should have basic knowledge and (or) working skills of the following topics:

- i. Content of relevant national, regional and international Legislation
- ii. Pre-requisite programs such as Good hygiene Practices (GHP) / Good Manufacturing Practices (GMP), Sanitary Standard Operating Procedure (SSOP);
- iii. Fish quality, post-mortem changes, product risk;
- iv. Identification of hazards based on Hazard Analysis Critical Control Point (HACCP);
- v. Monitoring Control and Surveillance (MCS);
- vi. Inspection procedures (see Inspection Section 3);
- vii. Legal proceedings (see Inspection Section 3); and
- viii. Symptoms of Fish diseases.

BFI should have a detailed knowledge of the content of their National legislation, especially:

- i. Overall mandate of the CA;
- ii. Legal status of the inspector as a representative of the CA;
- iii. Procedures for certification of products;
- iv. Powers of inspectors (inspection, search, sampling, seizure, etc);
- v. Responsibilities of food business operators/ fish traders;
- vi. Responsibilities of inspectors (including commercial confidentiality);
- vii. Technical food safety conditions to be complied with in relation to fishery products;
- viii. Export/import documentation verification and controls;
- ix. Immunity and Criminal liability created by legislative provisions;

- viii. Administrative enforcement tools (such as the issuing of notices or cancellation of licenses and permits); and
- ix. Restricted/Banned/Quarantine commodities.

BFIs must exhibit professionalism when dealing with fishery business operators and should have an appropriate means of identification. Table 1 highlights a number of other skills, attitudes and behaviour practices that a BFI should have.

Table 1: Additional skills, attitudes and behaviour

Competencies	Examples
Professional knowledge and skills	Ability to apply and relate professional knowledge and skills to fish inspection work. For example be able to judge when physical checks are required.
Result oriented	Conducts inspection, submits monthly reports, train stakeholders, development and implementation of work plans
Integrity	Honest, open and provides quality services
Decision making	Makes logical analysis of relevant information, develops appropriate solutions, takes actions and provides reasons for decisions or actions taken
Public relations and Communication	Ability to relate well with the public, send out clear oral and written messages; ability to understand the impact of messages
Team work	Ability to cooperate, collaborate and team build with other stakeholders including sharing of information
Confidentiality	BFIs should be ethical and not use such information for personal gain
Transparency	Establish a framework for involvement of stakeholders at all stages of inspection system

3.0 INSPECTION

This section provides guidance for preparation, execution and conclusion of inspection process. During inspection, the BFI should be conversant with the inspection process especially what to look at, what to look for, and how to seize a consignment and how to ensure successful prosecution of those not complying with the legislation. In this regard, BFI will have responsibility of conducting physical and documentation check and monitoring IUU.

For the purpose of this section, inspection process at a border post is divided into:

- i. Preparation
- ii. Execution
- iii. Reporting

3.1 Preparation

Prior to inspection, the BFI should be in possession of appropriate equipment listed in Annex 1.

3.2 Execution

A BFI carries out two types of checks: physical and documentation. During inspection a BFI should observe Good Hygiene Practices.

3.2.1 Physical checks

Physical checks are checks on the fish and fishery products, fish feed, fishing gears, fish seed, which may include checks on the means of transport, on packaging, labelling and temperature, the sampling for analysis and laboratory testing and any other check necessary to verify compliance with feed or food law. Physical checks are carried out within an internationally acceptable sampling plan.

Physical checks will normally focus on:

- i. The product, its packaging and label and compliance with standards and regulations;
- ii. The presence of any undesirable substances in or on the product;
- iii. Checking for poisonous fish species
- iv. Fish is of the legal size and species and is not IUU; fishing gears and equipment consignments are legal e.g. checks on mesh size and gear type; and
- v. Traceability documentation.

If consignments do not arrive in a container then check some of the consignment to ensure that the stamps, official marks and (or) health marks identifying the country and

establishment are present. If there is no establishment then check the name of producer, address, origin and confirm to those in the documentation.

In transit consignments in containers with official seals do not need to be opened in order to complete a check provided official seals have been used in the country of dispatch and the seal numbers are clearly recorded in the documentation.

If consignments arrive in containers with no official seals or there is doubt over whether the seal number was recorded by the certifying inspector, the container would need to be opened and a checks made on the contents to ensure that the stamps, other marks and (or) health marks identifying the country and establishment of origin are present and conform to those on the certificate or document.

Physical Checks on Products

An example of physical checks to be conducted on some products is provided for in Table 2, Table 3, **Table 4** and Table 5 below.

Table 2: Products and what to “look for”

Look at (Product description)	Look for
Cured products (Salted dried and Smoked products)	Presence of moulds; moisture; maggots/insects Foreign materials Offensive smell Dust Size Expiry date
Fresh and frozen products	Temperature Colour Smell Texture Traceability code Size Expiry date
Canned products	Type of can Seal is not broken Traceability code Swelling “in” and swelling “out” of the can Expiry date

Table 3: Iced Fresh Fish Quality Assessment

Fresh fish stored in ice									
Grade	Skin		Gill colour	Gill odour	Eyes		Texture		Score

	Shiny/silver	Bright Red,	Fresh;		Very	clear,	Firm,	hard	9
A;	grey, scales	no slime	Aquatic				(rigor),		
Best	firmly		weed				elastic		8
quality	Attached								
	Slightly	Reddish,	Neutral,				Firm,		7
	dull grey,	maroon	fresh,		Reddish,		reduced		
	darkening,	bleached			cloudy		elasticity		6
	scales firm	patches							
	Dull, few	Brown,	Fishy,		red, milky,		Soft		5
B;	Metallic	bleached	slightly		turbid, flat				
acceptable	patches,	patches	rotten	off-					4
	dark or		odors						
	dorsal side,								
	yellow								
	streaks on								
	belly area,								
	scales loose								
	at belly area								
C;	Dull, dark,	Reddish,	Rotten,		red, bloody,		Very soft,		3
Unfit for	yellow	brown, thick	stinking,		concave		fingerprints		2
human	slime, scales	Slime	sulphide,				leave		1
consumption	loose		strong	off-			impressions		
			odors						

Table 4: Physical Checks on Capture Fisheries Gears and fish

What to control	Why control	When to control	How to control
Fish size	To avoid trade in prohibited sizes of fish	Every consignment	Measurement of fish sizes, sampling for fish size
Gear type, Mesh Size, Length	Restrict entry of prohibited gears and sizes	Every consignment	Physical Checks , measurement of mesh sizes
Fishing/ fish transport/ collection Vessels for marine fisheries	To prohibit landing and trade of IUU fish	Every consignment	Catch certificates

NB: More information on Monitoring, Control and Surveillance is provided for in **Annex 2**

Table 5: Physical Checks on Live fish and aquaculture Inputs

Input	What to Look at
a.) Live fish	<ul style="list-style-type: none"> i. Water temperature, oxygen and pH levels; ii. Signs and symptoms of notifiable diseases iii. Health certificate iv. Containers used should be easy to clean and disinfect; v. Containers should allow or permit free aeration; vi. Inner surfaces of a container do not injure or cause damage to the fish; vii. Container made of material that does not offer any undesirable attributes to or change the wholesomeness of the contents; viii. Containers are clean, labelled and for exclusive use of transporting live fish. ix. Accompanied by certificate- letters
b.) Fish feeds	<ul style="list-style-type: none"> i. Health/sanitary certificate ii. Test report of analysis done on the feed,

3.2.2 Labelling and Traceability

Physical checks on the label for processed and packaged products

The BFI should look out for:

- i. Brand / Common/ Local fish name;
- ii. Product type such as “dried, smoked, salted, marinated, chilled, frozen and salt-dried fish” with the scientific name of the fish in close proximity;
- iii. Complete list of ingredients should be declared on the label in descending order of proportion;
- iv. Net weight in metric units; size (grade);
- v. Name and physical address of the manufacturer/packer/distributor of the product;
- vi. Date of manufacture;
- vii. List of ingredients;
- viii. Lot identification;
- ix. Expiry date;
- x. Country of origin;
- xi. Storage instructions; and
- xii. Instructions on disposal of used package.

If the label of a food bears representations in a foreign language, the label must bear all of the required statements in the foreign language, as well as in English.

Fish feeds Labelling

Fish Feeds label should have the following:

- i. Name or description of the feed;
- ii. Name and address or contact information of manufacturer;
- iii. Designation of the feed or concentrate;

- iv. Declared proportions of crude protein, crude fibre, and crude fat, phosphorus, calcium, ash, vitamins A, D and E;
- v. Net weight in kilograms;
- vi. Directions and precautions for use, if a concentrate, the proportion which in it is to be mixed with the basal ingredient;
- vii. Information about the species or category of animals for which the feed is intended;
- viii. Purpose for which the feed is intended (fry, fingerling; juvenile; grower and brooding);
- ix. list of feed ingredients, including appropriate reference to additives, in descending order of proportion;
- x. lot identification;
- xi. Manufacturing date; and
- xii. “Use before” or expiry date.

Border Fisheries Inspectors should check that materials used in the packaging of fishery products:

- i. Protect the product from substances that are harmful to health;
- ii. Are strong enough to protect the fish;
- iii. Do not affect the taste or smell of the fish; and
- iv. Are not re-used unless made of materials which are easy to clean and have previously been cleaned and disinfected.

For purposes of traceability, BFIs shall ensure that batch codes are provided on each and every consignment and that they can be ascertained from the accompanying Health certificate.

3.3. Document checks

Depending on the type of product and where it originates from, a BFI should look at the following essential documents to make sure they are valid, authentic and completed correctly:

- i. Health Certificate (see Annex 3 for contents and example);
- ii. Import /export permit (see Annex 4);
- iii. Certificate of origin (see Annex 5);
- iv. In transit approval (Stamp and or seal);
- v. Live fish import/export permit;
- vi. Commercial invoice indicating total quantity and value, number of pieces;
- vii. Laboratory test results (where applicable);
- viii. Approval for means of transport (where applicable); and
- ix. Radiation free certificate(where applicable),

If there are no defects and standards, regulations are met then the consignment is cleared to pass across the border.

Checks should be made to verify:

- i. Any copies of the original certificate must be identified as a copy and should be readily distinguishable from the original document;
- ii. All certificates should be signed and stamped using ink that is a different colour from the other text on the certificate. The official stamp should bear National official features of country of origin, date, responsible Competent Authority and stamp number;
- iii. Serial numbers of certificate/ certificate reference number, for easy reference and follow up in case of product recalls and rejections of consignments, fraudulent practices;
- iv. Inspectors name, signature, qualification and designation/title;
- v. Product description (form, size, grade, type, weight of consignment (gross and net weight));
- vi. Type of packaging materials e.g. Styrofoam boxes, waxed cartons, jute bags, baskets, polybags etc;
- vii. Number of packages;
- viii. Country and city of dispatch;
- ix. Country and city of final destination;
- x. Product identification marks(batch codes, traceability codes);
- xi. Dates of manufacture and expiry;
- xii. Details of consignee;
- xiii. Details of consignor;
- xiv. Place /location where the certificate was issued;
- xv. Mode of transport - rail , water/sea, air, road;
- xvi. Validity of certificate; and
- xvii. Country logo and where possible a water mark.

The original certificate should be identifiable and this status should be displayed appropriately with the mark “ORIGINAL” or if a copy is necessary, this certificate should be marked as “COPY” or terms of this effect (like a declaration letter). The term “REPLACEMENT” is reserved for use on certificates where, for any good and sufficient reason (such as damage to the certificate in transit), a replacement certificate is issued by the BFI. Page numbering should be used where the certificate occupies more than one sheet of paper. Stamp or seal and signature should be applied in a manner that minimizes the risk of fraud

Health Certificates are obtained from the CA of the country of origin. They must contain specific information as detailed in legislation. The general requirements for a Health Certificate are that it must:

- i. Be the original copy;
- ii. Have a unique reference number;
- iii. Be fully completed;
- iv. Not have unauthorized alterations or be defaced in any way, i.e. no tippex/whiteout,

- crossings out etc. However where it has occurred then it should be countersigned and stamped by the official certifying inspector;
- v. Drawn up in language of the Member State where the checks are carried out. If necessary more than one language can be used e.g. English, French, Kiswahili;
 - vi. Made out to a single recipient;
 - vii. Consist of a single sheet of paper thus printed back to back;
 - viii. Signed by the Official representative of the Competent Authority of the country of origin and have an official health stamp of the country of origin in a different colour to that of the printing ink;
 - ix. Dated in relation to the date of loading of the products for dispatch;
 - x. Detail the address(s) and approval number(s) of the processing plant of origin, if applicable. This must correspond to that detailed on the packaging;
 - xi. Certificate should have a validity period; and
 - xii. Provide for Health attestation.

The BFI should be aware that where administratively and economically feasible, certificates may be issued in an electronic format provided that the relevant authorities of both the importing and exporting country are satisfied with the security of the certification system.

3.4 Replacing Health Sanitary Certificate

With clearance from the CA, if Health certificates are issued to replace lost or damaged certificates, then a statement is required on the replacement certificate to cancel the first certificate. In instances where inspectors are asked to supply certificate(s) for a re-consignment or sub-lot, they must ensure that the product still meets the requirements of the original certificate(s) and that all pertinent product information on the original certificate(s) is incorporated on the certificate(s) for the re-consignment or sub-lot(s). Certificates for re-consigned lots or sub-lots shall not be issued without an inspection of the lot if the interval between the original certificate and the certificate request exceeds:

- i. 7 days for fresh product;
- ii. 30 days for cured fish products (salted , sundried, smoked);
- iii. 180 days for frozen products;
- iv. 365 days for canned products; and
- v. The best before date for any product.

Replacement certificates may be issued in legitimate cases if the integrity of the shipment has not been compromised. Such legitimate cases would include, but are not limited to:

- i. administrative errors;
- ii. lost or damaged certificates;
- iii. changes to the consignee; and/or
- iv. Last minute changes to the quantity shipped.

3.5 Sampling and analysis

3.5.1 Sampling

In the event that the Border Fisheries Inspectors are obliged to take a sample for laboratory analysis for verification purposes, such samples taken should be taken following a sampling criteria.

During sampling, the inspector should:

- i. Ensure personal hygiene to avoid cross contamination;
- ii. Clean and disinfect fish contact surfaces ;
- iii. Ensure that the sample is kept in a clean sampling box;
- iv. Ensure the chain of custody of sample for instance in circumstances that the inspector may not physically take the sample to the testing lab, then he/she should ensure that the sampling box is secured with either padlock or seal that can only be opened by the authorised persons at the testing laboratory;
- v. Ensure that appropriate sampling plan is followed and random samples are taken;
- vi. Ensure the sample is kept at appropriate temperature;
- vii. Ensure that samples are clearly encoded; and
- viii. Record the following information;
 - a. Physical appearance of sample
 - b. Origin of sample
 - c. Type of sample
 - d. Date and time of sampling
 - e. Site of sampling
 - f. Weight/volume of sample
 - g. Condition of storage
 - h. Date of dispatch
 - i. Temperature

3.5.2 Procedure for taking samples of packaged fish and fishery products

Determine the quantity (no. of boxes) of finished product in the consignment. Determine the sample size using a standard sampling plan. Randomly pick out the number of boxes in the sample size then take a composite sample from the sampled boxes.(take a piece from each box in the sample size).

Note: Sampling should be done in a manner that it should represent the whole consignment and that it should not affect the quality and safety of the product.

3.5.3 Analysis

The CA must designate the official laboratories which may undertake the analysis of samples for official controls. A Laboratory Sample Submission Form is provided for in Annex 6.

To verify compliance of fish feeds, fish and fishery products to safety and quality standards, the BFI has to take samples for analyses in a testing laboratory. Rapid test kits for some parameters, can also be used to make “on the spot” decisions.

Tests include:

- i. Composition analyses to ensure that non-permitted or non-declared ingredients or additives are not present and to determine that declared ingredients/additives do not exceed regulatory guidelines;
- ii. Chemical analyses to determine that chemical contaminants do not exceed regulatory limits. This would include toxic elements, pesticides, industrial chemicals and in addition to the list drug residues will be done for farmed fish ;
- iii. Natural toxin analyses to determine that natural toxins. Examples would include histamine, paralytic shellfish poison, domoic acid and other biotoxins such as ciguatoxin, okadaic acid and tetramine;
- iv. Bacteriological testing to ensure absence of pathogenic organisms. Examples would include analyses for organisms such as Pathogenic Escherichia coli, Listeria monocytogenes, Salmonella sp., and Staphylococcus aureus; and
- v. Safety parameter testing to determine that fish packed in containers sealed to exclude air and which do not depend solely on heat sterilization, freezing or refrigeration for safety have adequate pH and/or water activity and/or salt content to ensure product safety.

The BFI should take the samples and arrange delivery to an approved laboratory. Judgment regarding compliance and non-compliance should be made by the BFI based on the results. Acceptable limits for various parameters have been provided in Annex 7, 8, 9 10 and 11 and the Border Fisheries Inspector must therefore understand the technical regulations - standards which are the basis to accept or reject a consignment.

