

## TRACES NT – Animal Journey Log user guide

October 2021

Welcome to the user guide of the **Animal Journey Log (AJL)** module of **TRACES NT**.

This manual contains all essential information as regards the creation and issuance of Animal Journey Logs in TRACES NT.

## Table of Contents

PART I: Planning – to be filled in by operators .....	4
AJL created from inside an EU-INTRA certificate – as Economic operator (EO) .....	4
AJL created from the main menu as a stand-alone document – as EO or as authorized transporter .....	5
Box – I.1.1. Organiser .....	6
Box – I.1.2. Person in charge of the journey .....	9
Box – I.2. Total expected duration .....	9
Links.....	9
Box – I.3.1 - Place of departure .....	9
Box – I.3.2 Departure time .....	9
Box – I.4.1 - Place of destination .....	10
Box – I.4.2 – Destination arrival time .....	10
Box – I.5.1 Species .....	10
Box - I.5.2 – Number of Animals.....	10
Box – I.5.3 Veterinary Certificates .....	11
Box – I.5.4 Estimated total weight of the consignment (in kg) .....	13
Box – I.5.5 Total space provided for the consignment (in m <sup>2</sup> ) .....	13
Box – Exit authority .....	13
Box – I.6 List of scheduled resting, transfer or exit points .....	13
Sign Planning .....	14
Box - I.8 Certification .....	14
Error message.....	15
Preview PDF.....	15
PART II: Place of departure – as Keeper and Local Authority Unit (LAU) of departure .....	16
Box - II.1 Keeper .....	16
Box - II.2 Place of departure .....	16
Box - II.3 Date of loading .....	19
Box - II.4 Number of animals loaded .....	19
Box - II.5 Means of transport.....	20
Sign place of departure .....	21
Preview PDF.....	21
Countersign place of departure – as LAU of departure .....	21
PART III: Place of destination – as LAU of destination .....	23
Box - III.1 Keeper at the place of destination or III.1 Official veterinarian.....	23
Box - III.2 Place of destination or III.2 Checking point.....	24
Box - III.3 Date and time of check .....	24

Box - III.4.1 Transporter.....	25
Box – III.4.2 Driver .....	25
Box - III.4.3 Means of transport.....	26
Box - III.4.4 Space allowances.....	27
Box - III.4.5 Journey Log records and journey time limits .....	27
Box - III.4.6 Animals.....	27
Box - III.5 Outcome of the checks.....	28
Sign place of destination report.....	28
PART IV: Transporter declaration – as authorized transporter.....	28
PART V: Anomaly report – as LAU .....	29
Box - V.2 Observation place .....	29
Box - V.3 Observation time .....	31
Box - V.4 Type of anomaly(ies) pursuant to Council Regulation (EC) No 1/2005 .....	31
Box - V.4.11 Remarks.....	31
Submit anomaly report .....	31

## PART I: Planning – to be filled in by operators

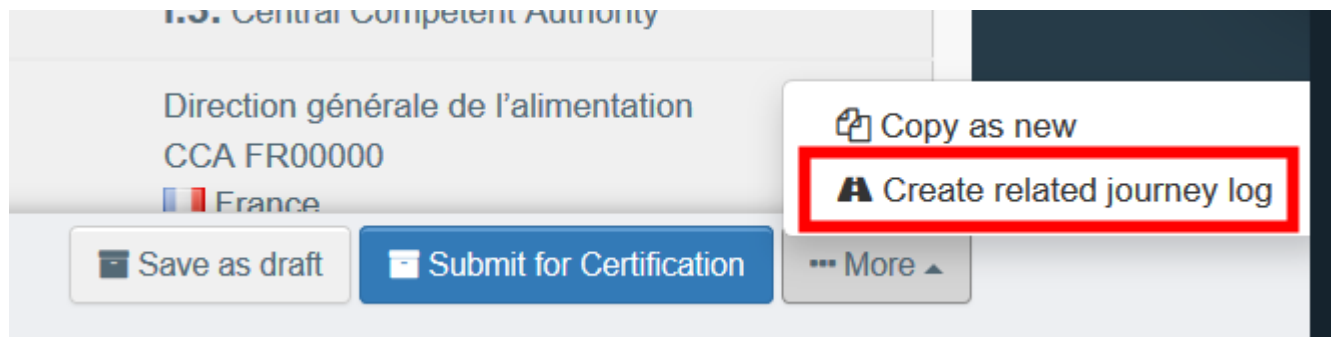
### AJL created from inside an EU-INTRA certificate – as Economic operator (EO)

When the estimated journey time of an EU-INTRA certificate is more than 8 hours, TRACES NT requires the submission of an animal journey log.

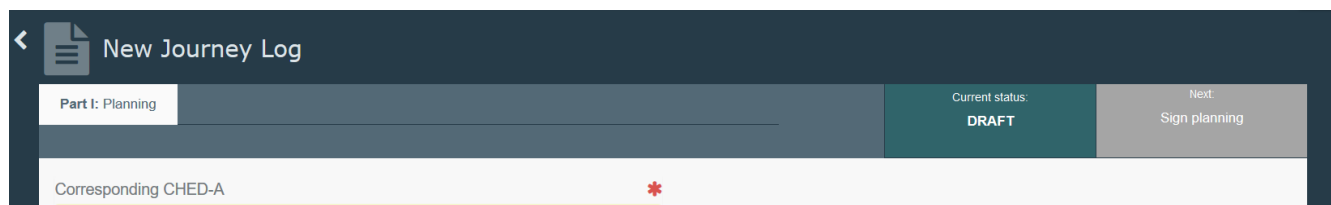
Once the EU-INTRA is submitted to the authorities and in status “**New**”, the economic operator has the option to issue the AJL from inside the EU-INTRA.

**Note:** this option is only available to economic operator users.

In the EU-INTRA, at the bottom part of the page click on “**More**”, then on “**Create related journey log**”.



You will be redirected to the “**Part I: Planning**” of the Animal Journey Log.



