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Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria –Vlada-Government

Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
Ministarstvo Poljoprivrede, Šumarstva i Ruralnog Razvoja / Ministry of Agriculture,
Forestry and Rural Development

ADMINISTRATIVE INSTRUCTION (MAFRD) - NO. 06/2024
ON INSPECTION CONTROL PROCEDURES

¹ Administrative Instruction (MAFRD) – NO. 06/2024 on Inspection Control Procedures, signed by the Minister of Agriculture, Forestry and Rural Development with the Decision of the date 13.09.2024.

Minister of the Ministry of Agriculture, Forestry and Rural Development,

Pursuant to Article 24 paragraph 6 of the Law No. 04/L-120 on Plant Protection, (Official Gazette of the Republic of Kosovo No. 1/17 January 2013), Article 11 paragraph 1 sub paragraph 1.5 of the Law No. 08/L – 117 on the Government of the Republic of Kosovo (Official Gazette of the Republic of Kosovo No. 34/18 November 2022) as well as Article 9, paragraph 2 of the Regulation (GRK)-NO.17/2024 on Rules of Procedure of the Government of The Republic of Kosovo (Official Gazette, No.21.06.2024),

Issues:

**ADMINISTRATIVE INSTRUCTION (MAFRD) - NO. 06/2024
ON INSPECTION CONTROL PROCEDURES**

**Article 1
Purpose**

This administrative instruction defines the procedures, forms and methods of inspection control of plants, plant products and other objects at the border points of the Republic of Kosovo.

**Article 2
Scope**

1. The provisions of this administrative instruction are mandatory for the Ministry of Agriculture, Forestry and Rural Development - the relevant Division for plant protection as well as all professional operators who deal with:

- 1.1. all plants, plant products and other objects that are defined in Appendix V, part B of Law no. 04/L-120 on the Protection of Plants that are imported from other countries and are subject to phytosanitary control;
- 1.2. the phytosanitary certificates that accompany the shipments and the certificate of origin, as well as the supplementary documents of the shipment;
- 1.3. means of transport - trucks, railway wagons, containers, etc.;
- 1.4. packaging materials used for the transport of plants, plant products and other objects;
- 1.5. wood packaging materials - in the form of crates, boxes, chest, pallets, batteries for cable and wheels used for the transport of all imported shipments in Kosovo;
- 1.6. plants, plant products and other objects defined in Appendix III, Part A of the Law on Plant Protection;
- 1.7. All plants, plant products and other objects as defined in subparagraphs 1.1, 1.3, 1.4 and 1.5 under this article must be free from the pests defined in Annex I, part A and Annex II, part A and must be complying with the requirements set forth in Appendix IV of the Law on Plant Protection.

Article 3 Definitions

1. The expressions used in this administrative instruction have the following meanings:
 - 1.1. Ministry means the Ministry responsible for agriculture, forestry and rural development;
 - 1.2. FVA means the Agency responsible for food and veterinary;
 - 1.3. Department means the relevant Department of the Plant Protection;
 - 1.4. Inspection means the relevant phytosanitary inspectors who deal with the control of plants, plant products and other objects at border inspection entry points.

Article 4 The institution responsible for the phytosanitary control of plants, plant products and other objects

1. The border phytosanitary inspectorate in the Food and Veterinary Agency is responsible for the phytosanitary control of plants, plant products and other objects at border inspection entry points.
2. The inspectors from paragraph 1 of this article carry out all inspections and determine the appropriate phytosanitary measures when they are necessary.

Article 5 Import

1. The import of plants, plant products and other objects is carried out only through approved border inspection entry points.
2. The list of approved border inspection entry points must be submitted to the Secretariat of the International Plant Protection Convention (hereinafter IPPC).
3. Approved border inspection entry points must fulfill the minimum conditions to carry out plant health checks in accordance with Appendix I of this Administrative Instruction.
4. Customs clearance for plants, plant products and other objects subject to phytosanitary control must be done only after phytosanitary control.

