

## **INSTRUCTION MANUAL FOR OBTAINING THE HEALTH INSPECTION CERTIFICATE IN THE IMPORT AND EXPORT OF FOOD, RAW MATERIALS FOR THE FOOD INDUSTRY AND ALCOHOLIC BEVERAGES.**

### **DIRECTED TO USERS**

#### **1. PURPOSE**

Provide users with information concerning the procedures and health requirements for the inspection and certification of food, raw materials for the food industry and alcoholic beverages for human consumption, subject to import and export, in compliance with the provisions of current health regulations - Decree 539 of 2014 and the ones that may amend it or regulate it and Decree 1686 of 2012.

#### **2. SCOPE**

Users who advance import and export processes through the control sites at first barrier, for food, raw materials for feed industry and alcoholic beverages for human consumption.

#### **3. DEFINITIONS**

**Health Inspection Minutes.** Document prepared by the competent health authority in which are recorded the results of the inspection, signed by the official who performs it and the responsible of the food, raw materials and / or supplies.

**Food:** Every natural or artificial product developed or not, that consumed, brings the human body the nutrients and energy needed for the development of biological processes. Are included in this definition, soft drinks, and the substances with which are seasoned some groceries, and are known by the generic name of spice.

**Prior Authorization for Import:** Approval of technician who imparts the National Institute of Food and Drug Surveillance INVIMA to licenses for import of food and raw materials that require it.

**Competent health authority:** Are the health authorities in Colombia (INVIMA and territorial health agencies), which according to the powers conferred by law exercise functions of inspection, monitoring and control of alcoholic beverages and adopt preventive and monitoring actions, to ensure compliance with health regulations.

**Alcoholic beverage:** The product for human consumption containing a concentration of not less than 2.5 alcoholimetric degrees and that has no therapeutic indications. Is also considered as alcoholic beverage and bulk, that product with the alcoholic consumption degree and that only undergoes the packaging process. Alcohols are not considered alcoholic beverages such as bulk.

**Bulk alcoholic beverage:** Is that booze handled in liquid quantity or volume greater than 20 liters having an alcoholic degree not exceeding 80 alcoholimetric degrees, which is hydrated with deionized or distilled water to obtain the alcoholic consumption degree without admitting the addition of pure ethyl alcohol, or neutral extra, or neutral cologne spirit. Can be performed small color corrections with caramel.

**Cargo or shipment:** A quantity of food, raw materials and alcoholic beverages, even of different nature, covered by the same certificate, transported by the same means of transport and coming from the same or different countries.

**Cargo in bulk:** Any solid or liquid cargo transported massively, homogeneously, without packing, whose usual handling should not be performed by units.

**Free sale certificate (FSC):** Document issued by the competent health authority of the country of origin, in which is established that the food, raw materials or supplies for food intended for human consumption being exported are authorized for use, consumption and marketing in the country of origin. Its validity should not exceed one (1) year.

**Health certificate from the country of origin:** Document issued by the competent health authority of the country of origin, or who exercises that function, in which is certified that the food, raw materials and inputs for food are suitable for human consumption or they may be used in the manufacture of food for human consumption, meeting the requirements established by the competent health authority.

**Health certificate:** The document issued by the INVIMA in which is stated the suitability of food for human consumption or suitability of raw materials and inputs for food for human consumption to be used in food manufacturing .

**Quality certificate:** It is the document issued by the manufacturer, presented in Spanish language, which certifies the shipment features of alcoholic beverages intended for international trade and protects the lots included.

**Counter sample:** additional portion of the sample, similar to the original as possible, to be taken at the same time and in the same manner and amount as the original sample to ensure that conditions are identical, used to settle any difference in results obtained with the sample, if required.

Equal number of units of additional samples should be taken at the same time and in the same way as the original sample and retained by the person concerned or intervened, so that this, if it deems it necessary, makes the appropriate analysis, in the laboratory of its choice

**Casting counter sample:** The counter sample used to resolve any differences in the results obtained with the official sample, if required. This sample remains in the custody of the health authority under its responsibility and safety measures that guarantee its inviolability, until its analysis in a laboratory approved by both sides.

**HACCP Certificate:** Certificate or document issued by competent authority or accredited or recognized third parties, from the exporting country in which is established that imported products have been processed under the system of Hazard Analysis and Critical Control Points -HACCP.

