



Standard Operating Procedures of the RASFF

(RASFF SOPs version 1.4)

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Developments concerning RASFF SOPs

RASFF Working group meeting of 20 March 2012

- **Comments of members of the network received and integrated**

Intra-SANCO consultation

- **Detailed comments from other units within SANCO, including the legal unit**

Discussion points in the RASFF Seminar (Athens, 25-28 September 2012)

- **Confidentiality of RASFF notifications**
- **Criteria for notification**
- **Guidance/best practices for competent authorities**

Presentation and endorsement of the SOPs of RASFF

- **PAFF Committees of 14/Oct and 13/Nov 2014**

Current structure of the SOPs

Introduction and scope

- 1. Best practices for NCPs**
- 2. Scope of RASFF - criteria to determine whether notification to the RASFF is optional or mandatory**
- 3. Preparation of an original notification**
- 4. Preparation of a follow-up notification**
- 5. Submission of a notification to the ECCP**
- 6. ECCP verification of the RASFF notification**
- 7. Distribution of RASFF Notifications received from the ECCP**
- 8. assessing a notification received from the ECCP**
- 9. archiving and consulting RASFF notifications and related information**
- 10. Publication of RASFF information**

RASFF SOP 1: Best practices for NCPs

Simple structure involving all food and feed control authorities

Ensure effective communication between the contact points and the authorities competent for control

RASFF SOP 2: Scope of RASFF

General scope of RASFF is risk-related

Criteria to determine whether notification to the RASFF is optional or mandatory

- **Falling outside the scope of RASFF: where there is no risk present**
- **Notification is optional when the risk does not require rapid action**
- **Notification is mandatory when the risk requires or might require rapid action**

Risk evaluation

RASFF SOP 3: Preparation of an original notification

Collection of information

Use of notification templates

Language used

Handling of documents

Role of the NCP

- **Propose classification**
- **Propose countries flagged**
- **Validate the notification**

RASFF SOP 4: PREPARATION OF A FOLLOW-UP NOTIFICATION

When?

- **any additional information relating to an original notification**

How?

- **Same requirements as for issuing an original notification**
- **Detailed follow-up can be bilaterally exchanged**

RASFF SOP 5: Submission of a notification to the ECCP

Steps to be taken from when a RASFF notification is prepared to when the notification is submitted to the ECCP

- **time-limits within which an original notification should be submitted:**

- alert notification within 48 hours from the moment a serious risk was reported to the competent authority;

- information notifications and border rejections without undue delay.

- **time limits within which follow-up notifications should be submitted:**

- immediately whenever the network member has any additional information (Art. 6(1))

- immediately when action is taken following a RASFF notification (Art. 6(3))

- without undue delay upon request of another network member (Art.6(2))

RASFF SOP 5: Submission of a notification to the ECCP (cont.)

Ensuring upstream submission

Via iRASFF

Via email

Via TRACES

Propose classification

Propose countries flagged

Validate the notification

RASFF SOP 6: ECCP verification and distribution of RASFF notifications submitted by the NCPs

Verification and feedback on:

- **Scope**
- **Legal basis**
- **Legibility and completeness**
- **Risk evaluation**
- **Other issues of compliance with the SOPs**

Questions or requests for additional information

Translation of the notification

RASFF SOP 6: ECCP verification and distribution of RASFF notifications submitted by the NCPs (cont.)

Preparation and distribution of the notification

Withdrawal of a RASFF notification

- **Circa-based procedure**
- **iRASFF-based procedure**
- **TRACES-based procedure**

Distribution of RASFF notifications to third countries

- **via RASFF Window or email**

Closing an alert notification

Weekly review of RASFF notifications



RASFF SOP 7: Distribution of RASFF Notifications received from the ECCP

Reception of the notifications

Filtering notifications

Distribution of notifications

RASFF SOP 8: Assessing a notification received from the ECCP

Elements of an NCP's assessment of the RASFF notifications

- **Hazards and risk**
Sampling, analysis, risk evaluation or assessment
- **Product characteristics**
Type, origin, distribution
- **Measures taken**

Follow-up actions

- **Decision on the action**
- **Reporting on the action**

RASFF SOP 9: Archiving and consulting RASFF notifications and related information

Guidelines for efficient archiving

Information which should be maintained on file

Databases

Access to the archive

RASFF SOP 10: Confidentiality rules for RASFF

Transparency of RASFF information

- **Information to the public**
- **Information to operators**

Confidentiality of RASFF information

- **RASFF Portal**
- **Case-by-case**
- **Information covered by professional secrecy**



Thank you for your attention

Questions?