Article 6 Import Inspection

1. Plants, plant products, and other objects defined in Appendix V B of the Law on Plant Protection, are subject to inspection control as:
 - 1.1. of the necessary documents where the following elements are inspected:
 - 1.1.1. importer's registration license in the plant protection register;

- 1.1.2. validity and content of accompanying phytosanitary certificate or phytosanitary certificate for re-export;
 - 1.1.3. Comparison of the data presented in the phytosanitary certificate or the phytosanitary certificate for re-export with other supporting documents such as invoices, certificates of origin, etc.
- 1.2. Identity where the following elements are inspected:
- 1.2.1. plants and plant products must be specified in the accompanying phytosanitary certificate or phytosanitary certificate for re-export;
 - 1.2.2. The hygiene and temperature of the means of transport, must be suitable for the types of plants or plant products that are transported. The temperature of the transport vehicle must be between 5-15°C, except for plants and specific plant products.
 - 1.2.3. wooden packaging materials used for transporting plants and plant products, which must be treated and marked in accordance with the International Standard for Phytosanitary Measures (ISPM) 15;
 - 1.2.4. Paper packaging material must be new, unused and clean, while other plastic, wood packaging materials must be new, unused or cleaned and disinfected.
 - 1.2.5. each package must be labeled with a label in accordance with the appropriate standards;
 - 1.2.6. the integrity of the shipment has not been altered.
- 1.3. Plant health where the following elements are inspected:
- 1.3.1. visual inspection of plants and plant products to ensure that there are no visual symptoms of harmful organisms, defined in Appendix I A and II A of the Law on Plant Protection;
 - 1.3.2. if the consignment consists of several contingents, each contingent must be inspected separately;
 - 1.3.3. visual inspection of the transport means and the packaging material used to ensure that it is free of harmful organisms.
- 1.4. Samples for laboratory testing are taken:
- 1.4.1. when suspicious symptoms are observed or the border phytosanitary inspector considers the probability of the presence of harmful organisms;
 - 1.4.2. based on appropriate international standards and internal guidelines.
- 1.5. The phytosanitary inspector the taken samples will:
- 1.5.1. packed, packaged, sealed;

1.5.2. code where the sample code consists of the code of the inspection point, the serial number of the sample, the identification number of the phytosanitary inspector, the protocol number and the last two numbers of the calendar year such as HE/ 3/000/635/18).

1.6. The border inspection points are:

1.6.1. BIP: Dheu i Bardhe – DB;

1.6.2. BIP: Hani Elezit – HE;

1.6.3. BIP: Merdare – ME;

1.6.4. BIP: Mitrovica - MI;

1.6.5. BIP: Peja – PE;

1.6.6. BIP: Pristina – PR1, PR2 and PR3;

1.6.7. BIP: Prizren - PI;

1.6.8. BIP: Zubin Potok - ZP.

1.6.9. BIP: Airport

1.6.10. BIP: Port of Durres

2. If samples have been taken for laboratory testing, the consignment will remain at the border point under the supervision of the border phytosanitary inspector and cannot be released until the test results are received from the relevant laboratory.

3. With the exception of paragraph 2 of this article, the border phytosanitary inspector may allow the movement of the consignment to the place of destination and allow customs clearance before accepting the test results, if the following requirements are met:

3.1. the sample taken was not suspected of having harmful organisms and therefore there is no phytosanitary risk that harmful organisms will spread;

4. Plant health control is performed at the border inspection entry point or at an approved inspection site.

Article 7

Inspections at the approved inspection site

1. The border phytosanitary inspector may allow the movement of consignment from the border inspection entry point to the approved plant health inspection site if such requirements are met as:

1.1. the place is approved by the MAFRD and Customs of Kosovo;

1.2. the country meets the requirements defined in paragraphs 2, 3, 4 and 5 of Appendix 1 of this Administrative Instruction.

1.3. the place is approved by the Food and Veterinary Agency.

1.4. the border phytosanitary inspector determines that the consignment cannot spread harmful organisms during the movement of the consignment to the approved inspection site.

2. The border phytosanitary inspector issues the Plant Health Movement Document according to Appendix 2 of this Administrative Instruction.

Article 8 **Phytosanitary certificate requirements**

1. The phytosanitary certificate must be in accordance with the following requirements:
 - 1.1. to be issued in accordance with the Law on the use of languages in the Republic of Kosovo, either in English or in another language based on bilateral agreements of the responsible official authorities of the respective countries;
 - 1.2. The certificate must not be issued earlier than 14 days from the date when the plants, plant products or other objects covered by that certificate have left the exporting country;
 - 1.3. must contain the additional Declaration if required by Annex IV of the Plant Protection Law.
 - 1.4. All fields must be filled in or, when there is no entry, the column must be blocked in order to prevent forgery.
 - 1.5. it must not contain unauthorized changes or deletions.
2. The phytosanitary certificate includes only information related to phytosanitary issues.
3. The phytosanitary certificate for re-export must be attached to the phytosanitary certificate of the exporting country or its approved stamped and a signed copy.