**Permanent tag or labeling:** label or tag attached to a product or set on it safely through gluing, printing, sewing, embossing, screen printing, heat setting, or other similar means, so that it cannot easily detach of the product and in normal use, allows to be acceded to it, during the reasonable period of useful life established by the manufacturer, trader or importer, or at least until its marketing or consumer use.

**Export:** Goods issue from the national territory to another country.

**Import:** The introduction of foreign goods into the country.

**Inspection:** The process of measuring, examining or comparing somehow the unit in consideration regarding the requirements.

**Documentary Inspection:** The verification of certificates, similar documents and other documents accompanying a consignment of imported alcoholic beverages, including commercial documentation

**Inspection of identity:** Is the verification, by visual inspection, the concordance of certificates, similar documents or other documents accompanying the lot or consignment of imported alcoholic beverages, with the labeling and content of it.

**Physical Inspection:** The inspection of the drink itself, to verify compliance with quality requirements, which depend on the nature or kind of the alcoholic beverage, which may include sampling and laboratory analysis, and other necessary inspection to verify compliance with requirements of composition and quality.

**Health Inspector:** This is the government official that according to the law is entitled to perform actions of inspection, monitoring and control of alcoholic beverages.

**Lot:** certain number of units of a food with similar characteristics, manufactured or produced in essentially the same conditions that are identified by having the same code or key production.

**Raw materials:** These are the natural or artificial substances produced or not, used by the food industry for direct use, division or conversion into food for human consumption.

**Transportation:** any ship, aircraft, rail car or road transport vehicle, including trailers and semitrailers, when incorporated into a tractor, or other motor vehicle, mobilizing goods.

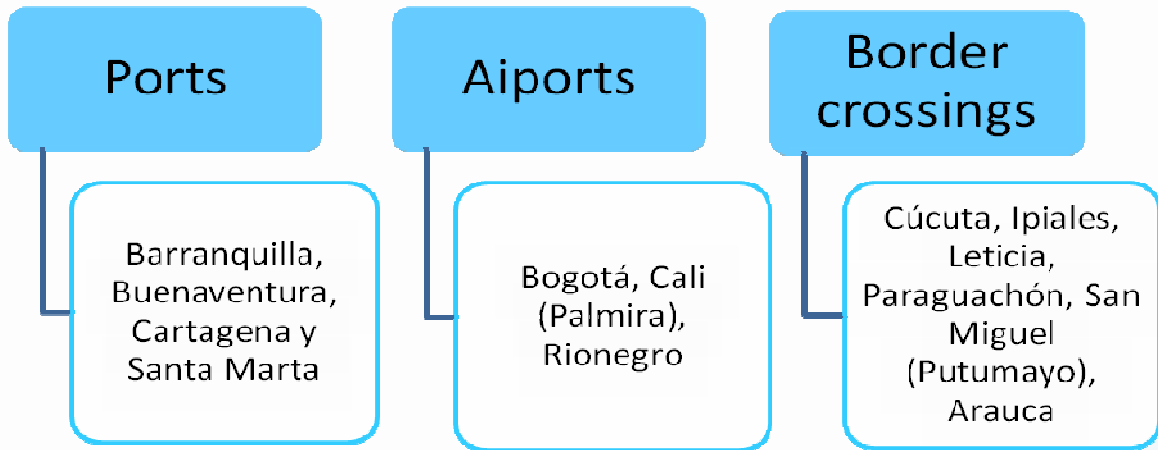
**Health safety measure:** all preventive and control measures, of immediate implementation which aim to prevent the occurrence of an event or the existence of a situation that violate or might mean danger to an individual or the collective health of the community.

**Sample:** The set of representative units from a lot that have been selected for review.

**Entry site:** Every point of entry or exit of a country internationally.

**Tracking or traceability:** The ability to follow the movement of a product through a specified stage of production, processing and distribution, which may include, import and export.

