Non-EU countries' user guide to access the CHED-PP module and its non-compliance tab

December 2021

Health and Food Safety

Table of Contents

Purpose

This guide describes the procedure to be followed by non-EU countries to access in read-only mode the Common Health Entry Document for plants and plant products (CHED-PP) module in TRACES-NT (TRACES-New Technologies).

The CHED-PP module allows official plant health officers at EU borders to record the outcome of official controls performed on consignments of plants, plant products or other objects entering the Union and decision taken on those consignments.
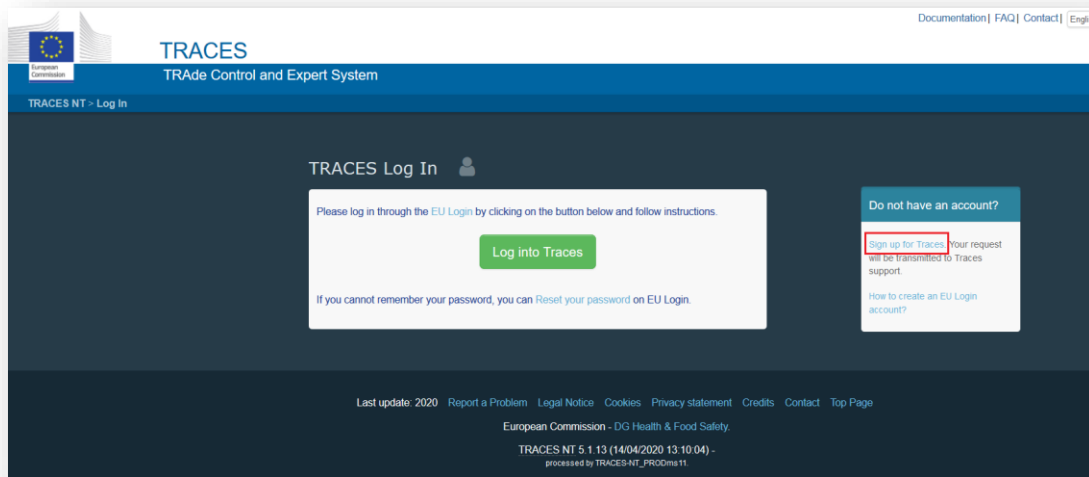
The access to the CHED-PP module allows the non-EU country to monitor in real time the status of its consignments and to apply corrective measures where appropriate. In case of rejections, the non-EU country will be able to see via a separate tab in the CHED-PP the details on the non-compliances such as reasons for refusal and measures taken on the consignment.

*Health and
Food Safety*

1. Register on the EU Login page

Firstly, you need to register yourself on the EU Login page. This is a mandatory security layer.

If you have already a login account, go to the [step 2](#).

To register, click on the following link: https://webgate.ec.europa.eu/tracesnt/login to access the TRACES-NT welcome page and on the link "Sign up for TRACES":

You now access the EU Login registration screen ("create an account").

Health and
Food Safety

On the top right of the page you can choose your preferred language:

Complete all form fields and keep in mind that the data you insert in the screen above will be those that appear in TRACES-NT**.**

In addition, it is important to create the EU Login account in the name of a REAL PERSON, NOT a generic account for your central authority.

As regards the e-mail address, you are strongly advised to choose your own professional email address which will be used to login to TRACES-NT.

After completing all the fields, click on the "Create an account" button.

Once you have sent the request, an email will automatically be sent to you with a link to set your password. You have to click on that link within 90 min, otherwise it will expire.

If you do not receive the automatic email, you can find help on this page: https://webgate.ec.europa.eu/cas/contact.html