Article 9 **Requirements for packaging from wooden material, and other cardboard, plastic, metal packaging materials used for transporting shipments**

1. The wooden packaging material must comply with the following requirements:
 - 1.1 must not contain bark except for any piece less than 3 cm in width - regardless of length or greater than 3 cm in width, with a total area of an individual piece of bark of less than 50 square cm.
 - 1.2. must be handled and sealed in accordance with ISPM 15 Appendix 7 of this Administrative Instruction.
2. The ISPM 15 mark contains:



- 2.1. State code - ISO two letters (XX in Appendix 7 of this Administrative Instruction. It must be separated by a hyphen from the code of the manufacturer/treatment provider;

2.2. The code of the manufacturer - the unique number determined by the NPPO of the country where the treated wooden packaging material was produced/marketed YYY according to Appendix 7 of this Administrative Instruction;

2.3. Treatment code, abbreviation IPPC in accordance with the use of approved measures such as HT - heat treatment, MB - fumigation with methyl bromide, DH Dielectric heating, SF treatment with sulfuryl fluoride, (00 - according to Appendix 7 of this Administrative Instruction. It must appear on a separate line from the country code and manufacturer/treatment code or be separated by a hyphen if it appears on the same line as other codes.

3. The ISPM 15 mark must be:

3.1 in rectangular or square form and contained within a boundary line with a vertical line separating the IPPC symbol from the code components;

3.2. it must not be handwritten;

3.3. readable - clear;

3.4. permanent, durable and non-transferable;

3.5. located in the visible place, on at least two opposite sides of the article to be certified;

3.6. the use of red and orange colors should be avoided as these colors are used for labeling harmful goods.

4. Other packaging materials used must be clean. The cardboard packaging material must be new and unused.

5. Each package must have the plant passport or the declaration established by the manufacturer or the authorized packer, in which all the information about the plant or plant product is written in indelible ink.

Article 10

Official decisions taken by the phytosanitary inspector

1. The phytosanitary inspector at the border inspection entry point shall take a decision on the following:

1.1. Import approval

1.2. Refusal of import

1.3. Allowing the movement of consignment from the border inspection entry point to the approved inspection point under phytosanitary supervision for plant health inspection and issuance of the Plant Health Movement Document;

1.4. Application of phytosanitary measures - disposal or treatment of the load.

2. Import approval is done only when the consignment being imported is in accordance with the Law on Plant Protection as well as the by-laws arising from the implementation of this Law.

3. Refusal of consignment import in Kosovo is made in the following cases:

- 3.1. when the consignment does not have an original phytosanitary certificate or a phytosanitary certificate for re-export and does not meet the requirements defined in Article 6 of this Administrative Instruction;
 - 3.2. if the presented documentation - invoice and certificate of origin does not match the phytosanitary certificate;
 - 3.3. if the means of transport of plants and plant products does not provide sufficient hygiene, and does not provide the optimal temperature for transport, depending on the requirements of the type of goods, or at least provides a temperature not less than 5C° and not greater than 15C°; except for dry plant products.
 - 3.4. If the labels do not meet all the requirements required by the legislation in force, and have not been placed by the manufacturer or packer;
 - 3.5. if the plant, plant product or other object is infected with harmful organisms defined by Annex I A and Annex II A of the Law on Plant Protection, if it has been proven by laboratory testing.
4. The movement of consignment from the border inspection entry point to the approved inspection site for plant health control is done if the requirements defined in Article 7 of this Administrative Instruction are met and the plant health movement document is issued at the entry point border inspector from the border phytosanitary inspector.
5. Application of phytosanitary measures:
- 5.1. Only in cases where, for various reasons, the consignment cannot be returned to the country of origin, the disposal is done in order to avoid the possibility of the spread of plant diseases, then the leader of the phytosanitary border inspection forms a commission for the destruction of the consignment where, according to the present inspector, to be the customs official and the representative of the owner of plants and plant products;
 - 5.2. Disposal of import products is done at the border inspection entry point.
6. In case of import rejection, the phytosanitary certificate or other documents must be clearly marked with a red triangular stamp, which indicates "cancelled certificate" or "cancelled document" by the border phytosanitary inspector.