**INVIMA OFFICES LOCATED IN AREAS OF CONTROL IN FIRST BARRIER**



**4. DEVELOPMENT OF INSTRUCTION MANUAL:**

4.1 The applicant (user) must submit the following documents in the office of INVIMA located at the control site in First Barrier through which enters or exits the goods (port, airport or border crossing) to make the documentary inspection:

**IMPORT AND EXPORT OF FOOD AND ITS RAW MATERIALS**

Item	Documents Required for Import
1	Electronic Payment appropriate fee
2	Request for issuance of health certificate (Fill the format MPIG - For foods that are exempt from registration, permit or health reporting and imported raw materials, which are used exclusively for industry and the gastronomy sector in the development and preparation of food, where applicable).
3	For food and raw materials of higher and medium public health risk is required a Health Certificate issued by the health authority of the country of origin in original. For food and raw materials of lower public health risk is required a Free sale certificate (FSC) from the country of origin issued by the health authority.
4	Copy of HACCP Certificate (for fishery products)
5	Copy of the invoice, a copy of the transport document: (BL, Air Waybill, waybill), Copy of Packing List
6	Having an import registration and the prior approval by INVIMA through the Single Window for Foreign Trade - VUCE.
7	For food or raw materials, which have undergone sampling, fill in the form for shipment authorization of food and raw materials, for food subjected to laboratory analysis, from the entry site to another site that complies with storage health conditions; which will be provided by the port, airport or border crossings official and a copy of the consignment receipt or electronic payment corresponding to the Public Health Laboratory, if required
8	Having the health registration issued by INVIMA, if applicable.

Item	Documents Required for Export
1	Electronic payment appropriate fee.
2	request for issuance of the health certificate.
3	Veterinary Inspection Certificate issued by the INVIMA (official veterinarian) in the processing plant for beef.
4	Copy of the commercial invoice, copy of the packing list.
5	Having the current HACCP certificate issued by the health authority for fisheries products that will be exported to the European Union.

### IMPORT AND EXPORT OF ALCOHOLIC BEVERAGES

Item	Required Documents
1	Voucher of the payment of fee, which should correspond to the lots included in the shipment being imported and exported.
2	Request for issuance of health certificate for nationalization or export.
3	Quality certificate issued by the alcoholic beverage manufacturer that protects the lots included in the shipment subject to import or export and that accompany the consignment .  NOTE: The quality certificate issued by the manufacturer must be in Spanish language and contain the following information: name, address and country of manufacturer, name or nature and brand of the product, ingredient or composition, physicochemical constants (alcoholic degree, total acidity ), lot number, production date, expiration date, commercial presentation, quantity.
4	Copy of the invoice, a copy of the transport document: (BL, Air Waybill, waybill), Copy of Packing List
5	Having import registration and the prior approval, by INVIMA provided through the Single Window for Foreign Trade - VUCE.
6	Health Registration issued by INVIMA, if applicable

For import to Colombia of finished foods and alcoholic beverages, in the form of samples without commercial value, must comply with Resolutions 3772 of 2013 and 2013034419 of 2013 and the requirements described in this instruction manual.

If during the inspection and certification of food, raw materials for the food industry and / or alcoholic beverages, imported or exported, the breach of any of the requirements of this instruction manual is evident, or the current health regulations, shall be perform the respective requirement to correct it within a period of one (1) month unless before the expiration of the time limit, is requested an extension for an equal term (Art. 17, Act 1437 of 2011).



## Procedure for applying the inspection and certification of food, raw materials for the food industry, and alcoholic beverages under import and export.

Make the corresponding payment of the fee and the application for the health certificate:

1. Log in to the website of INVIMA [www.invima.gov.co](http://www.invima.gov.co)
2. Open the link procedures and services / transactions online
3. Review the tutorial for filing the application for Health Inspection in Ports
4. Check in the link "fees", the relevant codes of interest:
  - Health inspection certificate for the nationalization of finished foods, Code 4050.
  - Health inspection certificate for the nationalization of raw materials for the food industry. code 4057
  - Health inspection certificate for the export of finished food and industrial raw food materials. code 4058
  - health inspection certificate for nationalization and export of other foods Code 4073
  - Health Inspection Certificate for nationalization and export of Alcoholic Beverages. code 4078
  - Payments regarding the provision of services in additional schedules. code 4072
  - Authorizations for marking expiration date. code 4002-5
5. Pay the fee that correspond by the button PSE exclusively.

*If the application is for the inspection and certification of food and raw materials for the food industry and the gastronomy sector, you should be aware of:*

- Perform the inspection and certification application electronically through the link Procedures and Services / Procedures Online / Health Certificate Application in Ports and once entering this link you should confirm that the product imported or exported corresponds to one of the following ratings:

"MP" RAW MATERIAL,  
"PT" FINISHED PRODUCT  
"OT": OTHER FOODS

Relate each and every lot, quantity, weight, and other requested features included in the shipment.

