



Instructional Guide For the European Certificate of Inspection (COI)



Please Note:

- The unit price/processing fee for each certificate is \$60.
- Please be advised by the importer of your product as to what official documentation is required for your shipment.
- Please be sure that you and your importer are registered in the EU TRACES export system prior to shipping product to the EU. The COI is completed in the TRACES system. When communicating with the QAI Transaction Certificate department, please reference the TRACES COI number.
- Each request submitted to QAI is given a 48 hour turn-around time.
- Please submit all export requests/questions/concerns to the following email:
qaitc@qai-inc.com



Required Documentation:

Cover Sheet

Coversheets are necessary for each export certificate request. There are a few reasons for this. The first is that without the coversheet, we do not know how to process or where to send the certificate. The second reason is that the ECC requires a statement of compliance, which is conveniently included on the coversheet. Without this statement the ECC cannot be processed.

COI = Certificate of Inspection

A COI is required for each organic shipment going into the EU. EU certification is required for Swiss SCC shipments. *Please verify entry requirements for the products that you are shipping, otherwise these goods may be rejected at the port of entry.*

Bill of Lading or Invoice

Documentation must accompany the transaction documentation which corroborates the information in the certificate, such as name of product being shipped, by whom it is shipped, to whom it is shipped, weight, lot numbers, container numbers and other identifying information.



Instructions for completion and submission of a European COI

- You've received EU certification for product intended for Europe.
- You've verified port entry requirements.
- Now a COI must be issued for every shipment into the European Community.

PLEASE BE SURE TO COMPLETE THE FORM IN TYPESCRIPT AND IN ALL CAPS.

Box #1 Issuing body or authority (name, address and code):

Quality Assurance International (QAI)
9191 Towne Centre Drive, Suite 200
San Diego, California 92122 USA

*Please check the box for the appropriate country code (e.g. – Mexico, United States or Canada, based on where there QAI client exporting is located.)

Box #2 Council Regulation (EC) No 1235/2008 and Commission Regulation (EC) 834/2007:

- QAI clients based in Canada and the US, with product covered under a country equivalency arrangement with the EU, will check the box "Council Regulation EEC 834/2007, Article 33(2)";
- QAI clients based in Mexico covered under QAI's third country equivalency (certified to the full EU standard and not covered under an equivalency arrangement with the EU), will check the box "Council Regulation EEC 834/2007, Article 33(3)."

Box #3 Serial number of the certificate of inspection:

Leave this box blank. QAI will add the serial number.

Box #4 Name and Address of the Operator Exporting the products from the country mentioned in box 8:

The exporter is the operator performing the last operation for the purposes of preparation as defined in Article 2(i) of Regulation (EC) No 834/2007 on the products mentioned in box 13 and sealing the products in appropriate packaging or containers, pursuant to Article 34 of Regulation No. 889/2008.

Box #5 Operator(s) who produced or processed the products in the third country mentioned in box 7.

Enter the name and address of the producer/processor of the product(s).



Box #6 Control body(ies) or authority(ies) for monitoring compliance of the production or processing of the products with the rules of organic production in the country mentioned in box 7.

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*Please include the code number relevant to the exporter's operation (e.g. – based in Mexico, United States or Canada)

If you are the exporter of the product and the last final handler is not certified by QAI, please complete the version of this form for Traders/Distributors - Aesop 17825, which has this field left blank. In that case, please provide the name/address/certification code of the applicable certification body. Code numbers are available in Annexes III and IV of the latest consolidated version of the EU Import Regulation, EC 1235/2008 on the QAI EU webpage or by accessing the EUR-LEX EU Law website here: <http://eur-lex.europa.eu/Legal-content/EN/ALL/?uri=CELEX%3A32008R1235>

Box #7 Country of Origin: This means the country(ies) where the product has been produced/grown or processed.

Box #8 Country of Export: This means the country where the product has been subject to the last operation for the purposes of preparation as defined in Article 2(i) of Regulation (EC) No 834/2007 and sealed in appropriate packaging or containers.

Box #9 Country of Clearance: This means the country in which the consignment is released for free circulation into the European Union. Point of Entry is the point of release for free circulation and is identified by the United Nations Code for Trade and Transport Locations (UN/LOCODE, five alphabetical letters). UN/LOCODES may be found here:

<http://www.unece.org/cefact/locode/service/location>

Box #10 Country of destination: This means the country of the first consignee in the European Union.

Box #11 Name, address and the Economic Operators Registration and Identification Number (EORI): This is the number as set out in Article 9 of the Regulation (EU) No 952/2013, of the importer. The importer shall mean the natural or legal person within the EU who presents the consignment for release for free circulation into the Union, either on its own or through a representative. *Please contact your importer, they need to provide this number.*



Box #12 Name and address of the first consignee of the consignment in the EU: The first consignee means the natural or legal person where the consignment is delivered and where it will be handled for further preparation and/or marketing.

Box #13 Description of products: Please include the Combined Nomenclature (CN) codes for the products concerned; where possible, please include the 8 digit code. Please also provide the trade name of the product(s), number of packages (number of cartons, bags, buckets, etc), lot number(s) and net weight.

For more information on what Combined Nomenclature codes are and where to access the list of codes see the EU Tax and Customs Union page here: https://ec.europa.eu/taxation_customs/business/calculation-customs-duties/what-is-common-customs-tariff/combined-nomenclature-en

Box #14 Container: This information is optional but please provide if this is applicable to your shipment type (i.e. – shipped in container or containers).

Box #15 Seal: This information is optional, but please provide if applicable to your shipment.

Box #16 Total Gross Weight: Please provide the total gross weight in appropriate units (e.g. kg of net mass, liters, etc.)

Box #17 Means of transport Arriving at the Port of Entry: Mode of transport should be airplane/vessel/railway/road vehicle/other.

Identification of means of transport: for airplanes, please provide the flight number. For vessels, the ship name(s). For railways, the train identity and the wagon number. For Road Transport, the registration number plate with trailer number plate if appropriate. In the case of ferry, indicate vessel and road vehicle with the identification of the road vehicle and of the scheduled ferry.

Certificate of Inspection, Second Side: QAI will be responsible for attaching this second page to the COI when it is approved and ready for delivery.

Box #18 Declaration of the Control Authority or Control Body issuing the certificate: This will be completed by QAI. *The signature and the stamp must be in a different color than the printing.*



Boxes 19-21:

These will be completed by the EU import authority, the EU member state Certification body and the EU member state first consignee when the certificate reaches the EU member state of import/consignment.

Important Notes:

An original certificate, stamped and signed by QAI, **must** accompany each and every consignment, which is shipped to the European Union. Without an approved Certificate of Inspection, the port authorities will not allow the product to be released.

Always include:

- Cover Sheet (please send to qaitc@qai-inc.com, please do NOT upload into TRACES)
- Corresponding bill of lading and/or invoice (this may also be uploaded in TRACES)
- All of the information listed on the COI must correspond with the information on the bill of lading and/or invoice. Please include an invoice/BOL from the producer/preparer of the organic goods, if the producer/preparer is a different operation than the exporter.
- Please identify the goods as “organic” to distinguish from regular products.

QAI processes COIs within 24 – 48 hours. However, issues do arise. If for some reason QAI cannot approve your COI and your product has arrived at the European port, the product may be kept in port and duties may be incurred. Please submit COIs with ample time before the product is due to arrive in port.

- COIs will **NOT** be approved while a client has major noncompliance issues.
- COIs will **NOT** be approved after EU certification has expired.
- COIs will **NOT** be approved if a client has past due invoices on his/her account.