Article 11 **Exceptions**

1. If there is no risk of the spread of harmful organisms in Kosovo, it is allowed to introduce small quantities of plants, plant products, foodstuffs or animal foodstuffs for consumption during transport without a phytosanitary certificate,
2. Small quantities for personal use are allowed for import:
 - 2.1. fresh fruits or vegetables up to 5 kg;
 - 2.2. cereals up to 5 kg;
 - 2.3. flowers up to 2 bouquets;

- 2.4. flowers planted in vases up to 5 pieces;
- 2.5. seed - in packages up to 200 gr. in mass - no more than 500 gr.
3. Exceptions are allowed when entering Kosovo, plants, plant products and other objects for experimental use, for scientific reasons or to work on the selection of varieties. It applies to plants and plant products whose harmful organisms do not fall under the phytosanitary requirements, however, for reasons of import, such adapted items must have an official entry letter.
4. Wood packaging material exempted from the requirements of ISPM 15 during transport:
 - 4.1. packing material from wood 6 mm or even thinner;
 - 4.2. wood packaging such as pressed husk boards, fiberboard or veneer created using glue, heat or pressure, or a combination of all of these;
 - 4.3. powers of wine and spirits which are heated during production;
 - 4.4. gift wine boxes, puro cigar boxes and other articles made of wood processed or produced in such a way that it does not present a composition of pests;
 - 4.5. sawdust husk, string and wood wool;
 - 4.6. wooden components permanently attached to vehicles and containers;
 - 4.7. Consignment of wood such as forest logs/timber which are supported by reinforcements built from wood of the same type and quality and which meets the same phytosanitary requirements as the wood in the consignment. These wooden reinforcing accessories can be considered as part of the load and are not considered as wooden packing material.

Article 12 **Notice of delivery rejection**

1. The phytosanitary inspectorate must inform the organization for plant protection of the country of origin or the sender in the third country for all cases where plants, plant products or other objects coming from the relevant country have been stopped due to non-fulfillment of the phytosanitary requirements of Republic of Kosovo for import, including the requirements for the wooden packaging material and the reasons for the stop, without prejudice to the actions that can be taken regarding the stopped load.
2. The information from paragraph 1 of this article must be provided as soon as possible so that the relevant organization for plant protection, when possible, can study the case in detail to take the necessary steps to prevent the same events.

Article 13 **Tax collection**

1. The responsible bodies in Kosovo must ensure the collection of phytosanitary taxes to cover the expenses resulting from official controls, identity and plant health controls, which are carried out according to paragraph 2 of this article.
2. Amount of payment for control:

- 2.1. documentation control;
- 2.2. identity check and physical check;
- 2.3. sampling and laboratory testing;
- 2.4. administrative activities that include charge sheets and other expenses.

Article 14 Transit

1. Physical/inspection visual controls do not apply to plants, plant products or other objects that pass from one country to another and transit through the territory of the Republic of Kosovo under appropriate customs procedures without any change in status and without the potential risk of spreading harmful organisms.
2. Loads in transit can pass through the Republic of Kosovo, remaining closed and sealed, then the phytosanitary control for them applies only the control of the documentation. The inspector at the border inspection entry point must inspect the consignment in transit with a shortened procedure, inspecting the transport documentation, and the means of transport to ensure that the plants and plant products passing through the territory of Kosovo are plants equipped with a phytosanitary certificate and that the means of transport it is closed to prevent the spread of plant diseases.
3. Transit of goods is inspected by:
 - 3.1. Checked the accompanying documentation, phytosanitary or phytosanitary certificates for re-export, sealing with the square stamp which contains the protocol number and the sign for the goods transit permission;
 - 3.2. the means of transport and its packaging are inspected, which does not allow the means of transport to leak, to be open, and to have the possibility of spreading diseases and plant pests during transport to the next border point;
 - 3.3. making the payment for transit determined according to the legislation in force for determining the level of payment for official services and controls of the Food and Veterinary Agency.

Article 15

1. Constituent parts of this administrative instruction are:
 - 1.1. Appendix 1. Minimum conditions to carry out plant health checks in Kosovo;
 - 1.2. Appendix 2. Document for the circulation of healthy plants;
 - 1.3. Appendix 3 Request for laboratory analysis;
 - 1.4. Appendix 4 Form L-02 for control;
 - 1.5. Appendix 5 Form of minutes,
 - 1.6. Appendix 6 On payments.
 - 1.7. Appendix 7. Checklist for import control.

Article 16
The income

All revenues derived from the implementation of this Administrative Instruction shall go to the Budget of the Republic of Kosovo

Article 17
Withdrawal

With the entry into force of this Administrative Instruction, the Administrative Instruction (MAFRD) No. 13/2014 on Inspection Control Procedures, dated 22.05.2014.