3.6 Non-compliance

Non-compliance occurs when checks reveal defects, illegalities or health risks associated with the products, and (or) when documentation fails to meet the requirements. Ideally, all non-compliance of fisheries laws and standards should be met with some form of enforcement action or consequences.

The precautionary principle is applied when BFI has reasonable grounds for concern that an unacceptable level of risk to health exists but the supporting information and data may not be sufficiently complete to enable a comprehensive risk assessment to be made. When faced with these circumstances a BFI, may act to protect consumer health based on the precautionary principle, while seeking more complete scientific and other data via sampling for example. Such measures have to comply with the normal principles of non-discrimination and proportionality and should be considered as provisional until such time that more comprehensive information concerning the risk can be gathered and analyzed. Examples include the quarantine of live fish from areas of disease and parasite outbreaks; rejection of entry of fishery products originating from countries with recent nuclear leakages; and rejection of a consignment which does not have the requisite

documentation.

If a producer or trader has a record of non-compliance or the product is from an area associated with a food safety or IUU concern then the BFI may wish to inspect all such consignments.

3.7 Determining the Severity of non-compliance

To determine the severity of any defects or hazards when conducting physical checks it is good practice to categorize observations according to critical, serious, major or minor. Table 4 provides guidance on how to categorize defects. As is shown, issues which are classed as major, serious and critical are associated with non-compliance and warrant further action.

Table 4: Determining the severity of non-compliance

Category level	Description	Action To Be Taken
Critical (C) poses a threat to the health and safety of consumers	Any condition or practice that can lead to fish becoming unsafe or unwholesome for instance presence of flies on products; offensive odours, evidence of chemicals, temperature abuse, use of un permitted additives or use of excessive levels of permitted additives, evidence of moulds on cured fish; lack of ice, workers with communicable diseases & open wounds, exposing fish to animals such as poultry and animal products. Evidence of communicable disease risk. Evidence of swelling in and out as an indicator of a critical finding in tinned fish. Presence of fish disease signs on live fish for aquaculture products. Presence of moulds on feeds and presence of moulds on the packaging materials. For IUU and conservation purposes immature fish are treated as critical.	Critical Non-conformances generally warrant immediate action and these may include: sampling to determine food safety risk of product, product withdrawals and recalls, quarantine of products, arrest of the offender etc., product seizure and destruction, Immediate suspension, withdrawal/ cancel certificate. Disinfect transport means before allowing entry. Destruction of consignment.

<p>Serious (S) High risk implication to food safety.</p>	<p>Any condition or practice that precludes proper implementation of hygiene practices leading to products contaminated or spoiled but no safety implications (e.g. dirty uniform, use of sharp equipment; dirty fish containers, use of inappropriate packaging materials, rusty surfaces and equipment; use of dirty/recycled ice); Under declaration of weight; Lack of labels on packages or poor labelling. Lack of Local health inspection certificate, Movement permit, Truck license and certificate of approval. Any condition or practice that precludes general hygiene practices leading to production of contaminated or spoiled product (inadequate icing, delays in loading & unloading, mixed batches; rusty surfaces but not in contact with fish;)</p>	<p>Such measures may apply: Issuance of warning where applicable immediate corrective action such as seizure of consignment; arrest of the offender etc. Temporary suspension of traders' activities. Inspection and Official samples taken. Surcharge. Where evidence of numerous serious non-conformances are seen then the action for critical non-conformance may apply.</p>
<p>Major (M) Medium risk implication to food safety.</p>	<p>Any condition or practice not conforming to the sanitary requirements but which are not major, serious or critical e.g. Spelling errors on documents.</p>	<p>Any action indicated in "serious" may be undertaken.</p>
<p>Minor (m)</p>	<p>Any condition or practice not conforming to the sanitary requirements but which are not major, serious or critical e.g. Spelling errors on documents.</p>	<p>Immediately corrective actions</p>

Actions to be taken in case of a Non-Compliance

In general, faced with non-compliance, actions to take include:

- i. Issue a written warning when the non-compliance is likely to result in significant hazard or serious harm. The significant or serious harm would include health or safety risks, or fraud. The written warning must contain the following information:
 - a. the section(s) of the fish regulation and other relevant national regulations violated;
 - b. summary of the facts and a description of the violation;
 - c. the time limit within which the trader must comply with the warning;
 - d. Statement that if the warning is not heeded or there are repeated violations, alternate enforcement action will be taken.
- ii. Seize any fish or fish product that is unfit for human consumption, diseased or otherwise contaminated; or any fish, fish product, vessel, vehicle, equipment or gear used in the commission of the offence or anything that can serve as evidence in proving the committing of the offence;
- iii. Cause arrest of any offender who contravenes the requirement for safety and quality of fish or fishery product, or any other contravention of the legislation and lease with the relevant authorities for prosecution;

- iv. Destroy or otherwise render harmless any fish or fishery product which he or she has reasonable grounds to believe is unfit for human consumption, diseased or otherwise contaminated; or, in certain circumstances, due to its perishable nature, any fish or fish product that was seized;
- v. Take samples of any fish or fishery product for purposes of verification of the products. (Suspicion, food safety alert notifications, product recalls, disease outbreaks e.g. cholera; hepatitis; radioactive contamination, chemical contamination due to mining activities, industrial waste pollution etc.);
- vi. Take appropriate samples of non-fishery items such as water, microbial swabs, ingredients to verify compliance with regulations;
- vii. Reject entry/import or exit/export of fish and fish products which they have reasonable grounds to believe is unfit for human consumption, is not accompanied by a health sanitary certificate diseased or otherwise contaminated;
- viii. Cancel a sanitary health certificate upon rejection of a consignment;
- ix. Reject entry/ export of non-conforming fish feeds and seed;
- x. Alert responsible authorities and other border points;
- xi. Increase frequency of inspections of such fishery products or consignments from such country of origin; and
- xii. When the product may have reached the consumer, the operator must inform the consumers of the reason for its withdrawal, and if necessary, recall from consumers products already supplied to them when other measures are not sufficient to achieve a high level of health protection. NB: The CA should have proper procedures for product recall and withdrawal following notification by the BFI.

Any action taken should be documented using a Border Action Form, as given in Annex 12.

4.0 RULES OF ENGAGEMENT FOR SURVEILLANCE ACTIVITIES

This section outlines procedures to be followed by BFIs together with other relevant agencies for the purpose of surveillance against IUU in fishing and fish trade.

4.1 Procedure for Inspection and Search

- i. Organize a small boarding party to approach and mount an inspection on the suspected vehicle or vessel, establishment, consignment etc;
- ii. Communicate intentions to inspect the said item;
- iii. Boarding party team leader introduces inspection team by showing authority card;
- iv. Ask for relevant information and documentation related to suspected infringement for verification;
- v. Request the suspect to open baggage, package, vehicle hold, vessel hold, tent, premises or Consignment belonging to or occupied by such person or to anyone in his employment;
- vi. Conduct systematic search for suspected infringement based on the fisheries laws and regulations;
- vii. Take sample measurements randomly to verify and cross check for non-compliance;
- viii. Seizure forms applicable to the relevant laws to be issued to suspects in case of seizure of commodities or fish and fishery products;
- ix. The exhibits and suspects should be handed over to the nearest police and statements made to that effect;
- x. The BFI should be ready to testify in court as a technical officer; and
- xi. For each inspection whether compliant or not ensure you fill Border Action form and submit to CA for database compilation (Annex 12).

4.2 Procedures of Halting Vehicles

- i. The BFI shall inform the Police for support to erect a roadblock after communicating the nature and gravity of suspected infringement;
- ii. In case of hot pursuit, the BFI shall seek the assistance of the nearest Police outpost or highway patrol and inform the relevant authorities;
- iii. the vehicles are halted and the driver/relevant party informed of suspected liability under the Act and request for boarding the vehicle for search and inspection; and
- iv. Vehicles found to have infringements are requested under escort to park at the nearest police station where court proceedings begin.

4.3 Procedure for Measurement and Inspection of Fish and Fishery products (Fresh/Dried/Cured Fish or Fish Product)

- i. The BFI must utilize the Harmonised EAC Fish Inspectors Guide and Manual to assist in the process of inspection;
- ii. Locate a clean platform for offloading fish before sample measurement or 100%

- measurement as deemed by the BFI;
- iii. Make sure there is enough ice if fresh fish to maintain the cold chain between seizure and measurement period with the ice to be provided by the suspected party;
 - iv. Use tape measures or measuring board and measure fish length from nostril to tail end for as many a sample as deemed representative (about 10% or 100%);
 - v. For capture fisheries, recommended fish sizes should be as per the national regulations; and
 - vi. Measurement must be concluded within a reasonable time after offloading of the fish.

4.4 Procedures of inspection of fishing gear imports

- i. The BFIs shall be required to record the type, quantity and purpose of the gears on every consignment of fishing gears entering the country and a copy submitted to CA and triplicate retained at the border;
- ii. For capture fisheries, fishing gear mesh sizes and hook sizes should be as per the National Regulation;
- iii. The BFIs shall not clear consignments if annual license, import permit or authorization from Head CA is lacking;
- iv. In case of non-compliance to fisheries regulations, the BFIs will immediately alert the Head CA to provide guidance on how to proceed; and
- v. The BFIs shall be required to submit the hard copies of the inspection forms and monthly report to the CA for data entry storage and analysis.

4.5 Procedures to cause Arrest of Suspects/exhibits

- i. Preparation for a planned MCS with relevant interagency;
- ii. Introduce oneself to the suspect by showing the Authority Card of respective Partner State;
- iii. Ask for relevant information and documentation related to the activity leading to suspected infringement for verification. Any relevant information and documentation collected as exhibit should be handled in accordance with the guidelines provided in Refer to **Annex 13**;
- iv. Validate the information and documentation availed (if any) against the commodities, or person ;
- v. if he/she refuses to give such information or fails to give such information to the satisfaction of the authorized officer; or if the BFI has reasonable grounds for believing that unless arrested the offender may escape or cause an unreasonable amount of delay, trouble or expense in being made answerable to justice he may cause arrest by linking with other law enforcement agencies;
- vi. the BFI hands over arrested suspect along with exhibits to the nearest police station or police post and makes a statement on suspected infringement by specifying the charges (Annex 14 for guide on making a statement);
- vii. the BFI notes down the reference number of the case being lodged; and
- viii. the receiving police officer acknowledges the receipt of suspect and exhibits by signing the seizure form (Annex 15 and 16).

In case of suspects being at large, the BFI should apply to court for a court order to dispose of impounded items.

4.6 Application of Court Orders

- i. BFI shall seek guidance from the Head CA in applying for a Court Order;
- ii. BFI shall propose how the impounded commodity is to be disposed off; and
- iii. Preferring charges shall also be guided by Head CA in applying for a Court Order.

4.7 Procedure of Disposal of Fish and Fishery products/impounded goods

- i. Fill disposal forms (Annex 17 and 18) with particulars of the items and submit it to the Magistrate to obtain a Court Order;
- ii. The Magistrate gives authority and specifies the manner for destroying the items by signing the inventory form, which is in effect the Court Order;
- iii. BFI disposes off items as by Court Order in the presence of the following witnesses: relevant authorities and local leadership for example: Magistrate or his representative, the Police Officer, District/County Fisheries Officer, area Councillors, press, or the public;
- iv. Keep record of the activity and submit report to the Head of Competent Authority;
- v. Immature Fish and fishery products can be disposed upon acquisition of a court order by burning if not fit for human consumption or distributing to the public but ensure you retain distribution forms duly stamped by the receiving institutions; and
- vi. For illegal fishing gears on transit to non-EAC Partner states, the BFI should collaborate with the customs officers to institute a seal on the consignment and follow-up up to ensure the consignment crosses the border.

4.8 Procedures of Selling Fish and Fishery products/impounded goods

- i. Seek Court Order for the disposal of the seized fish;
- ii. For perishables, disposal should be according to the national legislation;
- iii. Using the established standards, the BFI separates the immature fish from mature fish;
- iv. The BFI ensures that special forms are duly filled and signed and stamped by the recipients;
- v. The mature fish may be sold by public auction and record proceedings of sale in official receipt and give original copy of the receipt to the offender and a copy to the purchasers;
- vi. The proceeds are receipted as government revenue and it is the receipt and funds accrued that is produced in court; and
- vii. Keep records of the sales and submit report to Head CA.

If Court issues an order to sell immature fish, notify immediately the CA to file an appeal.

4.9 Quarantine consignments / Release under seal

4.9.1 Release under seal

A consignment may be released under seal pending laboratory results to guide on the way forward. Release under seal should be done in writing.

4.9.2 Quarantine of fish feeds, fish, fishery products and capture fisheries gears

A seized consignment may be quarantined by a BFI awaiting outcome of further investigation or pending disposal. To implement this, quarantine facility should be available at the BIP for use and in case of lack of such facilities, the BFI may use available private facility or a facility owned by other government agencies provided a seal is attached to secure the quarantined products at the cost of the importer.

Seized consignments should be tagged and the tag should include:

- i. Seizure period which depends on the country law;
- ii. The word “held”;
- iii. An identification number;
- iv. A brief description of the seized consignment detained;
- v. The date; and
- vi. The signature of the inspector.

Where consignments are from areas of high risk, such as where there has been a cholera outbreak, such consignment(s) should be subjected to inspection under a Quarantine Law of that Partner State.

Refer to Annex 15 and 16 for example of a Seizure form for fish and fishery products consignment.

4.9.3 Quarantine for live fish

The Government Institution responsible for aquaculture should inspect and quarantine fish being imported into their countries in accordance with the legislation governing movement of live animals and necessary Health Certificate confirmed by both sides.

The Government Institution should provide the related laws, management regulations (Alert notifications or communication on disease outbreaks and or feed/food contaminants) and standards about inspection and quarantine procedures, test items, laboratory test methods and the criteria of qualification. Any substantial amendments of the above mentioned laws, management regulations and standards should be notified to relevant authorities at least one month in advance.

4.10 Location of quarantine facility

There should be a Quarantine Facility at the border post to quarantine and examine fish.

4.10.1 Period of quarantine

- i. No set period of quarantine should be established;
- ii. The quarantine period will need to take into account the life history of the aquatic animal being imported, introduced or transferred. It will also depend on the results of observation and testing of the imported stock. Once the CA is satisfied that the stock is safe for release, the Quarantine Facility should be thoroughly disinfected;
- iii. If a pathogen or infectious disease is detected at any point while the imported aquatic animals and their progeny are under quarantine, the supervising Quarantine Officer may require treatment and further testing. If the disease is of a serious and/or untreatable nature, destruction of all aquatic animals held in the facility should be ordered and complete disinfection of the building, water and all equipment should be required before holding new stock;
- iv. There should be a provision for quarantine of all live fish arrivals to check for any signs of disease. Any fish presenting any signs of disease shall immediately be isolated and disposed off appropriately. No medication should be used to treat any diseased fish;
- v. Quarantine fish from different sources by holding them in separate units using different equipment; and
- vi. Access to the Quarantine Facility should be restricted.

If the impounded or quarantined consignment has been seized under stated laws or legislation and the person charged is acquitted of the charge, the inspector or other person having the custody of the consignment seized under that law or legislation must:

- i. Recommend to head CA to return them to the person from whom they were seized, or;
- ii. If the fish or fishery products have been disposed of by courts of law, the owner shall follow up the refund with the court.

4.11 Compiling a Case Docket

A BFI is required to compile case dockets. A docket may be referred to as an official file or dossier containing a record of evidence of a reported crime and its investigation. It is necessary to complete all the sections of the dossier as used per Partner State, in order to establish a proper administration system. The divisions of a docket serve as a communication tool between a BFI and their officer in charge of the investigation, disclosure officer and the Department of Justice. The correct procedure must be followed when a crime is registered and a docket compiled. An affidavit containing the elements of a crime must be submitted by a Law Enforcement Official/Investigator/ BFI/Witness before a case docket is considered. Further details on compiling dockets are given in Annex 19. Information on making charges and issues to do with attending court for a prosecution is given in **Annex 20** and **21**.

5.0 REPORTING

BFI should prepare and submit dated, signed and stamped reports to their supervisor and ultimately to the CA timely as per country requirement. The report should include activities during the reporting period covering:

- i. Inspections (Number of inspections, Main findings, non-conformances);
- ii. Disaggregated (Aquaculture/Capture) data on type, quantity, value and origin of fish and fishery products and inputs entering and exiting the border;
 - a. Data on types, quantity, value and origin of fish feeds;
 - b. Data on aquaculture inputs;
 - c. Data on quantity and value of fish and fishery products imported/exported;
 - d. Data on types, quantity and value of fishing gears;
 - e. Number of fish transport vehicles, vessels, boats, motor bikes and bicycles;
 - f. Quantity of fish, fishery products or other inputs seized;
 - g. Data on quantity and value of fish and fishery products rejected;
 - h. Temperature of fish and fishery products at the time of entry and exit;
 - i. Data on Quantity, type and size of immature fish impounded;
 - j. Samples taken for analysis and results;
 - k. Prosecutions made, court cases/actions;
 - l. Types of products, number of vehicles, number of inspections, seizures, samples taken;
 - m. Seizures, samples taken and results;
 - n. Prosecutions made, court cases/actions;
 - o. Update on previous reporting period actions;
 - p. Challenges encountered during the inspection period;
 - q. Conclusions based on regulatory framework and recommendations; and
 - r. Date of inspections and reporting period.

