

TRACES – Animal Journey Log user guide

February 2022

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

*Health and
Food Safety*

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PART I: Planning – to be filled in by operators

AJL created from inside an EU-INTRA certificate

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

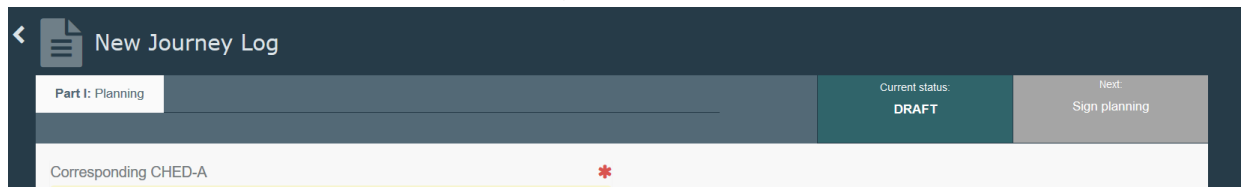
Once the EU-INTRA is submitted to the authorities in status “New”, the economic operator has the option to issue the AJL from inside the EU-INTRA.

Note: This option is only available to economic operators registered under certain sections of the veterinary chapter relevant to long journey movements.

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 AJL.



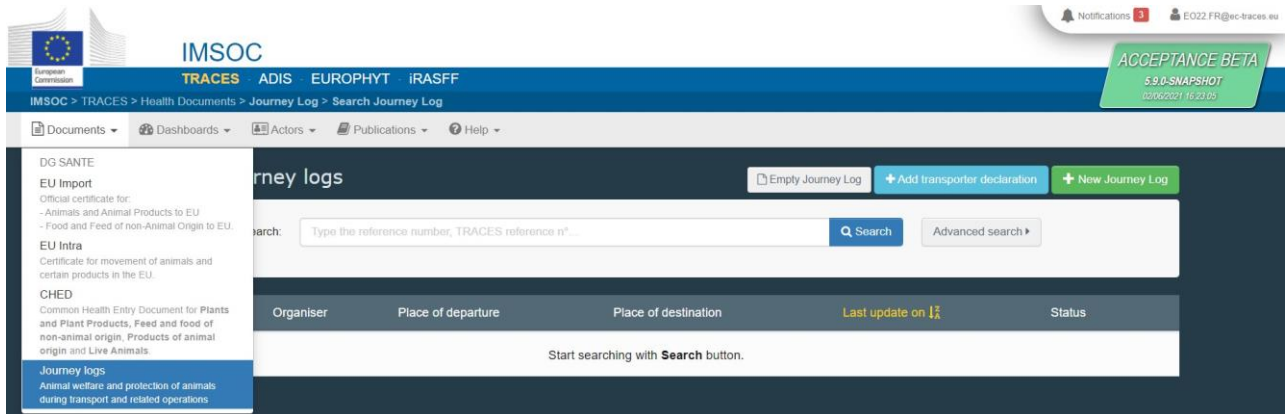
The link to the EU-INTRA will be generated automatically in the box “Links”, and the following boxes will be completed with the information copied from the EU-INTRA:

- 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)

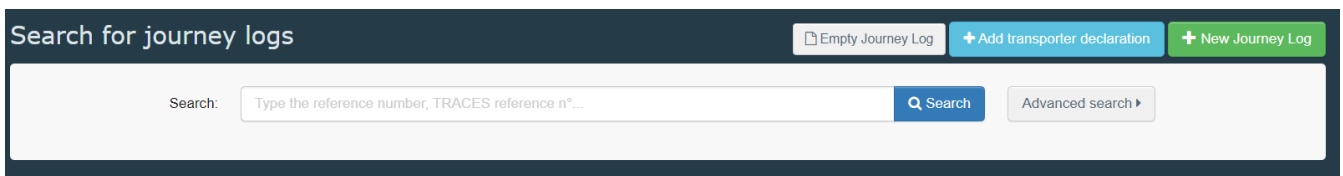
Complete the remaining boxes and submit the AJL by following the instructions as described in pages 5 to 15.

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”:



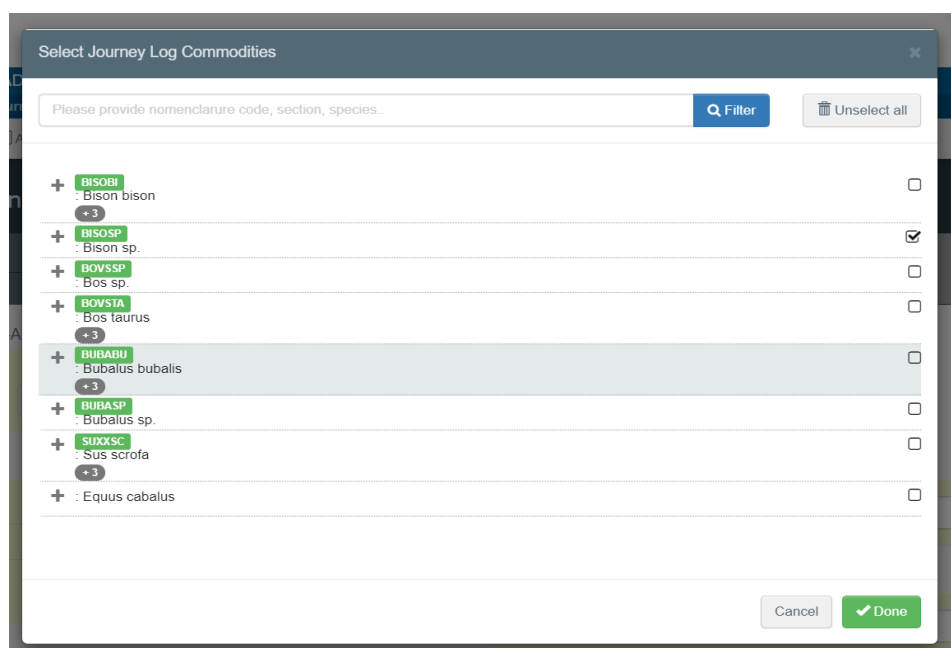
Click on the green button “+ New Journey Log”:



Note: this option is available for economic operator mentioned in the previous note box in page 4 and for authorized transporters.

