



HM Government

UK TRANSITION

# CONTROL POINTS (CP) STEP-BY-STEP DESIGNATION GUIDE



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A guide to help you through  
the CP designation process.

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# INTRODUCTION

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The requirements set out in this guide are a summary of the elements that need to be implemented by those who wish to be designated as a CP for the imports of plants and plant products.

- The first step in the designation process is the submission of an Expression of Interest (EOI). At this point you will be asked to provide information about the anticipated volume of imports at your site. Based on this the expected inspection level will be assessed and considered along with all the other requirements.
- You will be informed if your application can progress after this initial assessment. If the application is accepted, the Competent Authority allocates an inspector to provide further advice and support with the application.
- Compliance cannot be confirmed until the final site visit has been conducted, so having an EOI accepted or plans favourably assessed does not guarantee designation.
- If the final audit indicates that the facility is not compliant with legal requirements, the Appropriate Authority will not be able to designate the CP. In these cases, the Competent and Appropriate Authorities will advise what remedial work is required in order to make the facility compliant with legislation.
- Operators are responsible for meeting the costs of any remedial work. A new audit to assess compliance will be conducted following the completion of remedial work.

# DESIGNATION PROCESS FOR PLANTS AND PLANT PRODUCTS

1

Submit an EOI application to Defra for CPs in England and Wales or to Scottish Government for CPs in Scotland (Email Defra-ocr@defra.gov.uk for England and Wales and BCPScotland@gov.scot to obtain the documents.)



2

Application is considered by Defra/Scottish Government and Competent Authorities (Animal and Plant Health Agency / Science & Advice for Scottish Agriculture - SASA). The Designation Panel may seek further information, from the applicant or from other government departments or agencies, or other public bodies, before reaching a decision.



3

If application is approved, the Competent Authority allocates an inspector to provide advice and support with the application and oversees the process of infrastructure development and operational readiness. Approval of an EOI is one of the requirements for final designation approval to be made. It is not a guarantee of final designation approval.



4

Operator submits plans and supporting documents to the Competent Authority who, in conjunction with Defra, assesses plans for compliance with minimum requirements.



5

Competent Authorities will inform the operator of a favourable assessment so any necessary construction can start.

# DESIGNATION PROCESS FOR PLANTS AND PLANT PRODUCTS CONTINUED

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**6** Competent Authorities arrange and conduct site visits throughout development to verify compliance



**7** Competent Authorities provide Defra with evidence of compliance after a final site visit and recommends CP designation or, where compliance hasn't been demonstrated, outlines remedial actions



**8** Where compliance has been demonstrated, Defra reviews evidence and designates the CP.



**9** Defra will notify operator that the CP has formally been designated for the requested commodities.



**10** Defra lists CP on gov.uk and updates the relevant IT systems.



# CUSTOMS AUTHORISATION

CPs perform the same function as a BCP and enable checks to be performed before goods enter into free circulation, therefore, they must be customs authorised.

Goods travel from the border to the facility under the Common Transit Procedure. To be able to move your imported plants and plant products from the border to the Control Point (CP), you will be required to be an Authorised Consignee (the importer) with a Temporary Storage Facility (ACTS) or External Temporary Storage (ETSF) Facility for custom purposes.

Goods moving under the common transit procedure must be accompanied by a Transit Accompanying Document (TAD) for presentation at the CP. The TAD will be raised on departure in the exporting country and will arrive with the goods at the CP.

To receive goods direct to your CP under the Common Transit Procedure, there are a number of additional actions you need to complete. You will need to:

- Get an EORI.
- Apply to become an authorised consignee.
- Get access to use NCTS online or with software.

A Customs Agent can access NCTS and make transit declarations on behalf of the trader.

For information on customs authorisation and ACTS facility requirements visit: [CP Guidance - UK Plant Health Information Portal \(defra.gov.uk\)](https://cp.guideance.gov.uk/)



# SITE REQUIREMENTS

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Bio secure unloading areas appropriate for the type(s) and volume of consignments.