All inspection reports have to be registered into a secure system of documentation control. Records should be held in paper files or computerized formats for 3-5 years, however computerized databases provide a powerful tool for keeping a record of all official interventions and are particularly useful in ensuring that there is a proper follow-up of corrective actions requests resulting from inspections and non-compliances.

Reporting relies on access to data and information. At each Border Post, the BFI is required to keep and maintain the following key records and data:

- i. Declaration of compliance and request for sanitary certification of fishing products for export and imports;
- ii. Certificate of origin;
- iii. Health certificate for export;
- iv. Notification of fish products detention;
- v. Notification of fish product seizure;

- vi. Form to register official sampling for analysis;
- vii. Report of sensory evaluation;
- viii. Records of seal numbers attached to consignments,
- ix. Asset inventory ledger;
- x. Quantity of respective consignment;
- xi. Fish Inspection forms (temperature, quantity, source, vehicle /truck registration);
- xii. List of fish traders (importers and exporters; and
- xiii. Court case files (see Annex 21 for format on Prosecution follow-up form).

BFI should also ensure that there is a consistent document control system; to have systematic and controlled way of document issuance, distribution and revision where applicable. Documents and records should be kept safely and easily accessed.

The reports are kept by the CA and any information of food safety concern is shared among Partner states. Contact details of Competent Authorities and Collaborating agencies in Partner States are provided for in Annex 22.

The CA should establish a network of communication, and also nominate a focal person obliged to communicate the existence of a serious direct or indirect risk to human health deriving from food or feed. BFI should report such risks for the focal person to analyse the extent and magnitude of the risk. Likewise, BFI should receive and obtain information from the focal person on required action. Alert notifications are sent when the food or feed presenting the risk is on the market and when immediate action is required. Information notifications concern a food or feed for which a risk has been identified, but for which the other members of the network do not have to take immediate action, because the product has not reached their market.

6.0 OTHER INFORMATION

Information on major border posts handling fish, fishery and aquaculture inputs and products is provided for in Annex 23 and 24. Other source of information regarding implementation of this manual can be obtained from references are provided for in Annex 25.

ANNEX 1: LIST OF FACILITIES, TOOLS AND EQUIPMENT FOR BORDER POSTS

Facilities:

- i. Office furniture including filing cabinet;
- ii. Electricity and water supplies;-
- iii. Office space for the inspector;
- iv. Transport and communication facilities;
- v. Storage area for equipment and samples;
- vi. Inspection and Quarantine facilities'
- vii. Toilet with hand washing facility and;
- viii. Security; and
- ix. One stop Border Post concept for Joint inspection.

Tools and Equipment

Item	Purpose
Safety bump hat	Personal safety avoiding cross contamination
Shoe covers disposable	Avoiding cross contamination
Protective coat	Avoiding cross contamination
Raincoat Heavy Duty	Inspection in bad weather
Boots Heavy Duty	Wet environment inspection
Folding Knife or multi tool: knife plier scan opener fish hook remover	Cut samples; scrape surfaces, open cans
Ruler plastic	Measure Deviations e.g. size to determine immature fish
Magnifying glass(Illuminated) Refrigeration facility (Fridge and a Freezer)	Inspect more thoroughly To maintain temperatures of samples at desired level
Stamping devices	Official certification
Calibrated Infra-red Thermometer	Measure temperature without contact
Calibrated Digital stick Thermometer Temperatures: -30°C to +150°C	Measure temperature more accurately
pH paper test strips	Measure pH
Calibrated pH meter	Inspecting fish products in acidic environment+ canneries
End cutting nippers for cans (Stainless steel or nickel plated total length 15-20cm)	During integrity testing of cans

Calibrated Seam measuring device / micrometer	Metal can integrity testing which measures Graduations 0,01 mm. Range: 0-9,5m- Thickness +width
Flashlight	Inspect dark corners and during night
Tape measure	Measuring length of fish to verify size Will also assist in measurement of the gear sizes
Recording Devices	Cameras, PC or laptop and accessories, scanner; photocopier, Printers Modems, Fax
Plastic bags Poly ethylene with specifications of:- 25,4 x 38cm with closing strip 25,4 x 50,8 with closing strip 38 x 50,8 with closing strip	For sampling (fish and /or fishery products)
Disinfectant tissues in 70% alcohol – specification of 12 x 200	To clean sampling tools
Cool box separate ice /elements Compartment with water drain hole Sizes: 41x 8 x 24cm to 87x41x43cm contents: 45-90 litres	Keep samples cool
Calibrated Weighing scales	Weights verification
Rapid test kits	For quality and safety verification
Computers and internet connectivity – for communication	Data/Record storage, processing and reporting /communication
Seals for the border – in transit	Maintenance of integrity
Chart of fish spp	Fish cargo identification and recognition
Multi Prong aquaculture meters	Water quality testing for live fish

ANNEX 2: MONITORING, CONTROL AND SURVEILLANCE

Introduction

Illegal fishing has been recognized as one of the greatest threats to marine and inland ecosystems and the communities which depend on them. Illegal fish is traded, often across borders. Fisheries Monitoring, Control and Surveillance (MCS) is a specialized component of the fisheries management process. The purpose of which is to increase compliance with fisheries rules and regulations. The absence of MCS operations renders fisheries management incomplete and ineffective.

Various international instruments have been adopted during the past decade. Many of these instruments, such as the International Plan of Action (IPOA) to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated (IUU) fishing, identify tools States can employ to combat illegal fishing and fish trade.

Effective MCS involves a two-pronged, parallel approach, relying on both prevention and deterrence. The preventive approach encourages “voluntary compliance” through understanding and support for the management strategies, standards and legislation.

Increased compliance can be obtained through changing practices of fishers and traders. Preventive approaches do not require the use of force or the presence of security forces and, are targeted at raising awareness of fisheries rules and regulations, sensitizing people to change behaviours, providing information to the community, operationalizing processes to give fishers and traders a voice in the formulation of regulations. Approaches include educational meetings/discussions, and the use of awareness raising materials (posters, radio talk shows, paintings, print media)

Deterrent/enforcement MCS is necessary to ensure compliance by fishers who break the rules. Deterrence and enforcement include inspection, investigation, prevention and court proceedings to enforce the law.

MCS Tools

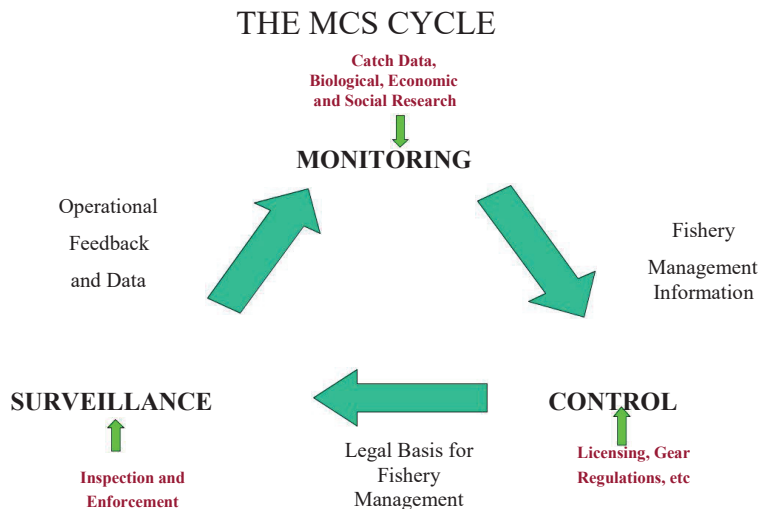
Key tools for MCS can include:

- i. an appropriate participatory management plan developed with stakeholder input;
- ii. Enforceable legislation and control mechanisms (licenses, permits, mesh sizes etc.);
- iii. data collection systems - dockside monitoring, observers, sea and port inspections, Border Post Inspections etc.;
- iv. supporting communications systems;
- v. patrol vessels and vehicles capable of extended operating to remain at sea with the fishing fleets;
- vi. aircraft available for rapid deployment to efficiently search large areas;
- vii. Use, where appropriate, of new technology-Vessel Monitoring Systems (VMS),

- satellite, video, infra-red tracking, etc.);
- viii. linked, land-based monitoring;
- ix. support of the industry and fishers; and
- x. bilateral, sub-regional and regional cooperation with other MCS components

The expense of MCS activities is often a primary concern of any government designing and implementing an MCS system. A civilian approach to deterrent fisheries enforcement has proven in many cases to be the most cost-effective and responsive to fisheries priorities. Use of civilian assets also minimizes the political sensitivity of international fisheries incidents by avoiding the use of military equipment and personnel.

For many governments, however, the military can play a significant supporting role in a strong MCS system. The key for such governments is to establish an inter-agency mechanism that enables fisheries administrators to call upon their military counterparts as and when needed. The Figure below summarizes the key elements and processes of MCS.



MCS Spatial Components

There are three main spatial components to MCS: land, sea and air. The proper configuration varies by situation and will depend on such factors as cost, commitment, and organizational structure (national, sub-regional or regional). The land component of an MCS system serves as the base of operations, the coordinating center for all MCS activities, and entails port inspections, dockside monitoring, and the monitoring of transshipments and trade in fish products. MCS at sea includes activities undertaken in marine areas under the jurisdiction of a State and may also cover high seas areas. Technology can include radar, sonar and vessel platforms. Physical presence through at-sea patrols is a fundamental MCS component as it is necessary for arresting violators and securing evidence.

The air component covers the air and space equipment (aircraft, satellites, etc.) and

the flexibility, speed and deterrence of these tools make them very popular. Recent developments in MCS have seen the growing influence of VMS. The introduction of very reliable satellite communications systems and the complementary development of Global Positioning Systems (GPS) has enabled fishing vessels to automatically report their positions to management authorities at predetermined intervals or when requested. The initial introduction of these technologies has been directed at the enforcement role of MCS but, increasingly, scientists and managers are realizing the potential of better communications for their objectives. This increased role in almost real time information from fishing vessels of supplementary data such as catch reporting, fishing activities, analysis of catch etc. has been termed Integrated Fisheries Monitoring (IFM).

Growing concern over global security and awareness of activity in the marine environment has also influenced MCS programmes as has the increase in organized crime into fisheries.

Monitoring

Monitoring includes the collection, measurement and analysis of fishing activity including, but not limited to: catch, species composition, fishing effort, by-catch, discards, area of operations, etc. This information is primary data that fisheries managers use to arrive at management decisions. Monitoring provides the baseline information for MCS and is the information source used to develop the control regime. Therefore BFI should collect data on all fish consignments that enter and leave border posts of their jurisdiction.

What to monitor	Why monitor	When to monitor	How to monitor
Fish products Fish size/slot size Fish Quantity Fish quality Fish species Product forms (slated, smoked, fresh, frozen Origin of fish Fish species	Provide baseline data on: Immature fish Restricted species Restricted water sources/closed or endangered species	Enactment of new regulations Increase in number of fish traders Creation of new market Seasonal variations- Peak and low Increase in market demand Closure of processing factories Lack of raw materials Particular size of fish dominates market Outbreaks of food safety hazards	Measurement of fish size Measurement of net mesh Taking weights of fish Physical count of number of consignments Checking documents Court/police cases Use Closed Circuit Television (CCTV), cameras, photographs, scanners, observations, Global Information System (GIS)/ Global Positioning System (GPS), satellites, VMS
Documents Sanitary certificates License Permits	Compliance to Requirements	Every consignment	Physical checks of documents
Gears mesh Size Prohibited gears (Monofilaments, cast nets, seine nets) Number of panels (length) gill nets Type of gear Fishing methods (Dynamite) Quantity of gears Number of vessels and Vehicles	Establish origin of Prohibited gears Establish quantity Number of Gears to reduce overcapacity	Every consignment of gears at point of entry Increase of immature fish	Physical check of the gears Check accompanying documents Check point of destination

Key Stakeholders in Monitoring	
Stakeholder	Key Role
Bureau of statistics	National data processing and information
Research	To provide information e.g. number of gears, types of gears; and size of fish, quantity of fish t e.g. - Catch assessment surveys (CAS) – fish Quantity, size, species etc.
Revenue – Customs Authorities	Data on quantity and value
Fish traders Associations	Number of traders
Police	Gathering of information on illegal traders
Immigration	Travel clearance

Management measures based on monitoring indicators at Border Posts:

- i. Train and increase number of inspectors to collect data;
- ii. Purchase more data collection tools and equipment;
- iii. Liaise with national statistics and Research authorities to analysis data for planning and decision making;
- iv. Develop standards for effective monitoring of fish products and gears; and
- v. Harmonize data collection methods.

What is Control?

Involves the specification of the terms and conditions under which resources can be harvested. These specifications are normally contained in national fisheries legislation and other arrangements that might be nationally, sub-regionally, or regionally agreed. The legislation provides the basis for which fisheries management arrangements, via MCS, are implemented. Therefore, FBIs should know agreed measures – IPOA, status on IUU activities, Mesh sizes of gears for certain fish species, slot /sizes of fish, prohibited fish spp, restricted water sources.

What to control	Why control	When to control	How to control
Fish products Fish size Fish quantity Fish quality Fish species Product forms(slated, smoked, fresh, frozen Origin of fish	To ensure compliance to regulations, standards, Guidelines, Agreements, Conventions, protocols Reduce IUUs	decline in fish stocks- sustainability New instruments enacted (Permits; license, closed season etc Ratification of agreements and protocols	Enactment of laws (regulations; by laws administrative guidelines, ordinances) Domestication of international and regional agreements Dissemination to all stakeholders Sensitization of stakeholders
Documents Sanitary certificates License Permits Gears	Compliance to requirements	Every consignment	Physical checks of documents
mesh Size Prohibited gears (Monofilaments, cast nets, seine nets) Number of panels (length) gill nets Type of gear Fishing methods (Dynamite) Quantity of gears Unregistered boats on the Lake	Restrict entry of Prohibited gears Restricted mesh sizes No. of gears to reduce overcapacity	Every consignment of gears at point of entry Increase of immature fish	Physical check of the gears Check accompanying documents Check point of destination

Key stakeholders in Control

Stakeholder	Key Role
Bureau of statistics	data processing and information
Bureau of standards	Issuance of standards
Research	To provide information on fishing effort , Capacity and catch e.g. CAS- Catch assessment surveys – fish qty, size, sppsect
Revenue – Customs authorities	Data on quantity and value
Fish traders Associations	Number of traders , supply of information on illegal traders and sense of ownership of the industry
Police	Enforcement of law
Immigration	Travel clearance
Judiciary	Legal drafting
Courts	Legal proceedings
Local Leadership	Mobilization and sense of ownership

RFMOs- IOC/RFBs- LVFO, LTA,	Ratification of agreements –e.g. IPOA- IUU capacity , immature fish ; Harmonization policies and laws.
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Management measures based on control indicators at Border Posts

- i. Enactment of bylaws and ordinances;
- ii. Issuance of guidelines e.g. Regional Fish Trade Guidelines, administrative instruments e.g. Negative list of exports;
- iii. Policy reviews;
- iv. Development and or harmonization of standards;
- v. Blacklist of perpetual offenders; and
- vi. Set up rapid testing facilities

What is Surveillance?

Involves the supervision of fishing activity to ensure that national legislation and terms, conditions of access and management measures are observed. This activity is critical to ensure that resources are not over exploited, poaching is minimized and management arrangements are implemented.

The surveillance activity feeds back information into the monitoring system which may then be used to change control component etc. – the system is cyclical.

Note: at border input controls (e.g. fishing gears, mesh size) and output controls (e.g.(size/slot of certain fish products) are enforced.

What to undergo surveillance	Why Surveillance	When to conduct surveillance	How to conduct surveillance
Fish products Fish size Fish quantity Fish quality Fish species Product forms (slated, smoked, fresh, frozen) Origin of fish Gear mesh size	To ensure compliance to regulations, standards, guidelines, Agreements, Conventions, Protocols	Decline in fish stocks, sustainability Overcapacity Over exploitation Ratification Agreements Increase in illegalities	Enforcement of law (Patrol, inspections) Seizure of consignments Arrests and prosecutions Sensitization of stakeholders Trans-boundary meetings Sharing information
Documents: Sanitary certificates, License, Permits	Compliance to requirements	Every consignment	Physical checks of documents

Prohibited gears (Monofilaments, cast nets, seine nets)	Restrict entry of prohibited gears	Every consignment of gears at point of entry	Physical checks of gears
Number of panels of gillnets	Restricts mesh sizes	Increase of immature fish	Check accompanying documents
Type of gear	Number of gears to reduce overcapacity		Check point of origin
Fishing methods (Dynamite)			
Quantity of gears			
Unregisters boats on the lake			
Key stakeholders conducting surveillance			
Stakeholder		Key role	
Revenue	–	Source of data on quantity and value	
Customs Authorities			
Fish traders Associations			
Law enforcement authorities e.g. Police, Maritime, Local Govt, Internal security		Number of traders and legality Enforcement of law	
Immigration		Travel clearance – Foreigners	
Courts of Judicature		Legal proceedings	
Local Leadership		Mass mobilization and source of information.	