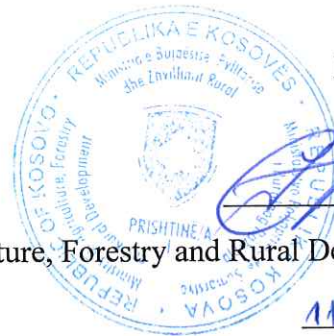
Article 18
Inapplicable

The inapplicable of this Administrative Instruction is sanctioned with the penalties defined in Article 2 of Law No. 08/L-082 on the Amendment and Supplement to Law No. 04/L-120 on Plant Protection (Official Gazette of the Republic of Kosovo No. 24/24 August 2022)

Article 19
Entry into force

This Administrative Instruction shall enter into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo.

Faton Peci



Minister of the Ministry of Agriculture, Forestry and Rural Development

11/11/2024

Annex 1

Minimal conditions to carry out the controls of planting health in Kosovo

1. Phytosanitary Inspector in the inspection point should have the following:

- 1.1. authorities to carry out his/her duties,
- 1.2. knowledge in identification of harmful organisms or the opportunity of that expertise - special knowledge,
- 1.3. Faculty of Agriculture, plant protection field and other appropriate fields,
- 1.4. Knowledge in the testing, inspection and administrative equipment and tools,
- 1.5. Access in the locations of storage and quarantine of consignments and when necessary for destruction or any other appropriate treatment, the whole or a part of the consignment stopped,
- 1.6. available:
 - 1.6.1. national guides written updated based on local legislation,
 - 1.6.2. Completely updated guides to Kosovo for experts and local inspectors,
 - 1.6.3. updated legislation of Kosovo for plant health,
 - 1.6.4. updated list which includes the address and numbers of specialized laboratories phones which are officially approved to perform the tests for determination of presence of harmful organisms or for identification of harmful organisms,
 - 1.6.5. Appropriate procedure should be applied in order to provide the integrity and security of samples when displaced to laboratories and during the tests processes, updated information for plants consignments, plant products and other objects that come from third countries which have passed through:
 - 1.6.5.1. official checks,
 - 1.6.5.2. official examinations to the specialized laboratories together with their results,
 - 1.6.5.3. to adapt the program created of controls of plant health as soon as possible in order to meet the current needs, in the field of new risks of plant health or any change in the quantity/volume of plants, plant products or other objects presented in the inspection points referred in the Article I.

2. Tools and equipment as specified in the paragraph 1 of this annex should have at least:

- 2.1. in connection with administrative equipment,
- 2.2. rapid communication system,
- 2.3. authority of Phytosanitary Inspector,
- 2.4. specialized laboratories being referred to paragraph 1 of this Annex,
- 2.5. customs authorities,
- 2.6. Commission,
- 2.7. Other member states,
- 2.8. duplication systems of documents;

3. Regarding the inspection equipment:

- 3.1. Stereomicroscope;
- 3.2. Electric magnifying glass,

- 3.3. Scalpels,
- 3.4. Filter paper
- 3.5. Textile filter
- 3.6. Equipment for sampling,
- 3.7. Areas suitable for inspection, as required,
- 3.8. Sufficient lighting.
- 3.9. Inspection table.

4. Appropriate tools for:

- 4.1. visual controls,
- 4.2. densification of locations and equipment used for plant health controls,
- 4.3. preparations of samples for further potential testing in specialized laboratory;

5. Regarding equipment for sampling in consignment:

- 5.1. appropriate material for identification and individual packaging of each sample,
- 5.2. adequate packaging material for sending samples to specialized laboratories,
- 5.3. official stamp,
- 5.4. adequate lighting.

1. Plant health movement document as referred to in Article xx of Administrative instruction (MAFRD) no 13//2014 for procedures of inspections at border control posts	2. PLANT HEALTH MOVEMENT DOCUMENT No KS/...	
<p>3. <u>Identification of consignment</u> ⁽¹⁾- <i>This consignment contains produce of phytosanitary relevance -</i></p> <p>Plant, plant product or other object (TARIC code):</p> <p>Reference number(s) of required phytosanitary documentation:</p> <p>Country of issue:</p> <p>Date of issue:</p> <p>Distinguishing mark(s), numbers, number of packages, amount (weights/units):.....</p> <p>.....</p> <p>Reference number(s) of required customs documentation:</p>		
<p>4. Official registration number of importer:</p> <p>I, the undersigned importer, hereby request the responsible official body to carry out the official plant health checks of the abovementioned plants, plant products or other objects at the approved place of inspection listed below and undertake to respect the rules and procedures set by the responsible official body.</p> <p>Date, name and signature of importer:</p>		
5.1. <u>Point of entry</u> :	5.2. Countersigning by official body of point of entry (data, name, service stamp and signature):	
6. Approved place of inspection		
The consignment may not be moved to place other than that listed above unless this has been officially approve.		
7. Documentary control <input type="checkbox"/>	8. Identity control <input type="checkbox"/>	9. Plant health control <input type="checkbox"/>
Place/date:	Place/ date:	Place/ date:
Name:	Name:	Name:
Service stamp /signature:	Service stamp /signature:	Service stamp /signature:
10. <u>Decision</u> :		