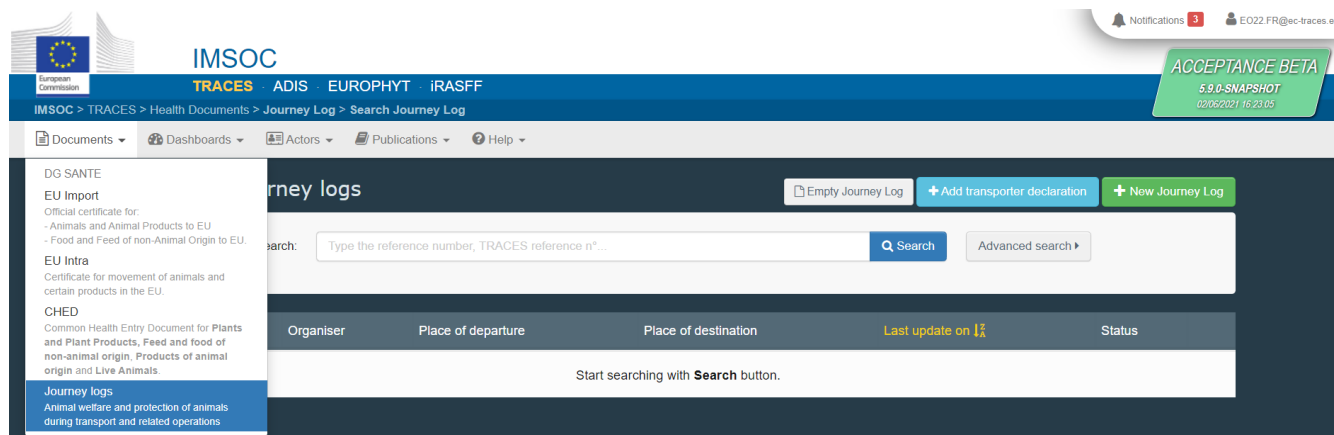
The link to the EU-INTRA will be generated automatically in the box “**Links**”, and the following boxes will be completed with the information copied from the EU-INTRA:

- I.2. Total expected duration
- I.3.1 Place of departure
- I.4.1 Place of destination
- I.3.2 Departure time
- I.5.1 Species
- I.5.4 Estimated total weight of the consignment (in kg)

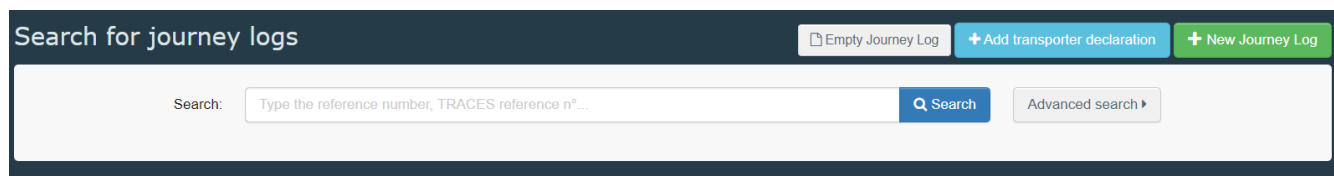
Complete the remaining boxes and submit the AJL by following the instructions as described further below in this user guide.

## AJL created from the main menu as a stand-alone document – as EO or as authorized transporter

On the homepage, click on “**Documents**” and then on “**Journey Logs**”:



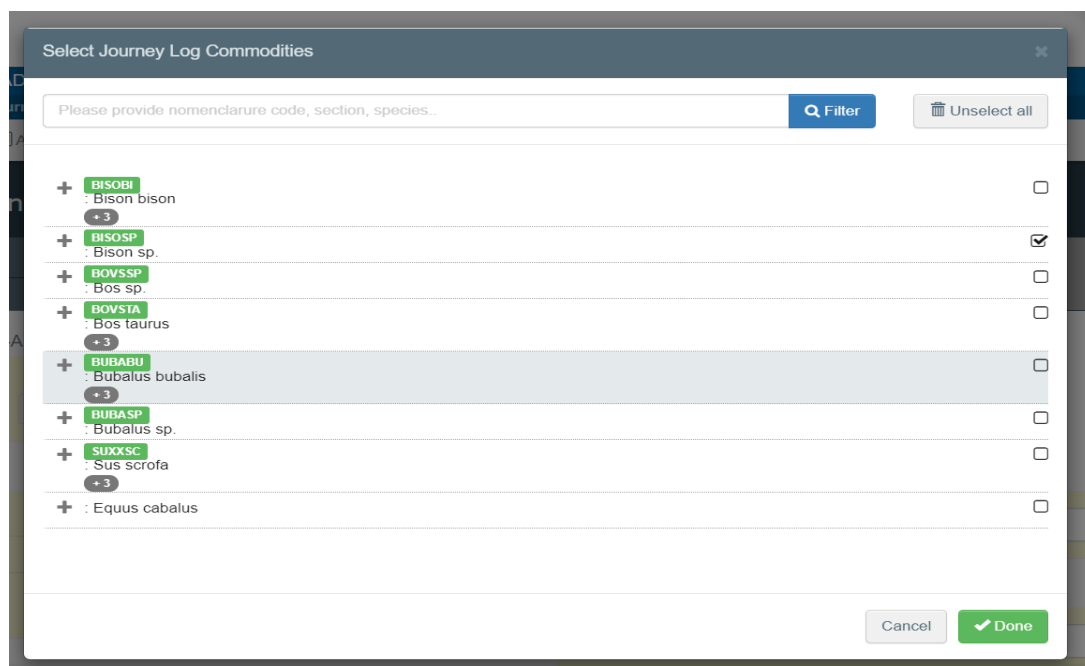
Click on the green button “**+ New Journey Log**”:



**Note:** this option is available for economic operator users and for authorized transporters' users.

Select one or multiple species, then click on “**Done**”.

**Note:** you can still delete, add or modify the commodity details in the document, box I.5.1



This opens the first part of the Journey Log (**Part I – Planning**).

**Note:** All of the boxes marked with a red asterisk \* are mandatory

**Tip:** Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes and the different sections.

### Box – I.1.1. Organiser

Fill in this box using one of these options:

- Start typing the name of the operator and select it from the drop down list that pops out.