Management measures based on surveillance

- i. Increase number of inspectors to conduct enforcement;
- ii. Purchase more inspection tools and equipment;
- iii. Boost mode of transportation;
- iv. Undertake joint patrols with other enforcement agencies;
- v. Suspend activities of border where illegalities are enormous;
- vi. Sensitize courts of law and Seek for deterrent punishments;
- vii. Motivate borders Fish inspectors for increased work load; and
- viii. Initiate bilateral or multilateral discussions through diplomatic Missions or RFMOs/ RFBs.

ANNEX 3: HEALTH CERTIFICATE FOR EXPORTS OFFISHERY PRODUCTS INTENDED FOR HUMAN CONSUMPTION

COUNTRY:

Serial No.

Page 1 of 1

Details of consignor ; Consignee & Processing plant	1.0 Competent Authority :					1.1 Local authority:		competent
	2.0 Certificate Reference Number:							
	3.1 Name of consignor :				3.2 Address:	3.3Postal code :	3.4Tel No:	
	4.1 Name of Consignee:				4.2Address:	4.3Postal code :	4.4Tel No:	
	5.0 Country of origin		5.1 ISO Code		5.2 Place /city /town.	5.3Place of dispatch	5.4 Date of dispatch	
	6.0 Country of destination				6.2 ISO Code	6.3 Point of Border point	entry/	
	7.0 Name of processing plant				7.1 Establishment approval number	7.2 Address:	7.3 Tel:	

Product description, identification and intended purpose	8.0 Description of commodity			8.1 Commodity codes			8.2 HS/SH codes			8.3 GN-CODES			
	8.0 Description of commodity	8.1 Commodity Codes	8.2 HS/SH codes	8.3 GN-CODES	8.0 Description of commodity	8.1 Commodity Codes	8.2 HS/SH codes	8.3 GN-CODES	8.0 Description of commodity	8.1 Commodity Codes	8.2 HS/SH codes	8.3 GN-CODES	
Product description, identification and intended purpose	9.0 Identification of commodities												
	9.1 Species	9.2 Nature of commodity	9.3 Treatment type	9.4 Type of packaging	9.5 Number of packages	9.6 Gross weight	9.7 Net Weight	9.8 Batch code					
	Commodities certified for	Human consumption	Animal feeds				Others						
	Mode of transport												
	Transport means			Identification									
	Air												
	Road												

	Railway													
	Sea													
	11.0 Identification of container and seal numbers													
	Container number:						Seal number:							
Product	12.0 Product temperature													
temperatures	Product forms						Requisite product temperatures							
	Chilled						0±20c							
	Frozen						≥- 180c							
	Hot smoked						250c (Room Temperature)							
	Sundried						250c (Room Temperature)							
Public health	Public health attestation													
Attestation	I, the undersigned, declare that I am aware of the relevant provision of Regulation..... (Fishery, Food safety and Quality); and certify that the fishery products described above were produced in accordance with these requirements and in particular that they:													
	Come from (an) establishment(s) implementing a programme base on the HACCP principles in accordance with Regulation..... (article, rule, schedule, annex).....													
	Come from a landing site which is gazette / approved and meets the requirements of GHP in accordance with Regulation..... (article, rule, schedule,													

	annex).....								
	Have been caught and handled on board vessels, landed, handled and where appropriate prepared, processed, frozen and thawed hygienically in compliance with the requirements laid down in section.								
	Satisfy the health standards laid down in regulation.....								(article, rule, schedule,
	annex)..... and the criteria laid down in regulation.....								(article, rule, schedule,
	annex)..... on microbial criteria of food stuffs,								
	Have been labeled and marked in accordance with Regulation.....								
	(article, rule, schedule, annex).....								
	The guarantees covering live animals and products thereof, if from aquaculture origin, provided by the residue monitoring plans and national control plans as foreseen in regulation.....								
	Have satisfactorily undergone the official controls laid down in Regulation								

Official

Certification

Name of certifying officer (in Capitals).....
Qualifications.....
Title:.....
Date:.....
Place of issuance of certifi.....
Signature:.....
Stamp:
Amount paid (local currency)Amount
in words.....

ANNEX 4: IMPORT /EXPORT PERMIT

TO: BFI

CC; The Collector of Customs
 Customs and Excise Department

.....

(Port/Airport of Export)

1. This is to confirm that

(name).....

.....

of (address)

has been authorized to Import/Export * Fish/Fish Products/Live Fish* mentioned herein below to (Country of Origin/ destination):.....

A. FISH AND FISH PRODUCT		
	Quantity	Value

B. LIVE FISH			
Species	Common name	Number	Value

Name and address of

Consignee.....

.....

.....

Director

Delete inapplicable word.

NOTE: See conditions overleaf.

VALIDITY

The validity of this permit expires on the date specified overleaf or immediately on shipment of the consignment whichever of the two occurs earlier.

THE FISHERIES (GENERAL) REGULATIONS

ANNEX 5: CERTIFICATE OF ORIGIN

EXAMPLE

EAST AFRICAN COMMUNITY CERTIFICATE OF ORIGIN HATI YA UASILI WA BIDHAA YA JUMUIYA YA AFRIKA MASHA					
1. Exporter (Name & Office address) <i>Msafirishaji (Jina na Anwani ya ofisi)</i>		Serial No. 113463 <i>Mfulizo Na</i>		Ref. No. <i>Kumb Na.</i>	
2. Consignee (Name & Office address) <i>Mpelekewa (Jina na Anwani ya ofisi)</i>		 <p style="text-align: center;">ORIGINAL</p> <p style="text-align: center;">EAST AFRICAN COMMUNITY</p>			
3. Particulars of Transport <i>Maelezo Kuhusu Usafiri utakaotunika</i>					4. For official use <i>Kwa matumizi ya kifisi tu</i>
5. Marks and Numbers; number and kind of package, description of goods; <i>Alama na Namba; namba na aina ya kifurushi, maelezo ya bidhaa</i>		6. Customs Tariff No. <i>Na. Ya ushuru wa Forodha</i>	7. Origin criterion (See notes overleaf) <i>Kigezo cha uasili wa bidhaa</i>	8. Gross weight or other quantity <i>Uzito wa jumla au Idadi nyingine</i>	9. Invoice No. and date <i>Namba ya Ankara Na tarehe</i>
10. DECLARATION BY EXPORTER/ PRODUCER/SUPPLIER <i>Tamko la Msafirishaji/Mzalishaji/Mgavi</i>		11. CERTIFICATION OF ORIGIN <i>Uthibitisho wa Uasili wa Bidhaa</i>			
I, (mimi) the undersigned, hereby declare that the above details and statements are correct; that all goods are produced in (country)		It is hereby certified that the above mentioned goods are of			
Place (Mahali)		Name: (<i>Jina</i>)			
Date (Tarehe)		Signature of Competent Authority (<i>Saini ya Mamlaka Husika</i>)			
Signature of declarant (<i>saini</i>)		STAMP/SEAL (<i>Muhuri/Lakiri</i>)			
(See overleaf for instructions)					

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF ORIGIN

1. The exporter must enter on the form of the Certificate of Origin all information required in box 1 to 10 of the form, except box 4, which is reserved for official use.
2. This form may be prepared by any process provided that the entries are indelible and legible. Neither erasures nor super-impositions are allowed on the form, and any alterations must be made by striking out the erroneous entries and thereafter making or inserting any required additions. Any such alterations must be initialed by the person who completed the form and endorsed by the authority or body designated to issue the certificate.
3. Any unused spaces on the form should be crossed out in such a manner so as to prevent any subsequent addition.
4. In box 7 headed "Origin Criterion", the specific qualifying criterion under Rule 4 paragraph 1 on the EAC Rules of Origin must be entered. For this purpose, the following letters should be used against each item entered in a form, as is appropriate viz:-
 - "P" for goods which are wholly produced;
 - "M" for goods to which material content criterion applied;
 - "V" for goods to which the value added criterion applies;
 - "X" for goods which are classified or become classified under a tariff heading other than the tariff heading under which they were imported.
5. The declaration by the exporter which is to be given in box 10 of the form should contain in the space provided, immediately following words "produced in", the country where the goods have been produced.
6. Before signing the Declaration at Section 11 (section or box) of the form, the exporter should ensure that all the particulars entered by him in the form are correct. He must be prepared to furnish any additional evidence, which may be requested by the certifying authority for purposes of the issuance of the certificate, which is provided in box 11 of the form.
7. While the exporter is free to decide who will sign declarations on his behalf, it is highly desirable that the person so authorized to be an official of the exporting firm. Declarations signed by shipping or forwarding agents and the like are not acceptable.
8. Certificates of origin forms should be compiled in triplicate for presentation to the certifying authority.
9. The stamp/initial of the certifying authority should have security elements which are recognized by EAC.

N.B Any person who knowingly furnishes or causes to be furnished a document which is untrue in any material particularity for the purpose of obtaining a certificate of origin or during the course of any subsequent verification of such certificate, will be guilty of an offence and liable to penalties.

Kiwahili MAELEKEZO KUHUSU KUJAZA HATI YA UASILI

1. Msaifirishaji lazima aingize kwenye formu ya Uasili taarifa inayohitajika katika kisanduku cha 1 hadi 10 cha formu, isipokuwa kisanduku cha 4, ambacho kumawezewa kwa ajili ya matumizi ya ofisi.
2. Formu inaweza kutayarishwa kwa mchakata wowote ili miradi mangizo yaliyokosewa na ndipo kuingiza kuongeza chochote katika formu, na mawazidisho lazima yafanywe kwa kukata mangizo yaliyokosewa na ndipo kuingiza nyongeza zinazohitajika. Mawazidisho ya ama hivyo lazima yowe na herufi za kwanza za jina la mtu aliyeyaza formu na kudhinishwa na mamiake au zhambo kikichotuliwa kutoka hali.
3. Nafasi yoyote katika formu ambayo hazitumika kuifwa kwa matani kwa mamia ambayo lazima kuongeza chochote.
4. Katika kisanduku cha 7 chenye kichwa cha habari "Kigezo cha Uasili wa Bidhaa" kigezo maalumu kinachotakiwa dhidi ya Kanuni ya 4 ya aya 1 ya Jumuiya ya Afrika Mashariki ya Uasili lazima kuingiwe. Kwa madhumuni haya, herufi zifuatazo lazima zitumike dhidi ya kila kipengele kikichingwiwa kwenye formu, kwa jina inayofaa yaani:-
 - "P" kwa bidhaa ambazo kigezo cha uhasili timbila wa uzalishaji wa bidhaa kimatumika
 - "M" kwa bidhaa ambazo kigezo cha matumizi ya maighani ya ndani kimatumika
 - "V" kwa bidhaa ambazo kigezo cha ongezeko la thamani kimatumika
 - "X" kwa bidhaa zinazobanishwa kwa kigezo cha habarishi kwa utambulisho wa bidhaa tofauti na utambulisho ulio ilipongia kimatumika
5. Taarifa ya msaifirishaji ambayo mapeewa kutolwa katika kisanduku cha 10 ujumuishwe katika nafasi iliyowekwa, pepo hapo kufuata maneno "liyozalishwa katika" nchi ambako bidhaa zimezalishwa.
6. Kabla ya kuta sahihi taarifa katika au kisanduku cha 11 ya formu, msaifirishaji anapaswa kuhakikisha kuwa maelezo yote aliyongiza kwenye formu ni sahihi. Lazima awe tayari kutaa uhitabitisho zake, ambao unaweza ukatakiwa na mamiake ya uhitabitisho kwa madhumuni ya kutaa hata, katika kisanduku cha 11 cha formu.
7. Wakati msaifirishaji ana uhuru wa kuamua ni nani alie sahihi kwenye taarifa kwa njia yake, mtaa kwamba mtu aliyedhinishwa kufanya hivyo awe Ofisa wa Kampuni ya Msaifirishaji. Taarifa zinazotwa sahihi na mawakili wa moli au wa msaifirishaji au wengine kama hivyo hazikubaki.
8. Formu ya hali Uasili lazima kabla makala tatu kwa ajili ya kuwazidishwa kwenye mamiake yanayohitabitishwa.
9. Muhuri wa mamiake yanayohitabitishwa unapaswa kutoa na alama za kuamua ambazo zinatumuliwa na Jumuiya ya Africa Mashariki.

TANBIHI: Mtu yeyote ambaye kwa kufanamu aneiba au kusababisha hali ambazo ni sahihi kutolwa katika jamba lolote hususan kwa madhumuni ya kupata hali ya Uasili au wakati wa hali, hivyo atatahiti adhabu.

ANNEX 6: LABORATORY SAMPLE SUBMISSION FORM

Establishment/Fish traders Name.....Sampling Date
 Sampling Time.....

Nature of sample:	No.	Batch Id. No.:	Lab. Ref. No.:
Sample size:	1		
Sample type:	2		
Details for the owner of the sample i.e. contacts/address, Email	3		
Sampled by:	4		
Designation:	5		
Signature:	6		
	Sample Temperature (oC) at sampling time:		

Tick (√) the analytical tests requested for							Fish		
No.	Parameter	TVB-N	Swab	Water	Ice	1	2	3	
	TVB-N / TMA								
	Microbiological analysis								
	Total Plate Count (TPC) at 37°C								
	Total Coliforms								
	Escherichia coli								
	Salmonella spp								
	Staphylococcus aureus								
	Aerobic and Facultative Anaerobic Count at 22°C								
	Aerobic and Facultative Anaerobic Count at 37°C								
	Fecal Coliforms (Thermal Tolerant E-coli)								
	Faecal Enterococci (Streptococci)								
	Sulphur Reducing Anaerobes								
	Vibrio cholerae								
	Listeria monocytogens								
	Clostridium perfringens								
	Moulds (Cured products- slated and sundried)								
	Yeasts (Cured products salted and sundried)								
	Chemical analysis								
	Heavy Metals Analysis								
	PCB & Dioxins Analysis								
	PAH (Benzo (a) pyrene								

Physico-Chemical Analysis								
Effluent Water								
Pesticide Residues								
Others (Specify)								
Name of Official Laboratory:					Samples received by.....			
Designation.....					Date and time of receipt.....			
Temperature of Sample on receipt:					Lab Stamp:			
Remarks:.....								
Official.....					Laboratory.....			