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

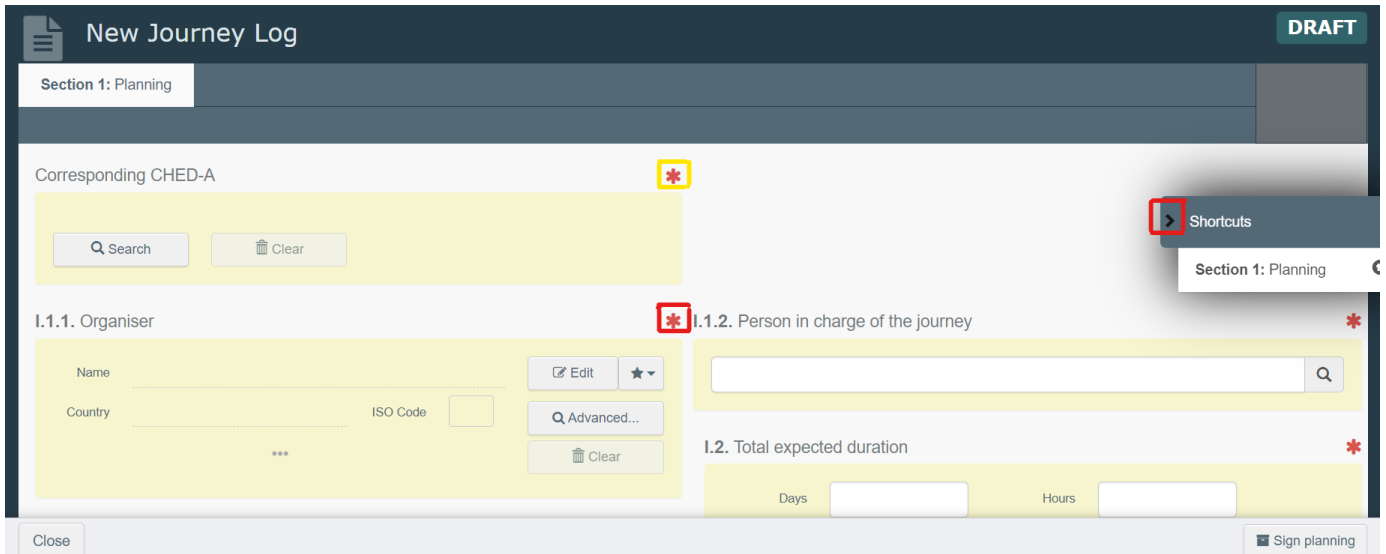
Note: you can still delete, add or modify the commodity details in the document, box I.5.



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

Note: All of the boxes marked with a red asterisk * are mandatory with the exception of the one inside the yellow box (which is to be eliminated shortly)

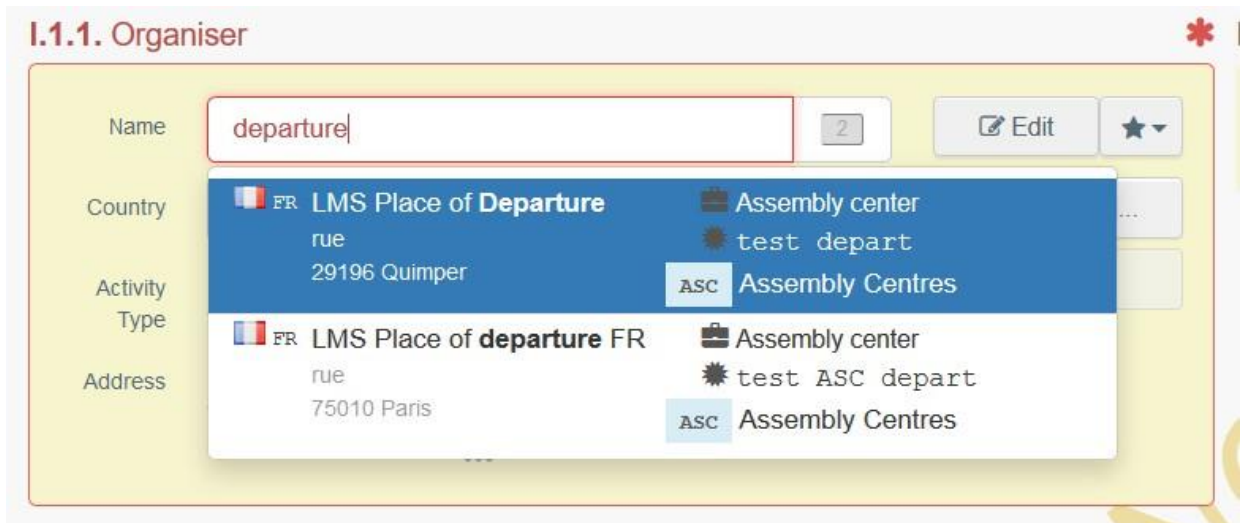
Tip: Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes and the different sections.