Health and Food Safety

2. Register in TRACES NT and ask for a role

*If you are already registered in TRACES-NT, go directly to step 3 and step 4.*

Return to the homepage of TRACES-NT (see link above) and click on the green button "Login into TRACES". You will be redirected to the EU Login access.
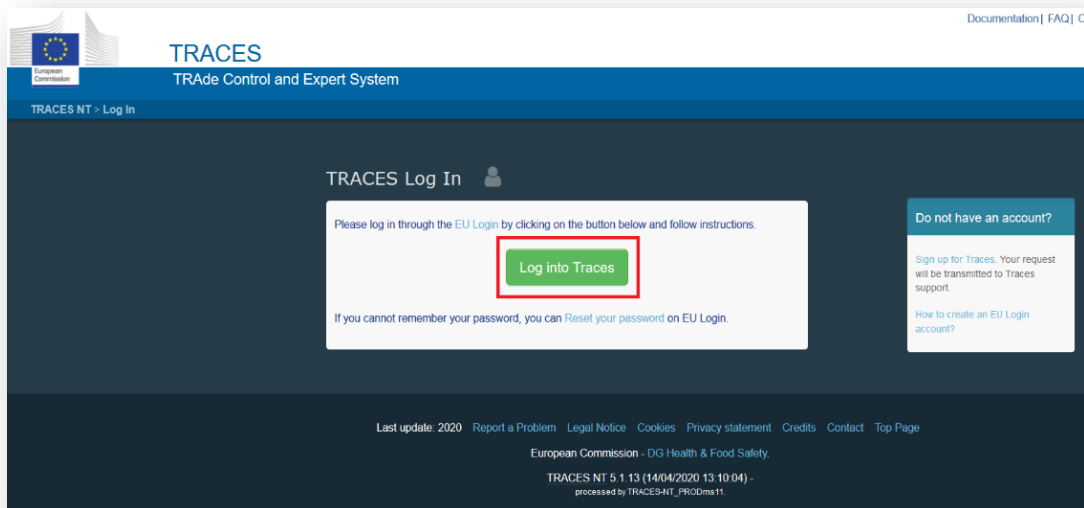
To log in, insert the email address you chose when creating the EU Login account and click on "Next".
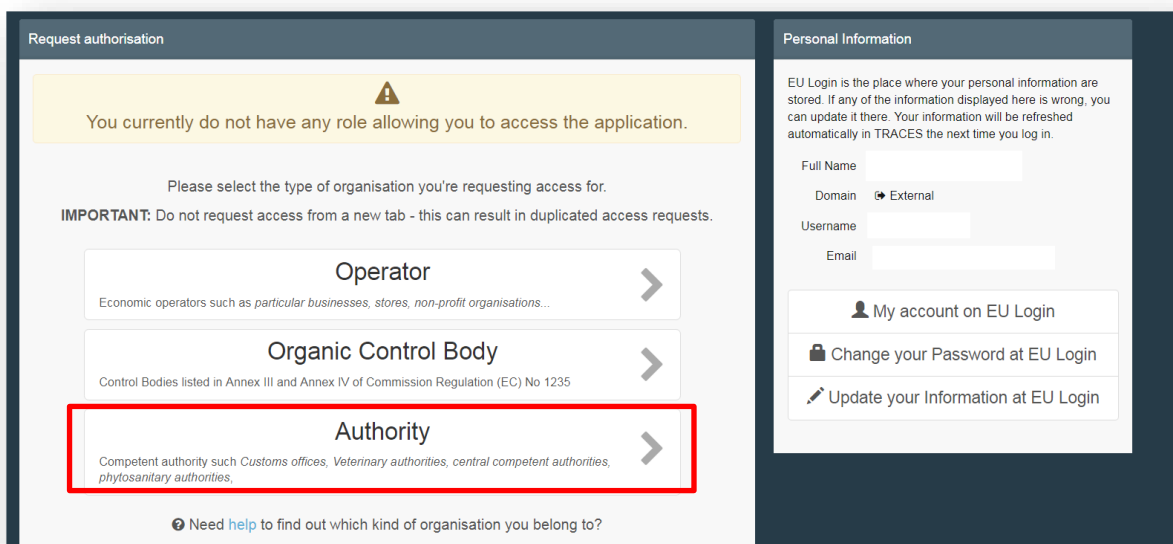

Insert the password you previously chose for the EU Login account and click on Sign in.

Health and
Food Safety
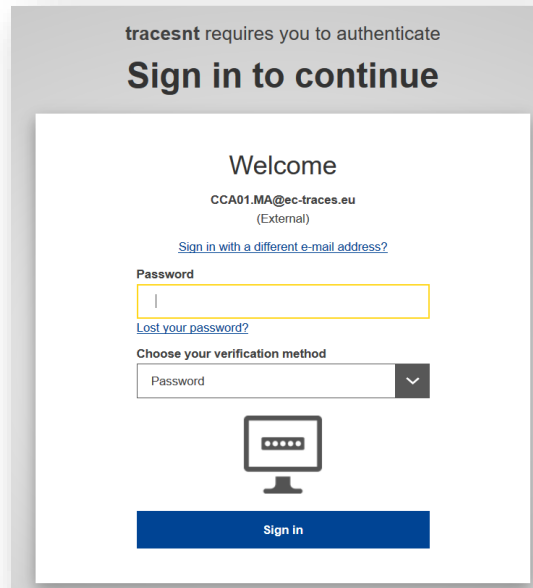
You are now redirected to the TRACES-NT welcome page.