<input type="checkbox"/> Release	Place/ date:
	Name:
	Service stamp /signature:
Show EC Plant Passport (ordinary or weekly or next) number if necessary:	
.....	
<input type="checkbox"/> Official measure	
<input type="checkbox"/> Refusal of entry	<input type="checkbox"/> Destruction
<input type="checkbox"/> Movement outside the Kosovo	<input type="checkbox"/> Quarantine period
<input type="checkbox"/> Removal of infected/infested product	<input type="checkbox"/> Appropriate treatment
Remark:	
.....	

(1) Fill in box or refer to information on Phytosanitary certificate which must be attached



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Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
 Ministarstvo Poljoprivrede, Sumarstva i Ruralnog Razvoja -
 MMinistry of Agriculture, Forestry and Rural Development

**AGJENCIA E USHQIMIT DHE VETERINARISË/
 AGENCIJA ZA HRANU I VETERINARSTVO/
 FOOD AND VETERINARY AGENCY**

Date of sampling	Address of Inspector	Telephone of Inspector	Purpose of Analyze	Inspect. Code	Border points

Name of Institution	
Department	

Applicant of analyses	FOOD AND VETERINARY AGENCY OF KOSOVO - FVA
Code of sample	
Type of sample	
Serial number of payment slip	

APPLICATION FOR LABORATORY ANALYSES

1. _____
2. _____

Border phytosanitary inspector



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Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
MMinistarstvo Poljoprivrede, Sumarstva i Ruralnog Razvoja -
MMinistry of Agriculture, Forestry and Rural Development

**AGJENCIA E USHQIMIT DHE VETERINARISË/
 AGENCIJA ZA HRANU I VETERINARSTVO/
 FOOD AND VETERINARY AGENCY**

**SHËRBIMI FITOSANITAR KUFITAR/PHYTOSANI.BORDER SERV/FITOS. GRAN.
 SLUŽBA**

Vendi i kontrollimit	Nr. i leje.imp.	Nr. protokolit
Place of inspection	Imp. permi	Prot nr.
Mesto kontrole -----	Br. uvoz. doz. -----	Br. Protokola -----

VEQORITË E DERGUESËS/ PARTICULARS OF CONSIGNMENT/ OPIS POSILJKE

Importuesi/ Importer/ Uvoznik

Eksportuesi/ Exporter/ Izvoznik

Mjeti i transportit	Nr. certo. fitos.	Certif. e orgj.	Fletpercjellsja
Means of transport	Phytos. certif. No.	Certif. of origin	Bill of lading
Transportna sredstva	Fitos. Uve. Br.	Uveren o porekl	Tovarni list

Nr.	Lloji i mallit /produktit	Kodi	Bruto sasia kg/1	Nr i paketimit	origjina
N0.		Code	Gross qty kg/1	No of packages	origin

Br.	Type of goods. / product. Vrsta robe/proizvoda	Kod	Bruto količina kg/1	Br. paketa	poreklo

Emir i aplikantit _____ data _____ Nr ID _____
Nëshkrimi _____

Name of applicant _____ date _____ No ID _____ Signature

VENDIMET MBI DËRGESËN E MALLIT/ DECISION ON CONSIGNMENT OF GOODS /
REŠENJA O POSIKĆI ROBE

- Dërgesa në kontroll është shpallur e lire prej organizmave karantinë, dëmtuesit dhe insektet karantine
Consignment on inspection is found to be free from quarantine organisms, quarantine pests and insects Kontrolisana posiljka je rezultirna slobodna od karantinski organism
- Dërgesa në kontroll i plotëson kushtet e paraqitura me ligj për ushqim
Consignment on inspection meets conditions laid down by the law for food
- Kërkohet testi laboratorik/ laboratory test required/ zahteva se
kontrola

Nr. i procesvbalit për mostrim No. of minutes for sampling

Vendimi/ Decision/ Rešenje

Vula

Peçat

Stamp _____

Ins. Fitosanitar/ phytosanitary inspect/Fitos. Inspektor



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Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
Ministarstvo Poljoprivrede, Sumarstva i Ruralnog Razvoja
Ministry of Agriculture, Forestry and Rural Development

