

ANNEX 11: OCQ(V) – GX EXPORTS OF GERMLASM INCLUDING SUPERVISION OF AI CENTRES

Introduction

The **OCQ(V) - GX – Export of Germinal Products (or Germplasm) including supervision of AI Centres** is relevant to the registered Veterinary Surgeon (VS) applying for training and appointment as an Official Veterinarian (OV) authorised to sign Export Health Certificates related to the export of germplasm and associated OV work in AI Centre supervision.

An OV authorised to undertake this work will be required to provide advice to, and undertake this work on behalf of their clients – in full compliance with the requirements of current legislation, professional guidelines and APHA/EU/Third Country procedures.

Requirements

Veterinary Surgeons (VS) seeking authorisation to be able to undertake certification for the export of germinal products/germplasm must successfully complete the following courses in the order specified:

13. OCQ(V) – ES
14. followed by OCQ(V) – EX
15. followed by OCQ(V) – GX

Aims and Objectives

The **Aims** of the **OCQ(V) - GX** training are to deliver training, specific to the export of germplasm and supervision of AI Centres, which will provide:

1. Background knowledge of the global, legal, and professional issues relevant to this work area.
2. Theoretical and practical guidance on the role of the APHA OV undertaking export certification for germplasm, and AI Centre supervision.
3. Guidance on the procedures and standards which are required of the OV undertaking export certification for germplasm and AI Centre supervision.
4. Familiarisation with information sources available to the OV relating to export certification and animal welfare.

The **Objectives** of the **OCQ(V) - GX** training are that by the end of this Training the Candidate will be able to:

1. Compare and contrast the documentary requirements for export of germplasm to the EU and Third Countries.
2. Export germplasm in full compliance with the requirements of the relevant destination, and where appropriate, transit countries.
3. Outline the procedures through which germplasm establishments are approved, and the role of the Authorised Veterinarian in the supervision of Approved Centres.
4. Safeguard the welfare of donor species entering and/or residing within germplasm establishments.
5. Complete all export certification and associated documentation for germplasm, in compliance with legal, professional and official requirements.

6. Access and utilise relevant information sources/guidance in order to advise his/her clients, resolve queries, and update his/her knowledge relating to the export of germplasm.

Scope

The scope of the **OCQ(V) - GX** training must incorporate detailed consideration of:

1. The procedures and requirements for the export of germplasm – with particular reference to variation of procedural and documentary requirements related to country of destination, transit countries and species, and their relevance to the Authorised Veterinarian and/or OV role.
2. Legal, professional and APHA requirements and procedures relevant to the Authorised Veterinarian/OV undertaking export certification for germplasm - including detailed consideration of species specific requirements.
3. Legal and professional responsibilities of the Authorised Veterinarian/OV in relation to safeguarding the welfare of donor animals entering and/or residing within germplasm establishments.
4. Development of skills required for resolution of queries/problems relevant to the export of germplasm and the role of the Authorised Veterinarian/OV.
5. Access and familiarisation with the Defra, APHA, RCVS, EU, OIE and legislation websites for all Candidates:
 - as a source of documents, information and guidance directly related to OV export work **and**
 - to ensure they are able to provide advice to their clients/exporters, and update/refresh their knowledge as needed in response to legislative and procedural changes.

Important:

The following are **NOT** within the scope of the **OCQ(V) – GX** training:

- Procedures/requirements related to export of donor species – being subject content contained within the relevant OCQ(V) – ie **OCQ(V) – SX**, **OCQ(V) – UX** and **OCQ(V) – EQ**

OCQ(V) - GX – Mandatory Subject Content

Important

The outline of the Mandatory Subject Content supplied in this Section is intended to provide further guidance to potential External Training Providers related to the overall scope of the OCQ(V) – GX for the purposes of informing the tender process.

The Mandatory Subject Content delivered as part of this OCQ(V) – GX must at all times reflect **current** legal requirements, APHA policy and OV Instructions. All or any part of the Subject Content set out within this Section may therefore be subject to amendment, supplementation and/or deletion – to reflect updates and/or changes to such requirements.

Future preparation of the OCQ(V) – GX by the appointed Supplier will therefore require **both** reference to relevant information sources **and** the guidance provided to ensure currency of incorporated subject content.

Scope of Subject Content	Key references/elements
Germplasm – Intra-community(EU) Trade	

EU Trade	Export of Germplasm – Farm Animals and Equines - Procedures and Requirements	<p>Procedures and requirements for export to EU - harmonised legislation - Council Directives:-</p> <p>88/407/EEC – Bovine Semen</p> <p>88/556/EEC – Bovine Embryos</p> <p>90/429/EEC – Porcine Semen</p> <p>92/65/EEC – Equine, Ovine, Caprine</p> <p>Additional requirements for some EU countries; transit requirements</p> <p>Roles of APHA (CIT Carlisle, Regional APHA Office) – including approval of germplasm establishments in GB; Balai premises registration and approval – outline of process and requirements with species variations</p> <p>Approved Centres: -</p> <ul style="list-style-type: none"> - Standards for premises and operation - Veterinary supervision and inspection- including Authorised Veterinarian role - Quarantine and testing requirements and procedures - Conditions for donors and handling, storage, transport of germplasm - Record keeping <p>APHA procedural requirements</p>
	Export of Germplasm – other species – Procedures and Requirements	<p>Compare and contrast – Trade non-harmonised for some commodities - Import conditions may vary - set by destination country.</p> <p>Transit requirements</p> <p>Some non- EU countries may accept harmonised documentation</p>

	<p>Export Preparation and Health Certification – all species</p>	<p>Export preparation process from application to completion of transport including:-</p> <ul style="list-style-type: none"> • ITAHC including issuing system, harmonised trade, support documents • meeting documentary and health requirements, compliance with certificate conditions • pre-export testing if required, checks, inspections, sealing of flask/container • potential conflict of interest and pre-certification aspects • Authorised Veterinarian and OV Roles <p>Completion of relevant Official Export Certification using details and all supporting documents, correspondence and instructions – including:</p> <ul style="list-style-type: none"> • ITAHC, TRACES NDC, Notes for Guidance, Checklists, Supplementary documents – including Owners Declaration, Veterinary support certificates (for donor animals) • Pre-Certification • Potentially EHC where available for Non-harmonised commodities, Notes for Guidance, Notifiable Disease Clearance, Supplementary Documents, Disclaimers <p>Completion of relevant Official Export Certification using details and all supporting documents, disease clearances, correspondence and instructions - Fan stamping, certified copies</p> <p>Post certification procedures including meeting APHA requirements – return of certified copies, faxing/emailing ITAHCs</p>
Germplasm – Third Country Trade		
Third Country Trade	<p>Export of Germplasm to Third Countries – All species - Procedures and Requirements</p>	<p>Import conditions of destination country – may require compliance with EU conditions as baseline</p> <p>Import Permits, Export Health Certificate (EHC)</p> <p>Export premises approvals set by destination country</p> <p>Transit requirements – additional EU certification if transiting the EU</p> <p>National Trade – Northern Ireland, Isle of Man, Channel Islands – EHC may be required – Import conditions of destination country</p>
	<p>Export Preparation and Health Certification – All species</p>	<p>Export preparation process from application to completion of transport including:-</p> <ul style="list-style-type: none"> - meeting documentary and health requirements, compliance with certificate conditions - pre-export testing if required, checks, inspections, sealing of flask/container - potential conflict of interest and pre-certification aspects - Authorised Veterinarian and OV Roles <p>Completion of relevant Official Export Certification using</p>

		<p>details and all supporting documents, disease clearances, correspondence and instructions – including:</p> <ul style="list-style-type: none"> - Notes for Guidance, Notifiable Disease Clearance, Supplementary Documents including Owners Declaration, Veterinary support certificates (for donor animals), Disclaimers - Pre-Certification <p>Countersignature by VO for some Third Country EHCs, Fan stamping, certified copies</p> <p>Post certification procedures including meeting APHA requirements – return of certified copies</p>
Animal Health and Welfare		
Animal Health and Welfare	Donor Animals	<p>Specific consideration of both professional and legal responsibilities of Authorised Veterinarian and/or OV in relation to safeguarding the health and welfare of donor animals entering and residing within Collection centres.</p> <p>Discussion of specific animal health and welfare scenarios to this work area.</p>
OV Instructions, Guidance and General Information		
OV Instructions, Guidance and General Information	OV Instructions – Export Certification and Germplasm specific requirements	<p>APHA website, Official Veterinarians area, OV Instructions for Exports, other Guidance</p> <p>Recognition of conflicts of interest and strategies for avoiding them</p>
	Animal Health and Welfare – sources of information and guidance for the OV	<p>Animal Welfare Act 2006</p> <p>EC Regulation (EC) No 1/2005</p> <p>Welfare of Animals (Transport) (WATO) (England) Order 2006*</p> <p>*Or The Welfare of Animals (Transport) (Wales) Order 2007; or The Welfare of Animals (Transport) (Scotland) Regulations 2006 and The Welfare of Animals (Transport) (Scotland) Amendment Regulations 2009</p> <p>www.legislation.gov.uk</p> <p>Guide to Professional Conduct for Veterinary Surgeons – incorporating Guiding Principles related to animal welfare</p> <p>www.rcvs.org</p> <p>Role of owners/exporters</p> <p>www.defra.gov.uk/APHA and www.defra.gov.uk (www.gov.uk)</p> <p>APHA requirements of OVs</p>

Legislation

The **OCQ(V) – GX** training must include reference to the following relevant legislation:

- **Trade in Animals and Related Products Regulations (TARP) 2011** – provides the legal basis, amongst other international trade provisions, for compliance with EU law when certifying animals, germplasm/germinal products and, where required under disease safeguard measures, animal products to the EU.
- **Animal Health Act 1981** - requires that anyone having in their charge an animal affected or suspected of having certain disease must notify that fact to the police or veterinary authorities such as APHA. The diseases covered by this legal requirement are known as notifiable diseases.
- **Council Directive 88/407/EEC** – Procedures and requirements for export of Bovine Semen to EU.
- **Council Directive 88/556/EEC** – Procedures and requirements for export of Bovine Embryos to EU.
- **Council Directive 90/429/EEC** – Procedures and requirements for export of Porcine Semen to EU.
- **Council Directive 92/65/EC** – Sets out conditions for EU commercial trade between Member States of germplasm not covered by species specific Directives.
- **Diseases of Animals (Approved Disinfectants) (England) Order 2007** – approved list of veterinary disinfectants for animal disease prevention and control. Where appropriate the Diseases of Animals (Approved Disinfectants) (Scotland) Order 2008 and the Diseases of Animals (Approved Disinfectants) (Wales) Order 2007 must also be incorporated.
- **Animal Welfare Act 2006** - covers the welfare of animals in England and Wales (Where appropriate the **Animal Health and Welfare (Scotland) Act 2006**).
- **EC Regulation (EC) No 1/2005** on the protection of animals during transport and related operations – underpins the Welfare of Animals (Transport) (England) Order 2006 and parallel national legislation in Scotland and Wales.
- **Welfare of Animals (Transport) (WATO) (England) Order 2006** – covers the welfare of animals in Transport in England. Similar legislation exists in Wales (**Welfare of Animals (Transport) (Wales) Order 2007**) and Scotland (**Welfare of Animals (Transport) (Scotland) Order 2006**) which should be incorporated as appropriate.

Costs/equipment

The costs of this **OCQ(V) – GX** training are to be paid by the Candidates.

The **OCQ(V) – GX** training must include the opportunity for the Trainer to ensure that the Candidates are able to access and successfully search the relevant sections of the Defra, APHA, RCVS, EU, OIE and UK Legislation websites as a source of:

- support documents and OV guidance needed for the export of germplasm, **and**
- information and guidance related to export of germplasm, **and**
- notifications and amendments they will require in the future to update and refresh their knowledge relating to their OV role.