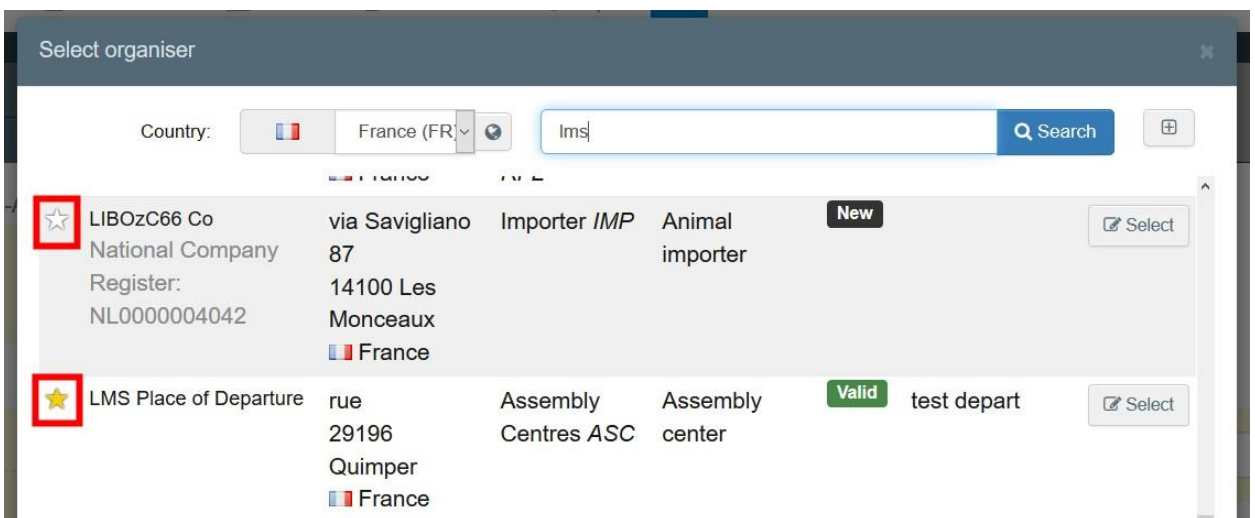
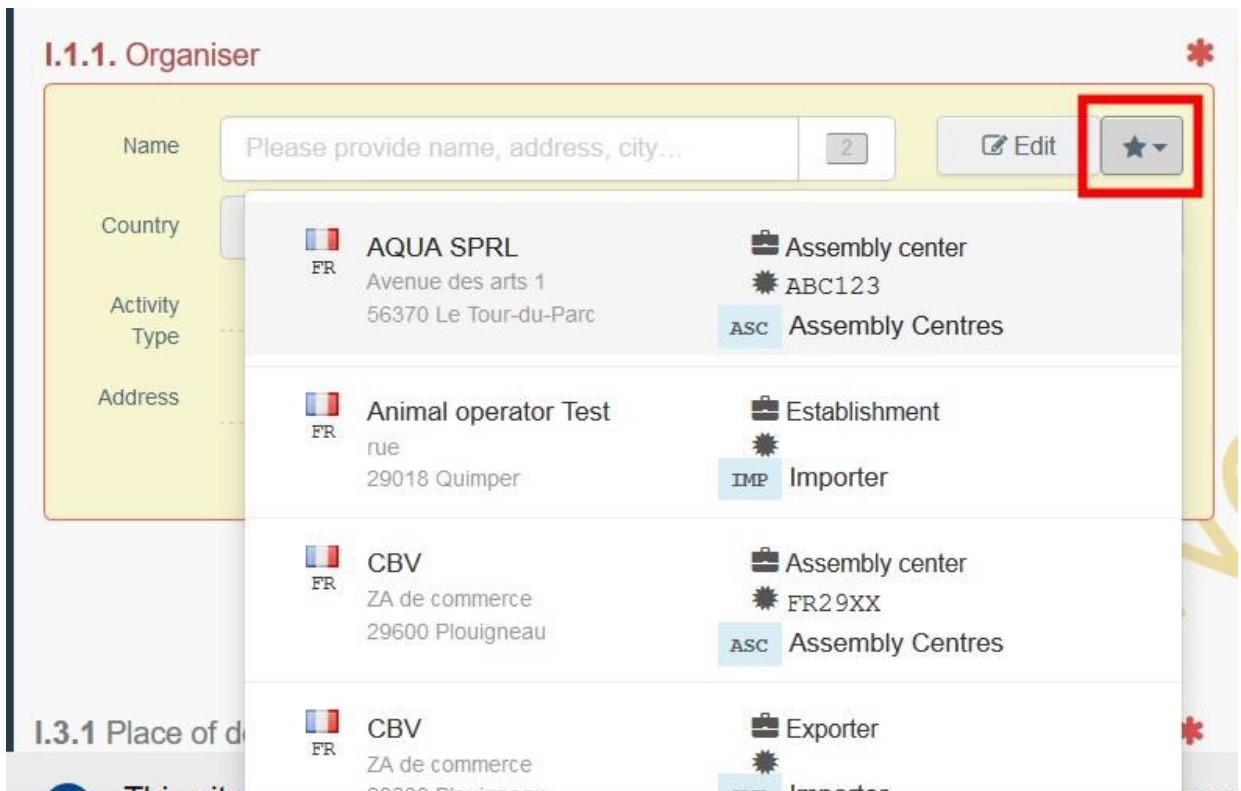
Box – I.1.1. Organiser

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.



- 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)

Section: **ASC** Assembly Centres (ASC) 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	Valid	test depart	<input type="button" value="Select"/>
★ LMS Place of departure FR	rue 75010 Paris France	Assembly Centres ASC	Assembly center	Valid	test ASC depart	<input type="button" value="Select"/>

- 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. Organiser

Name **LMS Place of departure FR**

Country **France** ISO Code

Activity Type **Assembly center** Activity ID **test ASC**

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.

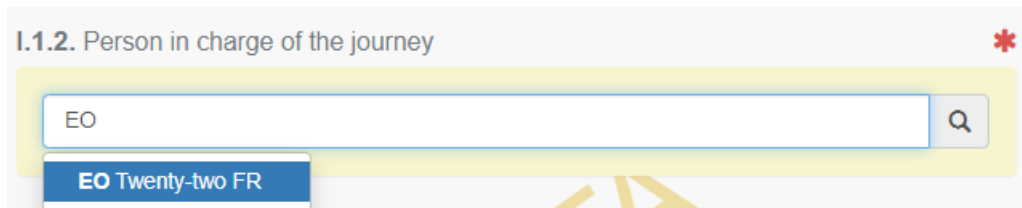
I.1.1. Organiser

Name **Operator Test Transporter**

Country **France** ISO Code

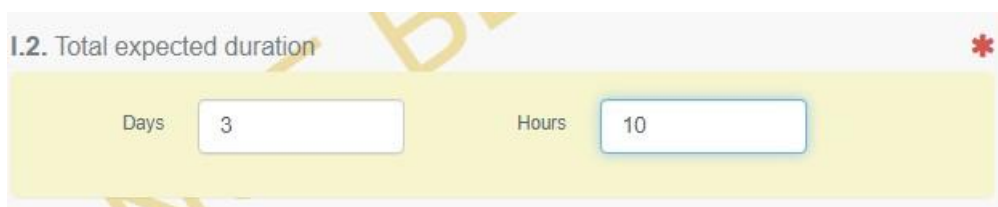
Box – I.1.2. Person in charge of the journey

Start by typing the name of the user and select it from the drop-down list that appears below the search bar. This drop-down list will only contain users listed within the organizer operator.



Box – I.2. Total expected duration

When the AJL is created from scratch, the expected duration of the intended journey has to be entered manually and shall be expressed in days and hours.