- Select an operator from the **“Favorites”** list, by clicking on the grey star. To register an operator in your **“Favorites”**, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

### I.1.1. Organiser

Name
Please provide name, address, city...
2
Edit
★

Country
FR
AQUA SPRL
Assembly center
ABC123
Assembly Centres
Avenue des arts 1
56370 Le Tour-du-Parc

Activity Type
FR
Animal operator Test
Establishment
Importer
rue
29018 Quimper

Address
FR
CBV
Assembly center
FR29XX
Assembly Centres
ZA de commerce
29600 Plouigneau

### I.3.1 Place of d

### Select organiser

Country:
France (FR)
lms
Search

★	LIBOzC66 Co National Company Register: NL0000004042	via Savigliano 87 14100 Les Monceaux France	Importer IMP Animal importer	New	Select
★	LMS Place of Departure	rue 29196 Quimper France	Assembly Centres ASC Assembly center	Valid test depart	Select

- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on the small “+” button on the right.

**Note:** If the operator is not present in the system, you can create a new one by clicking on “+ **Create a new Operator**”. This button will only appear once you did an advanced search to avoid the creation of duplicates.

Select organiser

Country: France (FR) departure Q Search 🗑️

Section: ASC Assembly Centres (ASC) Activity Type:

Activity Identifier:  Address: Please provide address, postal code, city

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ LMS Place of Departure	rue 29196 Quimper <span>France</span>	Assembly Centres ASC	Assembly center	Valid	test depart	<span>📝 Select</span>
★ LMS Place of departure FR	rue 75010 Paris <span>France</span>	Assembly Centres ASC	Assembly center	Valid	test ASC depart	<span>📝 Select</span>

+ Create a new operator Close

- It is also possible to click on **"Edit"** to modify the content of the box or to clear it and select another consignor, clicking on the **"Clear"** button.

I.1.1.1. Organiser ✖

Name ⓘ LMS Place of departure FR Valid 📝 Edit ★

Country France ISO Code FR Q Advanced...

Activity Type Assembly center Activity ID test ASC 🗑️ Clear

Once the correct operator is selected, the **"Name"**, **"Country"** and **"ISO Code"** of the company are automatically completed. You can see the details of the selected operator by clicking on the three dots.

I.1.1.1. Organiser ✖

Name ⓘ Operator Test Transporter Valid 📝 Edit ★

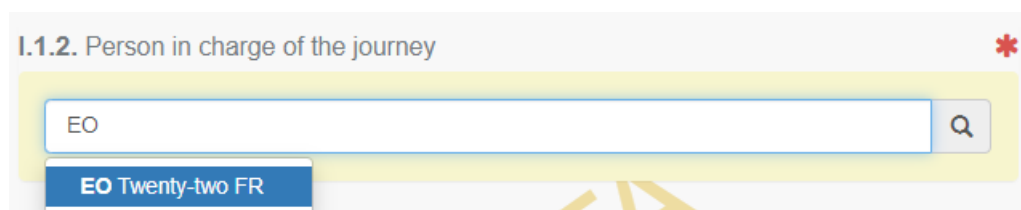
Country France ISO Code FR Q Advanced...

⋮ 🗑️ Clear



### Box – I.1.2. Person in charge of the journey

Start by typing the name of the user and select it from the drop down list that appears below the search bar.



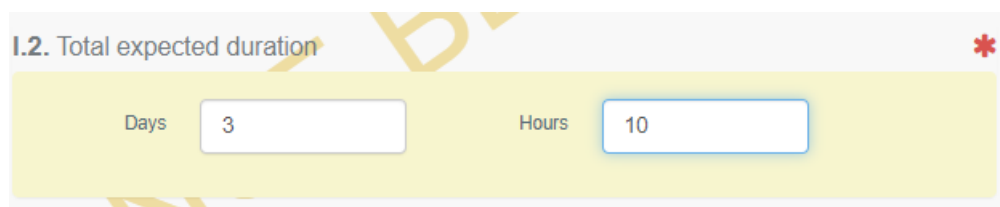
I.1.2. Person in charge of the journey

EO

EO Twenty-two FR

### Box – I.2. Total expected duration

The expected duration of the intended journey in days and hours



I.2. Total expected duration

Days 3 Hours 10

### Links

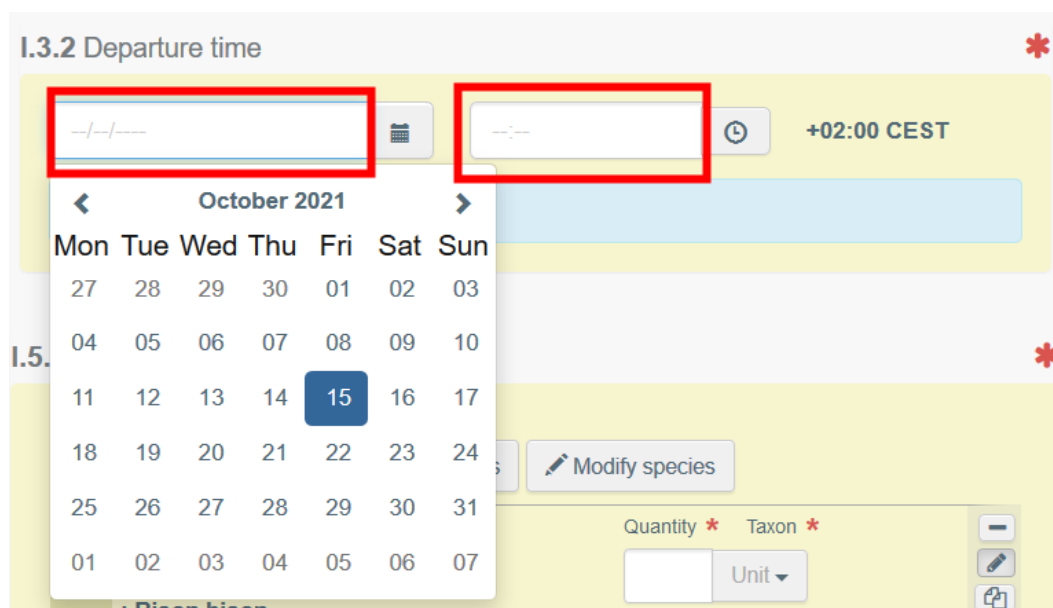
This box will display a hyperlink to the relevant INTRA certificate.

