
Registration of operators in Poland

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Structure and tasks of SPHSIS

The tasks of the Service are realized by the following bodies:

- at central level - the Main Inspector PHSI, with the assistance of Head Office
 - at regional level - the Voivode (**Head of Region**), *via* Voivodeship Inspector PHSI with the assistance of Regional Office (including field and border units)
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First step towards the implementation of Plant Health register!

- Scope of registration

- What is produced / traded within the country in regard to listed plants / plant products
- who must be registered at Plant Health register (*considering exemptions*)

- National exemption:

- Are they to be established ?
- If yes, what will be a range of exemption (what type of plants/plant products)?
- Local market – definition ?
- Small quantities – definition ?
- Final (non-professional) users – definition

First step towards the implementation of Plant Health register!

- Divide registration in several stages (years), for example:
 - 1st year – importers and growers of propagating material;
 - 2nd year – other growers, wholesalers, packing or dispatching centers, processing companies
 - 3rd year – small growers, who grow and propagate material for marketing

Registration procedure

- Inspector:
 - ❑ provides the operators with the application form
 - ❑ helps operators to make a scheme of place of production
 - ❑ checks operator's declaration
 - ❑ **MAY** perform an inspection at the place of production
 - ❑ writes his conclusions/observations

Registration procedure

- Set of documents:
 - Application;
 - Map of place of production
 - Confirmation of fee paid
 - Conclusions/observations of the inspector
- One copy for operator, another for field unit; the third one – for authority taking decision on registration (*if different than field unit*)

Registration procedure

- Action by authority taking decision on registration
 - received documents are checked
 - entering data into a IT data base – **the unique registration number is given**
 - the registration certificate is issued and sent to operator (*and field unit*)

INTERNAL IT SYSTEM



PL – OFFICIAL REGISTER

In the responsibility of SPHSIS

- Registration done at regional or local level
- Registration Number:

00 / 00 / 000000

statistic code of region / statistic code of adm. unit (powiat) / IT following number

- Computer national data base (*database on registered entities, data on production, results of official examination, data on PP issued etc.*)
 - Registration free of charge (*but delisting 2,5 EUR*)
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LT – OFFICIAL REGISTER (1)

111111-01-AA-IA

It consists of:

- 1. Unique identification code (six figures) (111111);
- 2. The number of region in which the activities are done (two figures) (01);
- 3. The kind of activities performed (marked with two capital letters - AA-IA).

LT – OFFICIAL REGISTER (2)

Registration according to kinds of activities

- AA – grower in the open air
- AS – grower in the greenhouses
- IA – importer
- SA – warehouses, packing centers
processing companies
- *IM – importer for scientific purposes*

Data in the register

- ❑ Registration No.
- ❑ Date of registration
- ❑ Name of the operator
- ❑ Contact person (contact data)
- ❑ Address of places of activities (facilities owned/rented by the operator)
- ❑ Activities production concerned (type of activity, relevant plants, the volume of production and import etc.)
- ❑ Is a operator still active (suspension of operations, de-registration)

IN ADDITION

- ❑ *Reports on inspections/tests performed*
- ❑ *Data on PP issued*
- ❑ *In cases of findings – description of phytosanitary measures taken*

Registration procedure (4)

- Registration data:
 - in electronic equivalent
 - is saved in paper format, and
 - the data at the database is regularly updated

Registration procedure (5)

- The registration certificate
 - there is no specific expiry date (Poland)
 - **OR** is valid for one or more years
- Data on removed operators is kept in the archives of the database

Registration procedure (8)

- The registration certificate contains:
 - obligations and rights of the operator according to legislation
 - obligations and rights of NPPO

*It **MAY** contain frequency of inspections*

Directive 92/90/EEC

- Art. 2 registered entity shall be subject to the obligations
 - to keep an updated plan of the premises
 - **to keep records** (*not all entities willing to keep records in a form recommended / needed by SPHSIS*)
 - to be available personally or to designate another person
 - **to carry out visual observations** (*lack of knowledge; underestimation of this element*)
 - to ensure access for the said responsible official bodies
 - to otherwise cooperate with the said responsible official bodies

 - Art. 4 compliance with the obligations ensured by examining periodically, **at least once a year,** the records and documents
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*Thank You
For Your Attention*