- If the user wishes to import meat, edible meat products and meat products from third countries, in addition to what is stated in paragraph 4.1) and in order to verify whether the establishment and product to be imported is authorized by INVIMA must perform the following query on the website of INVIMA:
- Open the Link Inspection, Monitoring and Control / Food and Beverage Directorate / Market Access / authorized establishments by INVIMA, to import meat, edible meat products and meat products from third countries.
- To export meat and edible meat products, fishing and derivatives and milk and derivatives, consult the list of Colombian institutions authorized by third countries through a process of formal admissibility, following the path: open the Link

inspection, Monitoring and Control / Food and Beverage Directorate / Market Access.

If the application is for the inspection and certification of alcoholic beverages you should be aware of:

- Complete the application electronically for Alcoholic Beverages through the link Procedures & Services / Procedures Online / Health Certificate Application in Ports Alcoholic Beverages:

Finally the user must marshal the required documents for the inspection and certification process, to the office of the port, airport or border crossings with which is conducting the respective processing.

#### 6. Stage of health physical inspection for food and raw materials and identity and physical inspection of Alcoholic Beverages:

The user must have the cargo inspected before the arrival of the INVIMA official, be present during the inspection and sign official documents:

- Minutes of physical health inspection
- Minutes of sampling (When applying sampling INVIMA officer shall deliver a copy of the minutes of sampling to the user)
- Authorization form to send food and raw materials for food, subjected to laboratory analysis, from the entry site to another site that complies with health conditions for storage. (Where applicable)
- In the case of shipments of food and raw materials subject to sampling, the importer or its duly authorized representative, must request and keep the counter sample.
- Minutes of sampling for alcoholic beverages in which shall show the number of samples taken and the number of units that comprise each. The official sample and casting counter sample will be sent to the laboratory of INVIMA.

As established in Decree 1520 of 2008, health authorities ICA and INVIMA, together with the DIAN and the Narcotics Police conduct a physical inspection at ports simultaneously for products for export and import.

#### 7. ISSUE OF HEALTH CERTIFICATE:

The INVIMA issues accordingly, the Health Inspection Certificate for Export or Nationalization, approved or denied.

#### 8. REFERENCE DOCUMENTS:

The legal framework comprises current regulations in Colombia in surveillance of food and raw materials and alcoholic beverages at different stages, especially those related to import and export. COLOMBIA, CONGRESS OF COLOMBIA, Law 9 of 1979, January 24. Available at: [http://www.invima.gov.co/images/stories/normatividad/ley\\_9\\_1979.pdf](http://www.invima.gov.co/images/stories/normatividad/ley_9_1979.pdf) , retrieved October 23, 2014.

COLOMBIA MINISTRY OF HEALTH, Decree 539 of 2014, May 28. Available at: <https://www.invima.gov.co/images/pdf/normatividad/alimentos/decretos/DECRETO%20539%20%20DE%202014.pdf>, retrieved October 23, 2014.

COLOMBIA MINISTRY OF HEALTH, 3075 Decree No. 1997, December 23. Available in: [http://www.invima.gov.co/images/stories/alimentos/decreto\\_3075\\_1997.pdf](http://www.invima.gov.co/images/stories/alimentos/decreto_3075_1997.pdf), retrieved on October 23, 2014.

COLOMBIA MINISTRY OF HEALTH, Resolution No. 1229, of 2013. Available at: <https://www.invima.gov.co/images/pdf/normatividad/alimentos/resoluciones/resoluciones/2013/Resolucion%201229%20de%202013.pdf>, retrieved on October 23, 2014.

COLOMBIA MINISTRY OF HEALTH, Resolution No. 2674, of 2013. Available at: <https://www.invima.gov.co/images/pdf/normatividad/alimentos/resoluciones/resoluciones/2013/2674.pdf>, recovered, on October 23, 2014

COLOMBIA MINISTRY OF HEALTH, Circular 046, of 2014. Available at: [http://www.minsalud.gov.co/Normatividad\\_Nuevo/Circular%200046%20de%202014.pdf](http://www.minsalud.gov.co/Normatividad_Nuevo/Circular%200046%20de%202014.pdf) recovered, on October 23, 2014.