Links

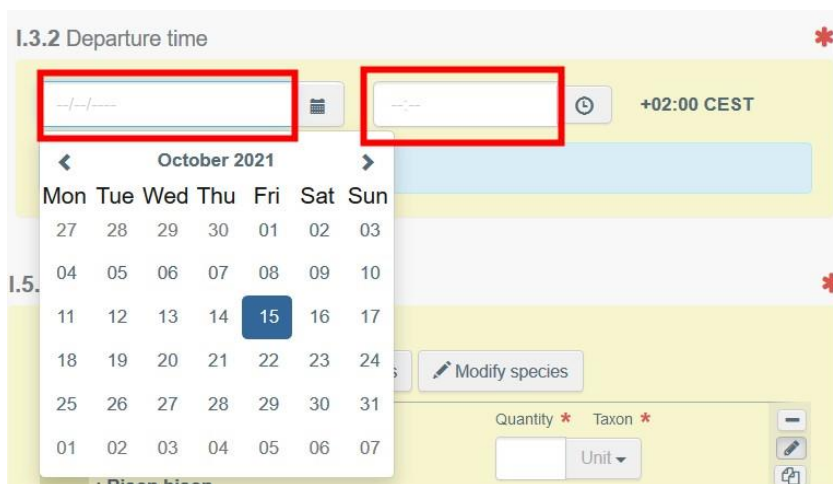
This box will display a hyperlink to the relevant INTRA certificate.

Box – I.3.1 - Place of departure

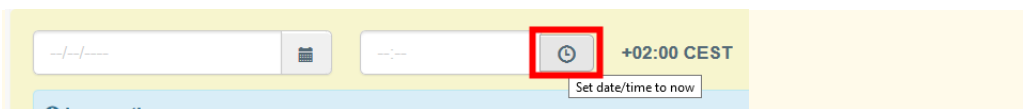
To fill in this box, follow one of the procedures described for box I.1.1. This box only allows operators under some sections of the veterinary chapter.

Box – I.3.2 Departure time

Indicate the date and 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).



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

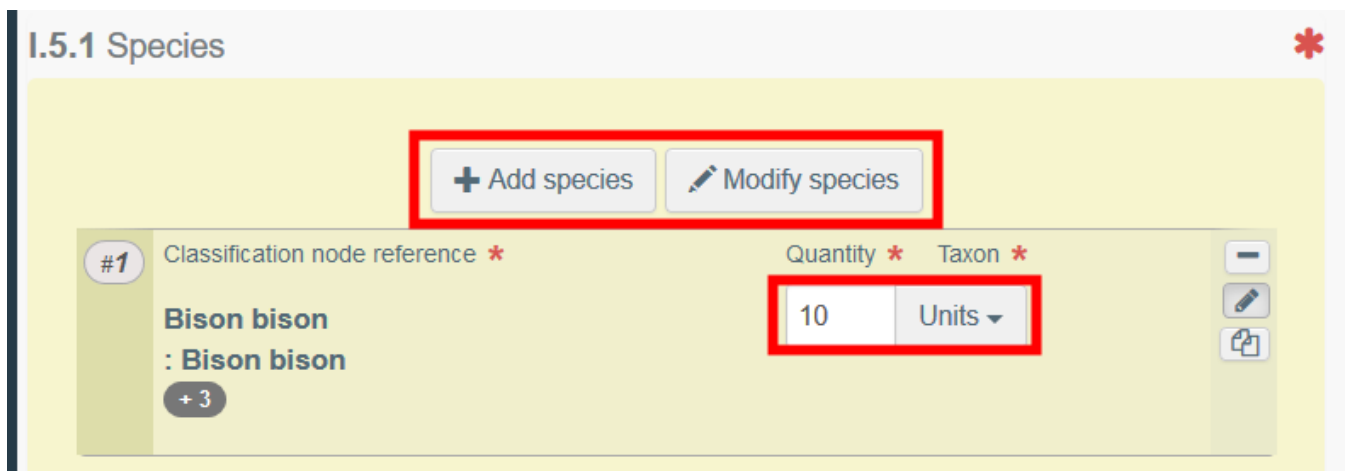
Indicate the place where the animals are sent for final unloading. To fill in this box, follow one of the procedures described for box I.1.1

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 *

#1	Classification node reference *	Quantity *	Taxon *
	Bison bison : Bison bison +3	10 Units	

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. 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**

✓ Apply
Remove

🔗 Attachment:

