



AN t-ÚDARÁS UM  
CHOSAINT  
IASCAIGH MHARA

SEA-FISHERIES  
PROTECTION  
AUTHORITY

# Guidance Note on Completing Catch Certificate

**V4.0**



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## Document Control

### Version History

Version	Author	Approved By	Effective Date	Changes
V3.0	Adrian Hickey	Bernard O'Donovan	10/09/2018	N/A
V4.0	Donna O'Sullivan	Bernard O'Donovan	09/08/2022	New issue based on existing document. Update to SFPA logo and document author.

### Review Record

Version	Review Date	Reviewed By	Review Outcome
V4.0	23/03/2022	Donna O'Sullivan	V4.0 created.
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# Foreword

## Purpose of this document

The purpose of this Guidance Note is to provide direction on the procedure for the completion of a Catch Certificate by outlining who is responsible for each section of the Catch Certificate.

## Audience for this document

This document is intended for the following audiences:

- Sea-Fisheries Protection Officers
- Fishing Vessel Masters or representative of the Master
- Food Business Operators/Exporters
- Importers

*This document is provided for guidance and information purposes only. This document will be subject to amendment and review periodically and the most up-to-date version will be published on the SFPA Intranet: <http://connect.sfpa/> If you have any particular queries on this document then please contact [SFPATradeandAudit@sfpa.ie](mailto:SFPATradeandAudit@sfpa.ie)*

# 1. General

## 1.1. Glossary of Terms

Below is a glossary of terms and acronyms used in this document.

Terms / Acronyms	Description
CN Code	Combined Nomenclature Code
IUU	Illegal, Unreported and Unregulated
ERS	Electronic Recording System

## 1.2. Relevant Legislation/ Documents

The following legislation is of particular relevance to this Guidance Note:

- EC Regulation 1005/2008
- EC Regulation 1010/2009
- S.I. No 367/2012

The following documents are of particular relevance to this Guidance Note:

- [SFPA Website - IUU Import page](#)

## 1.3. Confidentiality and Data Protection

With regards to information obtained in the performance of their duties, SFPA personnel are subject to confidentiality obligations laid down in section 58 of the Sea-Fisheries and Maritime Jurisdiction Act 2006 and shall have regard to SFPA's Data Protection Policy and to the obligations of SFPA with respect to the processing of personal data as set out in Data Protection Legislation and GDPR.



## 2. Overview of Procedure

### 2.1. Introduction

Currently catch certification is required for exports, when requested, by the point of destination, or travelling to certain countries that automatically request certification, or when produce is being processed in a third country and returning to the EU thereafter. The UK departed from the EU at midnight on the 31st Dec 2020, while movements of fish and fishery products are largely unrestricted within the EU, exports to the UK, are classed as exports to a Third Country and as such certification will be required for all exports made, with the UK as the final point of destination.

Ireland has a legal obligation to provide all exports with a catch certificate that has been validated by the SFPA. This Guidance Note aims to provide guidance on the completion of a Catch Certificate.



## 2.2. European Community Catch Certificate

Council Regulation (EC) 1005/2008

### European Community Catch Certificate

Document Number		3. Description of Product				
1. Validating Authority (IE)		Species				
		Product Code				
		Type of Processing				
		Authorised on Board				
		Catch Area	Dates	Est. Live Weight. (Kg)	Est. Weight.(Kg) to be Landed	Verified Weight. Landed
Name	Sea Fisheries Protection Authority					
Address						
Tel						
Fax						
2. Vessel Information						
Fishing Vessel Name						
Registration Number						
Flag						
Home Port						
Call Sign						
IMO Number		4. References of Applicable Conservation and Management Measures				
Lloyds' Number						
Fishing Licence Number						
Fishing Licence Expiry Date						
Contact Information		5. Master of Fishing Vessel				
Immarsat No.		Signature or Seal				
Tel						
Fax						
Email						
6. Declaration of Treatment at Sea						
Name of Master of Vessel		Transshipment Date				
Signature		Transshipment Position	Signature			
Date		Latitude	Vessel Name			
		Longitude	Call Sign			
		Estimated Weight (kg)	IMO / Lloyds' Number			
7. Transshipment Authority within a Port Area						
Name	SEA					
Authority						
Signature						
Address						
Tel						
Port of Landing						

SAMPLE - FOR GUIDANCE PURPOSES ONLY



Date of Landing			
8. Exporter Details		9. Flag State Authority Validation	
Name		Name	
Address		Title	
Signature		Signature	
Date		Date	
SEAL		SEAL	
10. Importer Details			
11. Importer Declaration		Documents under Articles 14(1), (2) of Regulation (EC) No. 1005/2008	
Name		References	
Address			
Signature			
Date			
Product CN Code			
Seal			
12. Import Control		13. Customs Declaration	
Authority		Number	
Place		Date	
Importation Authorised ***		Place	
Importation Suspended ***		*** Tick appropriate	
Verification requested			
Date			

SAMPLE - FOR GUIDANCE PURPOSES ONLY



## 2.3. Guidance Who Completes Which Section

**Section 1.** Document Number and Section 1 (**light blue**) is completed by the SFPA – the local SFPA port office which has responsibility for the premises exporting the produce will conduct the validation. This section should be completed only after all validation checks have been carried out.