And are aware and capable of downloading latest versions of UK and EU Legislation from the relevant websites.

ANNEX 12: OCQ(V) – CA EXPORTS OF COMPANION ANIMALS FOR COMPANION ANIMAL VETS

Introduction

The **OCQ(V) – CA – Exports of companion animals for companion animal vets** qualification is relevant to the registered Veterinary Surgeon applying for training and appointment as an Official Veterinarian (OV) authorised to sign Export Health Certificates related to the export of companion animals.

An OV authorised to undertake this work will be required to provide advice to, and undertake this work on behalf of their clients – in full compliance with the requirements of current legislation, professional guidelines and APHA/EU/Third Country procedures.

Requirements

The Veterinary Surgeon seeking authorisation to undertake certification for exports of companion animals only must successfully complete:

- **OCQ(V) – CA** which provides a separate self-contained qualification specifically designed for companion animal vets. There is no requirement for applicants to undertake the OCQ(V) – ES and OCQ(V) – EX modules prior to this training, since the essential skills and guidance on export certification and procedures elements relevant to companion animal vets have been incorporated within the OCQ(V) - CA.

Alternatively veterinary surgeons can complete:

- **OCQ(V) - ES and OCQ(V) - EX** and
- **OCQ(V) – SX**
- This alternative combination is compulsory for the Veterinary Surgeon seeking authorisation to provide certification for commercially traded small animals (other than dogs, cats and ferrets).

The **OCQ(V) - SX** qualification covers everything that **OCQ(V) - CA** covers with the addition of:

- laboratory animals
- zoo animals
- Commercially traded small animals other than cats, dogs and ferrets. (Dogs, cats and ferrets are covered in the OVQ(V) – CA)

Aims and Objectives

The **Aims** of the **OCQ(V) - CA** training are to provide:

1. Guidance on the role and responsibilities of an OV working on behalf of APHA.
2. Clarification of the legal and professional responsibilities of all Veterinary Surgeons in relation to certification, animal welfare and notifiable disease.
3. Background knowledge of the global, legal, and professional issues relevant to the export of small animals.
4. Theoretical and practical guidance on the role of the APHA OV undertaking export certification of companion animals to EU and non-EU countries.

5. Understanding of the procedures and standards which are required of the OV undertaking export certification.
6. Familiarisation with information sources available to the OV relating to small animal exports, the EU Pet Travel Scheme, exotic disease and animal welfare.

The **Objectives** of the **OCQ(V) - CA** training are that by the end of this Training the Candidate will be able to:

1. Describe the general procedures to which any OV working on behalf of APHA must comply.
2. Outline the legal and professional responsibilities of all Veterinary Surgeons undertaking certification.
3. Specify the actions which should be taken by any Veterinary Surgeon considering or suspecting Notifiable Disease as a differential diagnosis.
4. Compare and contrast the documentary requirements for export of small animals to the EU and non-EU countries.
5. Apply the rules in relation to animals prepared in the UK to travel to and return from the EU and non-EU countries.
6. Safeguard the welfare of any live small animal presented to him/her to be certified for export.
7. Complete both export certification for companion animals and pet birds, in compliance with legal, professional and official requirements.
8. Access and utilise relevant information sources/guidance in order to advise his/her clients, resolve queries, and update his/her knowledge relating to undertaking export certification for companion animals and pet birds.

Scope

The scope of the **OCQ(V) - CA** training must incorporate detailed consideration of the:

1. Work of APHA relevant to the qualification – including exports/imports, regulation of notifiable disease and animal welfare, with reference to the responsibilities and role of an OV working on behalf of the organisation, **and**
2. Legal and professional requirements on all Veterinary Surgeons to undertake certification in full compliance with the 10 Principles of Certification and the RCVS guidance on these at all times, avoiding conflicts of interest - including the potential consequences of irregular certification, **and**
3. Actions which should be taken by any Veterinary Surgeon considering or suspecting Notifiable Disease as a differential diagnosis, **and**
4. General principles of international trade – with particular reference to variation of procedural and documentary requirements related to country of destination and species, and relevance to the OV role, **and**
5. Legal, professional, APHA and destination country requirements and procedures relevant to the OV undertaking export certification - including detailed coverage of roles and responsibilities, the export process from application to completion of travel, meeting documentary, health and welfare requirements, completion of export certification and use of the APHA website and OV Instructions for Exports as a comprehensive source of information and guidance, **and**
6. EU exit updates to the application of the rules for pet travel from the UK to the EU - with detailed consideration of legal, professional and APHA requirements related to preparation

procedures and the development of skills required for resolution of queries/problems relevant to the OV role **and**

7. Procedures/requirements related to commercial export of dogs, cats and ferrets **and**
8. Legal and professional responsibilities of the OV in relation to safeguarding the welfare of companion animals and pet birds presented to him/her for export **and**
9. The opportunity for candidates to access and become familiar with the Defra, Gov.UK, APHA, RCVS, EU, OIE and legislation websites:
 - as a source of documents, information and guidance directly related to OV export work **and**
 - to ensure they are able to provide advice to their clients/exporters, and update/refresh their knowledge as needed in response to legislative and procedural changes.

Important:

The following are **NOT** within the scope of the **OCQ(V) – CA** training:

- Procedures/requirements related to farm animal species being kept as pets – these species must travel in compliance with their species requirements - being subject content contained within the OCQ(V) – UX and/or OCQ(V) - AX modules as appropriate

OCQ(V) – CA – Mandatory Subject Content

Important

The outline of the Mandatory Subject Content supplied in this Section is intended to provide further guidance to potential External Training Providers related to the overall scope of the OCQ(V) – CA for the purposes of informing the tender process.

The Mandatory Subject Content delivered as part of this OCQ(V) – CA must at all times reflect **current** legal requirements, APHA policy and OV Instructions. All or any part of the Subject Content set out within this Section may therefore be subject to amendment, supplementation and/or deletion – to reflect updates and/or changes to such requirements.

Future preparation of the OCQ(V) – CA by the appointed Supplier will therefore require **both** reference to relevant information sources **and** the guidance provided to ensure currency of incorporated subject content.

Scope of Subject Content		Key references/elements
Essential Skills		
Essential Skills	APHA	Role and structure of APHA related to Export work, SSC, contacts Legal basis of APHA role and OV work – EU and national legislation Specifically APHA role in Animal Welfare, control of Notifiable Disease, Imports and Exports APHA instructions – Operations Manuals, SOPs
	The Official Veterinarian	Appointment Procedures, OV Stamp, SP Number, Official Certification

	Notifiable Disease	Animal Health Act 1981 – notification requirements and procedures, restrictions, report vs consultation cases Biosecurity Responsibilities of all VS and role of OV Information sources
Export Certification and Procedures		
Export Certification and Procedures	General Certification	10 Principles of Certification, Professional guidance - RCVS Hazards to VS including conflicts of interest Consequences of irregular certification
	Export Certification	Private, Official Certification Types of certification and their issuing systems, Third Country, harmonised, national trade – significance to OV role Support documentation, OV guidance
	Export Procedures	High level Export Procedures – role and responsibilities of APHA, OV and client/exporter within export process Support Certificates, declarations, fan stamping, certified copies, record keeping
Export of Small Pet Animals		
Export of Companion Animals and Pet Birds	Export Health Documentation	Documentation associated with export of companion animals and pet birds, incl variation with destination country and species.
	Export to EU and non EU countries - Procedures and Requirements	Procedures and requirements for export to EU and non EU countries. EU exit changes relating to use of Pet Travel Scheme (PETS) – subject to policy change EHC issuing system, Import Permits , support documents APHA procedural requirements and OV role
	Export Preparation and Health Certification	Export preparation process from application to completion of travel including meeting documentary, health and welfare requirements Completion of relevant Official Export Certification using details and all supporting documents, correspondence and instructions Countersignature, Fan stamping, certified copies
	OV Guidance – Export Certification	APHA website, Official Veterinarians area, OV Instructions for Exports, other Guidance
Export of Commercially Traded Dogs, Cats and Ferrets		

Export of Commercially Traded Dogs, Cats and Ferrets	Export Health Documentation	Documentation associated with export of commercially traded dogs, cats and ferrets- EHC, Private Certificates, Passports, Import Permits, support and supplementary documents
	Export to EU - Procedures and Requirements	EU exit changes affecting trade under Balai Directive 92/65/EC – Registered holdings, Approved premises, Approved Veterinarian Procedures and requirements for export to EU - Harmonised, bilateral agreements, national trade, transit requirements IATA – Regulation of Air transport of animals APHA procedural requirements and OV role
	Export to Third Countries - Procedures and Requirements	Procedures/requirements for export to Third Countries and IATA APHA procedural requirements and OV role
	Export Preparation and Health Certification	Export preparation process from application to completion of travel including meeting documentary, health and welfare requirements Completion of relevant Official Export Certification using details and all supporting documents, correspondence and instructions Countersignature, Fan stamping, certified copies
	OV Guidance – Export Certification	APHA website, Official Veterinarians area, OV Instructions for Exports, other Guidance
Companion Animal Health and Welfare		
Companion Animal Health and Welfare	Companion Animal Health and Welfare for Export	Specific consideration of:- - Both professional and legal responsibilities of OV in relation to safeguarding the welfare of companion animals and pet birds presented to them for export. - Fitness to travel, journey length, mode of travel, physiological and clinical conditions, quarantine or isolation issues - Potential small animal health and welfare scenarios - Residency abroad - exotic disease advice, preventative treatments for destination; tapeworm treatment issues related to short stays within EU under PETS rules
	Companion Animal Health and Welfare – sources of information and guidance for the OV	Animal Welfare Act 2006 The Welfare of Animals (Transport) (Wales) Order 2007* *Or The Welfare of Animals (Transport) (Scotland) Regulations 2006 and The Welfare of Animals

		<p>(Transport) (Scotland) Amendment Regulations 2009</p> <p>*Or Welfare of Animals (Transport) (Wales) Order 2007</p> <p>www.legislation.gov.uk</p> <p>Guide to Professional Conduct for Veterinary Surgeons – incorporating Guiding Principles related to animal welfare www.rcvs.org</p> <p>Role of owners - Protecting the Welfare of pet dogs and cats during journeys – Advice to Owners’ www.defra.gov.uk/APHA</p> <p>APHA requirements of OVs</p>
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Legislation

The **OCQ(V) – CA** training must include reference to the following relevant legislation:

- **Animal Welfare Act 2006** - covers the welfare of animals in England and Wales (Where appropriate the **Animal Health and Welfare (Scotland) Act 2006**).
- **EC Regulation (EC) No 1/2005 (as transposed into UK law post EU Exit)** on the protection of animals during transport and related operations – underpins the Welfare of Animals (Transport) (England) Order 2006 and parallel national legislation in Scotland and Wales.
- **Welfare of Animals (Transport) (WATO) (England) Order 2006** – covers the welfare of animals in Transport in England. Similar legislation exists in Wales (**Welfare of Animals (Transport) (Wales) Order 2007**) and Scotland (**Welfare of Animals (Transport) (Scotland) Order 2006**) which should be incorporated as appropriate.
- **Animal Health Act 1981** - requires that anyone having in their charge an animal affected or suspected of having certain disease must notify that fact to the police or veterinary authorities such as APHA. The diseases covered by this legal requirement are known as notifiable diseases.

Costs/equipment

The costs of this **OCQ(V) – CA** training are to be paid by the Candidates.