Number * Number

Date * --/-- 📅 +02:00 CEST

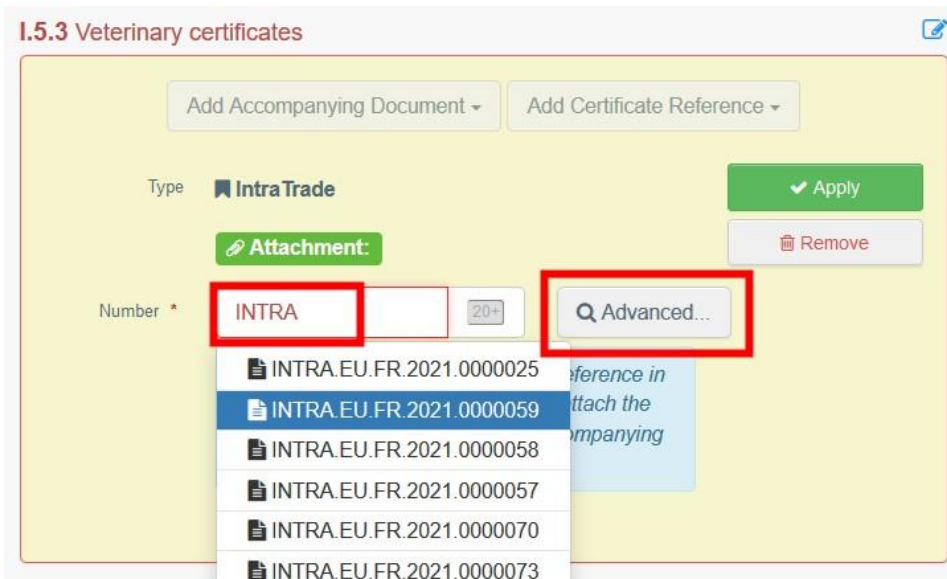
Country * No country selection ▾ 🌐

Place of issue

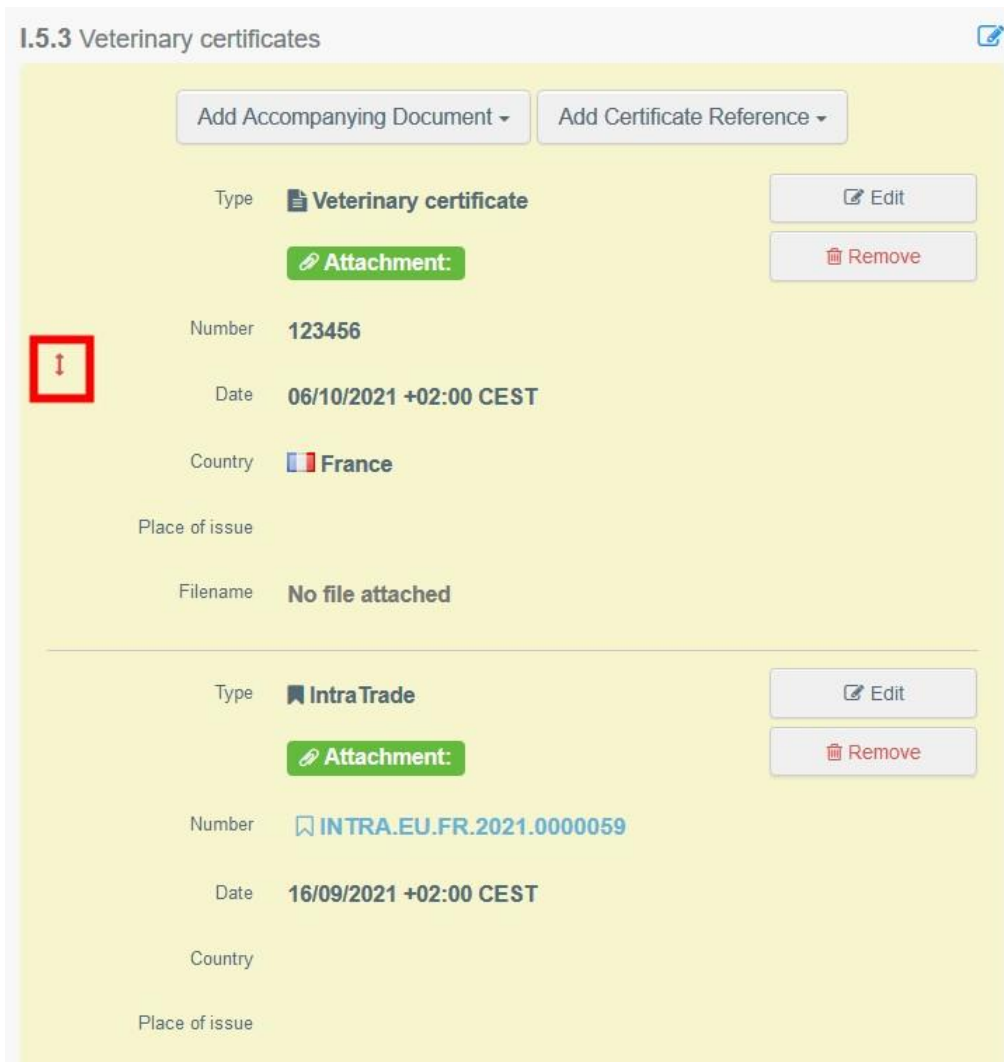
File Drop file here or

📘 Maximum file size: 2 MB.

- “Add Certificate Reference”: to add the reference of a certificate issued in TRACES. 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.



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



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 m²)

Indicate the total space provided to the animals in m².

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)

Section: **COP** 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	<input type="button" value="Select"/>

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

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

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

The screenshot shows a form for creating a planning entry. It is divided into several sections:

- CONTROL POST AT:** Name: CONTROL POST AT (Valid), Country: Austria (ISO Code: AT).
- Arrival:** Date: 16/10/2021, Time: 10:27, Timezone: +02:00 CEST.
- Length:** 8 hours.
- Transporter's name and authorization No (if different from the organizer):** Name: TRANSPORTER TEST (Valid), Country: France (ISO Code: FR), Activity Type: Transporter, Activity ID: FR-TRANSP-001, Address: grande rue 29196 Quimper.

Sign Planning

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

This screenshot shows the same form as above, but with the 'Sign planning' button at the bottom right highlighted in a red box. The URL at the bottom is europa.eu/tracesnt/certificate/journey-log/create#accept.

The system will allocate automatically a reference number and the AJL status will change to “Planning signed”.

The screenshot shows the AJL status page for reference number AJL.FR.2021.0000102. It has two tabs: 'Part I: Planning' (selected) and 'Part II: Place of departure'. The 'Current status' is 'PLANNING SIGNED' and the 'Next' step is 'Place of departure'.

Box - I.8 Certification

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

The screenshot shows the 'I.8 Certification' box with the following content:

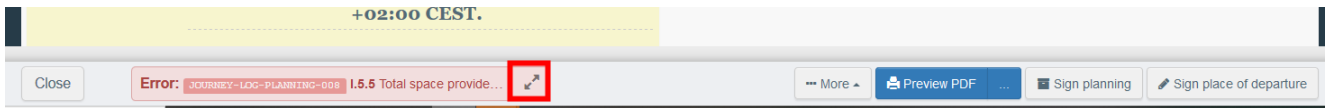
I, the organiser, hereby declare that I am responsible for the organisation of the abovementioned journey and I have made suitable arrangements to safeguard the welfare of the animals throughout the journey in accordance with the provisions of Council Regulation (EC) No 1/2005

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.

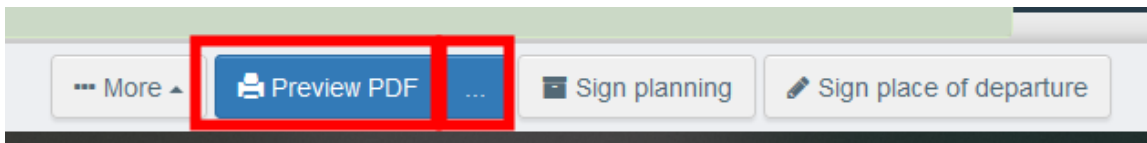
Click on each of the messages to be redirected to the box that requires modification.



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

Box - II.1 Keeper

This box will be completed automatically with your information. This box only allows for users linked to the economic operator indicated in the place of departure.

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 'departur'. A dropdown menu is open, displaying search results for 'departur'. The results include:

Country	Address	Activity Type
FR	LMS Place of departur FR rue 75000 Paris	Assembly center test FR ASC Assembly Centres
FR	LMS Place of departur FR Test depart rue 91744 Paris	Assembly center Test depart ASC Assembly Centres
FR	LMS Place of departur 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.

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 box.

The screenshot shows the 'Select place of departure' dialog box. The 'Country' field is set to 'France (FR)'. The 'Section' field is empty. The 'Activity Type' field is empty. The 'Activity Identifier' field is empty. The 'Address' field contains the text 'Please provide address, postal code, city'. The 'Advanced search' button is highlighted with a red box.

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 duplicates in the system.