AGJENCIA E USHQIMIT DHE VETERINARISË
AGENCIJA ZA HRANU I VETERINARSTVO
FOOD AND VETERINARY AGENCY

PROCESVERBAL-ZAPISNIK-MINUTES

Për marrjen e mostrave në PIK kufitare - Za uzimanje uzoraka na granicnom prelazu – For sampling in border inspection points BIP

Data e marrjes së mostrës- Datum uzimanja uzoraka – Date of sampling _____ 20 _____

TË PRANISHËM – PRISUTNI – PRESENT

1. _____ Profesioni – Zanimanje - Profession _____ Nr.Br.ID _____
2. _____ Profesioni – Zanimanje - Profession _____ Nr.Br.ID _____

Emërtimi i mostrës – Naziv uzoraka – Designation of sample
- Shifra mostrës – Kod uzorka - Code of sample
Qëllimi i marrjes së mostrës – Svrha uzimanja uzoraka - Purpose of sampling M.B ___ F.K ___ M.R ___ Yndyra Bimore - Vegetable oil
Koha e marrjes së mostrës-Vreme uzimanje uzoraka – Time sampling:
Mënyra e ruajtjes – Način čuvanja – Storage:
I debllobuara me Nr- Debllobiran sa Br Unsealed with No. Bllombuarë – Blombiran – Sealed
Nr. qesësë së mostrës –Br kese uzoraka - No of sample bag
Pala dëshiron superanalizë – Stranka zeli super analizu – Party wants superanalyse PO _____ DA _____ YES JO _____ NE _____ NO
Nr. i protokollit në protokoll inspektimit – No. of protocol in the inspection protocol
Nr. i portokollit në protokoll analizave – No. of protocol in the analyses protocol

A informove inspkisionin e brendshëm - Did you inform the internal inspection	
PO _____	DA _____ YES
JO _____	NE _____ NO
Vërejtje-Opomena – Remark	
Nënshkrimi i Palës – Potpis Stranke – Signature of the party	Inspektori i Kufirit AUV-it –
FVA Border Inspector	



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government

Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
Ministarstvo Poljoprivrede, Sumarstva i Ruralnog Razvoja
Ministry of Agriculture, Forestry and Rural Development

**AGJENCIA E USHQIMIT DHE VETERINARISË/
 AGENCIJA ZA HRANU I VETERINARSTVO/
 FOOD AND VETERINARY AGENCY**

ANNEX VI

I. Level of payment for phytosanitary control in the border crossing points

1.Type of products imported in Kosovo and amount of payment in €

Seeds	
Seeds for planting, food and feed and/or seeds for industrial processing (for example: seed of cereals, leguminous seeds, etc.). Including cereals grain or Their products. Consignment up to 1.0 tones	€ 30
Consignment above 1 tone	€ 2/t
Vegetables seed	
From 0.5 kg up to 5.0 kg	€ 20
From 5.0 kg up to 50 kg	€ 25
From 50 kg up to 500 kg	€ 35
Above 500 kg for every 100 kg	€ 5/kg
Fruits	
Citrus fresh fruits (lemon, orange, mandarin and other types of fruits Apple, Pear, Apricot, Peach, Cherry etc. Core walnuts, hazelnuts, etc. Consignment up to 1.0 tone	€ 30 t

Consignment above 1 tone	€ 2/t
Vegetables	
Fresh or frozen vegetables (pepper, spinach, tomato, cabbage, cucumber, carrot, watermelon, or pumpkin, potato etc. Consignment up to 1.0 tone	€ 30
Consignment above 1 tone	€ 2/t
Ground vegetables (e.g: pepper, various spices)	€ 30
Consignment up to 1.0 tone	€ 2/t
Coffee, Cacao (other products)	€ 40
Consignment above 1 tone	€ 4/t
Mushrooms and truffles	
Mushrooms and truffles, fresh or frozen, and prepared or conserved in vinegar or acetic acid. Consignment up to 1 tone	€ 30
Consignment above 1 tone	€ 2/t
Dry fruits	
Consignment up to 1.0 tone	€ 30
Consignment above 1 tone	€ 2/t
Mash fruits	€ 30
Squeezed or ground fruits Consignment above 1 tone	€ 2/t
Seedlings	
Fruits seedlings Consignment up to 100 pièces	€ 30
Consignment above 100 pieces	€ 0,02/piece
Grafts	25/001
Rootstocks	25 / 001