The **OCQ(V) – CA** training must include the opportunity for the Trainer to ensure that the Candidates are able to access and successfully search the relevant sections of the Defra, APHA, RCVS, EU, OIE and UK Legislation websites as a source of:

- support documents and OV guidance needed for the export of companion animals and pet birds, and
- information and guidance related to preparation of dogs, cats and ferrets for PETS, and
- notifications and amendments they will require in the future in order to update and refresh their knowledge relating to their OV role.

and are aware and capable of downloading latest versions of UK and EU Legislation from the relevant websites.

ANNEX 13: VPHB (VETERINARY PUBLIC HEALTH: THE BASICS OF STATE VETERINARY MEDICINE)

Introduction

The VPHB course is relevant to registered veterinary surgeons employed directly by the Animal and Plant Health Agency (APHA) and is foundational to their induction training for veterinary roles in the agency. It is also relevant to registered veterinary surgeons employed in veterinary roles in core Defra, in its other agencies, in other government departments and their agencies or in so-called “arms’ length bodies” where the official veterinary role requires knowledge of or a foundation in State Veterinary Medicine. It will be of some relevance to Official Veterinarians (OVs) – veterinarians from the private sector who are contracted or sub-contracted to perform official functions on behalf of government in Great Britain but the OCQ(V) – ES (Essential Skills) is intended to provide foundational background knowledge of State Veterinary Medicine for such roles.

State Veterinary Medicine may be defined as the provision of veterinary advice or expertise for the prevention and control of notifiable and reportable animal diseases, and for addressing situations of compromised animal welfare, as enabled and directed by current legislation. It therefore requires the practitioner to have a sound grasp not only of the veterinary diagnosis and assessment of animal health and welfare but also of the relevant regulatory framework within which government requires advice and control to be exercised for the public good.

Aims and Objectives

The Aims of the VPHB training are to provide:

- a. Background knowledge of the regulatory framework and current broad policy relating to the practice of State Veterinary Medicine in Great Britain.
- b. Theoretical and practical guidance on the roles and responsibilities of veterinarians directly employed by government departments and agencies in official veterinary roles.

The Objectives of the VPHB training are that by the end of this training the candidate will be able to:

1. Apply legislation to the maintenance of animal health and welfare.
2. Apply epidemiological principles to the control of endemic and exotic disease.
3. Access and apply a wide range of policies which promote public health.

Background

Central Government in Great Britain has a long history (> 150 years) of directly employing veterinarians to prevent and control animal diseases of national economic and public health significance. The need for this was first recognised during the Cattle Plague (Rinderpest) of 1865 when it was proving impractical to control a fast-spreading disease by the interventions of Local Authorities alone.

Since that time, various diseases have been added to the national and then international lists of recognised notifiable and reportable diseases. Those lists are currently maintained by the OIE (International Office for Animal Health) in Paris, France. Most of those diseases are agreed to be of sufficient economic and/or public health importance for individual sovereign states to work for their control or eradication, as may be possible. As a result of this, failure to adequately look for (surveillance), control or eradicate such diseases may become a legitimate barrier to international trade.

In consequence, it is standard international practice to require health certification to be made by government veterinarians in respect of trade in livestock and goods containing products and by-products of animal origin. Exactly what is required to be certified in respect of health assurances varies from commodity to commodity and from country to country. Official checks are made on the validity of such certification at ports of entry.

Subsequently, animal welfare has risen in importance in the public perception and government veterinarians in Great Britain are now responsible for statutory surveillance and intervention in farm animal welfare at markets, in transport, at time of killing and when kept on agricultural holdings. In the European Union, officially-assessed adherence to minimum statutory standards of farm animal welfare is linked with entitlement to claim agricultural subsidies.

The regulatory framework for animal health and welfare in Great Britain is enabled by statutory instruments (legislation) implemented by the devolved governments of the UK under the overarching UK Animal Health and Welfare Acts. These domestic instruments are themselves for the most part simply designed to implement the detailed requirements of current European (EU) Regulations in respect of different diseases and animal welfare.

While the Animal and Plant Health Agency (APHA) acts as the main regulator in Great Britain in respect of animal health and welfare, it does so on behalf of the English, Scottish and Welsh Governments, which make the enabling legislation and set individual policies for their application, which may vary between the different countries. Other agencies, such as the Food Standards Agency, also employ state veterinarians for the statutory implementation of animal and public health and animal welfare - in their case they do so in the context of the food industry.

While APHA leads on the provision of veterinary advice and expertise in the implementation of state veterinary medicine, it relies chiefly on its operational partners for the enforcement of relevant statutory provisions and for many of its disease and welfare surveillance operations. Those partners include Local Authorities, Police, contracted Veterinary Delivery Partners and contracted transport, slaughter and disposal operators.

Scope

The scope of the **VPHB** training must incorporate:

1. **Roles and responsibilities of a government veterinary service:** APHA and its component parts (organogram), equivalents elsewhere in the UK, EU and world, Policy formation, international trade, Links with other authorities such as OIE, WTO. Police. Links with non-statutory bodies and charities in animal welfare, veterinary bodies and farmer groups.
2. **Basic Principles of legislative powers used in State Veterinary medicine:** for the protection of public health, animal health and Animal Welfare, Powers of inspectors and how to use them, statements, evidential continuity, being a witness, legal framework for disease outbreaks.
3. **Veterinary Ethics and Certification:** Concepts of ethics. Professional responsibility. Certification – RCVS principles, export certification, supporting documentation.

4. **Veterinary public health:** Zoonoses, chemical toxicology, veterinary medicines and residues.
5. **Disease Epidemiology and Investigation Skills:** principles of epidemiology; investigation techniques; their application to notifiable diseases and diseases of interest to public health.
6. **Principles of Disease Control:** notifiable and reportable diseases, legislation relevant to this. Biosecurity, cleansing and disinfection, risk assessment, contingency planning and operational partners.
7. **Principles of Border Controls:** Trade agreements and health certification; free trade in EU and associated audits; TRACES system; Border Inspection Posts; operational partners.
8. **Current Animal Health issues:** e.g. TB control, sheep scab, pet passport scheme, BSE.
9. **Animal Welfare-** Consideration of welfare implications associated with endemic and notifiable diseases - the legal and professional responsibilities of the VS -including specific potential scenarios and discussion of actions to be taken at markets, in transit and on farms; operational partners.

Requirements

On successful completion of **VPHB** training the candidate will be required to undergo:

- Assessment of their veterinary public health knowledge by undergoing the on-line course examination under supervised conditions.
- There is no revalidation requirement for the VPHB course.

Holders of a current **VPHB** qualification are deemed to have *also* met the requirements of:

- **OCQ(V) - ES** Essential Skills training.
- Which Veterinary Surgeons applying for *all* OCQ(V)s (with the exception of the OCQ(V) – CA) are required to complete successfully in order for their additional OCQ(V)s to be activated and to enable their appointment as Official Veterinarians by APHA. The OCQ(V) – ES qualification will automatically be awarded to any veterinary surgeon who has successfully completed the VPHB training.

VPHB training - Mandatory Subject Content

Important

The outline of the Mandatory Subject Content supplied in this Section is intended to provide further guidance to potential External Training Providers related to the overall scope of the VPHB training for the purposes of informing the tender process.

The Mandatory Subject Content delivered as part of this VPHB training must at all times reflect **current** legal requirements, APHA policy and OV Instructions. All or any part of the Subject Content set out within this Section may therefore be subject to amendment, supplementation and/or deletion – to reflect updates and/or changes to such requirements.

Future preparation of the VPHB training by the appointed Supplier will therefore require **both** reference to relevant information sources **and** the guidance provided to ensure currency of incorporated subject content.

Scope/Subject	Elements/References		
	Pre-course self-evaluation	Via database	
1 – Roles and Responsibilities of a Government Veterinary Service, using APHA as the main example	<ul style="list-style-type: none"> - Geographical Structure of Animal and Plant Health Agency (APHA) - Functions and remit of APHA, including organogram of its parts – field, advice services, science, surveillance, vet directorate - Operational Partners - “Policy Customers”: Defra & Devolved Administrations – differing priorities - Health and Safety 		
2 – Statutory and non-statutory organisations explained	<ul style="list-style-type: none"> - European Commission - UK Governments - RCVS - OIE - British Veterinary Association - Representative website examples 		
3 – Extensive list of relevant organisations and bodies	<ul style="list-style-type: none"> - Defra & Devolved Governments - Basic Government structure & procedures - Links with other institutions (European Commission, OIE, WTO) - Enforcement operational partners (Local Authorities, Environment Agency, Police) - Animal welfare charities (RSPCA, PDSA, Blue Cross etc.) - Vet representative bodies (RCVS, BVA, BCVA, BEVA, AGV, European Colleges) - Industry representative bodies and charities - Police & other emergency services, Local Resilience Fora, COBRA - Annex 2- Links to organisations - Access to GVJ archived material 		
4 – Veterinary ethics & certification	<ul style="list-style-type: none"> - Concept of ethics - Professional responsibility - 10 Principles of Certification - CPD and competence 		

	<ul style="list-style-type: none"> - Quality Assurance and Audit
5 – Principles of disease control	<ul style="list-style-type: none"> - The need for legal powers to control certain diseases - Regulatory role of APHA - Notifiable and reportable disease - Disease control strategy options - Specific examples of current disease control policies - Risk assessment - Cleansing & disinfection - Biosecurity, including PPE - Surveillance - Attaining/regaining disease-free status - Operational partners
6 – Legislation	<ul style="list-style-type: none"> - Legal fundamentals (definitions, use of the law, interactions with local authorities, police and governments) - The EU dimension - Powers of Inspectors and how to use them - Appointment as an inspector - Basic legal awareness (statements, evidential continuity, being a witness of fact compared to an expert witness) - Link to Animal Health Act - Link to GB Legislation website - Link to Europa website
7 – Epidemiology and investigation skills	<ul style="list-style-type: none"> - Definition from a VPH perspective - Basic principles - Applications - Investigative techniques - Veterinary Risk Assessment, including worked examples
8 – Border Controls	<ul style="list-style-type: none"> - Trade agreements - Health certification, support certification - Health checks - EU open market, TRACES, Border Inspection Posts - Operational partners
9 – Bovine TB	<ul style="list-style-type: none"> - Background - Control strategies - Overview of current situation, priorities and methodologies for disease control
10 – Veterinary public health	<ul style="list-style-type: none"> - Interacting with other relevant authorities - Zoonoses - One Health approach - Examples of different disease control methodologies – e.g. BSE, Anthrax, Salmonella - Chemical toxicology, veterinary medicines & residues - Legislation - Links to relevant websites (VMD, FSA, PHE,PHW,PHS)
11 – Contingency planning	<ul style="list-style-type: none"> - History - Outbreaks and Incidents – methodologies and principles - Legal framework - Fundamental roles - Implementation of plan

	<ul style="list-style-type: none"> - National contingency plan - Access to relevant content in Ops manual (chapter 63) 						
12 – Animal welfare	<ul style="list-style-type: none"> - Basic principles – APHA perspective - Farm, market, transport, at time of killing - Legislation - Professional responsibilities - RCVS code of professional conduct - Resolving potential tension between professional and public service responsibilities - Operational partners 						
13 – Course Summary	<p>Key Facts Summary from whole course:</p> <ul style="list-style-type: none"> - Outline of work of APHA vets - Legislation and other links as a future resource - Need for professionalism at all times - Concept of being a civil servant and a veterinarian - Supporting policy development and implementation - Working with operational partners 						
	<table border="1"> <tr> <td>Post-course self-evaluation</td> <td>Via database</td> <td></td> </tr> <tr> <td>Link to final exam</td> <td>Via database</td> <td></td> </tr> </table>	Post-course self-evaluation	Via database		Link to final exam	Via database	
Post-course self-evaluation	Via database						
Link to final exam	Via database						

Policy

The **VPHB** training must include reference to the following sources of documentation, guidance and information relating to both existing policy and potential policy updates – which must be implemented by OVs with immediate effect.