Select organiser

Country: France (FR) departure

Section: ASC Assembly Centres (ASC) 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	Valid	test depart	<input type="button" value="Select"/>
★ LMS Place of departure FR	rue 75010 Paris France	Assembly Centres ASC	Assembly center	Valid	test ASC depart	<input type="button" value="Select"/>

- 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:

Country: IT BAREGGIO TEAM Animal importer

Activity Type: VIA CORBETTINA 19 20010 Bareggio IMP Importer

Address: IT BAREGGIO TEAM Establishment

IT BAREGGIO TEAM IMP Importer

IT BAREGGIO TEAM Exporter

Select place of departure

Country: 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 Edit ★

Country France ISO Code FR Advanced...

... Click for more details... Clear

Box - II.3 Date of loading

Indicate the date and 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

II.5

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

Units of Transport

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

Set date/time to now

Box - II.4 Number of animals loaded

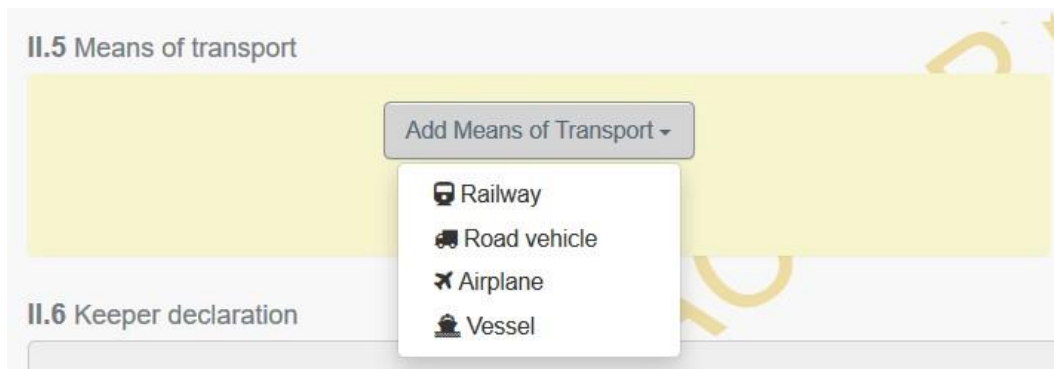
Indicate the total number of animals loaded.

II.4 Number of animals loaded

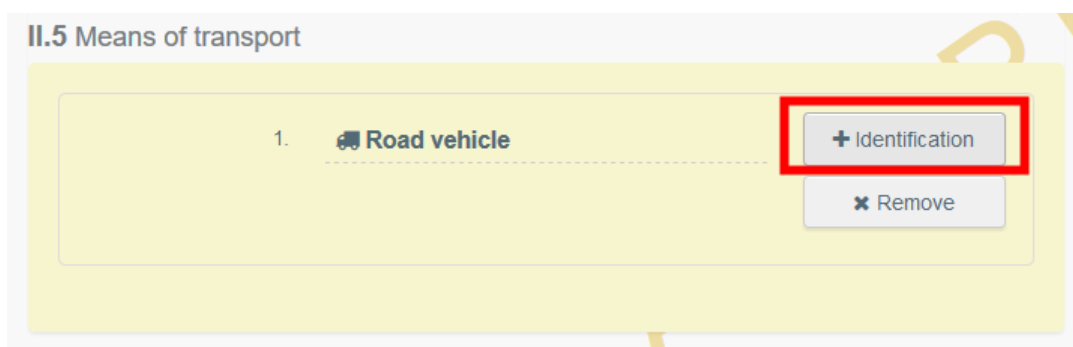
Number of animals loaded units

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”.

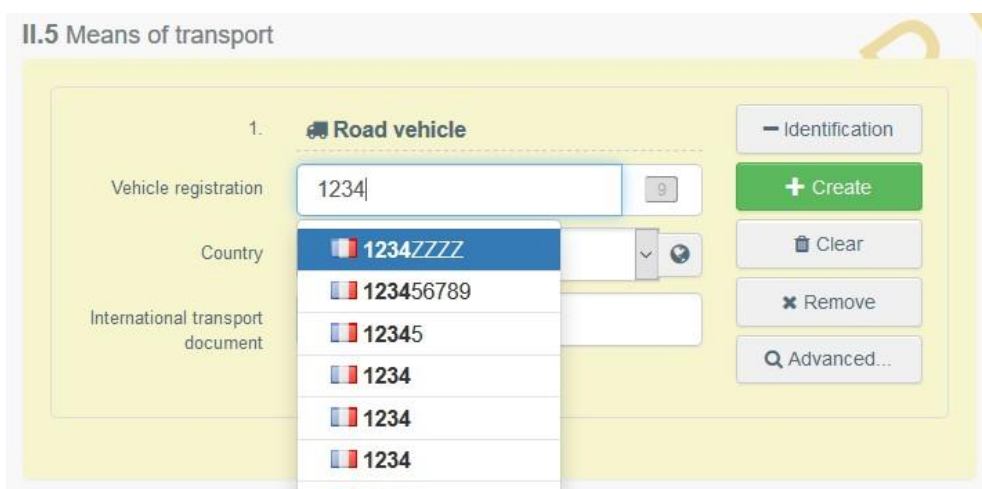


Click on “Identification” to add the identification of the means of transport.



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

Country: France (FR)

International transport document:

Buttons: 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.

Buttons: 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.

Buttons: 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

Buttons: Close, More, Preview PDF, **Countersign place of departure**

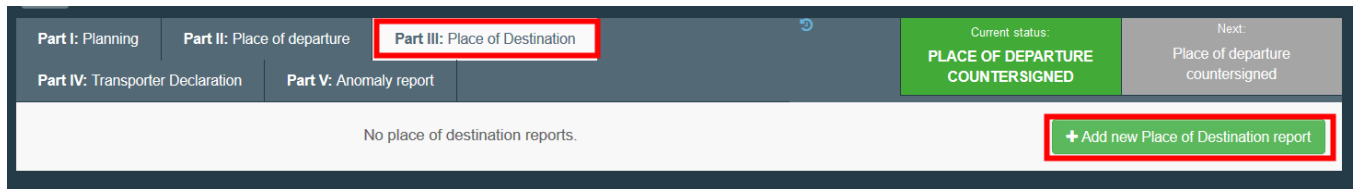
The status of the AJL will then be updated to “Place of departure countersigned”.

