



CERTEX is an EU system that validates licence data for movements into and out of Northern Ireland. It checks Common Health Entry Documents (CHEDs), ODS (Ozone Depleting Substances) and FGAS (Fluorinated Gases) licences, and Certificates of Inspection (COI) for organic goods. Your declaration must match licence information in TRACES or goods will be delayed.

CHED reference

Do:

1. Provide a CHED reference if you declare a CHED.
2. Use the full CHED reference. It must start with 'CHED' and follow the full format including all 3 '.' characters, the year, and the final 7-digit number. For example, for products of plant origin, 'CHEDP.XI.2025.1234567'.
3. Make sure the CHED reference in your declaration exactly matches the CHED in TRACES. You can copy and paste this directly from TRACES.
4. If your initial CHED is partially rejected, use the CHED reference with the suffix of 'V' for validated goods or 'R' for rejected goods.

Do not:

5. Use 'NAI', 'N/A' or similar in place of a CHED reference if you declare a CHED code.
6. Use incorrect, shortened, partial or merged formats such as 'CHED', 'GBCHD', 'CHED.XI', 'XICHd', 'XI CHED' or 'GBCHD.CHEd.XI'.
7. Add product descriptions, such as 'MEAT' or 'Honey', in place of the final digits.
8. Include invoice numbers, commercial or routing information, for example 'XI,DE-CR-CN'.
9. Use the older ALVS format 'GBCHD' unless the movement is under NIRMS.

Document type and waivers

Do:

10. Use the [correct licence format](#) for the specific document type.
11. For non-SPIMM movements using NIRMS, declare the waiver using document code 'XW'.

Do not:

12. Mix reference types, for example using CITES references for CHED document codes.

CHED validity and updates

Do:

13. If your CHED has been cancelled or replaced, amend your declaration with the updated information.
14. If you create a new declaration, invalidate the previous one first.

Do not:

15. Use a CHED which has been previously rejected or had its full quantities consumed.

Quantities and units

Do:

16. If a CHED is used across multiple declarations or lines, ensure total quantities declared do not exceed the CHED total. If the prenotification is completed at 4 digits, for example '2005', the weight will be consumed by all commodities starting with that code on any declaration that references the CHED.
17. Ensure the CHED and declaration use the same commodity code. For goods with multiple parts which need to be declared separately for regulatory control, especially plant products, make sure the weight on the CHED is allocated in full to the same commodity code on the declaration.
18. Declare supplementary units where required, using the correct unit of measure.
19. CERTEX applies zero tolerance to discrepancies in declared weights. Even very small differences arising from rounding or decimal precision can lead to validation failure.

Do not:

20. Round quantities upwards particularly when there is decimal rounding. There is no tolerance. Values must be equal to or below the CHED total.

Field completion

Do not:

21. Combine two licence references in one goods item line if they are of the same type. Instead create a goods item line for each document item line of the same type.
22. Enter the document code in the licence identifier field.

Regulatory requirements

23. Only declare a CHED when pre-notification is required under the Official Controls Regulations. If prenotification is not required use the relevant waiver.

Submitting your declaration

24. Do not submit a declaration before the CHED is lodged, or with 'DRAFT CHED' in the reference field.

Inspections

25. Report for inspection when required, and at the correct inspection point. Failure to do so will leave the declaration open and in non-compliance.
26. If you are unable to resolve your declaration and are a TSS customer please contact TSS, if you have a licence issue, please contact your licencing authority.