Dedicated plant health inspection areas/rooms in a bio-secure area with appropriate signage and equipment (bins, inspection table, appropriate lighting). Inspection facilities need to be large enough to cater for the type and volume of product imported. The inspection area needs to have appropriate safety measures such as first aid kits and barriers to protect inspection staff from forklift traffic.



Bio-secure storage areas or storage rooms including dedicated storage areas for detained plant consignments.



Unloading, inspection and storage rooms and areas (referred to above) need to:

- Be fitted with walls, ceilings and floors that are easy to clean and disinfect. This includes the inspection area table surface.
- Have adequate drainage.
- Have adequate natural or artificial light.



Provide suitable hygiene facilities for all staff accessing the site (e.g. hand washing/drying/toilet facilities).



Maintain appropriate hygiene standards covering:

- Inspection table and equipment
- Walls and floors
- Bins and waste receptacles

# OPERATIONAL REQUIREMENTS

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Safe access arrangements for APHA staff including parking



Provision of staff to support the inspection process (moving consignments to the inspection area, managing detained goods, communication with APHA)



Flow line description and illustration for:

- Separation of incoming uninspected goods and outbound inspected goods and rejected goods for destruction.
- Personnel (inspection staff and dedicated staff working at the CP and drivers etc. (if applicable)



Movements of personnel and plant/plant products should minimise the risk of cross contamination.



Rodent /pest control programme.



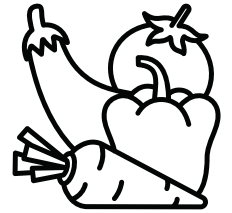
Premise maintenance plan.





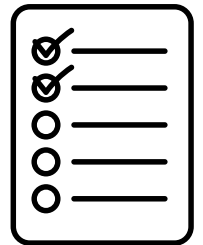
# OTHER SUPPORTING INFORMATION TO BE PROVIDED BY APPLICANT

Information about annual plant imports by commodity type and origin.



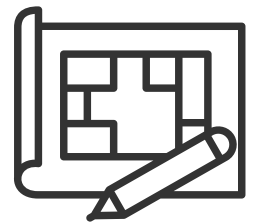
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Detailed site plans showing the location of the proposed CP facilities.



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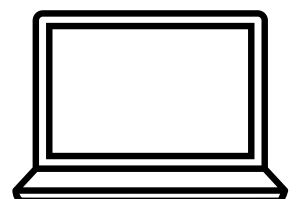
Floor plan at scale of between 1:100 and 1:250 showing the layout of the CP with including:



- area for unloading with appropriate covers
- inspection rooms/areas
- storage rooms

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Confirmation of customs authorisation



# OTHER SUPPORTING INFORMATION TO BE PROVIDED BY APPLICANT CONTINUED

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## Descriptions of processes and operations:

- Location of entrances and unloading areas including details of unloading arrangements and how it will be assured that the vehicle docking arrangement complies with requirements to protect against entry of pests and environmental contamination
- Nature and size of individual packages and any bulk consignments
- Inspection room / area including provision for the hygienic handling of consignments and storage (rooms, cupboards, and lockers) of inspection equipment and protective clothing. Measures to ensure that washrooms are catered
- How adequate storage will be achieved including reference to the floor areas and volumes of storage at each proposed temperature and status, including any stand-alone storage and how they are linked to the CP
- Details of any commercial storage facilities to be used and how the storage area used by the CP will be separated from commercial storage areas.
- Any temperature control arrangements in unloading areas and inspection rooms.
- Finish of walls, floors, ceilings, drainage, and lighting in each room.
- Water supply to include hot water supplies, wastewater control and drainage.
- Sampling arrangements and storage.
- Description of cleaning procedures and frequency including storage arrangements for cleaning materials and equipment.
- Handling procedures of different categories of plants and/or plant product goods to prevent risks, which may result in cross-contamination.
- Disposal procedures for consignments that require disposal because of rejection and how consignments presenting a risk are managed before disposal.
- Administrative equipment i.e. access to IPAFFs, provision of Wi-Fi.

# FURTHER RESOURCES



Further information on CPs can be found on the following pages:



## PLANT HEALTH PORTAL:

- [CP Guidance](#)
- [BCP and CP Webinar](#)

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## CONTACT US



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