### Box – I.3.1 - Place of departure

To fill in this box, follow one of the procedures described for box I.1.1

### Box – I.3.2 Departure time

Indicate the date and, when required, time, when the animals are scheduled to leave the place of departure. Click on the boxes to choose the date and time (in hours and minutes).



I.3.2 Departure time

--/--/----

--:--

+02:00 CEST

October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Modify species

Quantity \* Taxon \*

Unit

**Tip:** By clicking the small clock icon, you will set the time to the current date and time.

#### Box – I.4.1 – Place of destination

Indicate the place where the animals are sent for final unloading. To fill in this box, follow one of the procedures described for box I.1.1.

#### Box – I.4.2 – Destination arrival time

To fill in this box, follow one the procedure described for box I.3.2.

#### Box – I.5.1 Species

Add more species or modify the ones you selected in the beginning. Specify the number of animals.

By clicking on the icons on the right, you can :

- Remove the line.



- Edit the line



- Copy the line



#### Box - I.5.2 – Number of Animals

Automatically filled in based on the total of animals of box I.5.1.

**I.5.1 Species** \*

+ Add species    ✎ Modify species

#1	Classification node reference *	Quantity *	Taxon *
	<b>Bison bison</b> : Bison bison + 3	<b>10 Units</b>	

I.5.2 Number of animals: **10**

### Box – I.5.3 Veterinary Certificates

The purpose of this box is to provide any other relevant documents.

- **“Add Accompanying Document”**: to add a document that is not issued in TRACES NT. Choose the type of document from the corresponding drop-down list and enter all relevant information, such as **“Number”**, **“Date”** and **“Country”**.

If you wish to upload a file, then click on the **“Select file(s)”** button. Don’t forget to click on **“✓ Apply”**.

**I.5.3 Veterinary certificates** ✎

Add Accompanying Document ▾    Add Certificate Reference ▾

Type \* **Veterinary certificate**

Attachment: **Apply** Remove

Number \*

Date \*  **+02:00 CEST**

Country \*  ▾

Place of issue

File  **Select file(s)**

Maximum file size: **2 MB**.

- **“Add Certificate Reference”**: to add the reference of a certificate issued in TRACES NT. Choose the type of certificate in the drop-down list and type the reference number of the certificate to select it from the list. You can also use the advanced search.

**I.5.3 Veterinary certificates**

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **Intra Trade** ✓ Apply Remove

**Attachment:**

Number \* **INTRA** 20+ Q Advanced...

- INTRA.EU.FR.2021.0000025
- INTRA.EU.FR.2021.0000059**
- INTRA.EU.FR.2021.0000058
- INTRA.EU.FR.2021.0000057
- INTRA.EU.FR.2021.0000070
- INTRA.EU.FR.2021.0000073

When adding multiple accompanying documents, you can order them by clicking on the double arrow and dragging them.

**I.5.3 Veterinary certificates**

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **Veterinary certificate** Edit Remove

**Attachment:**

↕ Number **123456**

Date **06/10/2021 +02:00 CEST**

Country **France**

Place of issue

Filename **No file attached**

---

Type **Intra Trade** Edit Remove

**Attachment:**

Number **INTRA.EU.FR.2021.0000059**

Date **16/09/2021 +02:00 CEST**

Country

Place of issue

### Box – I.5.4 Estimated total weight of the consignment (in kg)

Indicate the estimated weight of the consignment in kg.

### Box – I.5.5 Total space provided for the consignment (in m<sup>2</sup>)

Indicate the total space provided to the animals in m<sup>2</sup>.

### Box – Exit authority

Where relevant, indicate the competent authority at the point where the animals leave the Union territory. The competent authority indicated in this box will have access to the AJL.

To fill in this box, follow one of the procedures described for box I.1.1

### Box – I.6 List of scheduled resting, transfer or exit points

Indicate the planned resting places and control posts during the journey.

To select an operator, indicate at least the country and click on search. You can also use the advanced search by clicking on the square icon on the right. Click on **“Select”** to select the operator.

Select rest place, transfer place of control post

Country: Austria (AT) Type business name, approval number... Search

Section: Control posts (COP) Activity Type:

Activity Identifier:  Address:

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ CONTROL POST AT	1400 Vienna Austria	Control posts	COP Control post	Valid	AT-CONT-001	Select

Create a new operator Close

Click on the arrow to show the details of the operator.

I.6 List of scheduled resting, transfer or exit points

Add rest place, transfer place or control post

LMS Place of departure FR, rue, 75010 Paris, France

Name of the place where animals are to be rested or transferred (including exit points)	Arrival	Length	Transporter's name and authorization No (if different from the organizer)
CONTROL POST AT			
			LMS place destination GR, street, 10438 Athens,  Greece

Don't forget to indicate the date and time of arrival at the resting point, and the length of the stay, in hours.

Where necessary, indicate the transporter following the methods explained in box I.1.1.

The screenshot shows a form for planning a journey. It is divided into several sections. The 'Arrival' section, highlighted with a red box, contains fields for the date (16/10/2021) and time (10:27), with a time zone indicator for +02:00 CEST. The 'Length' section, also highlighted with a red box, contains a field for the duration in hours (8). The 'Transporter's name and authorization No (if different from the organizer)' section, highlighted with a red box, contains fields for the transporter's name (TRANSPORTER TEST), country (France), ISO Code (FR), activity type (Transporter), activity ID (FR-TRANSP-001), and address (grande rue 29196 Quimper). The 'CONTROL POST AT' section on the left contains fields for the name (CONTROL POST AT), country (Austria), and ISO Code (AT). The form also includes buttons for 'Edit', 'Advanced...', 'Clear', and a trash icon.

## Sign Planning

Once the part I is filled-in, click on **"Sign planning"** at the bottom right of the page.

This screenshot shows the bottom right corner of the form. The 'Sign planning' button is highlighted with a red box. The button is located next to a 'More' button and a 'Close' button. The URL 'europa.eu/tracesnt/certificate/journey-log/create#accept' is visible at the bottom left.