- **Defra, Scottish and Welsh Governments websites** - www.defra.gov.uk (www.gov.uk), www.scotland.gov.uk and www.wales.gov.uk
- **APHA website** – www.defra.gov.uk/APHA for comprehensive guidance and OV Instructions.
- **UK Legislation website** - www.legislation.gov.uk – for copies of relevant legislation.

Best practice

The **VPHB** training must include reference to the following as a source of professional guidance for all veterinary surgeons within the UK, including OVs.

- **RCVS website** – www.rcvs.org for professional guidance.

- The **10 Principles of Certification** – replacing the original 12 drafted by RCVS Certification Working Party, British Veterinary Association (BVA) and Defra and adopted by the Federation of Veterinarians of Europe.
- **APHA Website** – www.defra.gov.uk/APHA for Sam training and guidance.

Pond, W.G., Bazer, F.W. and Rollin, B.E. eds. 2012. Animal welfare in animal agriculture: Husbandry, stewardship, and sustainability in animal production. Boca Raton, FL: CRC Press.

Pfeiffer D. U., 2010 Veterinary epidemiology [electronic resource]: an introduction 1, Wiley-Blackwell”

Legislation

The **VPHB** training must include reference to the following relevant legislation (this list is subject to variation with the enabling and revocation of the Statutory Instruments):

- **Animal Health Act 1981** - requires that anyone having in their charge an animal affected or suspected of having certain disease must notify that fact to the police or veterinary authorities such as APHA. The diseases covered by this legal requirement are known as notifiable diseases.
- **Diseases of Animals (Approved Disinfectants) (England) Order 2007** – approved list of veterinary disinfectants for animal disease prevention and control. Where appropriate the Diseases of Animals (Approved Disinfectants) (Scotland) Order 2008 and the Diseases of Animals (Approved Disinfectants) (Wales) Order 2007 must also be incorporated.
- **Animal Welfare Act 2006** - covers the welfare of animals in England and Wales (Where appropriate the **Animal Health and Welfare (Scotland) Act 2006**).
- **EC Regulation (EC) No 1/2005** on the protection of animals during transport and related operations – underpins the Welfare of Animals (Transport) (England) Order 2006 and parallel national legislation in Scotland and Wales.
- **Welfare of Animals (Transport) (WATO) (England) Order 2006** – covers the welfare of animals in Transport in England. Similar legislation exists in Wales (**Welfare of Animals (Transport) (Wales) Order 2007**) and Scotland (**Welfare of Animals (Transport) (Scotland) Order 2006**) which should be incorporated as appropriate.
- See also APHA document EL65 (Inspector ID counterpart certificate) which lists all the legislation under which an APHA inspector is empowered.

Standards

APHA staff, including staff already regulated by external professional bodies such as the Royal College of Veterinary Surgeons, are required to undertake training and evaluation in order to establish standards of competence for work in its many different areas of responsibility. Audit and compliance are the responsibility of the relevant professional lead, such as the Veterinary Director and are normally managed and reported via the Regulation, Audit, Compliance and Enforcement (RACE) Team.

Costs/equipment

The supplier will not charge for either enrolment of APHA staff onto this course or any cost for them completing the training although the relevant registration fee will apply if the candidates is not already registered.

For non – APHA staff the cost of this **VHPB** training is to be paid by the candidate or their employer, as directed.

ANNEX 14: OCQ(AHP) – ATT - TUBERCULIN TESTING OF CATTLE

Introduction

The **OCQ(AHP) – ATT - Tuberculin Testing of Cattle** is relevant to non-veterinary personnel for training and appointment as an Approved Tuberculin Tester to undertake skin TB testing of cattle in England.

TB testing is undertaken at the request and on behalf of APHA and delivered by through a veterinary business. All such work must be undertaken in full compliance with the requirements of the current applicable TB legislation and APHA procedures.

Requirements

All candidates applying for **OCQ(AHP) - ATT** training are required to successfully complete the following:

6. **Practical bTB Testing Instruction**, delivered by an Approved Veterinary Supervisor (AVS) or deputy AVS who is an Official Veterinarian holding the OCQ(V) - TT and who has had a fully compliant APHA or Veterinary Delivery Partner (VDP) audit in the two years prior to accepting the role. (A practical assessment carried out by the training provider does not qualify as an audit for this purpose.).
7. **A practical assessment**, delivered by the training provider once the candidate has met the practical training requirements.

On successful completion of the **OCQ(AHP) - ATT** training and authorisation the ATT will be required to undergo:

1. Assessment by their AVS between 4 and 6 months after authorisation is granted.
2. Assessment of their TB Testing knowledge and practical skills as part of APHA's risk based audit process.
3. Initial revalidation 2 years after authorisation, then every 4 years.

Aims and Objectives

The **Aims** of the **OCQ(AHP) – ATT** training are to provide:

2. Background knowledge of the legal requirements and current policy related to bovine TB and its control.
3. Theoretical and practical guidance on the role of the ATT carrying out TB testing of cattle in England.
4. A description of the procedures which must be undertaken and the standards applied by the ATT undertaking TB testing of cattle.

The **Objectives** of the **OCQ(AHP) – ATT** training are that by the end of this Training the Candidate will be able to:

1. Explain the legal basis for the control of TB in England.

2. Describe the TB control measures used in England.
3. Carry out TB testing for cattle in full compliance with APHA (Animal and Plant Health Agency) Tuberculosis Testing Instructions and Standard Operating Procedures.
4. Correctly identify all test reactions (and other suspicious signs of disease) at each TB test undertaken and refer to an Approved Veterinary Supervisor for interpretation according to the Tuberculosis Testing Instructions issued by APHA.
5. Initiate and complete post TB test procedures for cattle appropriate to the results and as required by APHA.
6. Complete and process official TB paperwork and certification for cattle in compliance with both legal and APHA requirements.
7. Access additional sources of information and advice on bTB control policies and approach a veterinary supervisor or APHA to raise questions not covered in the official instructions, report suspicions of TB testing fraud, etc.

Background

Bovine tuberculosis (bTB) is an infectious disease of cattle. It is caused by the bacterium *Mycobacterium bovis* (*M. bovis*), which can also infect and cause TB in badgers, deer, goats, pigs, camelids (e.g. llamas and alpacas), dogs and cats, as well as many other mammals.

In GB, TB is a Notifiable Disease and, under the different Tuberculosis and related Orders in England, Scotland and Wales, suspicion and/or laboratory isolation of Tuberculosis on any mammal (excluding man) must be notified to APHA. Furthermore, under the legislation, all bovines must be routinely TB tested at prescribed intervals or whenever required by APHA.

Bovine TB is a zoonotic disease and, in addition to maintaining vigilance over risks to public health, the main rationale for government intervention is to mitigate the economic impact of the disease on the farming industry and meet EU legal requirements.

There are a wide range of disease control measures in place to tackle and reduce further spread of bovine TB, these include:

- Regular cattle herd surveillance testing, with rapid slaughter of test positive ('reactor') cattle and imposition of movement restrictions on TB breakdown herds.
- Slaughterhouse surveillance of carcasses.
- Zero tolerance of overdue herd tests.
- Pre-movement testing (paid for by farmers) of cattle from high risk herds, supplemented by post-movement TB testing of animals entering the low risk areas of GB from higher risk areas to live.
- Pasteurisation of milk.
- Testing of imported cattle and other species.
- More frequent and sensitive testing of herds affected by TB breakdowns, supplemented by diagnostic blood tests in some cases, in order to eradicate the infection and restore Officially TB Free (OTF) herd status.
- Farmer advice, including husbandry guidance.
- Specific measures to control TB in the main wildlife reservoir (badgers).

ATTs must work as part of a veterinary business and undertake TB testing at the request and on behalf of APHA. They must have an Approved Veterinary Supervisor and one or two deputy supervisors confirmed at all times. ATTs must undertake this work in full compliance with the

requirements of the current applicable TB legislation and APHA procedures at all times. ATTs must ensure their details and their AVS and deputies are kept updated on the training website.

The APHA Instructions for bovine TB, available under the ‘Official Veterinarians’ area of the APHA website, set out the instructions and SOPs which must be adhered to by OV’s undertaking TB testing, to ensure the legal responsibilities of the organisation are met in full.

Any person seeking authorisation to undertake this work must successfully complete the **OCQ(AHP) - ATT** (in addition to meeting other requirements specified within the ‘Requirements’ Section below). Specific authorisation to act as an ATT will only be granted by APHA on successful completion of all elements of this training subject to other suitability aspects.

ATTs must undertake their work in full compliance with current animal health, welfare and other relevant legislation at all times.

Scope

The scope of the **OCQ(AHP) – ATT** training must incorporate:

1. Essential background information relating to TB, relevant to the responsibilities and role of an ATT undertaking **and**
2. Detailed procedural training related to TB testing with specific reference to APHA OV Instructions for TB and SOPs, including hygiene, biosecurity and health and safety requirements, **and**
3. Clarification of the responsibilities of all ATTs in relation to compliance with the 10 Principles of Certification, avoidance of conflicts of interest, protection of animal welfare and reporting of suspect notifiable disease, **and**
4. The opportunity for Candidates to access and become familiar with the Defra, APHA, legislation and other relevant websites e.g. TB Hub:
 - as a source of documents, information and guidance directly related to TB testing **and**
 - in order to update/refresh their knowledge as needed in response to legislative and procedural changes

OCQ(AHP) – ATT training - Mandatory Subject Content

Important

The outline of the Mandatory Subject Content supplied in this Section is intended to provide further guidance to potential External Training Providers related to the overall scope of the OCQ(AHP) – ATT for the purposes of informing the tender process.

The Mandatory Subject Content delivered as part of this OCQ must at all times reflect **current** legal requirements, APHA policy and OV Instructions. All or any part of the Subject Content set out within this Section may therefore be subject to amendment, supplementation and/or deletion – to reflect updates and/or changes to such requirements.

The Supplier will therefore require **both** reference to relevant information sources **and** the guidance provided to ensure currency of incorporated subject content.