Select your role

<u>Please note that in order to be able to see Interception Notifications, you need to request a role as "Authority"</u>.

When you click on Authority:

You can search for your authority by country, role, competence or name of the authority.

Please note that in order to see Interception notifications, you must be attached to an authority with a role as "CCA-Central Competent Authority" and a competence as "Plant health":

Health and
Food Safety

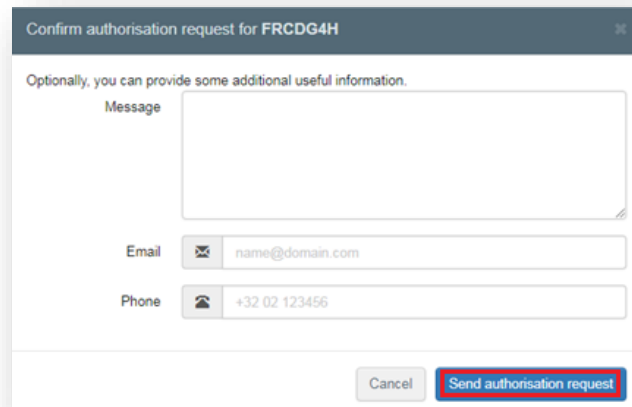There is no need to enter any Authority name. Click on the Search button.

Look for your Authority. Under the competence tab, you can verify the competence assigned to your authority:

CHED-PP, EUROPHYT IN, PHYTO and ePHYTO are competences related to Plant Health.

Tick the box "**select**" and click on the **'Request Authorisation**' green button to submit your request. If you don't find your authority, please write to the TRACES team at sante-traces@ec.europa.eu.

Health and Food Safety

Send authorisation request

After you click on the "Request Authorisation" button, a window pops up:
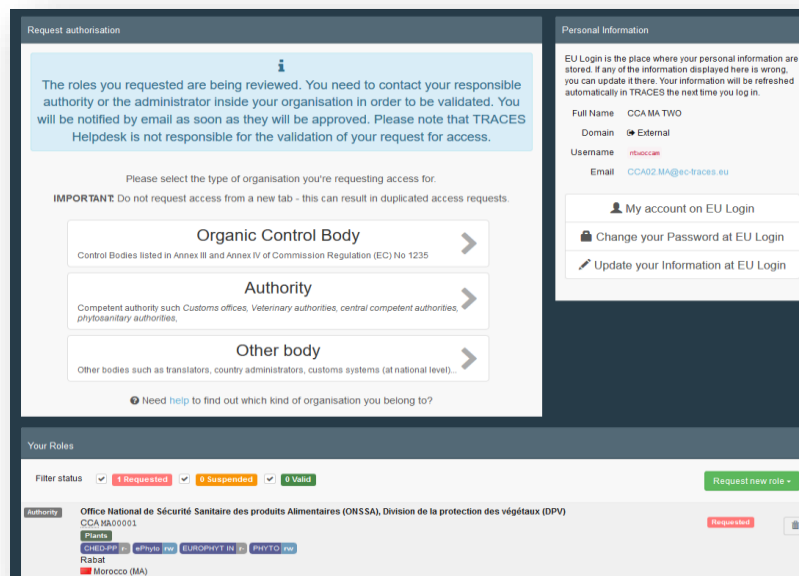
You can provide additional information, email and phone number and then click on the "Send authorisation request" blue button.

You will be then re-directed to this page where your request will be visible:

If you are the first user registering for your Authority, the Commission will manage your request.