The system will allocate a reference number and the status will change to **"Planning signed"**.

The screenshot shows the header of the document. It includes a back arrow, a document icon, and the reference number 'AJL.FR.2021.0000102'. Below this, there are two tabs: 'Part I: Planning' and 'Part II: Place of departure'. To the right, there are two boxes: 'Current status: PLANNING SIGNED' and 'Next: Place of departure'.

## Box - I.8 Certification

This box appears after the signature of the planning. It indicates the details of the organizer who submitted the AJL planning.

## I.8 Certification

I, the organiser, hereby declare that I am responsible for the organisation of the abovementioned journey and I have made suitable arrangements to safeguard the welfare of the animals throughout the journey in accordance with the provisions of Council Regulation (EC) No 1/2005

Full name: EO twenty-seven FR

Email: EO27.FR@ec-traces.eu

Signatory: EO twenty-seven FR

Role and code: LMS Place of departure FR

Country:

Date of signature:

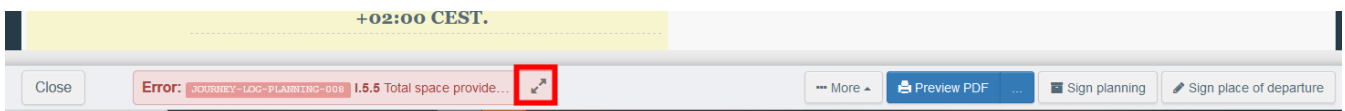
**Friday 15 October 2021**

at **11:45:10**

**+02:00 CEST.**

### Error message

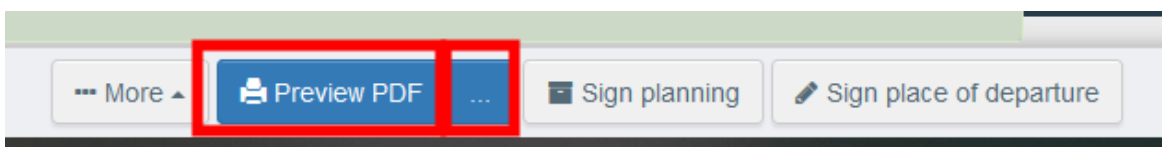
If you filled in any of the boxes incorrectly or missed a box, an **"Error"** message will appear. Click on the **"expand"** sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.



Do not forget to submit for certification once you have corrected the boxes.

### Preview PDF

- Click on **"Preview PDF"** to open the document as PDF in the language in which you are using TRACES.
- Click on **"..."**, to choose the languages in which you would like to print the PDF.



## PART II: Place of departure – as Keeper and Local Authority Unit (LAU) of departure

### Box - II.1 Keeper

This box will be completed automatically with your information.

### Box - II.2 Place of departure

Fill in this box using one of these options:

- Start typing the name of the operator and select it the drop down list that pops out.





The screenshot shows the 'II.2 Place of departure' form. The 'Name' field contains 'departure'. The 'Country' field has a dropdown menu open, displaying three options: 'FR LMS Place of departure FR', 'FR LMS Place of departure FR', and 'FR LMS Place of departure FR'. Each option includes a small icon (a flag or a gear) and a label (e.g., 'Assembly center', 'Test depart', 'Exporter'). The 'Activity Type' field is set to 'ASC' and 'Assembly Centres'. The 'Address' field contains 'Test depart', 'rue', and '91744 Paris'.



- Run an advanced search by clicking on the “**Advanced**” button and add some filters by clicking on the small “+” button on the right.

The screenshot shows the 'II.2 Place of departure' form. The 'Name' field is empty. The 'Country' field is empty. The 'ISO Code' field is empty. The 'Advanced...' button is highlighted with a red rectangle. The 'Clear' button is also visible.





Select place of departure

Country:  France (FR)  Type business name, approval number...  

Section  Activity Type 





Activity Identifier  Address



Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with <b>Search</b> button.					







**Note:** If the operator is not present in the system, you can create a new one by clicking on “+ **Create a new Operator**”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.

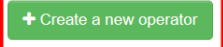

Select organiser

Country:  France (FR)  departure  

Section  Activity Type 

Activity Identifier  Address

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ LMS Place of Departure	rue 29196 Quimper  France	Assembly Centres ASC	Assembly center		test depart	
★ LMS Place of departure FR	rue 75010 Paris  France	Assembly Centres ASC	Assembly center		test ASC depart	

- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

### II.2 Place of departure

Name
5
Edit
★ ▼

Country

IT
BAREGGIO TEAM  
VIA CORBETTINA 19  
20010 Bareggio

Animal importer  
IMP Importer

Activity Type

Address

IT
BAREGGIO TEAM  
VIA CORBETTINA 19  
20010 Bareggio

Establishment  
IMP Importer

IT
BAREGGIO TEAM

Exporter

### Select place of departure

Country:

FR
France (FR)

Search
+

Name	Address	Section	Activity Type	Status	Activity Identifier
★ LMS Place departure FR	rue 75000 Paris France	Assembly Centres ASC	Assembly center	New	test FR
★ LMS Place of departure FR Central Business Register: Test depart	rue 91744 Paris France	Assembly Centres ASC	Assembly center	Valid	Test depart

Click on **“Edit”** to modify the content of the box. Click on **“Clear”** to remove the information and select another operator.

### II.2 Place of departure

Name ⓘ **LMS Place of departure FR** Valid
Edit
★ ▼

Country **France**
ISO Code **FR**
Advanced...

...
Clear

Once the correct operator is selected, the **“Name”**, **“Country”** and **“ISO Code”** are automatically completed. You can see the details of the selected operator by clicking on the three dots.

### II.2 Place of departure

Name ⓘ **LMS Place of departure FR**
Valid

Country **France**
ISO Code **FR**

...

Click for more details...

Edit
★

Advanced...

Clear

### Box - II.3 Date of loading

Indicate the date and, when required, time, when the animals are scheduled to leave the place of departure. Click on the boxes to choose the date and time (in hours and minutes).