Scope of Subject Content	Key references/elements
Tuberculosis – bTB – General	

Tuberculosis. bTB – General	<p>Notifiable Disease Status - Animal Health Act 1981/Orders under that Act; Notification procedures (Defra, Scottish Government, Welsh Government as appropriate)</p> <p>Zoonosis, H&S</p> <p>Pathology of TB, TB transmission, molecular types of <i>M. bovis</i> e.g. <i>spoligo</i>types, <i>genotypes</i> or <i>Whole Genome Sequencing (WGS)</i>, Local issues where appropriate</p> <p>TB Test – Sensitivity, Specificity related to disease control including test performance figures. Compare and contrast to interferon-gamma test and other, less commonly used, supplementary antibody tests.</p> <p>Post Mortem Examination – basic information on the PME required for TB reactors and how this informs future testing requirements.</p> <p>Bovine TB Eradication Strategies for England, Scotland and Wales (Defra, Scottish Government, Welsh Government as appropriate) – including appropriate testing regime in the different bTB risk areas</p> <p>What incidence and prevalence mean in the context of long latent period diseases such as TB.</p> <p>Biosecurity on Farm, Approved Disinfectants (Defra, Scottish Government, Welsh Government and other relevant online resources as appropriate)</p>	
Working on Behalf of Government	<p>Policy of Authorisation for ATTs</p> <p>OV Instructions</p>	
Certification	<p>Legal requirements, Conflicts of interest, 10 principles of certification and how this applies to ATTs carrying out TB testing.</p>	
Working with Cattle	<p>Cattle Identification Requirements</p> <p>Welfare of cattle – to identify issues and know how to respond</p> <p>Health and Safety – to identify issues, understand responsibilities and know how to respond.</p> <p>Notifiable diseases – awareness of notifiable diseases and common signs suspicious of notifiable disease in cattle that must be reported.</p>	
Supervision	<p>Direct supervision requirements during training by an Approved Veterinary Supervisor.</p> <p>Requirement for a confirmed AVS and one or two deputies at all times. Responsibility for maintaining an accurate record of these on the training record at all times.</p>	
The TB Test – Cattle		
The TB Test –	Immune Response	Bovine reaction to TB Test
	When and What to test	<p>Test Types, and clarity over which TB tests an ATT can carry out and those which they are not authorised to perform.</p> <p>Standard vs Severe Interpretation</p>

Cattle		<p>APHA Test Notification Procedures.</p> <p>Eligibility of animals for testing.</p>
	TB Test - Day 1 Procedures	<p>Safe handling of cattle</p> <p>Standard Operating Procedures (SOPs) OV Instructions, APHA website</p> <p>Biosecurity, Veterinary Medicines Regulations</p> <p>Equipment, use, maintenance, disinfection</p> <p>Animal ID, legal requirements, problems</p> <p>Test Site, Skin measurement, techniques, problems</p> <p>Injection of Tuberculin techniques, problems and exceptions</p>
	TB Test - Day 2 Procedures	<p>Standard Operating Procedures (SOPs) OV Instructions Manual, APHA website</p> <p>Timing</p> <p>Clinical examination and inspection, Reaction measurement, techniques, problems</p> <p>Test interpretation – Clear test, Inconclusive Reactors (IR), Reactors, TB64, TB64A (England, Scotland, Wales as appropriate)</p> <p>Confirmation of the outcome of the results for any animals considered to be reactors or inconclusive reactors.</p> <p>Clear Test Procedures, IR and Reactor Procedures</p> <p>Advice to Herd Owners</p> <p>APHA Case management overview</p> <p>Reporting of non-compliances with TB or other legal controls (e.g. movement restrictions, cattle identification, etc.), including instances of suspected skin test fraud, to the AVS or deputy.</p>
	Other consideration	<p>Group issues, Animal Welfare</p>
Documentary requirements - Cattle		
Documentation requirements - Cattle		<p>Standard Operating Procedures (SOPs)</p> <p>ATT and OV Procedures including Sam</p> <p>Procedures for Documentation (TB02, , TB181)</p> <p>Completion of Documentation as appropriate</p> <p>Record keeping requirements including TR247 Veterinary Medicines Regulations</p>

Legislation

The **OCQ(AHP) – ATT** training must include reference to the following relevant legislation (this list is subject to variation with the enabling and revocation of the Statutory Instruments):

- **Animal Health Act 1981** - requires that anyone having in their charge an animal affected or suspected of having certain disease must notify that fact to the police or veterinary

authorities such as APHA. The diseases covered by this legal requirement are known as notifiable diseases.

- **The Veterinary Surgery (Testing for Tuberculosis in Bovines) Order 2005** - specifies tuberculin testing of bovine animals as a test to which the prohibition of the practice of veterinary surgery by persons other than veterinary surgeons in section 19(1) of the Veterinary Surgeons Act 1966 does not apply.
- **Tuberculosis (England) Order 2014** (as amended), making TB a notifiable disease in GB providing that the suspicion of TB in the carcass of any mammal (excluding man) must be notified to APHA and for compulsory routine TB testing of all bovines.
- **Diseases of Animals (Approved Disinfectants) (England) Order 2007** – approved list of veterinary disinfectants for animal disease prevention and control. Where appropriate the Diseases of Animals (Approved Disinfectants) (Scotland) Order 2008 and the Diseases of Animals (Approved Disinfectants) (Wales) Order 2007 must also be incorporated.
- **Animal Welfare Act 2006** - covers the welfare of animals in England and Wales (Where appropriate the **Animal Health and Welfare (Scotland) Act 2006**).
- **EC Regulation (EC) No 1/2005** on the protection of animals during transport and related operations – underpins the Welfare of Animals (Transport) (England) Order 2006 and parallel national legislation in Scotland and Wales.
- **Welfare of Animals (Transport) (WATO) (England) Order 2006** – covers the welfare of animals in Transport in England. Similar legislation exists in Wales (**Welfare of Animals (Transport) (Wales) Order 2007**) and Scotland (**Welfare of Animals (Transport) (Scotland) Order 2006**) which should be incorporated as appropriate.

Policy

The **OCQ(AHP) – ATT** training must include reference to the following sources of documentation, guidance and information relating to both existing policy and potential policy updates – which must be implemented by ATTs with immediate effect.

- **Defra website** - www.defra.gov.uk (www.gov.uk),
- **APHA website** – www.defra.gov.uk/APHA for comprehensive guidance and OV Instructions
- **UK Legislation website** - www.legislation.gov.uk – for copies of relevant legislation
- **Bovine TB Hub** – <http://www.tbhub.co.uk/> - an online resource for farmers and vets providing practical guidance on how to deal with incidents of TB on their farm, biosecurity measures to reduce the risk of introducing TB, cattle trading rules, diagnostic tests for TB, etc.
- **ibTB service** – <https://ibtb.co.uk/> - an interactive online mapping tool providing the latest information on the geographic distribution of TB breakdowns in cattle herds across England and Wales.

Issues

In the control of TB in cattle and other species, accurate detection and prompt removal of infected animals is crucial. In order to achieve this all ATTs undertaking TB Testing must do so with high levels of accuracy and in full compliance with SOPs and protocols contained within the APHA Tuberculosis Testing instructions. APHA require that OCQ(AHP) - ATT training should promote and deliver the highest standards of ATT TB testing performance as a training outcome.

The adherence to APHA OV Instructions and SOPs by ATTs in terms of submission of test results is critical to the efficiency and effectiveness with which TB breakdown can be managed. APHA require that as part of the training of the OCQ(AHP) – ATT these procedural aspects are reinforced and assessed.

TB testing undertaken by authorised ATTs on behalf of APHA requires both knowledge of the process, and the ability to apply such knowledge to a high standard and in compliance with all requirements. Training providers must ensure that they are able to satisfy themselves, and if needed provide appropriate evidence to APHA, of the ability of each ATT to apply this learning to the required standard.

Costs/equipment

The costs of this **OCQ(AHP) – ATT** training are to be paid by the Candidates.

The OCQ(AHP) – ATT training must include the opportunity for the Trainer to ensure that the Candidates are able to access the information they will require in the future to update and refresh their knowledge relating to their ATT role on the Defra, APHA, RCVS, and UK Legislation websites. Adequate access to both computers and the internet should be available within the delivery of this training for the Trainer to be able to assess these skills for each Candidate.

The provider should give consideration to the practical nature of this work area and the requirement for training outcomes to include development of high standards in terms of practical skills. Such skills need to include the use and maintenance of equipment, accurate skin measurement, test site identification and accurate injection of tuberculin etc.

Approved Veterinary Supervisor Requirements

AVS Requirement	
Subject Area	Content to be covered
<p>Introduction</p> <p>An AVS must complete a short online course prior to accepting the role. There will be no course examination but the OV will be required to sign a declaration confirming that they have read and understood the training, requirements and responsibilities to perform the role.</p> <p>The following sections must be included.</p>	
The Role of the ATT	Details of the role and responsibilities of the ATT to include a link to the document in the APHA Vet Gateway defining this – TR539
The Role of the AVS	Details of the role and responsibilities of the AVS and deputy AVS to include a link to the document in the APHA Vet Gateway defining this – TR540
ATT Eligibility	The AVS must confirm that the ATT meets the eligibility criteria for the role.
Links	OV instructions relevant to ATTs
TB Test Procedures	Day 1 and 2 test procedures for ATTs.
Test Interpretation Responsibilities and Test Submission	Requirements for the AVS to provide test interpretation, sign off and submission.
Quality Assurance	The AVS will be responsible for carrying out an on farm assessment of the OV between 4 and 6 months after the ATT is fully authorised and must submit the record of the assessment to the ATTs record. Failure to do so will result in expiry of the ATTs authorisation.
Declaration	To confirm understanding and responsibilities of the role and that

	the AVS has had a fully compliant VDP, VPT or APHA audit in the 2 years prior to accepting the role.
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ANNEX 15: OCQ(AHP)CSO ANIMAL HEALTH PARAPROFESSIONAL - CERTIFICATION SUPPORT OFFICER– EXPORTS OF PRODUCTS OF ANIMAL ORIGIN INCLUDING FOOD FOR HUMAN CONSUMPTION AND ANIMAL BY-PRODUCTS

Introduction

The United Kingdom (UK) exports many products around the world and this trade is very important to our economy.

All products that are derived from animals in any way can only be exported if they have been checked and certified to confirm that they do not pose a risk to human or animal health in the receiving country.

The UK Government guarantees to other countries that the declarations made in official Export Health Certificates (EHCs) are true. A Certification Support Officer (CSO) works on behalf of the UK Government to ensure that the requirements of each EHC are complied with before a product is certified.

The **OCQ(AHP)CSO – Certification Support Officer** module is relevant to persons who may be deployed in a supporting role to a Certifying Officer in undertaking Export Health Certification related to the export of products of animal origin including food for human consumption and animal by-products.

A CSO authorised to undertake this work will be required to undertake this work under the direction of a Certifying Officer – in full compliance with the requirements of current legislation, professional guidelines and APHA/EU/Third Country procedures.

Requirements

The minimum requirements for registration for the Certification Support Officer (CSO) course are:

- to be over 18 years of age
- to have the right to work in the UK
- to have a 'basic disclosure check' with no recorded convictions
- to have at least 3 A levels, one of which must be in a natural science or a food technology subject.

Equivalent qualifications are eligible, for example Scottish Highers or qualifications awarded outside the UK. All UK university degrees are eligible.

Alternative qualification based on relevant experience.

Applicants may be eligible based on relevant experience if they cannot meet the above criteria. As a guide, at least 3 years' experience of working in a regulatory, industrial food processing environment or working as a veterinary paraprofessional will be considered. Applicants should make an application for eligibility by email to the course provider stating relevant experience and

other relevant information. The APHA will then consider the application and advise, in writing, on eligibility.

- to be proficient in English, being able to communicate for the purposes of the role of an Animal Health Paraprofessional
- to have no known Conflict of Interest in the proposed work

The revalidation interval requirement for the **OCQ(AHP)CSO** training and work area is **4 years**.

Aims and Objectives

The **Aims** of the **OCQ(AHP)CSO** training are to deliver training, specific to the export of products of animal origin including food for human consumption and animal by-products, which will provide:

5. Background knowledge of global, legal, and professional issues relevant to export certification.
6. Theoretical and practical guidance on the role of the Certification Support Officer in the certification of exports.
7. Guidance on the procedures that must be undertaken and standards applied by the Certification Support Officer throughout the export process.
8. Familiarisation with information sources available to the CO and CSO relating to export certification and animal welfare.

The **Objectives** of the **OCQ(AHP)CSO** training are that by the end of this Training the Candidate will be able to:

6. Describe the regulatory structure that sets out the required standards for Certification Support Officers to assist Certification Officers in the certification of products.
7. Describe the principles of certification and how these are applied to export certification.
8. Complete the supporting documents required for export certification in compliance with official requirements and following appropriate guidance.
9. Explain the principles of assessing and monitoring production processes.
10. Describe the implications of incorrect certification.
11. Know the types of evidence that may be required before a commodity can be certified for export.
12. Support the export of products of animal origin in full compliance with the requirements of the relevant destination, and where appropriate, transit countries.
13. Prepare export certification and associated documentation for products of animal origin, in compliance with legal, professional and official requirements.
14. Access and utilise relevant information sources/guidance in order to advice exporters, resolve queries, and update his/her knowledge relating to the export of products of animal origin.