COLOMBIA MINISTRY OF HEALTH, Resolution No. 3772, of 2013. Available at: <https://www.invima.gov.co/images/pdf/normatividad/alimentos/resoluciones/resoluciones/2013/resolucion-3772-2013.pdf>, retrieved on October 23, 2014.

COLOMBIA MINISTRY OF HEALTH, Resolution no. 2013034419 of 2013. Available at: <https://www.invima.gov.co/images/pdf/normatividad/alimentos/resoluciones/resoluciones/2013/resolucion-3772-2013.pdf>, retrieved on October 23, 2014.

COLOMBIA - CONGRESS OF COLOMBIA - Law 30 of 1986 - Available in <http://www.alcaldiabogota.gov.co/sisjur/normas/Norma1.jsp?i=2774> recovered on November 5, 2014.

COLOMBIA - CONGRESS OF COLOMBIA - Law 124 of 1994 - Available in <http://www.alcaldiabogota.gov.co/sisjur/normas/Norma1.jsp?i=291> recovered: November 5, 2014.

COLOMBIA - CONGRESS OF COLOMBIA Law 715 of 2001 - Available in <http://www.alcaldiabogota.gov.co/sisjur/normas/Norma1.jsp?i=4452> recovered: November 5, 2014.

COLOMBIA - MINISTRY OF HEALTH AND SOCIAL PROTECTION - Decree 1601 of 1984 - Available in [https://www.invima.gov.co/images/stories/alimentos/decreto\\_1601\\_1984.pdf](https://www.invima.gov.co/images/stories/alimentos/decreto_1601_1984.pdf), recovered: November 5, 2014

COLOMBIA - MINISTRY OF HEALTH AND SOCIAL PROTECTION - Resolution 730 of 1998 - Available in:



[http://www.minsalud.gov.co/Normatividad\\_Nuevo/RESOLUCI%C3%93N%200730%20DE%201998.pdf](http://www.minsalud.gov.co/Normatividad_Nuevo/RESOLUCI%C3%93N%200730%20DE%201998.pdf)  
pdf recovered: November 5 2014

COLOMBIA - MINISTRY OF HEALTH AND SOCIAL PROTECTION - Resolution 5109 of 2005 - Available  
in: [https://www.invima.gov.co/images/pdf/normatividad/alimentos/resoluciones/resoluciones/2005/resolucion\\_005109\\_2005.pdf](https://www.invima.gov.co/images/pdf/normatividad/alimentos/resoluciones/resoluciones/2005/resolucion_005109_2005.pdf), recovered: November 5, 2014

COLOMBIA - MINISTRY OF HEALTH AND SOCIAL PROTECTION - Decree 4445 of 2005 - Available in  
[https://www.invima.gov.co/images/pdf/bebidas-alcoholicas/decretos/decreto\\_4445\\_2005.pdf](https://www.invima.gov.co/images/pdf/bebidas-alcoholicas/decretos/decreto_4445_2005.pdf),  
recovered: November 5, 2014

COLOMBIA - MINISTRY OF HEALTH AND SOCIAL PROTECTION - Resolution 776 of 2008 - Physicochemical and microbiological requirements that must be met by fishery products. Available in: [https://www.invima.gov.co/images/stories/resoluciones/resolucion\\_776\\_2008.pdf](https://www.invima.gov.co/images/stories/resoluciones/resolucion_776_2008.pdf), recovered: November 5, 2014

COLOMBIA - MINISTRY OF HEALTH AND SOCIAL PROTECTION - Resolution 333 of 2014, Available at: recovered: November 5, 2014

COLOMBIA - PRESIDENCY OF THE REPUBLIC - Decree 1520 of 2008. Decree 1520 of 2008 (May 9) Available in <http://www.alcaldiabogota.gov.co/sisjur/normas/Norma1.jsp?i=30210>, recovered: November 5, 2014.

COLOMBIA - PRESIDENCY OF THE REPUBLIC - Decree 019 of 2012 (January 10) (Article 132 - alcohol advertising) - Available in <http://www.alcaldiabogota.gov.co/sisjur/normas/Norma1.jsp?i=45322> recovered: November 5, 2014.

COLOMBIA - PRESIDENCY OF THE REPUBLIC - Decree 1686 of August 9, 2012 - Available in <https://www.invima.gov.co/images/pdf/normatividad/alimentos/decretos/bebidas%20alcoholicas.pdf>, recovered: November 5, 2014

Codex Alimentarius - Available in: <http://www.codexalimentarius.org/>