ANNEX 7: MICROBIOLOGICAL LEVELS FOR CHILLED AND FROZEN FISH

Microbiological limits for fresh fin fish

SL No	Micro-organisms	Max. limits	Method of test
i)	<i>Salmonella</i> per 25 gram	Absent	ISO 6579
ii)	<i>Escherichia coli</i> per gram	10	ISO 7251
v)	<i>Staphylococcus aureus</i> per gram	100	ISO 6888
vi)	<i>Clostridium perfringens</i> per gram	Absent	ISO 7937
vii)	<i>Vibrio Spp</i> per 25 gram	Absent	ISO/TS 21872
viii)	Total viable count per gram	10 ⁶	ISO 4833

ANNEX 8: MICROBIOLOGICAL LIMITS FOR DRIED AND SALT-DRIED FISH

S/N	Type of microorganism	Maximum limit	Method of test
1	<i>Pseudomonas</i> species per gram	Absent	ISO 13720
2	<i>Salmonella</i> in 25 gram	Absent	ISO 6579
3	<i>Escherichia coli</i> per gram	Absent	ISO 7251
4	Coliforms g (per 100 gram)	Absent	ISO 4832
5	<i>Staphylococcus aureus</i> per 10 gram	2×10^3 g	ISO 6888
6	Total viable count	10^5 /g	ISO 4833
7	<i>Clostridium perfringens</i> per 25gram	Absent	ISO 7937

ANNEX 9: CHEMICAL CONTAMINANTS LIMITS

Type of contaminant		Maximum limit (mg/kg)	Method of Test
(i)	Arsenic	0.1	EAS 41
(ii)	Tin		
	(a) For product packed in tin plate	50.00	EAS 41
	(b) For product packed in other packing containers	250.00	EAS 41
(iii)	Lead	0.3	EAS 41
(iv)	Cadmium	0.3	EAS 41
(v)	Methyl mercury	0.5	EAS 41
(vi)	PAHs	0.02mg/kg	As per international approval
(vii)	Dioxin	0.01mg/kg	
(viii)	PCBs	0.02mg/kg	
(ix)	OCs	0.02mg/kg	
(x)	Ops	0.02mg/kg	
	Additives	As per Codex Alimentarius STAN 192-1995 Revision 2016	

ANNEX 10. PARAMETERS FOR MONITORING IN AQUACULTURE PRODUCTS

GROUP OF SUBSTANCES TO BE MONITORED		COMPOUND or MARKER RESIDUE	MATRIX ANALYSED	LEVEL OF ACTION (i.e. concentration above which a result is deemed non-compliant) [µg/Kg]	
GROUP A: SUBSTANCES HAVING ANBOLIC EFFECTS AND UNAUTHORIZED SUBSTANCES					
A1	STILBENES	Diethylstilbestrol	Muscle	Any confirmed	
A3	STEROIDS (WITH ANDROGENIC, ESTROGENIC OR PROGESTAGENIC ACTIVITY)	Methyl testosterone	Muscle	Any confirmed	
		Norethandrolone	Muscle	Any confirmed	
		Medroxyprogesterone	Muscle	Any confirmed	
A6	Chloramphenicol + Nitrofurans+ Nitroimidazoles	CHLORAMPHENICOL	Chloramphenicol	Muscle	0.3*
		NITROFURANS			
		Nitrofurantoin metabolite	AOZ	Muscle	1*
		Furaltadone metabolite	AMOZ	Muscle	1*
		Furazolidone metabolite	AHD	Muscle	1*
		Nitrofurazone metabolite	SEM	Muscle	1*
		NITROIMIDAZOLES	Metronidazole	Muscle	Presence
GROUP B: VETERINARY DRUGS AND CONTAMINANTS					
B1	ANTIBACTERIAL SUBSTANCES	Oxytetracycline	Muscle	100	
		Norfloxacin	Muscle	Any confirmed	
		Sulphamethoxazole	Muscle	100	
		Trimethoprim	Muscle	50	
		Amoxicillin	Muscle	50	
		Tylosin	Muscle	100	
		Oxolinic acid	Muscle	100	
B2a	ANTHELMINTICS	Albendazole	Muscle	Any confirmed	
		Ivermectin	Muscle	Any confirmed	
B2f	Other pharmacologically active substances				

Sum of B3a + B3c + B3d + B3e				
B3a	ORGANOCHLORINE COMPOUNDS INCLUDING PCBS	Aldrin	Muscle	Various 2-100
		Chlordan-Alpha-Cis	Muscle	Various 2-100
		Chlordan-Gamma- Trans	Muscle	Various 2-100
		DDE, pp'-	Muscle	Various 2-100
		DDT, op-	Muscle	Various 2-100
		DDT, pp'-	Muscle	Various 2-100
		Dieldrin	Muscle	Various 2-100
		Endosulfan-Alpha	Muscle	Various 2-100
		Endosulfan-Beta	Muscle	Various 2-100
		Endosulfansulfat	Muscle	Various 2-100
		HCH-Alpha	Muscle	Various 2-100
		HCH-Beta	Muscle	Various 2-100
		HCH-Gamma	Muscle	Various 2-100
		(lindane)	Muscle	Various 2-100
		Heptachlor	Muscle	Various 2-100
		Heptachlorepoxyd- Cis-Trans	Muscle	Various 2-100
		Oxychlordane	Muscle	Various 2-100
		PCB 101	Muscle	Various 2-100
		PCB 118	Muscle	Various 2-100
		PCB 138	Muscle	Various 2-100
PCB 153	Muscle	Various 2-100		
PCB 180	Muscle	Various 2-100		
PCB 28	Muscle	Various 2-100		
PCB 52	Muscle	Various 2-100		
B3c	CHEMICAL ELEMENTS	Cadmium	Muscle	50
		Lead	Muscle	200
		Mercury	Muscle	500
B3d	MYCOTOXINS	Aflatoxin B1	Muscle	Any confirmed
		Aflatoxin B2	Muscle	Any confirmed
		Aflatoxin G1	Muscle	Any confirmed
		Aflatoxin G2	Muscle	Any confirmed
B3e	DYES e.g. Malachite Green (+ leucomalachite green), crystal violet etc	Malachite Green	Muscle	2*
		Leucomalachite green	Muscle	2*
		Crystal violet	Muscle	Any confirmed

ANNEX 11: REGULATORY LIMITS FOR THE NATURAL TOXINS

S/N	Type of Natural Toxin	Maximum limit	Method of Test
1.	Scombrototoxin (Histamine)	100 – 200mg/kg	As per Partner States Method of Testing
2.	Sodium Metabisulphate	>100mg/kg (raw product)	
		>30mg/kg (cooked product)	
3.	Paralytic Shellfish Poisoning (PSP)	<800mg/kg saxitoxin equivalents	
4.	Ciguatoxin Fish Poisoning (CFP)	0.01 ppb P-CTX-1 equivalents for Pacific ciguatoxin and 0.1 ppb C-CTX-1 equivalent for Caribbean ciguatoxin	
5.	Amnesic Shellfish Poison (ASP)	20mg/kg	
6.	Okadaic acid (DA)	<160mg of okadaic acid equivalent per kg <i>(combined free okadaic acid, dinophysistoxins, acyl-esters of okadaic acid and dinophysistoxins)</i>	

ANNEX 12: BORDER ACTION FORM

Commodity.....
Country of origin of commodit(ies).....
Country of Destination

Action Taken (e.g. destruction, re-packing, re-export etc).....
.....
Date of action.....
Cause of action taken (e.g. chemical, microbiological, labelling, documentation, illegal gears, etc)

.....
If other, specify.....

Method of fish production (captured/cultured) (Where applicable)

.....
Fish species involved (scientific name).....
Fish product form involved (e.g. Fresh, Frozen, Smoked e.t .c).....
Quantity of consignment involved (state in words).....
Value of consignment involved (state in words).....

Name of Inspector (in capital letters).....

Designation

Signature of Official Fish Inspector.....Official Stamp.....

ANNEX 13: GUIDELINES FOR COLLECTION AND HANDLING OF EXHIBITS

What is an exhibit?

An exhibit is evidence in the form of any object that will be able to be placed before Court, which will help prove the commission of a crime, or which will link the arrested person with the commission of that crime.

Remember that every exhibit must be submitted with the statement of the person who seized or collected it.

Handling and collection of exhibits

General note: Incident/crime scene management and collection of forensic samples as evidence is a sophisticated field of work. Most Border Fisheries Inspectors have not received the requisite training to conduct this kind of evidence collection, nor will they have the necessary equipment to do so.

Law Enforcement Officers/Investigators/Border Fisheries Inspectors have two options in this regard: Call in the forensic experts. This may take some time, which is not suitable where evidence is likely to deteriorate or instead of losing the evidence, take such evidence as you can use the principles below, supplemented by common sense!

The collection of evidence can be aided following the principles outlined in procedures. The steps are iterative and should be revisited as new information becomes available. It provides a systematic approach for defining the requirements that a field investigation will attempt to fulfil.

Documents as exhibits

Documents seized as evidence during an investigation, should be carefully handled by the very edge of the piece of paper if such documents are going to be checked for fingerprints. Any document seized as evidence should not be defaced in any way. This includes any form of writing on the document or punching the document for filing. The document can be placed in a plastic sleeve with a sticky tag placed on the outside of the sleeve to record the necessary information. The plastic of the sleeve above the top edge of the paper can be stapled closed. The seizure of any documents should be entered into the Law Enforcement Officer/Investigator/Border Fisheries Inspector's pocketbook. Remember the chain of custody in the handling of documents.

Documents collected during an inspection should similarly not be defaced in any way as these may be later used in an investigation, and would then have reduced evidentiary value.

Packaging, identification and marking of exhibits

Exhibits should not be marked on the object itself. The writing on, scratching or painting on exhibits can reduce their evidential value. It is, however, equally important that every exhibit is correctly marked at the time of its collection. It is preferable that only the Law Enforcement Officer/Investigator/Fisheries Inspector touch the exhibits, even though somebody else may have pointed out the object to her/him. The information needed and correct marking and packaging techniques will now be discussed.

Necessary information

Each exhibit is collected and marked separately, from a point on the crime scene where it was observed, numbered, photographed and recorded by the Law Enforcement Officer/Investigator/Border Fisheries Inspector.

The following information must accompany each exhibit individually:

- i. The date, time and place where the exhibit was found;
- ii. The number of the point at which it was located on the crime scene;
- iii. The name of the person who found it there; and,
- iv. A short description of what the object appears to be.

When samples are collected from objects which can be moved/removed, the object must be marked with the field investigation and sample number for future identification using an indelible marker (e.g., paint stick or spray paint). Object and sample numbers, as well as any physical evidence (markings and manufacturers information on containers or individual characteristics such as scar and tears on carcasses/plants), must be recorded in the pocketbook. Each exhibit should have a simple and consistent reference (e.g. Investigation number, Law Enforcement Officer/Investigator/Border Fisheries Inspector's initials and then a number. This exhibit can then be referred by this reference throughout the proceedings and by all to refer to that exhibit in their own evidence.

Photograph, digital still image and video identification

Note: The following material is based on proven field experience and best practice accepted. It does not necessarily reflect the most modern options that are open to Law Enforcement Officer/Investigator/Border Fisheries Inspector.

Photographs can replace physical evidence when it is impractical to introduce into evidence the actual object for any reason including its size, weight, degradability, or unavailability. Provided that the process is adequately documented, the photo is admissible into evidence in place and to the same extent as the object itself.

Photographs and digital still images

When photographs or digital images are taken a record of each exposure or image shall be recorded and entered into a pocketbook. The following information shall be recorded

in the logbook and/or pocketbook:

- i. A basic description of what the photograph or image shows, including the name of the vessel, make, model and registration number of transport, facility or site and the specific project name and project number;
- ii. The type of digital camera, video camera and disc or tape used;
- iii. The experience of the Law Enforcement Officer/Investigator/Border Fisheries Inspector in photography and the compilation of the photograph album, must be documented and included in the statement of the Law Enforcement Officer/Investigator/Border Fisheries Inspector;
- iv. The date and time that the photograph or image was taken;
- v. The name of the individual who took the photograph or digital image;
- vi. The GPS or other descriptive position of where the photograph was taken; and
- vii. When photographs are used the memory card must be copied and then sealed and handed into an evidence locker, so as to preserve the integrity of the card and it can always afford proof of the fact that the evidence has not been tampered with.

Video

When a video tape is made for use as evidence in an enforcement case, the following information should be recorded in a field logbook and/or pocketbook:

- i. The date and time that the video was recorded;
- ii. A brief description of the subject of the video tape;
- iii. The person recording the video;
- iv. Video records shall include a visual notation (placard) at the beginning of the video with the appropriate information (i.e., location, date, time);
- v. Tip, a dated newspaper could be used for this purpose; and
- vi. An audio record may also be included in the video tape with the above logistical information as well as a narrated description of the video record.

When video is used the memory card or original tape must be copied and then sealed and handed into an evidence locker, so as to preserve the integrity of the card and it can always afford proof of the fact that the evidence has not been tampered with. The copy becomes the investigators working copy.

Chain of custody

The proof of “who” had “what” in their possession “when”, are questions which have to be clearly explained to the Court. The custody of exhibits is a crucial part of any investigation, requiring chain of custody procedures that ensure a traceable record of evidence/sample security. Chain of custody procedures are comprised of the following elements:

- i. Maintaining custody of samples or other evidence; and,
- ii. Documentation of the chain of custody for evidence.

To document the chain of custody, an accurate record must be maintained to trace the possession of each sample, or other evidence, from the moment of collection to its introduction into evidence and signature.

Chain of custody record

Chain of custody records document the transfer of custody from one secure custodian to another and on to a laboratory or secure storage. The chain of custody record is used to record the custody of all samples or other physical evidence collected and maintained by investigators. All physical evidence or sample sets shall at all times be accompanied by a chain of custody record. To simplify the chain of custody record and eliminate potential litigation problems, as few people as possible should have custody of the samples or physical evidence during the investigation.

ANNEX 14: WRITTEN STATEMENT GUIDELINES

A statement is a written communication of facts as observed by the deponent (e.g. BFI). To secure a successful prosecution through court proceedings, a BFI must be able to provide proper statements. It is essential that the facts be reduced to a written statement, which will be safely kept until required. A written statement ensures that a permanent and official record exists of the facts surrounding a particular event or occurrence. In addition to a written statement, the BFI may also collect all legally bidding relevant information pertaining to a case and to present it in the court. .

Collecting legally bidding relevant information, a BFI can access any premises and /or vessel to interview or interrogate a suspect.

A statement consists of a preamble, the contents and the ending. Before writing a statement make sure that sufficient detail has been obtained. A statement is divided into paragraphs. Each paragraph is numbered in the center of the page. This constructs a statement and allows an individual to refer to certain parts or paragraphs within a statement. Lines may not be left open between paragraphs or sentences. This is to prevent any person from making additions to the statement. When the BFI needs to write out a statement it will help him/her to first draw up a framework of all the detail before writing the statement.

Preamble

The purpose of the preamble is to identify the deponent. The following information must appear in the preamble:-

- i. Full names and surname of the deponent;
- ii. Whether the statement is sworn to, or affirmed;
- iii. Gender;
- iv. Identity number/date of birth;
- v. Age;
- vi. Full residential address;
- vii. Home telephone number;
- viii. Cellular phone number;
- ix. Occupation;
- x. Business address; and
- xi. Business telephone number

When taking a statement from a member of the public it is advisable to add the following information:-

Name of mother, father, wife, kraal head, captain, chief or Village Chairman with contact details; District in which residence is located.

Example

..... (name) states under oath in English.

I am a male ID, years old, residing at Street,city,Country , with home telephone numberand I am employed as a Border Fisheries inspector in the Ministry of Department/division of and responsible for Border Post,, work telephone

If a statement is affirmed, the words “states under oath” must be replaced with “solemnly declares”.

Contents

The contents of the statement begin with the number 2 in the center of the page. The sequence of the incident or facts must be written down in logical order for example:-

On Monday the 1st of January 2013 at 08:00 I was on duty and I was doing a routine inspection of the Trucks , Vehicle , registration, Arrived. The vehicle is legally licensed for the Transportation of fish and fishery products of

..... or for example I was instructed by my supervisor to

This is the easiest paragraph but also very important for evidential value if presented during a court case.

EXAMPLE OF COMPLETED CHARGE SHEET 1.

CHARGE:

Ref. No. SD01/02/11

Date:

THE REPUBLIC OF

Vs

Makyozi

Makyozi a citizen, Male adult of years, ID No....., a resident of, City, a by tribe and fisherman of BMU.

Statement of Offence:

In possession of immature fish at (Border) contrary to RuleSection..... of SI No. of (year.....) and Section..... of the Principal Act.....

Particulars of Offence:

Makyozi Abudall and others at large on the 10th day of January 2011 at around 02:00 p.m. at Border Post found.....sub-county, district were found in possession of

Officer Preferring charge

Magistrate

.....

.....

Requirements for the offence or criminal act

The information provided in this paragraph will identify the crime or offence referred to by the deponent. The Prosecutor will be able to formulate a criminal charge if the information provided covers the elements of a crime.

Evidence of occurrence

It is very important to cover the following questions to ensure the completeness of a statement:-Who, What, Where, When, Why and How.

When dealing with a statement regarding a crime scene relating to fishery offences, the following questions must be covered:

- i. Description of mode of transport/vessel/boat/skiff/individual fishing from land or transporting fish, and fishing gear, that relates to the criminal activity;
- ii. Description of licensing that authorizes activity if necessary,
- iii. Description of suspect;
- iv. Behavioural characteristics of suspects;
- v. Description of fish/fish product including scientific name;
- vi. Description of seized exhibits/evidence, Weather conditions; and
- vii. Right or permission and whether investigation is required.

Sworn statements (affidavits)

The following information is relevant to commissioning statements. However the manner in which statements are commissioned will differ from Country to Country. The Law Enforcement Officer/Investigator/Fisheries Inspector must here adhere to the rule of law as per the country involved, or if there is no applicable law or best practice the modus operandi set out infra can be accepted as best practice.

Note: Statements can only be commissioned by a Commissioner of Oaths and a Law Enforcement Officer. The BFI can only commission the statement if they are appointed as a Commissioner of Oaths by law in the relevant country they are appointed in.

If the deponent is satisfied that the statement is complete, he/she must be placed under oath. Questions are put to the deponent, but they are not written down in the statement. The replies however are noted in full sentences.

The following questions are directed at the deponent;-

- i. Do you know and understand the content of this statement?;

- i. Do you have any objection to taking the prescribed oath?; and
- ii. Do you consider the prescribed oath to be binding on your conscience?.

The deponent has to answer yes, no and yes respectively to the three questions, or it would not be a sworn statement. However the replies are written down in full sentences.

- i. I know and understand the contents of this statement;
- ii. I have no objection to taking the prescribed oath; and
- iii. I consider the prescribed oath to be binding on my conscience.