### II.3 Date of loading

--/--

--:--

+02:00 CEST

October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

**Tip:** By clicking the small clock icon, you will set the time to the current date and time.

--/--

--:--

+02:00 CEST

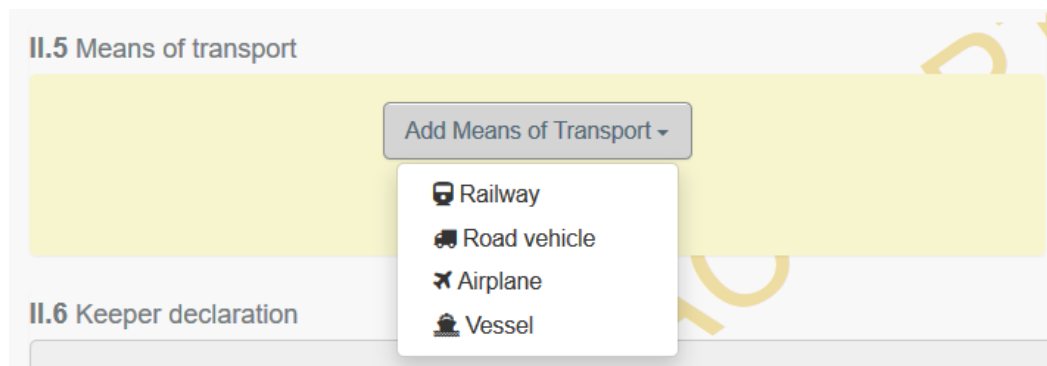
Set date/time to now

### Box - II.4 Number of animals loaded

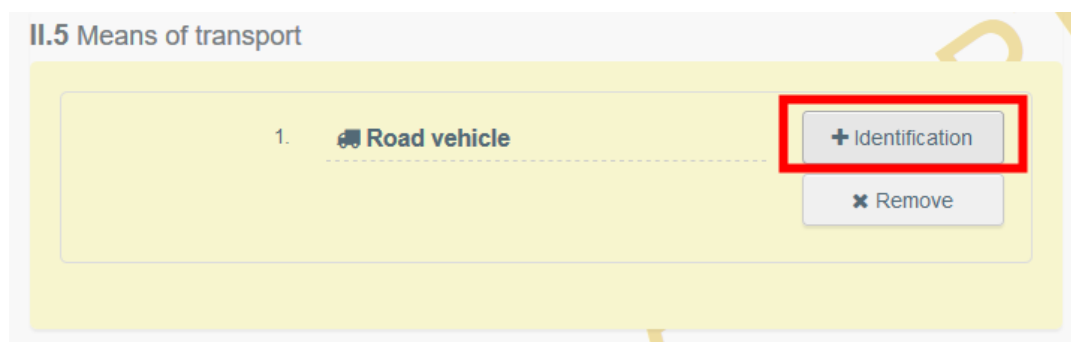
Indicate the total number of animals loaded.

### Box - II.5 Means of transport

Click on “**Add means of transport**” to select the means of transport by which the animals or products are leaving the country of dispatch. You have the choice between “**Railway**”, “**Road vehicle**”, “**Airplane**” or “**Vessel**”.

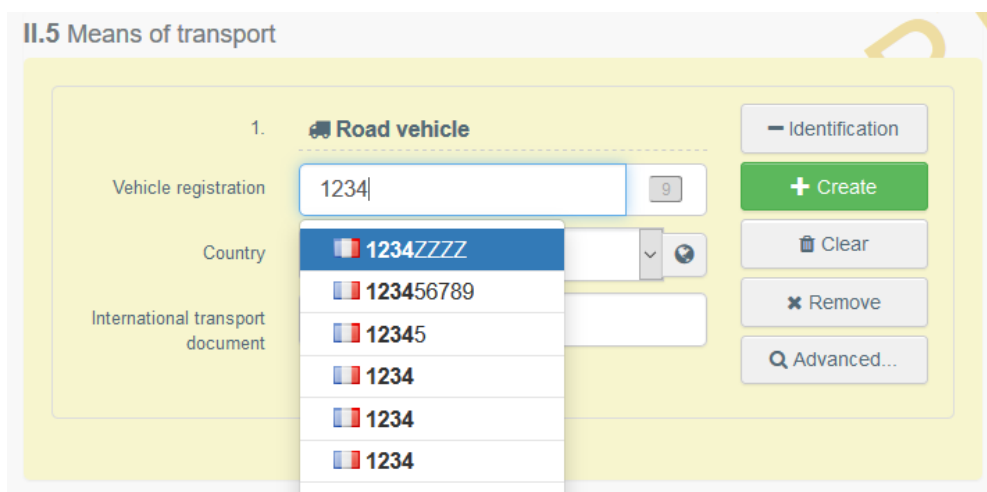


Click on “Identification” to add the identification of the means of transport.



Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.



- If it does not exist, complete the fields and click on the green button “**+ Create**”.

### II.5 Means of transport

1. **Road vehicle**

Vehicle registration
1234test
0

Country
France (FR)

International transport document

Identification

**+ Create**

Clear

Remove

Advanced...

## Sign place of departure

When the Part II is completed, click on **“Sign place of departure”**.

### II.6 Keeper declaration

I, the keeper of the animals at the place of departure, hereby declare that I have been present at the loading of animals. According to my knowledge, at the time of loading the above mentioned animals were fit for transport and the facilities and procedures for handling the animals were in accordance with the provisions of Regulation (EC) No 1/2005 on the protection of animals during transport and related operations.

Close
More
Preview PDF
Sign planning
**Sign place of departure**

The status of the AJL will be updated to **“Place of departure signed”**.

Part I: Planning
Part II: Place of departure
Part III: Place of Destination
Part IV: Transporter Declaration
Part V: Anomaly report

Current status: **PLACE OF DEPARTURE SIGNED**
Next: Sign Place of Destination

Corresponding CHED-A

## Preview PDF

- Click on **“Preview PDF”** to open the document as PDF in the language in which you are using TRACES.
- Click on **“...”**, to choose the languages in which you would like to print the PDF.

More
**Preview PDF**
...
Sign planning
Sign place of departure

## Countersign place of departure – as LAU of departure

As LAU of departure, access the AJL and click on **“Countersign place of departure”**.