Seedlings	
Vegetables seedlings	
Consignment up to 100 pieces	€ 30
Consignment above 100 pieces	€ 1/ in each 100 additional pieces
Strawberries seedlings	
Consignment up to 100 pieces	€ 30
Consignment above 100 pieces	€ 0.002/piece
Tobacco seedlings	
Consignment up to 100 pieces	€ 30
Consignment above 100 pieces	€ 0.01 for piece
Decorative plants	
Consignment up to 100 pieces	€ 40
Decorative plants (cut flowers, Christmas trees etc.) up to 70 cm	€ 0.01/piece
Plants in vase	
Consignment up to 100 pieces	€ 40
Plants in vase up to 70 cm	€ 0.02/ piece
Plants in vase above 70 cm	€ 0.04/ piece
Seedlings of flowers without vase	
Consignment up to 100 pieces	€ 30
Consignment above 70 pieces	€ 0.002/piece
Wood	
Woods with husk	€ 2/m ³
Woods without husk	€ 2/m ³
Separated husks	€ 1/m ³

Pallets of woods, pallets boxes for wood packing materials etc.	€ 20/1-50 piece
Fire wood, chaff saw etc.	€ 1,5/m ³
Products with plant origin, unprocessed or subject to the simple preparations and /or mechanic extraction such as:	
a) Flour and flour products	
Consignment up to 1 tone	€ 30
Consignment above 1 tone	€ 2/t
b) Fruits and vegetables juices	
<i>Consignment up to 100 pieces</i>	<u>€ 30</u>
<i>Consignment up to 100 pieces</i>	<u>€0.002</u>

Annex 7

Checklist for import control				
EN				
Border entry point				
Protocol No				
Reference to AI No				Comments / notes
Art 5.1.1.	I. Documentary control			
Place of control – Border entry control point				
Art 5.1.1.1.	1. License of the registration in the PPL register - in case of “no” please clarify	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	2. Phytosanitary certificate (PC) if it is required by Plant Protection Law:			
	2.1. PC is attached or	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	RE-PC is attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	2.2. PC is original	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	2.3. PC is valid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	2.4. PC complies with other documents (invoice, certificate of origin) - in case of “no” please specify	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 6.1.1.	2.5. PC is in ALB, SR or EN	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 6.1.1.	2.5. in another language, - in case of “yes” please clarify	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 6.1.2.	2.6. PC is addressed to Kosovo	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 6	2.7. PC is issued not earlier than 14 days before the consignment has left the country of export	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 6.1.4.	2.8. contains the Additional declaration if it is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Art 6.1.5.	2.9. all spaces are filled in or blocked	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 6.1.6.	2.10. PC does not contain unauthorized changes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 6.3.	2.5. in case of re-export PC, please specify which document is attached:			
	- original PC	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- certified copy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	3. Certificate of the origin (in case of import, not re-export)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Results of documentary control (if one of the above-mentioned answers is 'no', then the overall result is "no")	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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1.2.	II. Identity control			
	Place of control – Border entry point			
1.2.1.	1. Plants/ plant products correspond to PC or RE-PC	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2.2.	hygiene temperature is appropriate (5 - 15C°); - in case of "no" please clarify	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2.2	the vehicle for transport of plants and plant products is clean	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- wood packaging material (WPM)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- cardboard	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- plastic	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- metal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- other,	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Article 7	WPM:			
Art 7. 1.1.	It does not contain the bark (more than permitted)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Art 7.1.2.	It is treated and marked in accordance ISPM 15	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Fulfillment of requirements for packaging material				
	Cardboard packaging is new and not previously used	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Other used packaging material is clean.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2.4.	Packaging material corresponds to requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2.5.	Labeling is appropriate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2.6.	Integrity is not changed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Results of identity control (the consignment meets the requirements)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Plant health control will be carried out at (please specify only one):				
	- Border entry point	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- Approved place of inspection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Allowed to move to the approved place of inspection for plant health inspection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	The name of approved place of inspection

Article 5	III. Plant health control			
Point 1.3.				
	Place of plant health control:			
	- entry border point	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	- approved place of inspection (documentary and identity control were carried out at)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

	No of plant health movement document			
1.3.1.	Visual inspection:			
1.3.2.	each lot of consignment is inspected separately	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	visual symptoms of harmful organisms	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.3.3.	visual inspection of packaging material for detection of presence of harmful organisms	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	presence of harmful organisms in packaging material	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Visual inspection of vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	presence of harmful organisms in packaging material in vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.4.1.	Sample/s is/are taken:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Amount of taken samples			
	Results of plant health control (the consignment meets the requirements)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Art 8				
	Taken decision:			
	Import allowed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Import refused	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Application of phytosanitary measures, please specify:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Treatment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Destruction	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Place of destruction

Data of inspection

Stamp

Name and Signature of Inspector