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ECONOMIC COMMISSION FOR EUROPE

COMMITTEE FOR TRADE, INDUSTRY AND  
ENTERPRISE DEVELOPMENT

Working Party on Standardization of  
Perishable Produce and Quality Development  
Fifty-sixth session, Geneva, 6 to 8 November 2000

REPORT OF THE FIFTY-SIXTH SESSION

Addendum 21

Note by the Secretariat

This document for the exchange of information on non-conformity cases was adopted at the fifty-sixth session of the Working Party. It is based on and fully harmonized with the corresponding document developed and updated by the Organization for Economic Cooperation and Development (OECD) Scheme for the Application of International Standards for Fruit and Vegetables.

DOCUMENT TO FACILITATE EXCHANGE OF INFORMATION  
BETWEEN NATIONAL INSPECTION SERVICES  
OF EXPORTING AND IMPORTING COUNTRIES  
ON NON-CONFORMITY OF FRUIT AND VEGETABLES

The purpose of this document is to give a feed-back to the national inspection service of an exporting country in case exported produce is found not to be in conformity with the standard at the stage of import inspection. The relevant information is only of use for the inspection service of the exporting country if

- it refers especially to defects or deterioration which would have been detected at the stage of packaging and/or export control;
- there will be no language problem to understand the message;
- the information arrives as soon as possible in the exporting country.

Therefore, this document includes a notification form to be easily completed by the inspection service of the importing country. The use of codes will facilitate communication. The information can be sent by fax or e-mail. It is recommended to send the message within 24 hours after import control to the relevant inspection service of the exporting country.

To national inspection service of exporting country (code).....

- Authority.....

From national inspection service of importing country(code).....

- Authority.....

The inspection agency has found that the following lot did not meet the requirements of the standards because of defects or deterioration which could have been detected at the time of packaging.

1. Place of control .....  
.....

2. Date of control (yymmdd) .....

3. Control reference no .....

4. Control certificate no .....

5. Product (ranked code) .....

6. Origin (country code) .....

7. Variety or commercial  
type .....

8. Quality class claimed .....

9. Quantity - number .....

- weight (kg) .....

10. Defects (% / codes) .....%..... .....%..... .....%.....

11. Follow-up actions (codes)..... .....

12. Transport - means (code) .....
- ID .....
- .....
13. Packer .....
- .....
14. Exporter .....
- .....
15. Recipient - country (code) .....
- .....
- specifications .....
- .....
16. EC-Member states notified (codes) .....      .....      .....
17. Comments .....

*Guidance for completion: see following pages*

Please use the codes indicated below

5. Product (ranked code).

VEGETABLES		FRUIT	
Artichokes .....	716	Almonds (unshelled sweet) .....	830
Asparagus .....	717	Almonds (decorticated sweet) .....	831
Aubergines .....	718	Annonas .....	829
Beans .....	715	Apples, dessert .....	809
Broccoli .....	726	Apricots .....	811
Brussels Sprouts .....	706	Avocados .....	822
Cabbages, headed .....	707	Bilberries .....	827
Carrots .....	712	Blueberries .....	828
Cauliflowers .....	705	Cherries .....	812
Celery, ribbed .....	719	Clementines .....	802
Chinese cabbages .....	725	Chestnuts (edible sweet) .....	820
Cos or romaine lettuce .....	709	Fresh Figs.. .....	821
Courgettes .....	722	Grapefruits .....	819
Cucumbers .....	713	Hazelnuts(unshelled) .....	832
Cultivated Mushrooms .....	727	Hazelnuts(decorticated) .....	833
Curled and broad-leaved endives .....	711	Kiwifruit... .....	817
Early Potatoes .....	723	Lemons .....	807
Fennel .....	728	Limes .....	818
Garlic .....	703	Mandarins - Wilkings .....	804
Horse-Radish .....	729	Mangoes .....	823
Leeks .....	704	Melons .....	824
Lettuce .....	708	Monreales - Satsumas .....	803
Onions .....	702	Nectarines .....	813
Peas, unshelled .....	714	Oranges .....	801
Radishes .....	731	Other small citrus fruit .....	806
Rhubarb .....	732	Peaches .....	814
Scorzoneria .....	730	Pears, dessert .....	810
Spinach .....	721	Pistachio nuts (unshelled) .....	838
Sweet peppers .....	720	Pistachio nuts (decorticated and decorticated peeled) .....	839
Tomatoes .....	701	Plums .....	815
Ware Potatoes .....	724	Prunes .....	836
Witloof chicory .....	710	Raspberries .....	826
		Strawberries .....	816
		Table grapes .....	808
		Tangerines .....	805
		Walnuts(unshelled) .....	834
		Walnut kernels .....	835
		Watermelons .....	825
		Whole Dates .....	837