Days 1 Hours 0

Close More Preview PDF Countersign place of departure

The status of the AJL will then be updated to **“Place of departure countersigned”**.

Part I: Planning	Part II: Place of departure	Part III: Place of Destination	Current status: <b>PLACE OF DEPARTURE COUNTERSIGNED</b>	Next: Place of departure countersigned
Part IV: Transporter Declaration	Part V: Anomaly report			

Corresponding CHED-A

## PART III: Place of destination – as LAU of destination

As LAU of the place of destination, access the AJL and go to the tab “**Part III: Place of destination**”.

Click on “**+Add new place of destination report**”.

Part I: Planning | Part II: Place of departure | **Part III: Place of Destination** | Part IV: Transporter Declaration | Part V: Anomaly report

Current status: **PLACE OF DEPARTURE COUNTERSIGNED** | Next: Place of departure countersigned

No place of destination reports. **+ Add new Place of Destination report**

To cancel the Place of destination report, click on “**Cancel current place of destination report**”.

Part I: Planning | Part II: Place of departure | **Part III: Place of Destination** | Part IV: Transporter Declaration | Part V: Anomaly report

Current status: **PLACE OF DEPARTURE COUNTERSIGNED** | Next: Place of departure countersigned

No place of destination reports. **Cancel current Place of Destination report**

Place of Destination Report 1 /

☒ III.1. Keeper at the place of destination | ☐ III.1. Official veterinarian

Name: [ ] Edit [ ] Country: [ ] ISO Code: [ ] Advanced... [ ] Clear [ ]

☒ III.2 Place of destination | ☐ III.2 Checking point

Close [ ] More [ ] **Cancel current Place of Destination report** [ ] Preview PDF [ ] Sign Place of Destination [ ]

### Box - III.1 Keeper at the place of destination or III.1 Official veterinarian

Tick the relevant option and complete the box using one of the methods explained below:

- Start typing the name of the operator and select it the drop down list that pops out.

Name: **departure** [5] Edit [ ] Star [ ]

Country: [ ] Activity Type: [ ] Address: [ ]

Search results:

- FR LMS Place **departure** FR rue 75000 Paris Assembly center test FR Assembly Centres
- FR LMS Place of **departure** FR Test depart rue 91744 Paris Assembly center Test depart Assembly Centres
- FR LMS Place of **departure** FR Test depart Exporter

- Run an advanced search by clicking on the “**Advanced**” button and add some filters by clicking on the small “+” button on the right.

A search interface with a yellow background. It includes input fields for 'Name', 'Country', and 'ISO Code'. To the right, there is an 'Edit' button, a star icon, and a button labeled 'Advanced...' which is highlighted with a red rectangle. Below these is a 'Clear' button.

A form titled 'Select place of departure'. It contains fields for 'Country' (set to France), 'Section', 'Activity Identifier', 'Activity Type', and 'Address'. A search bar with a 'Search' button is also present. A red box highlights the 'Advanced search' button in the top right corner. At the bottom, there are buttons for '+ Create a new operator' and 'Close'.

- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

A search results list showing three entries for 'BOYAUDERIE DES SAVOIES SARL'. Each entry includes a French flag icon, the company name, a unique identifier (FR33831420600024), and an address (195 Route des Sacconges, 74600 Seynod). To the right of each entry are icons for 'Animal importer', 'Establishment', and 'Importer'. A red box highlights a star icon in the top right corner, which is used to add the selected operator to the favorites list.

### Box - III.2 Place of destination or III.2 Checking point

Follow the instructions of Box - III.1.

### Box - III.3 Date and time of check

Indicate the date and time when the animals have been checked. Click on the boxes to choose the date and time (in hours and minutes).



**III.3 Date and time of check**

15/10/2021 | 14:24 | +02:00 CEST

Set date/time to now

October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

ber 15, 2021 14:24:00 +02:00 CEST  
a few seconds ago.

**Tip:** By clicking the small clock icon, you will set the time to the current date and time.

---/---/--- | ---:-- | +02:00 CEST

Set date/time to now

#### Box - III.4.1 Transporter

Select the transporter by using one of the options described in box- III.1.

**III.4.1 Transporter**

Authorisation number

Name:  10 Edit ★

Country

Activity Type

Address

III.4.2 Driver

Number of the certificate of competence:

FR Cow Express Test transporter COWEXPRESS-TEST Fermette 5 20009 Quimper	Transporter COWEXPRESS-TEST TRANSPORTER Transporter
FR LIBOLV22 WW Avenue Pierre Saul 33 42100 Saint-Étienne	Transporter Privater Transporteur TRANSPORTER Transporter
FR Stephane transporter test hrs 75004 Paris	Transporter FR-trans-001 TRANSPORTER Transporter
FR TEST Transporter FR-TRAN-00021 Rue Camion 44	Transporter TRANSPORTER Transporter


#### Box – III.4.2 Driver

Type the name of the driver and select it from the drop-down menu.

**III.4.2 Driver**

Number of the certificate of competence





**III.4.3 Means of transport**

 FR A Driver  
123456789 / Wednesday 31 July 2024

#### Box - III.4.3 Means of transport


Click on “**Add means of transport**” to select the means of transport by which the animals or products are leaving the country of dispatch. You have the choice between “**Railway**”, “**Road vehicle**”, “**Airplane**” or “**Vessel**”.

**Add Means of Transport** ▼

-  Railway
-  Road vehicle
-  Airplane
-  Vessel

**II.6 Keeper declaration**

Click on “**Identification**” to add the identification of the means of transport.

1.  Road vehicle

**+ Identification**

**✕ Remove**

Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.

1. **Road vehicle**

Vehicle registration: 1234

Country: **1234ZZZZ**

International transport document:

Buttons: Identification, + Create, Clear, Remove, Advanced...

- If it does not exist, complete the fields and click on the green button “**+ Create**”.

1. **Road vehicle**

Vehicle registration: 1234test

Country: France (FR)

International transport document:

Buttons: Identification, + Create, Clear, Remove, Advanced...

#### Box - III.4.4 Space allowances

Indicate the space per animal in m<sup>2</sup>.