Part I: Planning	Part II: Place of departure	Part III: Place of Destination		Current status: PLACE OF DEPARTURE COUNTERSIGNED	Next: Place of departure countersigned
Part IV: Transporter Declaration	Part V: Anomaly report				
Corresponding CHED-A					
<input type="text"/>					

PART III: Place of destination – as Keeper or LAU of destination

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

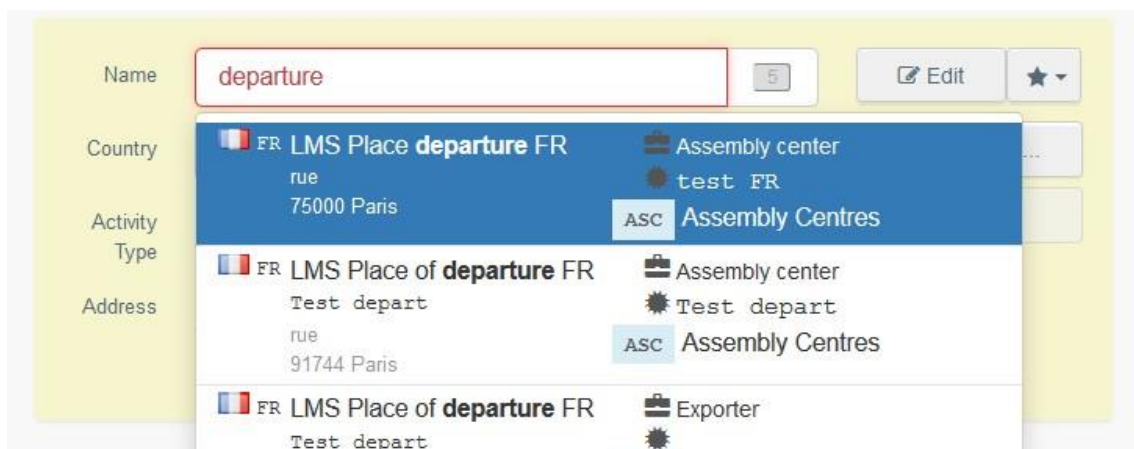
Click on “+Add new place of destination report”.



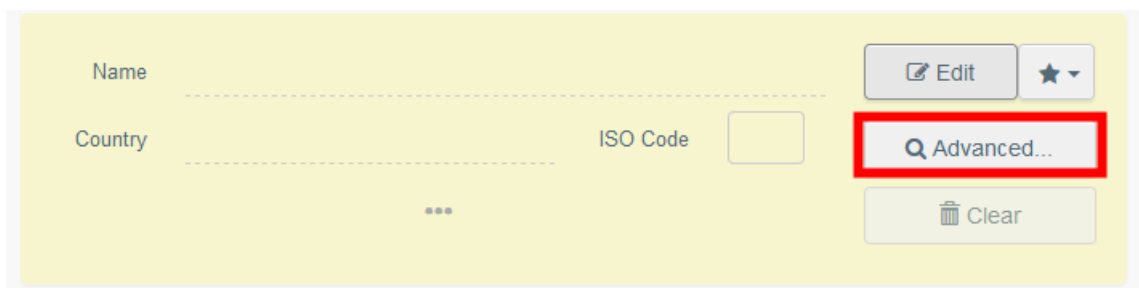
Box - III.1 Keeper at the place of destination or III.1 Official veterinarian

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.



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





Select place of departure

Country:  France (FR)   Search 

Section: Activity Type:

Activity Identifier: Address:

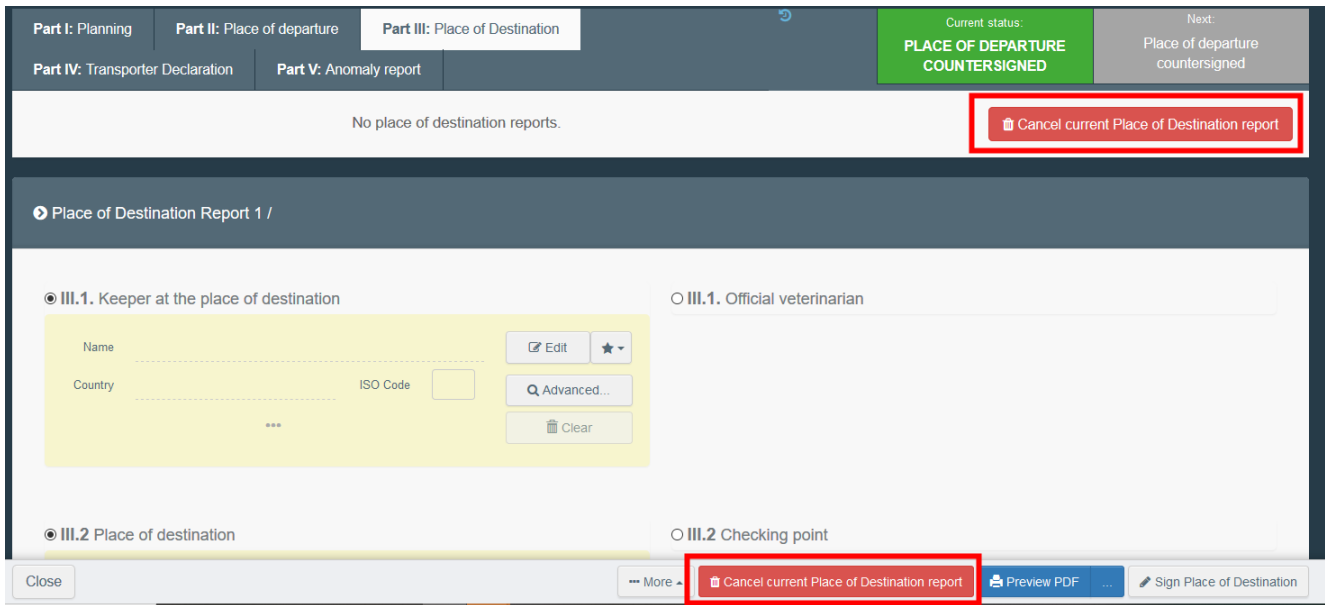
Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

- 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.