Background

The majority of countries require that export certification be certified by a Certifying Officer specifically authorised to sign official export health certification on behalf of Defra, the Scottish Government or the Welsh Government. In this they may be supported by persons similarly specifically authorised for this purpose.

Persons seeking CSO authorisation must successfully complete all elements of the CSO training and the examination - specific authorisation to act as a CSO will be granted by APHA on successful completion.

All Certifying Officers and Certification Support Officers must undertake their work in full compliance with current animal health, welfare, other relevant legislation and professional guidelines, at all times.

Scope

The CSO course covers:

1. The procedures and requirements for the export of products of animal origin including food for human consumption and animal by-products.
2. Working on behalf of the Government.
3. The regulatory structure which sets the required standards for certification undertaken by COs with the assistance of the CSO. Legal, professional and APHA requirements and procedures relevant to the CO undertaking export certification for products of animal origin.
4. The code of conduct for certification.
5. HACCP.
6. How to collect the evidence required before a commodity can be certified for export.
7. The principles of certification and how these are applied to export certification.
8. How to complete supporting documents required for export certification in compliance with official requirements and utilising appropriate guidance.
9. The implications of incorrect certification.
15. Access and familiarisation with the Defra, APHA, RCVS, and legislation websites for all Candidates:
 - as a source of documents, information and guidance directly related to CO export work **and**
 - to ensure they are able to provide advice to their clients/exporters, and update/refresh their knowledge as needed in response to legislative and procedural changes

OCQ(AHP)CSO – Mandatory Subject Content

Important:

The outline of the Mandatory Subject Content supplied in this Section is intended to provide further guidance to potential External Training Providers related to the overall scope of the OCQ(V) – PX module for the purposes of informing the tender process.

The Mandatory Subject Content delivered as part of this OCQ(V) – PX module must at all times reflect **current** legal requirements, APHA policy and OV Instructions. All or any part of the Subject Content set out within this Section may therefore be subject to amendment, supplementation and/or deletion – to reflect updates and/or changes to such requirements.

Future preparation of the OCQ(V) – PX module by the appointed Supplier will therefore require **both** reference to relevant information sources **and** the guidance provided to ensure currency of incorporated subject content.

Scope of Subject Content	Key references/elements
<p>What is a Certification Support Officer (CSO)?</p>	<p>Who can sign a particular Export Health Certificate (EHC)? Where do Export Health Certificates come from and who is responsible for them? What products need certification? What type of products might a CSO work with? What other evidence will a CSO be asked to collect? How should this evidence be recorded? Continuity of evidence. What does this mean? Does the CSO need to know the details of the legislation? What does authorisation mean? How long does my authorisation last? This is an important job. What happens if things go wrong?</p>
<p>Organisations</p>	<p>Defra APHA DAERA RCVS The European Union Food Standards Agency (FSA) and Food Standards Scotland (FSS) World Organisation for Animal Health (OIE) World Trade Organization (WTO) Codex Alimentarius Commission (Codex)</p>
<p>Code of Conduct</p>	<p>Details the CSO Code of Conduct and the way in which CSOs must apply this to their work</p> <p style="text-align: center;">Document - Overview of the policy for authorisation of CSOs</p> <p>Document - Policy of Authorisation for CSOs</p>
<p>Conflict of Interest</p>	<p>Conflict of Interest Form</p>

<p>Legislation</p>	<p>Legislation - CSO Role and Official Controls Regulation (EC) 882/2004 Council Directive 96/93/EC Regulation (EU) 2017/625 EU Exit and the UK as a third country outside of the European Union (EU) Regulation (EU) 2017/625 Certification Support Officer also known as 'Official auxiliary' Example Changes to legislation</p>
<p>Certificates and Certification</p>	<p>Certificates and support documents. What is a certificate? The purpose of export certification EHCs Support documents The purpose of the NDC (notifiable disease clearance) form Why is the NDC important? Remote certification or certification by proxy Declarations from the business or other relevant parties</p>
<p>Principles of Certification RCVS</p>	<p>To include a link to the RCVS principles</p>
<p>Principles to follow when completing any certification</p>	<p>Practical demonstration with photos</p>
<p>Hazard Analysis and Critical Control Point (HACCP)</p>	<p>The 7 HACCP Principles</p> <ul style="list-style-type: none"> - Introduction - 7 Principles - Conduct a Hazard Analysis 1 - Conduct a Hazard Analysis 2 - Identify Critical Control Points - Establish Critical Limits - Establish Monitoring 1 - Establish Monitoring 2

Legislation

The **OCQ(AHP)CSO** training must include reference to the following relevant legislation:

- **Animal Health Act 1981** - requires that anyone having in their charge an animal affected or suspected of having certain disease must notify that fact to the police or veterinary authorities such as APHA. The diseases covered by this legal requirement are known as notifiable diseases.
- **Regulation EC 1069/2009 and Regulation EU 142/2011** – laying down health rules as regards animal by-products and derived products not intended for human consumption.
- **Animal By-products (Enforcement) (England) Regulations 2011** (as amended) (Where appropriate **Animal By-Products (Enforcement) (Scotland) Regulations 2011** (as amended) or **Animal By-Products (Enforcement) (No.2) (Wales) Regulations 2011**) – enforces the above EC Regulations.

Policy

The **OCQ(AHP)CSO** training must include reference to the following sources of documentation, guidance and information relating to both existing policy and potential policy updates:

- Defra Website - www.defra.gov.uk (www.gov.uk) (or www.scotland.gov.uk ; www.wales.gov.uk as appropriate).
- APHA Website – www.defra.gov.uk/APHA for OV instructions for Exports and other relevant guidance.
- RCVS website – www.rcvs.org for professional guidance.
- The 10 Principles of Certification and supporting guidance - drafted by RCVS Certification Working Party, British Veterinary Association (BVA) and Defra and adopted by the Federation of Veterinarians of Europe.

Costs/Equipment

The costs of this **OCQ(AHP)CSO** training are to be paid by the Candidates.

The **OCQ(AHP) – CSO** training must include the opportunity for the Trainer to ensure that the Candidates are able to access and successfully search the relevant sections of the Defra, Gov.UK, APHA, RCVS and OIE websites as a source of:

- support documents and CO guidance needed for the export of products of animal origin, **and**
- information and guidance related to export of products of animal origin, **and**
- notifications and amendments they will require in the future to update and refresh their knowledge relating to the CO role.

Adequate access to both computers and the internet should be made available within the delivery of this training for the Trainer to be able to assess these skills for each Candidate

OCQ(AHP)CSO SYLLABUS

OCQ(AHP)CSO Animal Health Paraprofessional - Certification Support Officer

ANNEX 16: REVALIDATION – OCQ(V) AND OCQ(AHP)

Introduction

Revalidation of qualifications is required to provide assurance to APHA that OVs and AHPs are maintaining and continuously improving their competence and applying the same to their work.

All OCQ(V)s have a revalidation interval of four years with the following exceptions:

OCQ(V) - ES – This pre-requisite course will not require revalidation. The relevant information must be added to each revalidation OCQ(V) that this is a pre-requisite for. The assessment for each revalidation course must include a section on essential skills that must be answered and passed in addition to the qualification specific assessment. OVs will be permitted to skip the training section on ES if they choose to do so e.g. if they have just completed revalidation of another qualification but must be informed that they will be examined on that section.

OCQ(V) – EX – a revalidation course will be required for those candidates that only require the EX qualification to carry out exports and no other specific export qualification. The revalidation interval is 4 years. However where EX is required as a pre-requisite for any qualification, revalidation of the EX qualification will not be required. The relevant information must be added to each revalidation OCQ(V) that this is a pre-requisite for. The assessment for each revalidation course must include a section on general exports that must be answered and passed in addition to the qualification specific assessment and the essential skills section. OVs will be permitted to skip the training section on EX if they choose to do so e.g. if they have just completed revalidation of another qualification containing the EX material but must be informed that they will be examined on that section.

OCQ(AHP) – CSO has a four year revalidation interval.

OCQ(AHP) – ATT has an initial two year revalidation interval followed by a four year interval thereafter.

New course content must be added to each revalidation course at least every four years to ensure that candidates receive new training material and are not just repeating previous material. Some critical training material will need to be repeated at each revalidation.

Aims and Objectives

The **Aims** of the **Revalidation Process** are to provide the opportunity for each candidate to:

1. Demonstrate their ability to maintain and update both their knowledge, and key skills, crucial to their role within the relevant work area - in terms of meeting APHA, legal and professional requirements.
2. Develop an awareness of their own performance – including the identification and addressing of their needs for knowledge/key skills development, learning from adverse incidents and responding to peer review of performance and customer feedback.
3. Provide evidence of their knowledge, and ability to apply such knowledge, in order to meet their responsibilities within the relevant work area - through satisfactory performance within an Assessment incorporating key subject content at an appropriate level.

The **Objectives** of the **Revalidation Process** are that on completion of the process the candidate will have:

1. Reviewed APHA, legal and professional requirements related to their status as either a veterinary surgeon, role as an OV or AHP and specific to the relevant work area and understood their responsibility to update/refresh their knowledge on a regular basis and as needed in response to legislative and procedural changes.
2. Accessed and familiarised themselves with the location and content of the sources of information/guidance available to them.

3. Updated their knowledge and key skills crucial to their role within the relevant work area.
4. Reflected on, and be able to recognise the circumstances in which, they should take appropriate measures to identify and address their needs for knowledge/key skills development.
5. Demonstrated satisfactory performance within an Assessment of their knowledge and ability to apply such knowledge in order to meet their responsibilities within the relevant work area.

Background

This document sets out APHA requirements for the format of the Revalidation Process - which will be common to all the OCQs.

In summary, the Revalidation Process must promote behaviours APHA requires of all OVs and AHPs - in relation to taking personal responsibility for their own knowledge level, learning needs, updating, and continuing improvement of their competence within their work.

Through the structuring of the Revalidation process around these behaviours, and using the information sources relevant to the given work area, and available to the OV or AHP, as a key element eg OV Instructions – each candidate will be able to address their own individual learning needs within the process. This has been favoured in contrast to a set Revalidation curriculum – which may not meet the learning needs of all individuals.

In addition to the above, APHA require that the Revalidation process be sufficiently flexible to be able to incorporate and address areas of confusion/problems which may arise from time to time in relation to OV or AHP work within the relevant field – identified through APHA performance assessment and quality assurance checks or other means within the service delivery structure.

Scope

As a minimum the Revalidation process must incorporate the following elements – relevant to the appropriate OCQ work area:

1. **Maintenance of key skills** – to ensure ability to meet APHA, legal and professional requirements relevant to their role as either a veterinary surgeon, OV or AHP and specific to the relevant work area. This should include reinforcement of H&S, Biosecurity, and Certification aspects, avoidance of conflicts of interest, and protection of animal welfare. Including requirement that the candidate understands their responsibility to update/refresh their knowledge on a regular basis and as needed in response to legislative and procedural changes. Issues identified with OV/AHP performance in the relevant work areas must be included.
2. **Information Sources** - The requirement for accessing and ensuring familiarity with the location and content of Defra, Gov.UK, APHA, RCVS, EU, OIE, legislation and other relevant websites - as a source of documents, information and guidance directly related to OV/AHP work.
3. **Updating of knowledge and key skills** crucial to the role as an OV or AHP within the relevant to the OCQS being revalidated.
4. **Awareness of own performance** – Element of self-reflection to provide evidence of ability to learn from adverse incidents, peer review of performance, customer feedback etc.
5. **Assessment** – to provide evidence of both knowledge, and ability to apply such knowledge, in order to meet the responsibilities and high standards of work expected within the relevant work area. This Assessment should include scenario based aspects, incorporating problem solving and the opportunity for the candidate to access OV

Instructions and other information sources for its completion – to reflect APHA requirements for training outcomes.

