**Appendix 6**

1. **A. CCS - UK - PARTIAL REFUSAL**
2. **B. CCS - UK - FULL REFUSAL**
3. **C. CCS - UK - FULL LOAD RE-EXPORT**
4. **D. CCS - UK - PART RELEASE AND PART RE-EXPORT**

**PART LOAD RELEASE AND PART LOAD DESTRUCTION**

This consignment contains unsafe goods which cannot be released and must be detained and destroyed. We will allow the goods which we have no safety concerns with to be released. Below is the procedure for splitting the entry.

1. **Trading Standards** will notify the **OPSS Borders Team** following refusal of goods.

The following details will be provided:

1. Air Waybill (AWB)
2. Entry details (EPU/Entry number/Entry date)
3. Confirmation of Full or Partial refusal
4. Location/Inventory system (LHR / CCS-UK)
5. The **OPSS Borders Team** will send notification to the **NCH** asking for the permission to create a DUMMY RECORD to be issued to the Shipper/Agent/ETSF.
6. The **NCH** will approve the DUMMY RECORD request and send an email to the Shipper/Agent/ETSF asking them to arrange for the creation of a DUMMY record in the Inventory system.
7. The **NCH** will advise the OPSS Borders Team that permission to create a Dummy record has been granted.
8. The **OPSS Borders Team** will advise Trading Standards that permission to create a DUMMY RECORD has been issued.
9. **Trading Standards** will instruct the Shipper/Agent to complete a **NEW ENTRY for the ACCEPTABLE goods**, using the DUMMY record, applicable values, packages etc.

*NB: If the entry for the* ***ACCEPTABLE goods*** *is subject to* ***Route, 1, 2 or 3*** *checks following acceptance on CHIEF, this should be sent emailed by the trader to the* ***NCH /* OPSS Borders Team** *as per normal entry clearance procedures.*

7. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.

8. **Trading Standards** will notify the **OPSS Borders Team** when REFUSED goods have been sent for destruction.

9. The **OPSS Borders Team** will send notification to ask the **NCH** to **FINALISE** the **ORIGINAL ENTRY**

10. The **NCH** will advise the **OPSS Borders Team** via email OPSS Borders Team Mailbox when the original entry has been finalised.

**CCS-UK - FULL LOAD DESTRUCTION**

This consignment contains unsafe goods which cannot be released and must be detained and destroyed. Below is the procedure to finalise this entry.

1. **Trading Standards** will issue an email to the **Shed** confirming that **Trading Standards** has refused to allow release of the goods onto the free market.

2. The destruction of the goods will be undertaken by **Trading Standards** control/management.

3. When the destruction of the goods has been completed, **Trading Standards** will notify the **OPSS Borders Team**.

4. The **OPSS Borders Team** will send notification to **NCH** to **FINALISE the ORIGINAL ENTRY**

5. The **NCH** will advise the **OPSS Borders Team** via email when the original entry has been finalised

**CCS-UK - FULL LOAD RE-EXPORTATION**

This consignment contains unsafe goods which cannot be released and must be detained and destroyed. The goods are not allowed to be released onto the free market. However, we will allow the goods to be returned to the country and place of origin, or to another country where the goods meet the legal safety standards in that country and are permitted for supply there.

Below is the procedure for re-exporting the goods.

1. **Trading Standards** will notify the **OPSS Borders Team** following refusal of goods via the SPOC Mailbox. The following details will be provided:

2. The **OPSS Borders Team** will send notification to **NCH** asking for the permission to create a DUMMY RECORD to be issued to the Shipper/Agent/ETSF.

3. The **NCH** Scrutiny teams will approve the **DUMMY RECORD** request by sending an email to the Shipper/Agent/ETSF asking them to arrange for the creation of a DUMMY record in the Inventory system.

4.The **NCH** will advise the **OPSS Borders Team** via email that permission to create a Dummy record has been granted.

5. The **OPSS Borders Team** will advise **TS** that permission to create a DUMMY RECORD has been issued.

6. **TS** will instruct the Shipper/Agent to complete a **NEW ENTRY for the Re-Export**, using the DUMMY record, applicable values, packages etc.

*NB: If the entry for the* ***Re-export*** *is subject to* ***Route, 1, 2 or 3*** *checks following acceptance on CHIEF, this should be sent emailed by the trader to the* ***NCH*** *as per normal entry clearance procedures.*

7. **TS** will notify the **OPSS Borders Team** when REFUSED goods have been exported under TS control/management.

8. The OPSS Borders Team will send notification to ask the **NCH** to **FINALISE** the **ORIGINAL ENTRY**.

9. The **NCH** will advise the **OPSS Borders Team** via email SPOC Mailbox when the original entry has been finalised.

**CCS-UK - PART LOAD RELEASE AND PART LOAD RE-EXPORT**

This consignment contains unsafe goods which cannot be released and must be detained and destroyed. The goods are not allowed to be released onto the free market. However, we will allow the goods to be returned to the country and place of origin, or to another country where the goods meet the legal safety standards in that country and are permitted for supply there. The goods which we have no safety concerns with may be released.

Below is the procedure for splitting the entry and re-exporting the unsafe goods / releasing the goods which Trading Standards have no safety concerns with.

1. **Trading Standards** will notify the **OPSS Borders Team** following refusal of goods via the OPSS Borders Team Mailbox. The following details will be provided:

a. Air Waybill details (AWB)

* 1. b. Entry details (EPU/Entry number/Entry date)
  2. c. Confirmation of Full or Partial refusal
  3. d. Location/Inventory system.

2. The OPSS Borders Team will send notification to **NCH** asking for the permission to create **2 DUMMY RECORDS** (first dummy would be used to link to the new import entry for the acceptable goods, the second dummy would be used to link to a new re-export entry) to be issued to the Shipper/Agent/ETSF.

3.The **NCH** Scrutiny teams will approve both DUMMY RECORDS request by sending an email to the Shipper/Agent/ETSF asking them to arrange for the creation of a DUMMY records in the Inventory system.

4.The **NCH** will advise the **OPSS Borders Team** via email that permission to create a Dummy record has been granted.

5. The **OPSS Borders Team** will advise **TS** that permission to create a DUMMY RECORD has been issued.

6. **TS** will instruct the Shipper/Agent to complete a **NEW ENTRY for the ACCEPTABLE goods**, using the first DUMMY record and to complete a **NEW RE-EXPORT entry for Refused goods** using second DUMMY record.

*NB: If the entries for the* ***ACCEPTABLE goods/Re-export*** *is subject to* ***Route, 1, 2 or 3*** *checks following acceptance on CHIEF, this should be sent emailed by the trader to the* ***NCH / OPSS Borders Team*** *as per normal entry clearance procedures.*

7. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.

8. **TS** will notify the **OPSS Borders Team** when REFUSED goods have been exported under TS control/management.

9**.** The **OPSS Borders Team** will send notification to ask the **NCH** to **FINALISE** the **ORIGINAL ENTRY**.

10. The **NCH** will advise the **OPSS Borders Team** via email OPSS Borders Team Mailbox when the original entry has been finalised.