**6. Origin** Use the 2-character country codes according to ISO 3166 Alpha-2

**10. Defects** Indicate the % (3 positions) followed by 1 of the codes indicated in the table below

01	Blemishes and damages	06	Cleanliness
02	Breakdown diseases and rots	07	Colour
03	Physiological defects	08	Maturity
04	Sizing	09	Presentation
05	Shape Labelling	10	Labelling

**11. Follow-up actions** Use up to 3 of the codes indicated in the table below

1	Rejection	4	Repacking
2	Downgrading	5	Relabelling
3	Regrading	6	Forwarded to another EC-Member States

**12. Transport** Use 1 of the codes indicated in the table below

(UNTDED 1990 - 8265)

11	Ship	31	Truck	99	Container
20	Rail	41	Air freight		

**15. Recipient** see: 6. Origin

**16. EC-Member states notified** see: 6. Origin

## **Guidelines for the completion of the Non-Conformity Notification Form**

Name and address of the national inspection services: please refer to OECD Directory.

### **1. Place of control**

Indicate *town + postal code*, if necessary also *country*.

< Free text information, max. 60 characters >

### **2. Date of control**

Please use the correct format: *year-month-day*.

E.g.: . 9 . 7 . 1 . 2 . 0 . 6 .

### **3. Control reference no**

If possible, indicate the internal reference no of the control dossier (i.e. the import inspection agency's own classification no).

< Free text information, max. 30 characters >

### **4. Control certificate no.**

Copy the control certificate no. (in the space provided) issued by the exporting country and accompanying the product.

< Free text information, max. 30 characters >

### **5. Product**

Use the ranked codes to indicate the product concerned.

E.g.: . 8 . 0 . 7 . (= lemons)

### **6. Origin**

Use the 2-character country codes ('Alpha-2') as laid down in International Standard ISO 3166 : 1988.

E.g.: . B . R . (= Brazil)

**7. Variety or commercial type**

If possible, indicate the variety or the commercial type of the product.

< Free text information, max. 30 characters >

**8. Quality class claimed**

Indicate the quality class attributed to the product.

< Free text information, max. 13 characters >

E.g.: I . ; . I . I . ; . E . X . T . R . A . ; . F . A . N . C . Y .

**9. Quantity**

If applicable, indicate the quantity as a number (e.g.; no of boxes).

< Number, max. 999 999 >

Indicate the lot's weight in kg.

< Number, max. 9 999 999 >

**10. Defects**

Indicate up to 3 defects, each preceded by the % of produce affected.

E.g.: . 0 . 2 . 0 . % . 0 . 3 . (= 20% of total quantity with physiological defects)

. 1 . 0 . 0 . % . 1 . 0 . (= the lot is not labelled or is labelled incorrectly)

**11. Follow-up actions**

Indicate up to 3 follow-up actions.

E.g.: . 3 . (= the lot was regraded)

**12. Transport**

Use one of the five 2-character codes as laid down in the 1990 United Nations Trade Data Elements Directory (UNTDDED 1990 - 8265) and mentioned on the back of the form to be completed.

E.g.: . 3 . 1 . (= truck)

Indicate transport identification, e.g. truck number plate, flight no., ship name.

< Free text information, max. 30 characters >



**13. Packer**

Indicate *name* and coordinates (*town, country*) of the packer.

< Free text information, max. 60 characters >

**14. Exporter**

Indicate *name* and coordinates (*town, country*) of the exporter.

< Free text information, max. 60 characters >

**15. Recipient**

Using the same codes as described under '6 Origin', indicate the recipient country.

E.g.: . F . R . (= France)

Specify the *name* and coordinates (*town, country*) of the recipient, who is either the *final buyer*; or if this party is not known: the *importer*.

< Free text information, max. 60 characters >

**16. EC-Member states notified**

Using the same codes as described under '6 Origin', indicate up to 4 EC Member States notified directly by the inspection agency.

E.g.: . E . S . . I . T . (= Spain and Italy)

Note: This indication is for inspection services of the EC only. In the EC, the control certificate issued by one member state is valid for customs clearance in all EC member states. To avoid duplication of inspection, this form is also used to facilitate the inter-community exchange of information.

**17. Comments**

Use the available space for entering additional information, e.g. product brand name, specifications regarding the defects.

< Free text information, max. 60 characters >