Requirements

The Supplier will be required to deliver the revalidation courses based on guidance and syllabi provided by APHA.

The revalidation courses correspond to individual OCQs as outlined in the ITT document.

APHA do not expect the Revalidation process to be onerous or to contain a great deal of taught information. The Revalidation content should be based on required behaviours as previously outlined, using information sources available to the OVs and AHPs – with links being provided where appropriate – enabling individual learning needs to be identified and addressed.

In relation to Assessment - the Supplier must provide a secure on line assessment for each revalidation course. All assessments are to be crafted sufficiently robustly to prevent collusion or cheating. The Supplier will be responsible for assuring the identity of anyone completing either training or assessment.

Revalidation – Mandatory Format

Important

The outline of the Mandatory Format supplied in this Section is intended to provide further guidance on the overall format of the Revalidation courses for the purposes of informing the tender process.

The Mandatory Format of Revalidation courses must at all times reflect the requirements associated with **current** legislation, APHA policy and OV Instructions. All or any part of the Format set out within this Section may therefore be subject to amendment, supplementation and/or deletion – to reflect updates and/or changes to such requirements.

Revalidation courses will therefore require **both** reference to relevant information sources **and** the guidance provided to ensure the same meet current requirements.

Subject Area	Content to be covered within Revalidation Process relevant to OCQ(V) work area
Maintenance of Key Skills	
<p>1. Review of APHA, legal and professional requirements related to their status either as a veterinary surgeon, role as an OV or an AHP and specific to the relevant work area. Including requirement that the candidate understands their responsibility to update/refresh their knowledge on a regular basis and as needed in response to legislative and procedural changes.</p>	
APHA OV Instructions	<p>Understanding of requirement for the individual candidate to read and assimilate OV instructions online regularly, as appropriate to individual learning needs, at least annually and when prompted by communication from APHA that instructions have changed.</p> <p>The candidate must confirm that they have supplied a current email address and have been receiving communications.</p>

	Understanding of APHA requirements of OV or AHP performance in relation to H&S, Biosecurity, and Certification aspects, avoidance of conflicts of interest, and protection of animal welfare
Legal Requirements	Review of legal aspects of role – including relating to animal welfare, biosecurity and legislation relevant to specific work area
Professional requirements	Review of professional aspects of role including understanding of conflicts of interest and how to avoid them
Information Sources	
2. Accessed and familiarised themselves with the location and content of the sources of information/guidance available to them.	
Information Sources on APHA and the OV Role	Defra Website - www.defra.gov.uk (www.gov.uk) (or www.scotland.gov.uk ; www.wales.gov.uk as appropriate) APHA Website – www.defra.gov.uk/APHA for comprehensive guidance and OV Instructions UK Legislation Website - www.legislation.gov.uk – for copies of relevant legislation World Organisation for Animal Health (OIE) - https://www.oie.int/
Professional responsibilities	Guide to Professional Conduct for Veterinary Surgeons in OCQ(V)s
Information on Animal Welfare and responsibilities of the Veterinary Surgeon or AHP	Defra, Scottish Government, Welsh Government, and APHA websites as above Copies of legislation at www.legislation.gov.uk RCVS website - Guiding Principles – animal welfare
Updating of knowledge and key skills	
3. Updated their knowledge and key skills crucial to their role within the relevant work area	
Updating of knowledge and key skills	Reading and assimilation of OV instructions as appropriate to individual learning needs
Mentoring opportunities	Establishment of mentor contact/confirmation of access to an experienced and expert colleague to provide advice on OV/AHP responsibilities if and when needed
CPD – for OCQ(V)	Confirmation and incorporation of/drawing on any additional

ONLY	<p>CPD which has been undertaken relevant to OV responsibilities. Ten hours is required for each OCQ(V)</p> <p>Promotion of further CPD with a view to improving competence in the OV role</p>
Awareness of own performance	
4. Reflected on, and be able to recognise the circumstances in which, they should take appropriate measures to identify and address their needs for knowledge/key skills development	
Practical performance	Care of equipment/materials relevant to the role – ensuring the same are kept in good working order and materials such as tuberculin are stored and used correctly
	Biosecurity practices and meeting APHA requirements relating to hygiene and biosecurity when undertaking OV/AHP work
	The carrying out and implementation of Health and safety risk assessments for all OV/AHP activities, in particular those involving handling live animals.
	Practical implementation of the 10 Principles of Certification and avoidance of conflicts of interest.
Mentoring	Consideration of and reflection on any feedback on practical performance or other OV/AHP work area from mentor/experienced/expert colleague – and learning outcomes achieved
Assessment	
5. Demonstrate satisfactory performance within an Assessment of their knowledge and ability to apply such knowledge in order to meet their responsibilities within the relevant work area	
Theoretical Assessment	<p>Secure on line formal assessment for each module to provide evidence of both knowledge and ability to apply such knowledge in order to meet the responsibilities and high standards of work expected of an OV/AHP within the relevant work area.</p> <p>This Assessment should include scenario based aspects, incorporating problem solving and the opportunity for the OV/AHP to access OV/AHP Instructions and other information sources for its completion – to reflect APHA requirements for training outcomes</p> <p>The content and difficulty of the Assessment should reflect and be appropriate to that of the work required by OVs/AHPs within the relevant work area</p> <p>The OV/AHP must demonstrate a satisfactory performance within this Assessment</p>
Practical Assessment	For the OCQ(V) – TT and the OCQ(AHP) – ATT the candidate must demonstrate that they have met all the requirements for

	revalidation in addition to successful completion of the theoretical assessment. This will include demonstration of evidence that they have tested the minimum number of animals required in the revalidation interval and that they have had either an on farm audit be an APHA-approved audit provider or a Peer review in the revalidation interval..
Declaration based confirmation of satisfactory performance	Confirmation of satisfactory performance must be achieved through completion of a declaration(s). For OVs all such declarations must be formulated as veterinary certificates and it must be made clear that false certification including impersonation of another MRCVS will be reported to RCVS for investigation as serious professional misconduct. AHPs must also be made aware of their responsibilities for correct certification.

Legislation

The Revalidation Process must incorporate the requirement to review legislation directly relevant to the appropriate OCQ work area and the OV/AHP role - in addition to the following which are key to all OV work areas:

- **Animal Welfare Act 2006** - covers the welfare of animals in England and Wales. Where appropriate the Animal Health and Welfare (Scotland) Act 2006 must also be incorporated.
- **Welfare of Animals (Transport) (WATO) (England) Order 2006** – covers the welfare of animals in Transport in England. Similar legislation exists in Wales and Scotland which should be incorporated as appropriate.
- **EC Regulation (EC) No 1/2005** on the protection of animals during transport and related operations – underpins the Welfare of Animals (Transport) (England) Order 2006 and parallel national legislation in Scotland and Wales.
- **Animal Health Act 1981** - requires that anyone having in their charge an animal affected or suspected of having certain disease must notify that fact to the police or veterinary authorities such as APHA. The diseases covered by this legal requirement are known as notifiable diseases.
- **Diseases of Animals (Approved Disinfectants) (England) Order 2007** – approved list of veterinary disinfectants for animal disease prevention and control. Similar legislation exists in Wales and Scotland which should be incorporated as appropriate.

Policy

The Revalidation Process must include reference to the following sources of documentation, guidance and information relating to both existing policy and potential policy updates – which must be implemented by OVs/AHPs with immediate effect.

- Defra Website - www.defra.gov.uk (www.gov.uk) (or www.scotland.gov.uk ; www.wales.gov.uk as appropriate).
- APHA Website – www.defra.gov.uk/APHA for OV instructions and guidance.
- UK Legislation Website - www.legislation.gov.uk – for copies of relevant legislation.

Best practice

The Revalidation Process must include reference to the following as a source of professional guidance for all veterinary surgeons within the UK, including OVs.

- RCVS website – www.rcvs.org for professional guidance.

The following must be included for OV's and AHP's.

- The 10 Principles of Certification and supporting guidance - drafted by RCVS Certification Working Party, British Veterinary Association (BVA) and Defra and adopted by the Federation of Veterinarians of Europe. OV's must comply with these when carrying out export health certification.
- World Organisation for Animal Health (OIE) - <https://www.oie.int/>
- EU.

Issues

The role and responsibilities of APHA have their basis, and are defined within, both European and National Legislation.

The legal requirements for each area of APHA work have been 'translated' into detailed field instructions and Standard Operating Procedures (SOPs) which are contained within 'Operations Manuals' and 'OV Instructions'. APHA have a separate Operations Manual for every area of their work. It is essential that these instructions and SOPs are adhered to in all work undertaken on behalf of APHA - to ensure that the legal responsibilities of the Organisation are met in full.

All Veterinary Surgeons and AHP's must undertake their work in full compliance with current animal health, welfare and other relevant legislation. In addition, the OV and AHP undertaking work on behalf of APHA is responsible for ensuring that they adhere to APHA OV instructions and SOPs at all times.

The Revalidation Process must include the opportunity for the Supplier to ensure that the candidates are able to access the information they will require in the future to update and refresh their knowledge relating to their OV/AHP role on the Defra, Gov.UK (Scottish Government, Welsh Government as appropriate) APHA, RCVS, and UK Legislation websites.

APHA undertakes performance assessment and quality assurance checks on work undertaken by OV's and AHP's on their behalf. Historically the outcome of such checks have revealed that the standards of certification carried out by some individual OV's has fallen below expectations, and in some cases have not complied with the 10 Principles of Certification or followed the guidance provided. APHA require that the delivery of training must address this issue and promote high standards of certification.

The manner of notification of Notifiable Disease to local APHA offices by any veterinary surgeon is critical to the efficiency and effectiveness with which it can be managed. In particular this relates to ensuring that the veterinary surgeon involved remains on site, and able to supply essential information at the notification contact. APHA require that as part of the Revalidation Process - these aspects are reinforced for all OV work areas. AHP's must also be aware of their responsibilities in the reporting of suspicion of notifiable disease.

In relation to Assessment - the Supplier must provide a secure on line assessment for each revalidation course. All assessments are to be crafted sufficiently robustly to prevent collusion or cheating. The Supplier will be responsible for ensuring the identity of anyone completing either training or assessment.

Confirmation of satisfactory performance must be achieved through completion of a declaration(s). For OV's all such declarations must be formulated as veterinary certificates and it must be made clear that false certification including impersonation of another MRCVS will be reported to RCVS for investigation as serious professional misconduct. AHP's must also be made aware of their responsibilities for correct certification.

Costs

The costs of the Revalidation process are to be paid by the Candidates.

Peer Review Requirements at Revalidation of the OCQ(V) - TT

OCQ(V) – TT only : Peer Review Requirement	
Subject Area	Content to be covered
Introduction A Peer Reviewer must complete a short online course prior to completing each Peer Review. There will be no course examination but the OV will be required to sign a declaration confirming that they have read and understood the training and requirements in order to perform the role. The following sections must be included.	
The Role of the Peer Review OV	Details of the role and learning Arranging the Peer Review Performing the Peer Review Reporting and Certification of findings to include link to the RCVS Code of Professional Conduct. Peer Review Report Form and guidance notes Guidance on escalation protocol to APHA when non compliances are detected
Links	OV instructions Useful websites
TB Test Procedures	Day 1 and 2 test procedures.
Declaration	To confirm understanding and responsibilities of the role and that the reviewer has had a fully compliant VDP, VPT or APHA audit in the 4 years prior to accepting the role.