The oath can only be administrated after the three questions have been answered and the commissioner of oath is satisfied. The deponent must say the following words out loudly so as to be clearly audible. The oath needs to be written in words when taking down the statement. “I swear that the contents of this statement are true, so help me GOD”.

The statement is lawfully sworn to only if the three questions were asked, the answers noted down and the desired words uttered audible to the deponent.

Once the oath has been administered, the deponent is requested to sign the statement on the first or second line after the third answer. If the statement consists of more than one page, the deponent must initial, at the bottom of every page. The statement must then be certified by the commissioner of oaths.

Note: If there are any documents added to the statement as annexes the deponent must initial the bottom of every page of the annexes

Example:-

I certify that the above statement was taken down by me and that the deponent has acknowledged that he/she knows and understands the contents of this statement. This statement was sworn to before me and the deponent’s signature was placed thereon in my presence at(place) on (date) at time

Immediately after the above, the commissioner of oaths, must identify himself/herself. This is also done in accordance with the prescribed provisions. The following particulars must be noted in capital letter on the next line, after the certification on the right-hand side of the page.

SIGNATURE

SERVICE NUMBER AND RANK

COMMISSIONER OF OATHS

FULL NAME AND SURENAME

FULL STREET ADDRESS

Note: The certification must be learnt by heart to ensure that a sworn statement can be taken down under all circumstances.

Affirmation

An affirmation differs only academically from a sworn statement. The three questions are as follows:-

- i. Do you know and understand the contents of this statement?
- ii. Do you have any objection to taking the prescribed oath?
- iii. Do you consider the prescribed oath to be binding on my conscience?

The respective replies will be “Yes”, “Yes” and “No”. In the statement the answers will be written as follows:-

- i. I know and understand the contents of this statement.
- ii. I have objections to taking the prescribed oath.
- iii. I do not consider the prescribed oath to be binding on my conscience.

The words to be uttered are as follows:- “I truly affirm that the contents of this statement are true”. The same rule that applies to the writing of this sentence applies to the sworn statement. The deponent then signs the statement and directly thereafter, the commissioner of oaths notes the following certification and particulars.

I certify that the above statement was taken down by me and that the deponent has acknowledged that he/she knows and understands the contents of this statement. This statement was affirmed before me and the deponent’s signature was placed thereon in my presence at(place) on(date) at(Time)

SIGNATURE

SERVICE NUMBER AND RANK

COMMISSIONER OF OATHS

FULL NAME AND SURENAME

FULL STREET ADDRESS

Illiterate deponent

The statement must be read to the illiterate deponent. If the deponent agrees with the contents of the statement he/she will apply his mark or thumb print on the statement, instead of a signature. Two witnesses must sign as proof of their presence at the time the print was made and that they will be able to identify the deponent.

Correction of errors

Correction of an error shall be done as follows:-

- i. Draw a neat line through the error (word or figure);
- ii. The incorrect word or figure must still be legible;
- iii. The correct word or figure is entered either next to, or above the correction or in the margin;
- iv. The deponent must initial and date the corrected error in the margin. If the statement was not written by the deponent, the person taking down the statement, must also initial and date the corrected error in the margin; and
- v. If an interpreter is used he/she must also initial the statement.

Statements of children

A parent or guardian needs to be present while taking down the statement of a child under the age of 16 or under the age whereby an individual is considered a minor in the relevant country.

The child's mental capability and if he/she is able to understand the prescribed oath is very important.

The help of a social worker or professional should be requested.

If the child prefers the parent or guardian not to be present the statement can still be taken from the child, but the parent or guardian may read the statement before it is

commissioned (unless the statement reports a crime where the parent or guardian is the suspect). Then the child must be protected and the State will normally act as guardian on behalf of the child. Best Practice applicable to the country involved must however be implemented in the above mentioned circumstances.

Interpreter

An interpreter should be appointed to translate the deponent's statement from the language used, to any one of the official languages. The official taking down the statement must write the statement in the official language used by the interpreter.

The interpreter must certify the translation between the commissioner of oaths and the signature of the deponent in the following manner: "Translated from (Local Language) into English".

The certification must then be signed by the interpreter.

Appropriate adult

When a mentally disordered or handicapped person as well as an emancipated juvenile is interviewed to obtain a statement, the question should be asked if the individual qualifies as an appropriate adult and therefore whether he/she is a competent witness or not.

Importance of well-taken statements

Border Fisheries Inspector should realize the importance of taking a good statement because not only do poorly taken statements damage the image of their department, but also impair the smooth running of the administration of Justice.

Honesty

Although somebody might be incriminated the Law Enforcement Officer/Investigator/Border Fisheries Inspector must always be honest when obtaining and/or writing a statement. When compiling statements remember the following principles:

Accuracy

To ensure accuracy, a distinction must be drawn between:-

- i. Facts and hearsay (supplied by 3rd party);
- ii. Facts seen and heard;
- iii. Facts and opinions;
- iv. Facts based on actual occurrences and facts not borne out by actual occurrences.
- v. Factors such as fear, tension, political convictions and age can influence the observational ability of the person making the statement.

Objectivity

The deponent or Law Enforcement Officer/Investigator/Border Fisheries Inspector taking or deposing to the statement must not allow his/her emotions to affect the content of the statement. The deponent must place himself/herself on an imaginary platform and re-enact the actions on which to testify.

Completeness

The following questions can be used to ensure completeness of any statement (evaluate the facts):-

- i. WHO
- ii. WHAT
- iii. WHEN
- iv. WHY
- v. WHERE
- vi. HOW

Expansiveness

Without using telegram style written skills, all the facts that the deponent knows must be included in the statement, in as few words as possible.

Meaning of English words/Home Languages

The influence of different languages may cause confusion between certain words for example lends/borrows. We know that there is a difference in meaning but if the words are used in the wrong context it will influence the meaning of a sentence. It is always best to write the statement in the relevant official language and if possible in the deponent's home language.

ANNEX 15: SEIZURE FORM QUALITY ASSURANCE

Name of official Inspector

Confirm the seizure of:

The product identified by the marks:

Product nature:

Belonging to:Originating from:.....

Intended destination:

Reason for the seizure: Quantity seized.....:

Place of seizure:.....

Destination of seized products:.....

Alternative utilization authorized (specify):
.....

Feed production (specify):

....., Date

OFFICIAL STAMP

Signature

Original to suspect

Duplicate to magistrate/police

Triplicate to CA

ANNEX 16: FORM2: MCS SEIZURE FORM

This form is issued in respect of the illegal fisheries consignment seized by the BFI

MCS Details;

Date District
 Area.....

(B) Details of seizure/arrest

Illegal gears seized		Vessels with immature fish/illegal nets/illegal methods			ownership
Nets		Boats/vessel/truck		Practices	Names of suspects
No	Type	Mesh size	Model/number plates or VIP	Length/colour	
Impounded immature fish, /Kgs					Suspects Arrested
Qty/fresh	Qty/Smoked	Qty/Salted	Species		Names owner
C) Acknowledgement by suspects					
Names of suspect		Sex	Age	Area of Residence	Signature
(d) Name of Arresting Officer					
record no of AUTHORITY CARD		Designation		Institution	Signature
Officer to whom Suspects/exhibits				Designation	Station/ Location
					Signature

are handed
over

*Original to
suspect
Duplicate to
magistrate/police
Triplicate to
CA*

ANNEX 17: FISH DISPOSAL-BUYING FORM

This form shall be filled by the BFI for selling fish after getting a court order

MCS Details:

Date and time

Area.....

District.....

No	Details of Fish	
1	Court Order Number	
2	Name of Company/Individual	
3	Fish Species	
4	Form of Fish	
5	Estimated amount of Fish in Kgs	
6	Value of Fish	

I do agree with the details above and promise not to add any other consignment and will meet all the regulations as stated in the relevant Fisheries legislation

Name of Receiver

Signature

.....

.....

Name of Issuing Officer

Signature

.....

.....

Witness

Signature

.....

.....

Original to suspect

Duplicate to magistrate/police

Triplicate to CA

ANNEX 18: DISPOSAL-DISTRIBUTION FORM

This form shall be filled by the BFI for distributing fish after getting a court order

MCS Detail:

Date and time

Area.....

District.....

No	Details of Fish
1	Court Order Number
2	Name of Institution/Individual
3	Fish Species
4	Form of Fish
5	Estimated amount of Fish in Kgs

I confirm that I have requested for the fish I am taking, I do agree with the details given above and that the fish I am taking is for human consumption by myself or/and my institution and is not for sale. I will not breach any regulations.

Name of Receiver	Signature
.....

Name of Issuing Officer	Signature
.....

Witness	Signature
.....

Original to suspect

*Duplicate to magistrate/police
Triplicate to CA*

ANNEX 19: COMPILING A CASE DOCKET

Case docket may be referred to as an official file or dossier containing a record of evidence of a reported crime and its investigation. It is the responsibility of the BFI to compile a case docket

Depending on the Country, in the situation, where there is a combination of crimes involved in a particular case (i.e. other types of crimes in addition to a fishery related), or where the crime(s) are of an organized nature, the case will be investigated by relevant appointed authority, i.e. the Police with the assistance of the Fisheries Inspector. It is International best practice that a Task Team existing of Law Enforcement Agencies with different specialties be established to address these crimes, each addressing its own field of expertise.

Sections of a case docket

It is Ideal if a case docket consist of the following six (6) pages (single file). It has been found by International Law Enforcement Agencies to accommodate all needs. If however the relevant Country has a different formal case docket the practice of dividing a case docket into an A, B and C section as explained below should or could be adopted. The use and importance of each section is explained.

Page 1 – COVER

The correct information requested on the cover must be fully furnished if provided and used by your Country specific judicial system. The information must correspond with the information given in the docket. The officer in charge of the investigation, his/her officer in charge and the prosecutor must be able to find the correct and relevant information with ease. The affidavit setting out the alleged offence must contain sufficient particularity for a case to be registered. In the case of a statutory crime the sections and acts contravened must be entered on the cover for registration purposes.

Page 2 –SECTION A

The following evidentiary documents must also be filed in the A clip:-

- i. First report of a crime and all statements made by complainants and witnesses;
- ii. Application for a warrant;
- iii. Warrants of arrest;
- iv. Search warrants;
- v. Copies of warrants (telegrams, faxes etc.);
- vi. Plan, photographs of crime scene etc.
- vii. Fingerprint archive sheet;
- viii. Positive fingerprint report;
- ix. Withdrawal statements;

- x. Reports, Scientists, Marine Biologists and/or other specialists;
- xi. Any document that may assist the prosecutor in conducting the case;
- xii. Should there be more accused than provided on the docket cover, their full particulars will be filed under clip A;
- xiii. Should there be more offences than are provided for on the case docket cover the particulars of the other offences shall be filed under clip A; and
- xiv. Exhibit details.

The documents are marked chronologically on the top right hand corner of the page starting at A1. The name of the Police District or Police Station in which area the crime was committed and registered as well as the registered case number must appear at the TOP of the page.

Page 3 – SECTION B

The following documents are filed under this section:-

- i. Correspondence relating to this case;
- ii. A record of the Investigator/detective's sleuthing work;
- iii. Negative fingerprint reports
- iv. Correspondence from other Police Stations/DPP/other Law Enforcement Agencies (letters, faxes etc.);
- v. Newspaper clippings;
- vi. Correctional Services reports; and
- vii. Documents relating to circulation of items and/or persons

All Pages must be numbered on the TOP right hand corner for example B1, B2, B3, etc.

SECTION C

The investigation diary must contain a complete record of all work expended on the case. It must serve as an index to all the documents contained in the case docket. The officer in charge of the investigation must be able to follow the course of the investigation without difficulty and be satisfied that all steps have been taken to bring the case to a successful conclusion.

Procedure of registration of a docket

After completion, of the relevant first affidavits containing the elements of a criminal activity and filing same under the A section of the docket as well as the completion of an investigation diary and the securing and safeguarding of all exhibits, the docket will be registered. Each country will have their own procedure of registration of criminal dossiers.

After registration the case will be allocated to an investigator for further investigation purposes. Official record is always kept by the allocated investigator, so as to ensure complete governance of Law Enforcement.

ANNEX 20: CHARGES AND ATTENDING COURT

A charge, or count, is a written statement of complaint brought against an accused person in a court of law. While there are differences between countries and legal systems, the following principles will generally apply to criminal litigation. The purpose of the charge is to inform the accused person the nature and the particulars of the offence with which he or she has been charged so as to enable him or her to prepare for his or her defence.

A charge consists of two parts:

The statement of the offence, which states the law and particular section(s) of legislation that was/were breached, as well as a short definition of the offence, e.g. “Export of fish without a permit”.

The particulars of the offence which consist of the elements that make up the offence. The particulars therefore contains:

- i. The date and place where the offence was committed;
- ii. The jurisdictional area (e.g. in the magisterial district of);
- iii. That the action was unlawful (this can be described as an action against the public norms, as in some cases an action which is in contravention of a law, can still be lawful, e.g. “assaulting” a person in self-defence, or exceeding the speed limit to take a seriously injured person to the hospital, therefore acting in a situation of necessity or emergency-these type of situations will be uncommon in fishing related offences);
- iv. That there was fault on the side of the accused in that the accused acted intentionally. In the case of some offences, negligence can be sufficient to prove guilt; and
- v. The elements of the offence, in other words the conduct of the accused that was in contravention of the prescription in the legislation (e.g. “transporting of fish in unhygienic conditions”, or “exporting fish without a permit”, or “interfering with a fisheries inspector in the execution of his/her duties”).

Rules for drafting charges

The charge starts with a STATEMENT OF OFFENCE, which describes shortly; in ordinary language the important parts of the offence and the section of the relevant law.

This is followed by the PARTICULARS OF THE OFFENCE, again in simple language giving only those details, which are required by the law.

Where the charge sheet contains more than one count, the counts must be numbered consecutively.

It is important to avoid duplicity in a charge. This means where, in the section of law, there are alternative offences, it must be stated clearly in the count, which of the alternative offences the accused is alleged to have committed so that he is able to prepare his defence properly.

The description of consignment should be in ordinary language showing with reasonable clarity, the consignment referred to. It is not necessary to name the owner of the consignment nor the value of the consignment in the charge sheet unless the offence itself depends upon such information (for example a case of alteration of the consignment where the value of the consignment must be over 100Euros, alteration by a worker where the owner and his worker relationship are essential ingredients).

If the consignment is owned by more than one person, it is enough to write the name of one owner and add the words and another or and others e.g. the consignment of(name) and another. If it is the consignment of a club or company, it is sufficient to say so without naming any individual person e.g. the consignment of fisher Traders Association.

Consignment belonging to government is referred to in a charge sheet as the consignment of theGovernment.

Coins and bank notes may be described as money followed by the value, e.g. “.....stole money to the value of Euros 100,000

The description of the accused or other person mentioned in a charge should be enough to identify him even though his correct name or address or job is not known. If a person’s name is not known at all, a description may be given or if that is not available he may be referred to as a person unknown.

Any document referred to may be called by its usual name without writing out a copy of it in the charge. For example you can refer to a driving license, a university degree certificate, an authorization letter, etc.

Figures and abbreviations may be used for expressing anything which is usually expressed in that way, for instance, USD (United States dollars). Insp. (Inspector), 16th (sixteenth) etc.

EXAMPLE OF A CHARGE SHEET:

Possession of Immature Nile Perch

Case Number: 69/2012

THE
REPUBLIC
OF AFRICA
vs

Zukulu Magambo

Contravention of section 45 of the African Freshwater Fish Act, Act 77 of 2009, read

with section 93 of the same Act.

In that the accused on 12 September 2013 and at or near the Victoriana border post in the magisterial district of Victoriana unlawfully and intentionally was in possession of 211 specimens of immature Nile Perch, being below the prescribed size of 20 inches.

Penalty provision:

Section 93: A maximum penalty of 10 000 AFRIS or 3 years imprisonment, or both.

Guidance on charging an accused:

If there is more than one accused that was involved in the offence, they can be charged together. A legal person, e.g. a fish processing or transporting company, can also be charged. Such a legal person will be represented in court by a natural person, e.g. a director of the company. Of course a legal person cannot be sent to jail, but can receive a fine. It is important to charge such a legal person, who is responsible for the actions of its employees while such employees are acting on behalf of the company, as the company will probably have the money to pay a bigger fine. The shame of being convicted of a criminal offence also helps to serve as a deterrent for companies not to get involved in illegal behaviour.

Where the charge sheet contains more than one count, the counts must be numbered consecutively.

It is important to avoid duplicity in a charge. This means where, in the section of law, there are alternative offences, it must be stated clearly in the court, which of the alternative offences the accused is alleged to have committed so that he is able to prepare his defence properly.

It is good practice to also add the penalty provision to the charge sheet, as in the example above.