**Section 2, 3, 5 & 6 (yellow)** are completed by the master of the fishing vessel or a representative of the master. The “Verified Weight Landed (kg)” box in section 3 (light blue) is only filled in by Fisheries Officers in a foreign country of landing by an Irish vessel if the vessel is inspected and catch weighed. (Not filled in by the SFPA) See “Weights and Product Codes” guidance document\* for additional information on which column is completed.

### Section 2.

This contains details of the vessel. If the consignment is from more than one vessel the “Schedule for attachment to Catch Certificate” must be used.

### Section 3

- Description of Product: this should be the scientific/Latin name/s of the species involved only; local/colloquial/non-scientific names are NOT to be used
- Product Code: the 8-digit Combined Nomenclature (CN) code is to be used for all exports originating from the European Union. The CN Codes for fish species can be found on the SFPA Internet site or contact the IUU Office.
- Catch Areas: these can include statistical rectangles, ICES zones and/or FAO Codes. Best policy is to use statistical rectangle and FAO Zone i.e. VIIA FAO 27, more than one statistical rectangle can be used.
- Dates: this should be the period of fishing the trawler(s) have conducted. This information can be taken directly from the log sheet(s)/ERS. If more than one vessel (Schedule), the first and final date of fishing operations for vessel/s catching the product used in the consignment should be used.
- Est. Live Weight (Kg) - This is the weight of the consignment at time of export. This is not to be used for weight of landing, unless the entire catch is being exported as one consignment. This weight would typically refer to the container weight at time of export or weight used on the Health certificate product net weight only. This column will be used for all consignment or container exports leaving Ireland.
- Est Weight (Kg) to be landed – This column is used when an Irish flag state vessel is landing into another country, and a catch certificate is requested by that flag state. This value would be the estimated operational value from the log-sheet/ERS.
- Verified Weight Landed – This column would be completed by the authorities in the country of landing if catch is weighed by their competent authorities, not to be used by the SFPA for landings of Irish vessels.
- For weights to be included on catch certificates please see “Weights and Product Codes” guidance document\* for further information.



- Section 4.** This refers to conservation measures in place; it is a generic, non-specific statement which will cover all validated catch certificates. This section is already completed on a default document.
- Section 5.** The catch certificate must be signed and stamped by the master of the vessel or a representative. The exporter commonly completes this section when a schedule is used to cover multiple landings.
- Section 6.** Used for transshipment at sea.
- Section 7.** (tan) is completed by the Port Authorities. Under SI 367/2012 the designated ports for landings/transshipments are Killybegs and Castletownbere.
- Sections 8 & 10 (green)** completed by the Exporter, see below.
- Section 8.** is to be completed by the Exporter, the exporter may not be an Irish company, following the fish being landed in another member state or a 3rd country. This application can be made by the Irish company that originally sold the fish to the potential retrospective exporter.
- Section 10.** transport details is to be completed by the exporter, this section must include Port of embarkation/disembarkation, carrying vessel name, container number, seal number and the Bill of Lading number. (All of the above information can be found on the Bill of Lading document). If the fish is landed into a 3rd Country which is not the flag state of the catching vessel, this section will be completed by the country of export to show retrospective transportation for the authorities at point of destination. A bill of lading document should always be requested from the exporter for traceability checks prior to validating the catch certificate.
- Section 9.** (grey) is completed by the SFPA, ONLY after checks have been completed
- Section 11.** (orange) is completed by the Importer in the country of final destination, this field might have importer details entered but this is not mandatory at validation stage.
- Section 12.** (dark blue) is completed by the Authorities in the country of final destination. As in where the produce is cleared through a Border Inspection Post (BIP), this section will be empty when you receive it, this section is not applicable to the validation stage of the process.

**Please note,** that the actual catch cert that you will use does not use colour referencing. This document is meant as a guide only.

## 2.4. Schedule for Multi Vessel Application

European Community Catch Certificate - Schedule

Document Number	IE SEAL	
		PRINT NAME
Date		SIGNATURE

NO.	Species	Presentation	Product Code	Date Landed	Consigned Weight (Kg)	Vessel Name	Master Name (Print)	Vessel Registration Number	Licence Number	Landing Port	Catch Areas
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
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