ANNEX 17: GENERAL EXPORT SYLLABUS SECTION

This section is applicable to all export qualifications as listed below :

Official Controls Qualifications(Veterinary) (OCQ(V)) -

EX - Exports general

UX - Export of Ungulates including Equidae ,

EQ - Export of Equidae only

PX - Exports of Products of Animal Origin including food for human consumption and animal by-products

AX - Export of poultry including Poultry Health Scheme and captive birds which are not pets

SX - export of commercially traded small animals and small pet animals (non-commercial)

GX - Exports of germplasm including supervision of AI Centres

CA - Exports of companion animals for companion animal vets

Background

The majority of countries require export certification to be certified by an Official Veterinarian who has been specifically authorised to sign Export Health Certificates on behalf of Defra, the Scottish Government or the Welsh Government.

For a MRCVS, specific authorisation to act as an OV will be granted on successful completion of all elements of this training.

All Veterinary Surgeons must undertake their work in full compliance with current animal health, welfare and other relevant legislation and professional guidelines at all times.

In addition, the Official Veterinarian undertaking export work on behalf of APHA is responsible for both ensuring that they do so in full compliance with APHA OV Instructions and Standard Operating Procedures (SOPs), whilst adhering also to EU and Third Country procedures in terms of the export process itself.

OV Standards

APHA undertakes performance assessment and quality assurance checks on the export certification carried out by OV's. Historically the outcome of such checks and complaints from destination countries has revealed that the standards of certification carried out by some individual OVs has fallen below expectations, and in some cases have not complied with the 10 Principles of Certification or followed the guidance provided for the certificate in question. APHA require that the delivery of OV training must address this issue and promote high standards of OV certification.

The APHA Centre for International Trade (CIT) at Carlisle issue export certificates and associated documentation on behalf of Defra and in response to applications received from exporters. These documents are forwarded to authorised OVs, accompanied by comprehensive information for the OV to assist them when completing the export certification (including 'Notes for Guidance'). The CIT provides advice and support to OVs and their clients/exporters related to export queries – however a significant number of these queries arise as a result of OVs not using the comprehensive information already supplied, or available to them on the APHA website.

Similarly, the PETS Helpline has been set up to provide advice and support to members of the public related to the Pet Travel Scheme, its rules and requirements. A significant number of the queries received by the Helpline come from OVs, arising as a result of these individuals not using the OV specific information and guidance for them on the Official Veterinarians area of the APHA and other websites.

APHA require that the delivery of all exports OV training should address these issues in order that its limited resources are utilised more effectively for non-routine queries.

The consequences of failure of an OV to complete export certification and/or PETS documentation in full compliance with requirements can include damage to both the reputation of the UK and future trade, legal action against the OV/APHA - in addition to refusal of entry of the consignment/animal into the country of destination. This may be followed by re-export back to the UK or quarantine in the country of destination – at the exporter's expense – or in the case of a live animal, euthanasia. APHA require that the delivery of all exports OV training should stress the implications of substandard OV work to the consignment/animal, the OV, their clients/exporter and for future trade.

Export certification undertaken by authorised OVs on behalf of Defra requires both knowledge of the process, and the ability to apply such knowledge to a high standard and in compliance with all requirements. Any training provider should ensure that they are able to satisfy themselves, and if needed provide appropriate evidence to APHA, of the ability of each OV to apply this learning to the required standard.

Welfare Considerations

In order to safeguard the welfare of any live animal presented to them to be certified for export, OVs must in the first instance satisfy themselves that the requirements of the relevant welfare legislations are met. In undertaking export certification, the OV provides evidence of the animal's disease status for the importing country. The OV should however also bear in mind that on entry to that country, the animal may well encounter diseases to which it has had no previous exposure, with potential consequences to its welfare. When considering the safeguarding of welfare therefore, future training should address this aspect in terms of best practice.

Policy

All export OCQ(V) training courses must include reference to the following sources of documentation, guidance and information relating to both existing policy and potential policy updates – which must be implemented by OVs with immediate effect.

- Defra Website - www.defra.gov.uk (www.gov.uk) (or www.scotland.gov.uk ; www.wales.gov.uk as appropriate)

- APHA Website – www.defra.gov.uk/APHA for OV instructions for Exports and other comprehensive guidance

Best Practice

All export OCQ(V) training courses must include reference to the following as a source of professional guidance and best practice for all veterinary surgeons within the UK, including OVs.

- RCVS website – www.rcvs.org for professional guidance
- The 10 Principles of Certification and supporting guidance - drafted by RCVS Certification Working Party, British Veterinary Association (BVA) and Defra and adopted by the Federation of Veterinarians of Europe.
- World Organisation for Animal Health (OIE) - <https://www.oie.int/>

Equipment

In order to access OV Instructions for Exports, other information and guidance, support documentation under the TRACES export certification system and any future digital solution for wider trade, all authorised OVs must have access to essential and appropriate resources and equipment required for each qualification, to enable them to undertake their export certification work. The training provider should ensure that they are able to satisfy themselves of the ability of each OV to effectively meet these requirements.

Adequate access to both computers and the internet should be made available within the delivery of this training for the Trainer to be able to assess these skills for each Candidate. Suitable digital storage (hard drive or cloud solutions) will also be needed for retention of e-documents.

ANNEX 18: COMMON GLOSSARY

ABPs	Animal By-Products are animal carcasses, parts of carcasses or products of animal origin that are not intended for human consumption . Includes, but is not limited to, rendered fat, raw material intended for further processing, Processed Animal Protein, pet food, hides and skins.
AHO	Animal Health Office
APHA	Animal and Plant Health Agency
AI	Artificial Insemination
AI	Avian Influenza
ATT	Approved Tuberculin Tester means a non - veterinarian appointed by the Agency but who does not work as an employee of the Agency who holds the OCQ(AHP) ATT certificate permitting them to perform skin TB testing of cattle in England
AVS	Approved Veterinary Supervisor means a Veterinary Surgeon appointed by the Agency who holds the OCQ(V) TT certificate who has audited evidence of no breaches in their tuberculosis skin testing work in the two years prior to this appointment and is who is confirmed as primary supervisor for an ATT.
AVS	Authorised Veterinary Surgeon with supervisory role at premises of export
BDFA	British Deer Farms and Parks Association
BIP	Border Inspection Post – designated entry points into the EU of live animals and POAO
bTB	Bovine Tuberculosis (infection with <i>Mycobacterium bovis</i>)
Captive Birds	Definition in EC Directive 2009/158 – ‘Types of birds (except poultry as defined below) usually kept as a hobby, for pleasure, scientific interest or sport, including racing pigeons and birds of prey’
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora (Washington Convention)
CO	Certifying Officer
CSC	Customer Service Centre (APHA)
CSO	Certification Support Officer
Defra	Department for Environment, Farming and Rural Affairs
EFTA	European Free Trade Area

EHC	Export Health Certificate		
Equidae	Horses, ponies, donkeys, zebras, asses and mules		
EU	European Union		
ECOL	Export Certification On Line (future system for issuance of export certificates)		
FRCVS	Fellow of the Royal College of Veterinary Surgeons		
FSA	Food Standards Agency		
FSS	Food Standards Scotland		
Germplasm or Germinal Products	Semen, Ova and Embryos of all species		
Hatching Eggs	Definition in EC Directive 2009/158 – ‘Eggs for incubation, laid by poultry’ (defined below)		
H&S	Health and Safety		
HFAA	Health and Food Audit Analysis (Formerly FVO).		
IATA	International Air Transport Association		
IETS	International Embryo Transfer Society		
IMSOC	Integrated Management System for Official Controls, a new EU system which incorporates and updates TRACES as TRACES-NT (New Technology)		
ITBAN	Intermediate Tuberculosis Area North		
LDCC	Local Disease Control Centre		
MRCVS	Member of the Royal College of Veterinary Surgeons		
MS	EU Member State		
NFG	Notes for Guidance (accompanies each EHC)		
OCQ(V)	Official Control Qualification (Veterinarian)	OCQ(V) - ES	<i>Essential Skills – foundation element to all APHA OV Training</i>
		OCQ(V) - TT	<i>TB Testing of cattle and other species</i>
		OCQ(V) - SS	<i>Statutory surveillance – endemic diseases other than bTB</i>
		OCQ(V) - EX	<i>Foundation module for all export modules – General principles of international trade, export procedures</i>

			<i>and certification</i>
		OCQ(V) - AX	<i>Export of poultry including Poultry Health Scheme and captive birds which are not pets</i>
		OCQ(V) - GX	<i>Exports of germplasm including supervision of AI Centres</i>
		OCQ(V) - PX	<i>Exports of products of animal origin including food for human consumption and animal by-products</i>
		OCQ(V) - SX	<i>Exports of companion animals including PETS and pet birds</i>
		OCQ(V) - EQ	<i>Exports of equidae only</i>
		OCQ(V) - UX	<i>Exports of ungulates including equidae</i>
		OCQ(V) - CA	<i>Exports of companion animals including PETS and pet birds – specifically for companion animal vets No requirement to take OCQ(V) – ES and OCQ(V) - EX</i>
OTF Status	Officially TB Free (herd) status		
OTFS status	Officially Tuberculosis free suspended status		
OTFW status	Officially Tuberculosis free withdrawn status		
OV	Official Veterinarian means a Veterinary Surgeon appointed by the Agency to perform specific tasks on behalf of the Agency. A Veterinary Surgeon must hold an OCQ(V) qualification and be a GB member of the Royal College of Veterinary Surgeons (RCVS) to be authorised by the Agency as an OV. (An exception applies for EU part time workers in GB who have RCVS approval.)		
PETS	EU Pet Travel Scheme		
Pet Birds	Pet birds are all species of birds (except poultry i.e. fowl, turkeys, guinea fowl, ducks, geese, quails, pigeons, partridges and ratites)) which are accompanied by their owners, or by another person directly responsible for them on behalf of the owner during their movement and are not intended to be sold or transferred to another owner		
PHS	Poultry Health Scheme - a system of registration and approval enabling establishments to comply with the requirements of Council Directive 2009/158/EC, thereby ensuring they are eligible to trade.		
Poultry	Definition as in EC Directive 2009/158 – ‘Fowl, turkeys, guinea fowl, ducks, geese, quail, pigeons, pheasants, partridges and ratites, reared or kept in captivity for breeding, the production of meat or eggs for consumption, or for re-stocking suppliers of game’		

Products of Animal Origin (POAO)	Products of animal origin intended for human consumption- include meat, dairy, egg, fishery products, shell fish (Live Bivalve Molluscs)
Psittacines	Members of the parrot group which includes budgies, lorries, conures, parakeets, lovebirds, cockatiels, parrots and macaws.
RCVS	Royal College of Veterinary Surgeons
10 Principles of Certification	Drafted by RCVS, BVA & DEFRA adopted by the Federation of Veterinarians of Europe (<i>'The foundation of certification for all those who draft or prepare, use or sign veterinary certificates' RCVS</i>)
Sam	APHA Core IT System – OV's enter TB testing data directly onto Sam increasing speed and efficiency of post-test procedures
SCC	Semen Collection Centre
SG	The Scottish Government
SMS	Scrapie Monitoring Scheme
SOP	Standard Operating Procedure
TB	Tuberculosis
TC	Third Country – any country outside of the EU.
TRACES	Trade Control and Expert System - EU system for issuing export certificates and electronic notification to recipient member state
TRACES OPV Module	TRACES Official Private Veterinarian (OPV) module (<i>allowing OV's direct access to the TRACES system in order to receive, print and electronically certify (validate) Intra Trade Animal Health Certificates (ITAHCs) for EU trade in live animals and germplasm</i>)
Ungulate	Hoofed animal
VI	Veterinary Inspector (APHA)
VO	Veterinary Officer (APHA)
VS	Registered Veterinary Surgeon MRCVS or FRCVS
WG	Welsh Government
WIT	Welfare in Transport