Guidance on presenting evidence:

The most common form of evidence is oral evidence, and you may be required to give evidence under oath in a court. Real evidence (e.g. the illegal net or the undersized fish) or documentary evidence (e.g. a statement by an expert) can also be presented to court. Some evidence may be inadmissible, e.g. hearsay evidence, or evidence obtained in violation of a constitutional right, e.g. searching a person's home where your legislation prescribes that you should have a search warrant to do so. While there are differences in the prescriptions and approach of the different countries, a prosecutor will usually be in charge of the prosecution and lead the evidence. The accused may be represented by a lawyer, and a magistrate or judge will preside in court and make the verdict at the conclusion of the case. Testifying in court may be an intimidating experience, but keep in mind that it is not your duty to get a conviction against the accused at all costs, but to provide the court with an honest and accurate account of your observations.

Guidance on testifying in court

Irrespective of who asks you a question, look at the magistrate or judge when you answer the question and address your answers to the magistrate or judge. Speak clearly and audibly and allow enough time for the magistrate/judge, prosecutor and defence lawyer to make notes of your answers.

Listen carefully to the question, and answer the question. If you do not understand a question, say so.

If you cannot answer a question, say so.

When you are being cross-examined by the accused, or the accused's lawyer, do not engage in any argument with them. Your duty is simply to answer the question.

Above all: Speak the truth!

ANNEX 21: PROSECUTION FORM

This form shall be filled by the BFI to follow up prosecution cases

MCS Details;

Date.....

Area.....District.....

Prosecution details				Report Details			
Name/s of suspect				The full name of the suspect apprehended			
Date apprehended				The date the suspect was apprehended			
Police case reference number				Police reference number			
Seizure form (serial number)				Seizure serial number			
Court case number				Court case number			
Court/case where was charged		the suspect		Offense and court where suspect was charged			
Status/Verdict of case				The status of the case at the time the form is being filled and should select from the following:			
				Completed/awaiting trial/pending/delayed			
				Imprisoned – how long in months?			
				Released without charge			
				Fine paid – how much in Shillings			
				Other-specify			
Sign: By BFI following Prosecution				Names:		Sign:	
				Designation:			

ANNEX 22: FOR FISHERIES AND AQUACULTURE IN EAC PARTNER STATES AND COLLABORATING AGENCY

REPUBLIC OF BURUNDI

Competent Authority

Ministry of Agriculture and Livestock
General Directorate of Livestock
Directorate of Animal Health
Contact: Dr Nsanganikumwami
Deogratius

Other collaborating agencies in Burundi
Ministry of Agriculture and Livestock
Directorate of Animal Health
P.O. Box 1850, Bujumbura, BURUNDI
Telephone: +257 79 922222
Email: nsanga5@yahoo.fr

Directorate of Water, Fisheries and
Aquaculture
P.O. Box 1850, Bujumbura, BURUNDI
Telephone: +257 22226378/2222820
Mobile: +257 79 902470
Email: directionpechepisciculture@
yahoo.fr or nzeyile@yahoo.fr

Ministry of Trade
Burundi Bureau of Standards (BBN)
P.O. Box 3535, Bujumbura, BURUNDI
Tel: +257 22 221815
Email: info@bbn-burundi.org

Ministry of Finance
Burundi Revenue Authority (OBR)
P.O. Box 3465, Bujumbura, BURUNDI.
Tel: +257 22 282132
Web: www.obr.bi

REPUBLIC OF KENYA

The Competent Authority,

Kenya Fisheries Service;
State Department of Fisheries and Blue
Economy,
Ministry of Agriculture Livestock and
Fisheries,

P.O. Box 58187-00200
Nairobi, KENYA

Collaborating agencies in Kenya

Director of Veterinary Services

State Department of Livestock,
Ministry of Agriculture Livestock and
Fisheries
Private Bag,
Kabete, KENYA

Commissioner General

Kenya Revenue Authority,
P.O. Box 48240 – 00100,
Nairobi, KENYA
Telephone: 020-3310900, 020-2810000

Inspector-General of Police

Kenya Police Service,
P.O. Box 30083, 00100,
Nairobi, KENYA.
Telephone: (020) 341411/6/8

Ministry of Health,

Afya House, Cathedral Road,
P.O. Box 30016–00100,
Nairobi, KENYA.
Telephone: +254-20-271707

Ministry of Labour and East African Affairs,

P.O. Box 8846-00200,
Nairobi, KENYA
Telephone: +254-20-2245741

Director of Immigration and Registration of Persons,

P.O. Box 30395-00100,
Nairobi, KENYA
Telephone: +254-20-2222022

REPUBLIC OF RWANDA

The Competent Authority:

Ministry of Agriculture and Animal Resources
Department of Agriculture and Livestock Inspection and Certification Services
Contact Person: Ms Beatrice
UWUMUKIZA
Email: buwumukiza@minagri.gov.rw
Tel: +250 788848410

**Collaborating agencies in Rwanda
Rwanda Agriculture Board (RAB)**

Department of Animal Resources
Contact Person: Dr. Wilson
RUTAGANIRA
Email: wilsonruta@yahoo.co.uk/
wilson.rutaganira@rab.gov.rw
Tel: +250 788306364

Ministry of Local Government

Department of Territorial Administration
Respective District Veterinary Officers

Ministry of Trade Industry and EAC
Affaires

Rwanda Standards Board (RSB)
Products Certification Unit

Ministry of Health

Rwanda National Police
Criminal Investigation Department (CID)

Ministry of Justice
Public Prosecution Authority
Directorate General of Immigration and Emigration
Border Management Authorities
Rwanda Revenue Authority
Revenue Protection Department

REPUBLIC OF SOUTH SUDAN

Competent Authority.

Ministry of Livestock and Fisheries
Directorate of Fisheries and Aquaculture Development

P.O. Box 126/Juba, SOUTH SUDAN

**Other collaborating agencies for
Republic of
South Sudan**

South Sudan Revenue Authority
P.O. Box /Juba, SOUTH SUDAN.

National Bureau of Standards
Directorate of Veterinary Service
Ministry of Livestock and Fisheries

South Sudan Police Services
P.O. Box /Juba, SOUTH SUDAN

UNITED REPUBLIC OF TANZANIA

The Competent Authority

Ministry of Agriculture Livestock and Fisheries

Permanent Secretary (Fisheries),
Veterinary Complex,
131 Nelson Mandela Road,
P.O. Box 9152, 15487 Dar es salaam
+255 22 2861 910 (Office)
Fax +255 22 2861 908

Collaborating agencies in Tanzania

Tanzania Revenue Authority (TRA)
Commissioner General,
28 Edward Sokoine Drive,
11105 Mchafukoge, Ilala Central
Business District,
P.O. Box 11491, Dar Es Salaam,
TANZANIA
Telephone: +255 222116453 / +255-22-211-9591

Ministry of Home Affairs

Principal Commissioner of Immigration
P.O. Box 512 Dar es Salaam, TANZANIA
Physical location: Loliondo Street
Kurasini
Tel: +255 22 2850575/6
Telefax: +255 22 2850598 / +255 22 2850584

The Inspector General of Police Force (IGP)

P.O Box 9141,
Ghana /Ohio Street
Dar es salaam, TANZANIA.
Tel: +255 222113461 Fax: +255 222136556

Tanzania Bureau of Standards (TBS)

Director General,
Ubungo Area, Morogoro Road / Sam Nujoma Road,
P O Box 9524, Dar es salaam.
Telephone +255 22 245 0298 | +255 22 245 0206 |
+255 22 245 0949
Telefax: +255 22 245 0959.

Tanzania Food and Drugs Authority (TFDA)
Under Ministry of Health (MOH)
Director General,
Location: Off Mandela Road, Mabibo - External,
P.O. Box: 77150, Dar es Salaam, TANZANIA
Tel: +255 22 2450512 / 2450751 / 2452108
Fax Number: +255 22 2450793

Ministry of Defence and National Services

Chief of Navy,
P.O. Box 9544, Dar es salaam, TANZANIA.
Telephone +255 (22) 2152699 / +255 (22) 2150557

Ministry of Justice and Constitutional Affairs

Permanent Secretary,
Kivukoni St,
P. O Box 9050, Dar es salaam, TANZANIA.
Phone: +255 22 211 8177 Fax: +255 22 211 3236

Ministry of Industry, Trade and Marketing

Permanent Secretary,
P. O. Box 9503, Dar Es Salaam, TANZANIA.
Telephone: +255-22-2127898/97 Fax: +255-22-2125832,

Tanzania Atomic Energy Commission

The Director General,
P.O. Box 743, Arusha, TANZANIA.
Telephone: +255 (0) 272 970050/51/52/53
Fax: +255 (0) 272 970054
Mobile: +255 754 361221 (DG)

Tanzania Ports Authority (TPA)

Director General,
P.O. Box 9184,
Dar Es Salaam, TANZANIA.
Tel: (255) 22-22110401-5/22110371-5/21137630-5
Fax: (255) 22-2130390

Tanzania Airports Authority (TAA)

Julius Nyerere International Airport,
Terminal 1,
P.O. Box 18000, Dar es salaam, TANZANIA.
Tel: +255 22 2842402/3
Fax: +255 22 2844495

REPUBLIC OF UGANDA

The Competent Authority

Ministry of Agriculture, Animal Industry and Fisheries

Directorate of Fisheries Resources
P.O.BOX 4, Entebbe, UGANDA.

Collaborating Agencies in Uganda

Commissioner General
Uganda Revenue Authority (URA)
URA Headquarters, Plot M193/M194,
Nakawa Industrial Area
P.O. Box 7279, Kampala, UGANDA.

Uganda Police

Plot 1303, Serumaga Road, Bukoto,
Kampala, UGANDA.

Uganda National Bureau of Standards

UNBS - Standards House
Bweyogerere Industrial Park,
Plot 2 - 12, Kyaliwajala Road,
P.O Box 6329 Kampala, UGANDA
Tel: 0417333250 / 0417333251 / 0417333252

Ministry of Health

Plot 6, Lourdel Road, Nakasero
P.O Box 7272, Kampala UGANDA
Tel: +256 417 712260
Email: info@health.go.ug

Ministry of East African Community Affairs

2nd Floor, Post Office Building, Yusuf Lule Road
P.O. Box 7343, Kampala, UGANDA

ANNEX 23: MAJOR BORDER POSTS HANDLING FISHERY & AQUACULTURE PRODUCTS

a. Burundi

N°	Country	Border Post	Neighbouring Partner States	Main export Products	Main Import products
1	Burundi	Gatumba	DRC	Tilapia, <i>Clarias</i> , Mukeke and Ndagala	None
2	Burundi	Ruhwa	Rwanda	Mukeke (<i>Lates stappersii</i>) and Ndagala	Fish feeds and fingerlings
3	Burundi	Kanyaru/ Akanyaru	Rwanda	Mukeke (<i>Lates stappersii</i>) and Ndagala	Fish feeds and fingerlings
4	Burundi	Gasenyi/ Nemba	Rwanda	Mukeke (<i>Lates stappersii</i>) and Ndagala	Fish feeds and fingerlings
5	Burundi	Mugina	Tanzania	Ornamental fish	Nile perch and Dagaa
6	Burundi	Kobero	Tanzania	Ornamental fish	Nile perch and Dagaa
7	Burundi	Kabonga	Tanzania	Ornamental fish	Nile perch and Dagaa
8	Burundi	Lake Tanyangika (Mpulungu)	Zambia	None	Fish feeds and canned fish
9	Burundi	Rumonge	DRC and Tanzania	Mukeke, Tilapia, <i>Clarias</i>	Dagaa, Kapenta

b. Kenya

No.	Country	Border Posts	Neighbouring Partner States	Main exports Products	Main Import products
	Kenya	Mombasa (Kilindini) Harbour	All	Nile Perch products, Octopus., Lobsters, Catfish, Marine fin fishes, Prawns, Ornamental fish	Tilapia, Frozen Mackerels, Frozen Sardines, Tuna fish meal, Frozen Pangasius Fillets, Frozen Herrings, Frozen salmon, fish feeds, fishing net
	Kenya	Moi International Airport	All	Nile perch products, live fish	Ornamental fish, canned fish
	Kenya	Shimoni port	All	None	Octopus and squids
	Kenya	Lokichoggio Airport	Sudan	Tilapia	None
	Kenya	Moyale	Ethiopia	Tilapia	None
	Kenya	Mandera	Somali	Tilapia	None

Kenya	Jomo Kenyatta International Airport	All	Nile Perch products, Catfish, live fish	Canned fish, live ornamental fish, smoked salmon
Kenya	Eldoret International Airport	All	Ornamental fish	Canned fish, live ornamental fish, smoked salmon
Kenya	Lunga lunga	Tanzania	Fish fingerlings	Dried Dagaa, Prawns, Squids and octopus
Kenya	Taveta	Tanzania	Fish fingerlings	Dried Dagaa
Kenya	Oloitoktok	Tanzania	Fish fingerlings	Dried Dagaa
Kenya	Namanga	Tanzania	Fish fingerlings	Prawns, Squids and octopus
Kenya	Isebania	Tanzania	None	Frozen NP by products, Dried Dagaa,
Kenya	Kopanga	Tanzania	None	Dried Dagaa
Kenya	Muhuru Bay	All	None	Dried Dagaa
Kenya	Kisumu Pier	All	None	Dried Dagaa, Tilapia
Kenya	Usenge	All	None	Tilapia
Kenya	Sio Port	Uganda	None	Tilapia
Kenya	Busia	Uganda	Tilapia, <i>Labeo</i> , <i>Momyrus</i> , <i>Protopterus alestis</i> (salted and sundried), Frozen fish maws	Tilapia, fingerlings, fish feeds, Nile perch by products
Kenya	Malaba	Uganda	Tilapia, frozen fish maws	Tilapia, fingerlings, fish feeds, Nile perch by products
Kenya	Luakhakha	Uganda	Tilapia	Tilapia
Kenya	Suam	Uganda	Tilapia	Tilapia

c. Rwanda

N°	Country	Border Post	Neighbouring Partner States	Main export Products	Main Import products
1	Rwanda	Gatuna/ Katuna	Uganda	None	Fresh frozen fish
2	Rwanda	Kagitumba	Uganda	None	Fresh frozen fish
3	Rwanda	Rusumo	Tanzania	None	Fresh frozen fish, Dried fish, smoked fish
4	Rwanda	Nemba/ Gasenyi	Burundi	Fresh fish	Dried fish,
5	Rwanda	Akanyaru/ Kanyaru	Burundi	Fresh fish	Dried fish
6	Rwanda	Rusizi	DRC	Fresh fish, Dried and smoked Fish	Fresh fish, Dried and smoked Fish

7	Rwanda	Rubavu (Grand et Petite Barrier)	DRC	Fresh fish, Dried and smoked Fish	Fresh fish, Dried and smoked Fish
8	Rwanda	Cyanika	Uganda	None	Fresh fish, Dried and smoked Fish

d. Tanzania

No	Country	Border Posts	Neighbouring Partner States	Main exports Products	Main Import products
1	Tanzania	Sirari/Isebania	Kenya	Frozen NP By products, fresh & Frozen fillets, Dried Dagaa,	Fishing nets
2	Tanzania	Sota/Kopanga	Kenya	Dried Dagaa	Fishing nets, Fingerlings
3	Tanzania	Namanga	Kenya	Prawns, Squids, Octopus	Fishing nets, Fingerlings
4	Tanzania	Holili/Taveta	Kenya	Dried Dagaa	Fishing nets
5	Tanzania	Tarake/Oloitoktok	Kenya	Dried Dagaa	Fishing nets
6	Tanzania	Horohoro/Lungalunga	Kenya	Dried Dagaa	Fishing nets
7	Tanzania	Kanyigo	Uganda	Dried Dagaa	Fingerlings
8	Tanzania	Mutukula	Uganda	Fresh & Frozen NP fillets, Dried Dagaa, Dried NP offcuts, heads, frames, Prawns, Lobsters, squids	Fingerlings
9	Tanzania	Rusumo	Rwanda	Frozen & Salted NP By products, fresh & Frozen NP fillets, Dried Dagaa, Dried offcuts, heads, frames, Prawns, Lobsters,	None
10	Tanzania	Kabanga/Kobero	Burundi	Frozen & Salted NP By products, fresh & Frozen fillets, Dried Dagaa,	Ornamental fish