Send an email to the Traces Team at sante-traces@ec.europa.eu and it will validate your request.
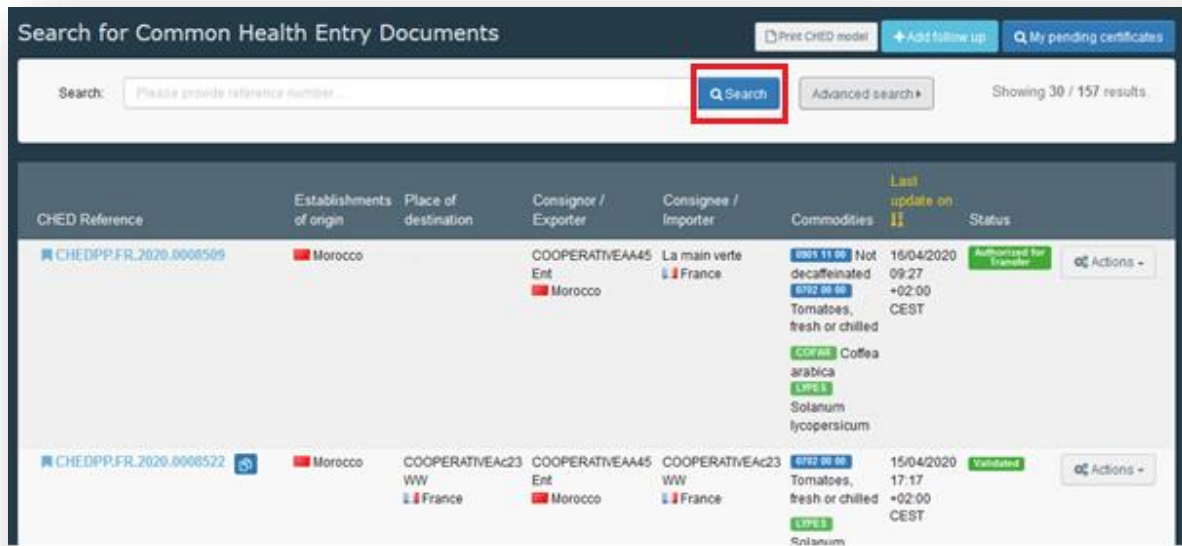
3. CHED-PP module

From the Menu Documents > CHED, you will be able to see via a search screen the CHED-PPs created at the EU border which are relevant for your Authority.
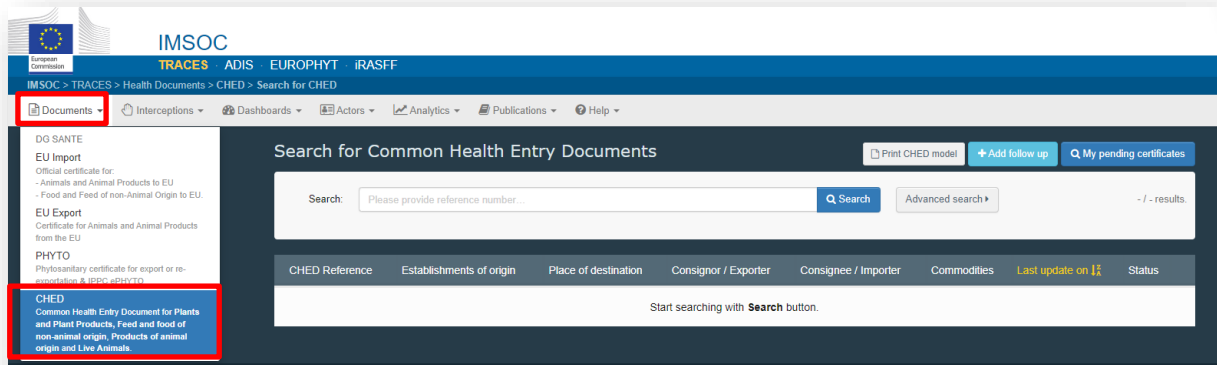
From the search screen, you have two options:

- You run a simple search and a list of all the (relevant) CHED-PPs will appear;

- You run an Advanced search and you can specify some details to narrow your search.

You can click on the link to the CHED Reference and you will have a read-only access to it that will allow you consulting the CHED-PP:


The CHED reference number is indicated in the upper left corner. Other documents linked to the CHED can be consulted by clicking to one of the references below the CHED reference number.

Health and
Food Safety

A finalized CHED-PP will necessarily have at least two parts (tabs):

- **Part I: description of the consignment**. Before the arrival at the BCP, the operator fills this part. All details about the exporter, importer, place of destination, etc… along with the description of the plants/plant products can be consulted in this part.