#### Box - III.4.5 Journey Log records and journey time limits

Indicate the compliance as appropriate.

#### Box - III.4.6 Animals

Select a category and then complete the relevant fields. To remove the line, click on the bin icon.

**III.4.6 Animals**

Select categories

- Bovine animals
  - ☐ Heavy calves (200kg)
  - ☐ Heavy cattle (550kg)
  - ☐ Medium sized calves (110kg)
  - ☐ Medium sized cattle (325kg)
  - ☐ Small calves (50kg)
  - ☐ Very heavy cattle (> 700kg)
- Domestic horses

III.4.6 Animals

Select categories ▾

Category	Total	Unfit	Dead	Fit
Small calves (50kg)	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Box - III.5 Outcome of the checks

For each relevant line, tick the correct option: compliance or reservations.

III.4 Checks performed

III.5 Outcome of the checks

III.4.1 Transporter

Authorisation number: \_\_\_\_\_ Name: \_\_\_\_\_

Country: \_\_\_\_\_ ISO Code: \_\_\_\_\_

III.5.1 Compliance ☒ III.5.2 Reservations ☐

III.4.2 Driver

Number of the certificate of competence: \_\_\_\_\_ Type to select driver: \_\_\_\_\_

III.5.1 Compliance ☒ III.5.2 Reservations ☐

III.4.3 Means of transport

III.5.1 Compliance ☒ III.5.2 Reservations ☐

### Sign place of destination report

Once the report is completed, click on “**Sign place of destination**”.

III.6 Declaration

I, the keeper of the animals at the place of destination/official veterinarian, hereby declare that I have checked this consignment of animals. According to my knowledge, at the time of the check the abovementioned findings were recorded. I am aware that the competent authorities must be informed as soon as possible of any reservation there may be and each time dead animals are

Close

The status of the AJL will then be updated to “**Place of destination signed**”. This is the final status of the AJL.

## PART IV: Transporter declaration – as authorized transporter

**Important Note:** The completion of PART IV is not available for the time being. This part will be complemented as soon as possible and a revised version of the manual describing this part will follow.

## PART V: Anomaly report – as LAU

As LAU involved in the AJL, access the AJL and go to “**Part V: Anomaly report**”. Click on “**+Add anomaly report**”.

Part I: Planning | Part II: Place of departure | Part III: Place of Destination | Part IV: Transporter Declaration | **Part V: Anomaly report**

Current status: PLACE OF DEPARTURE COUNTERSIGNED | Next: Place of departure countersigned

No anomaly reports

**+ Add new anomaly report**

To cancel an anomaly report, click on the red button “**Cancel anomaly report**”.

Part I: Planning | Part II: Place of departure | Part III: Place of Destination | Part IV: Transporter Declaration | **Part V: Anomaly report**

Current status: PLACE OF DEPARTURE COUNTERSIGNED | Next: Place of departure countersigned

No anomaly reports

**Cancel current anomaly report**

New anomaly report

V.2 Observation place

Name: [ ] [Edit] [★]

Country: [ ] ISO Code: [ ] [Advanced...] [Clear]

V.3 Observation time

[ ] [ ] [ ] +02:00 CEST

V.4 Type of anomaly(ies) pursuant to Council Regulation (EC) No 1/2005

V.4.1 Fitness for transport

V.4.6 Space allowances

**Cancel current anomaly report** [Submit anomaly report] [Preview PDF]

### Box - V.2 Observation place

Select the observation place by following one of the options:

- Start typing the name of the operator and select it the drop down list that pops out.

Name: departure [5] [Edit] [★]

Country: [FR] LMS Place departure FR [Assembly center] test FR [ASC] Assembly Centres

Activity Type: [FR] LMS Place of departure FR [Assembly center] Test depart [ASC] Assembly Centres

Address: [FR] LMS Place of departure FR [Exporter] Test depart

- Run an advanced search by clicking on the “**Advanced**” button and add some filters by clicking on the small “+” button on the right.

A search interface with a yellow background. It includes input fields for 'Name', 'Country', and 'ISO Code'. On the right, there are buttons for 'Edit', 'Advanced...', and 'Clear'. The 'Advanced...' button is highlighted with a red rectangle.

A form titled 'Select place of departure'. It contains fields for 'Country' (set to France), 'Section', 'Activity Type', 'Activity Identifier', and 'Address'. A 'Search' button is present. A red box highlights the 'Advanced search' button in the top right corner. Below the form is a table with columns: Name, Address, Section, Activity Type, Status, Activity Identifier. A message says 'Start searching with Search button.' At the bottom are buttons for '+ Create a new operator' and 'Close'.

- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

A search results table titled 'V.2 Observation place'. The table has columns: Name, Country, and a list of roles. The first row shows 'BOYAUDERIE DES SAVOIES SARL' with roles 'Animal importer' and 'Importer'. The second row shows the same company with roles 'Establishment' and 'Importer'. The third row shows the same company with the role 'Importer'. A red box highlights the star icon in the header of the first row.

Name	Country	Roles
BOYAUDERIE DES SAVOIES SARL	FR	Animal importer, Importer
BOYAUDERIE DES SAVOIES SARL	FR	Establishment, Importer
BOYAUDERIE DES SAVOIES SARL	FR	Importer

### Box - V.3 Observation time

Indicate the date and time of the report. Click on the boxes to choose the date and time (in hours and minutes).

15/10/2021 14:24 +02:00 CEST

Set date/time to now

October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

**Tip:** By clicking the small clock icon, you will set the time to the current date and time.

Set date/time to now

### Box - V.4 Type of anomaly(ies) pursuant to Council Regulation (EC) No 1/2005

Tick the relevant types of anomaly observed.

#### Box - V.4.11 Remarks

If necessary, type a comment.

### Submit anomaly report

When the report is complete, click on **“Submit anomaly report”**.

V.5 Declaration

I hereby declare that I have checked the consignment of the abovementioned animals and have expressed the reservations detailed in this report concerning compliance with the provisions of Council Regulation (EC) No 1/2005 on the protection of animals during transport and related operations.

Close More Cancel current anomaly report **Submit anomaly report** Preview PDF