11	Tanzania	Murusagamba	Burundi	Frozen & Salted NP By products, fresh & Frozen fillets, Dried Dagaa,	Ornamental fish
12	Tanzania	Buhingu/ Manyovu/ Magina	Burundi	Salted NP By products, Dried Dagaa, NP heads, frames, offcuts,	Ornamental fish
13	Tanzania	Kigoma/Kagunga/ Kabonga	DRC/Burundi	Salted NP By products, Dried Dagaa	None
14	Tanzania	Kasanga	Zambia	Salted NP By products, fresh & Frozen fish, Dried Dagaa,	Farmed Fish
15	Tanzania	Tunduma	Zambia	Salted NP By products, fresh & Frozen fish (on transit), Dried Dagaa,	Farmed Fish
16	Tanzania	Kasumulo	Malawi	Frozen & Salted NP By products, fresh & Frozen fillets, Dried Dagaa,	Farmed Fish
17	Tanzania	Dar Es Salaam Port	General Exit/ import point	Frozen Fish and fishery products	Tilapia, Frozen Mackerels, fish feeds, fishing net
18	Tanzania	Dar Es Salaam Airport	General Exit/ import point	Fresh and Frozen Fish and fishery products, Dried fish maws	None
19	Tanzania	Mwanza Airport	General Exit/ import point	Dried fish maws, Fresh and Frozen Fish and fishery products	None

e. Uganda

No	Country	Border Posts	Neighbouring Partner States	Main exports Products	Main Import products
1	Uganda	Bwera	Congo DRC	Dried, Salted, Fresh Tilapia, Nile Perch and other Pelagic Fish spp.	None
2	Uganda	Mpondwe	Congo DRC	Sundried, Salted and Smoked Nile perch, Tilapia, Synodontis, <i>Mukene</i> By-products: Nile perch heads, frames and skins	None
3	Uganda	Busia	Kenya	Fish (Fresh Tilapia) Frozen Nile perch shipments to EU and other markets Fish Maws	Fish Nets
4	Uganda	Malaba	Kenya	Farmed Fish(Fresh) from mainly fish farms Dried, Smoked and Sundried fish crossed by women using baskets Spps: Tilapia, Nile Perch and <i>Mukene</i>	Fishing Nets Fish Feeds (From Egypt, Netherlands, Mauritius)
5	Uganda	Entebbe International Airport		Fish (Chilled Nile perch) Fish Maws <i>Mukene</i>	Sea Foods (Prawns and Shrimps) ornamental fish Fishing gear
6	Uganda	Bunagana	Congo DRC	Fish (Tilapia, Sinodontis) : Sundried, smoked or salted	None
7	Uganda	Katuna/ Gatuna	Rwanda	Fish (Tilapia, mainly <i>Mukene</i>)	None
8	Uganda	Mirama	Rwanda	Fish (Fresh Tilapia)	None
9	Uganda	Cyanika	Rwanda	Fish (Tilapia, Nile Perch, Sinodontis, <i>Mukene</i>)	None

10	Uganda	Elegu	South Sudan	<i>Mukene</i> Frozen Fish Fillets (Nile Perch) Salted, Smoked, None Sundried Tilapia fish, Mud fish, some Nile perch	
11	Uganda	Mutukula	Tanzania	<i>Mukene</i> destined to Zambia	Salted and sundried Nile perch Fish Frames Fishing gears (Hooks, Twines, Lines, Nets) Fish (<i>Mukene</i>) Fish Maws

f. Republic of South Sudan

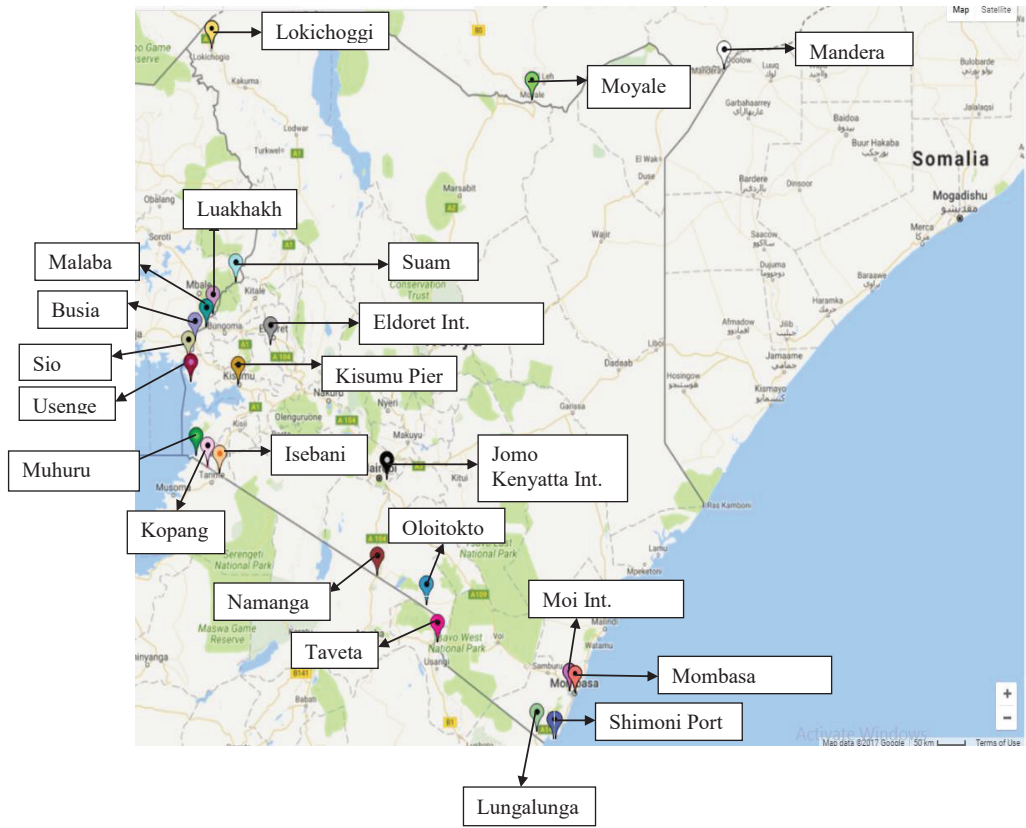
S/#	Country	Border post	Neighbouring partner	Main export product	Main Import product
	South Sudan	Nimule	Uganda	None	Tilapia, (Sundried, smoked or salted) Mukene, Tilapia, fingerlings, fish feeds
2-	South Sudan	Kaya	Uganda	None	<i>Labeo, Momyrus, Protopterus alestis</i> (salted and sundried Tilapia fingerlings, fish feeds)
3	South Sudan	Nadepal	Kenya	None	Tilapia (Sundried, smoked or salted) mukene
4-	South Sudan	Joda	Sudan	Fresh tilapia Tilapia, (Sundried, smoked or salted)	None
5-	South Sudan	Source Yubu	DRC	Tilapia, (Sundried, smoked or salted)	None
6-	South Sudan	Boma/ Gambella	Ethiopia	Tilapia, (Sundried, smoked or salted)	None

ANNEX 24: MAP SHOWING BORDER POSTS

(a) BURUNDI



(b) KENYA



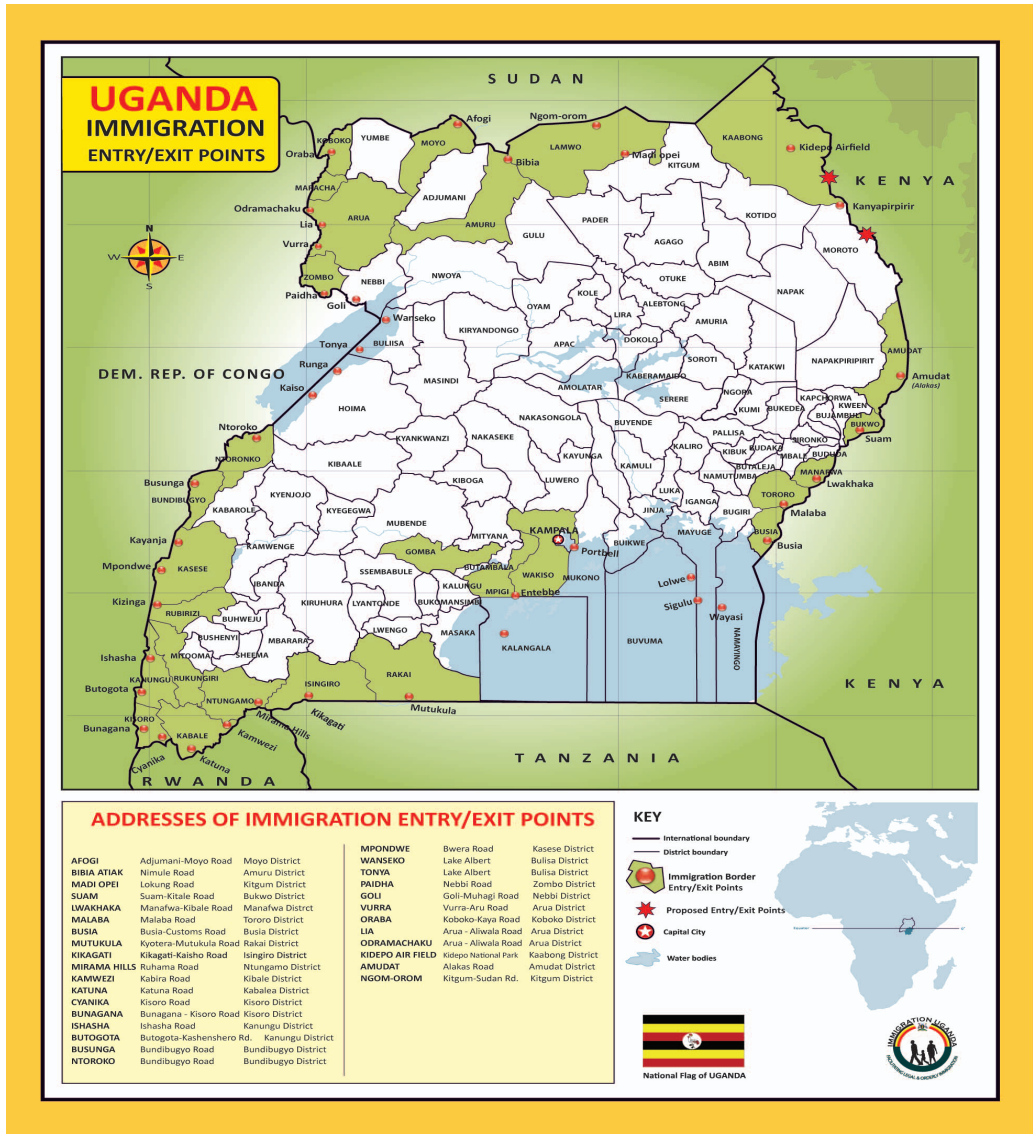
(c) TANZANIA



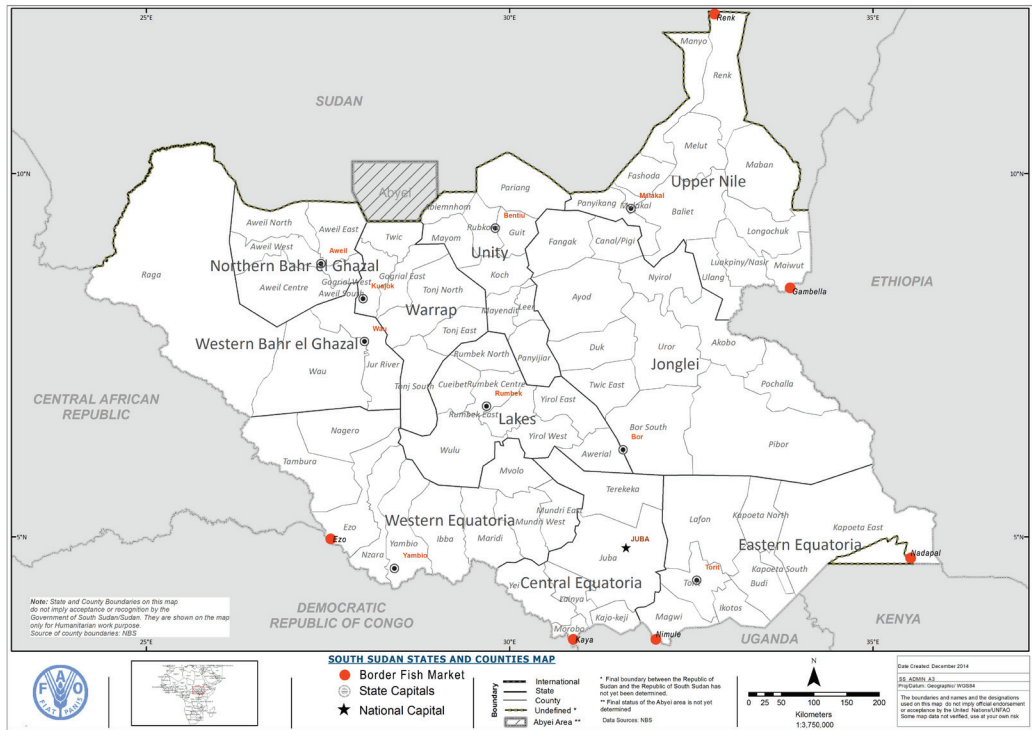
(d) RWANDA



(e) UGANDA



(f) SOUTH SUDAN



ANNEX 25: LIST OF REFERENCES

EAC Harmonised Sanitary and Phytosanitary measures Vol III, Sanitary Measures for Fish and Fishery Products, Annex I, Manual of Standard Operating procedures; Annex II, Inspector's Guide

The **Codex Alimentarius** is the organization setting global standards for food safety standards and practices. They have produced a fish and fishery products guide, as well as information on

hygiene and HACCP. <http://www.codexalimentarius.org/>

The United Nations Food and Agricultural Organization (FAO) is an important source of information on fisheries, fish and fishery products. They also developed the Code of Conduct for

Responsible Fisheries ("CCRF") provides voluntary international policy guidance. It provides principles and standards applicable to capture, processing and trade of fish and fish products. <http://www.fao.org/fishery/en>

Globefish provides marketing and trade information on fish and fishery products.

<http://www.globefish.org/homepage.html>

The **EU ACP Strengthening Fishery Products Programme** carried out a lot of work in Africa developing food safety systems. <http://sfp.acp.int/en/projects/activities>

The Common Market for Eastern and Southern Africa (COMESA) is involved in a number of trade support initiatives. <http://www.comesa.int/> As is the **East African Community (EAC)** <http://www.eac.int/> and the **Southern Africa Development Community (SADC)** <http://www.sadc.int/> and the **Intergovernmental Authority on Development** <http://igad.int/>

The **IOC SmartFish Programme** has both an MCS and trade support component <http://www.smartfish-coi.org/>. The **Indian Ocean Commission (IOC)** is particularly involved in MCS work <http://politics.ioconline.org/home.html>

The **United Nations Convention on the Law of the Sea (UNCLOS)** established a new regime for the seas and oceans to ensure the realization of a just and equitable international economic order. http://www.un.org/Depts/los/convention_agreements/texts/unclos/unclos_e.pdf

The **Committee on Fisheries (COFI)** adopted the International Plan of Action for the Management of Fishing Capacity (IPOA-Capacity), which is elaborated within the framework of the CCRF.

<http://www.fao.org/fishery/ipoa-capacity/about/en>

EU and ACP countries established a new trade arrangement based on reciprocal trading relations in conformity with the WTO rules starting in 2008. The new arrangement is based on the Cotonou Partnership Agreement (CPA). The Economic Partnership

Agreement (EPA) is seen as an instrument for realization of the objectives of the CPA. <http://www.acp-eu-trade.org/index.php?loc=epa/>

Regional Fisheries Bodies (RFB) have a key role to play in the conservation of marine species, where effective mitigation depends on collaboration between states. Examples are: **Southwest Indian Ocean Fisheries Commission (SWIOFC)** <http://www.fao.org/fishery/rfb/swiofc/en> and the **Indian Ocean Tuna Commission (IOTC)** <http://www.iotc.org/English/index.php>

As far as the African lakes are concerned, the **Lake Victoria and Lake Tanganyika Conventions** are of particular importance in the context of this Guide. <http://www.lvfo.org/> and <http://governance-iwlearn.org/wp-content/uploads/2012/06/Lake-Tanganyika.pdf>

The **Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)** can of course not be described as a fisheries agreement, but fish and aquatic species are listed <http://www.cites.org/>

The objectives of the **Convention on Biological Diversity (CBD)** are the conservation of biological diversity, the sustainable use of its components and the fair and equitable sharing of the benefits arising out of the utilisation of genetic resources. <http://www.cbd.int/>

The **Convention on Wetlands of International Importance especially as Waterfowl Habitat (“the Ramsar Convention”)** http://www.ramsar.org/cda/en/ramsar-home/main/ramsar/1_4000_0

The following are useful references for more information on fish inspection, food safety, hazards and quality:

World Health Organization (WHO) risk analysis

http://www.who.int/foodsafety/publications/micro/riskanalysis_definitions/en/

The US Food and Drug Administration fishery products hazards and control guidance

<http://www.fda.gov/downloads/food/guidancecomplianceregulatoryinformation/guidancedocuments/seafood/ucm251970.pdf>

Food Quality and Safety Systems - A Training Manual on Food Hygiene and the Hazard Analysis and Critical Control Point (HACCP) System

<http://www.fao.org/docrep/W8088E/W8088E00.htm>

Risk based fish inspection

<http://www.fao.org/docrep/011/i0468e/i0468e00.htm>

State of World Fisheries and Aquaculture, SOFIA, (2016)

www.fao.org/publications/sofia/en/2016