- **Part II: Decision on the consignment**. This part concerns the decision of the inspector at the border. Details about the checks performed can be found there. The status of the CHED is directly related to the decision taken by the inspector:
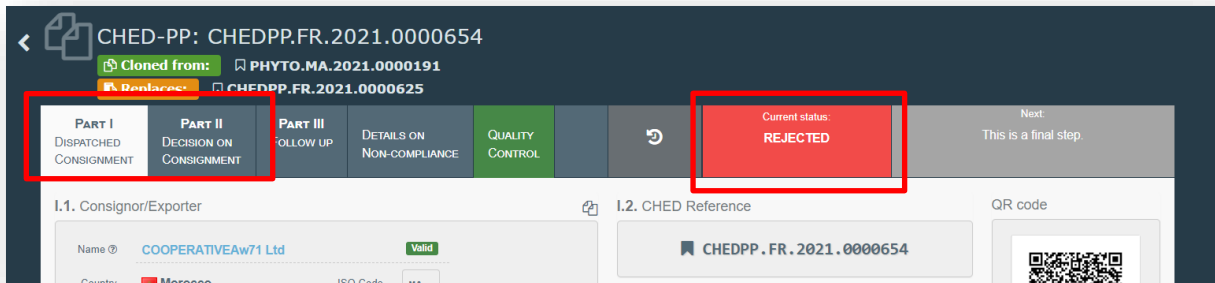
Other tabs might also be available:

- **Part III** (follow up): details on re-dispatching or about the inland inspection.
- **Details on non-compliance**: details about the reasons for refusal and measures taken.
- **Quality control**: details on the quality of the consignment.
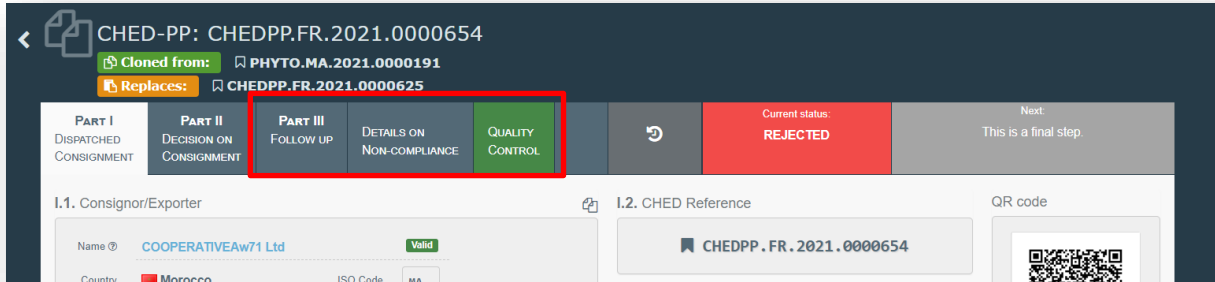
Click on the tab "**Details on non-compliance**" if you wish to check the refusal reasons and the measures taken on the rejected part of the consignment:

Health and
Food Safety
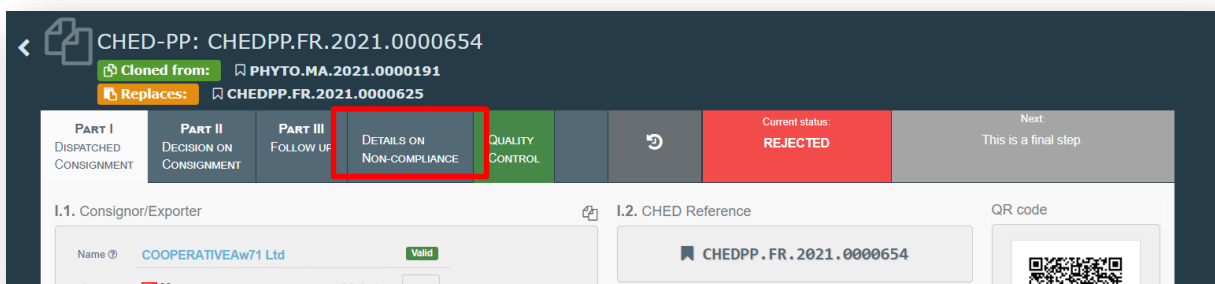
PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	PART III FOLLOW UP	DETAILS ON NON-COMPLIANCE	QUALITY CONTROL	↻	Current status: REJECTED	Next: This is a final step.

Reason(s) for refusal   ✱

Refusal reason	Commodities	Packaging materials
Other reasons: presence of harmfu ⌄	C/O # 1 0805 10 Oranges	

Harmful organism

REYBO Fallopia x bohemica

Extent of contamination

| Plant, plant product or other object ⌄ |

Non-EU regulated harmful organism

| EFSA Pest Risk Analysis ⌄ |

Comment

[   ]

Measure(s) taken on consignment   ✱

Measure taken:	Commodities	Packaging materials
Entry refusal ⌄	C/O # 1 0805 10 Oranges	

Measure extent:

| The intercepted part of the consigr ⌄ |

Comment on Measure(s) taken

[   ]

Health and Food Safety