Name	Country	Activity Type	Status	Actions
BOYAUDERIE DES SAVOIES SARL	FR	Animal importer	IMP Importer	 
BOYAUDERIE DES SAVOIES SARL	FR	Establishment	IMP Importer	
BOYAUDERIE DES SAVOIES SARL	FR	Importer		

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

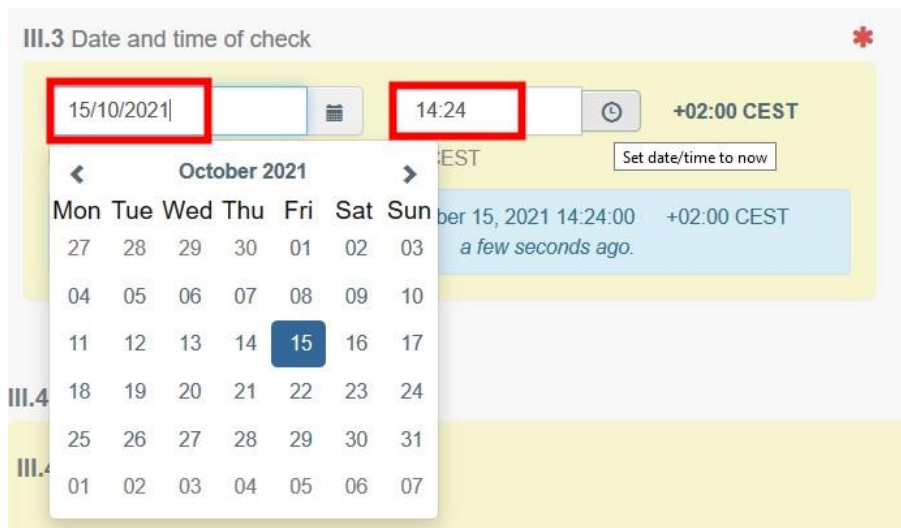


Box - III.2 Place of destination or III.2 Checking point

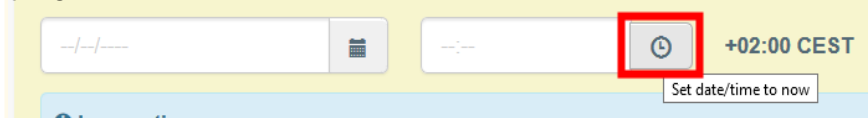
Follow the instructions of Box - III.1.

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).



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



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 LIBOIV22 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

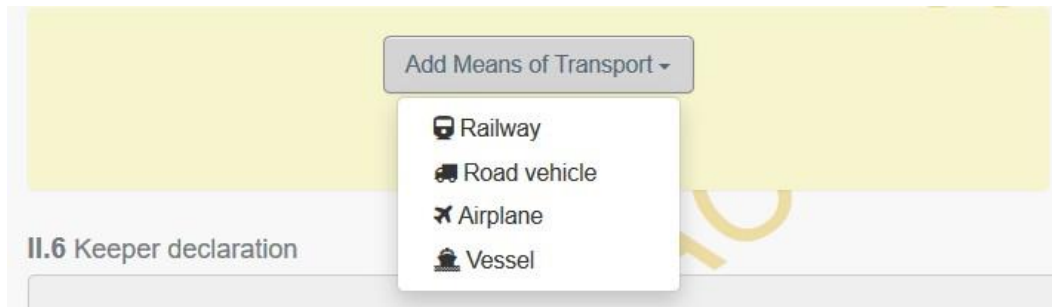
Number of the certificate of competence 1

III.4.3 Means of transport

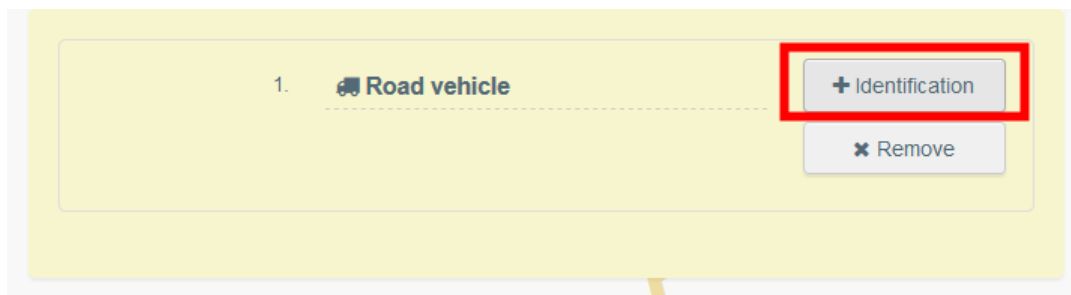
123456789 / Wednesday 31 July 2024

Box - III.4.3 Means of transport

Click on “Add means of transport” to select the means of transport by which the animals have arrived at the place of destination. You have the choice between “Railway”, “Road vehicle”, “Airplane” or “Vessel”.

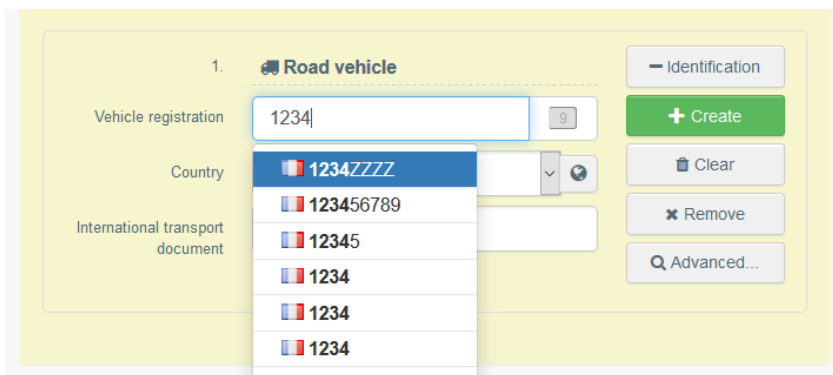


Click on “Identification” to add the identification of the means of transport.



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”.

1. **Road vehicle**

Vehicle registration: 1234test

Country: France (FR)

International transport document: [Empty field]

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

Box - III.4.4 Space allowances

Indicate the space per animal in m².

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

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

III.5.1 Compliance III.5.2 Reservations

Authorisation number Name Edit ★

Country ISO Code Q Advanced... Clear

III.4.2 Driver

III.5.1 Compliance III.5.2 Reservations

Number of the certificate of competence Type to select driver Q

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 More Cancel current Place of Destination report Preview PDF Sign Place of Destination

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

Transporter declaration – as certified driver

Direct access to AJL Part IV – Transporter declaration

The transporter declaration is to be completed by the certified driver during the long journey (>8 hours).

Certified drivers may access this section by using the following link:

<https://webgate.ec.europa.eu/tracesnt/transporter-declaration>

Note: Authorities with LMS NCP roles are able to create and manage the certified drivers in TRACES via the “Actors/Certified Driver” menu

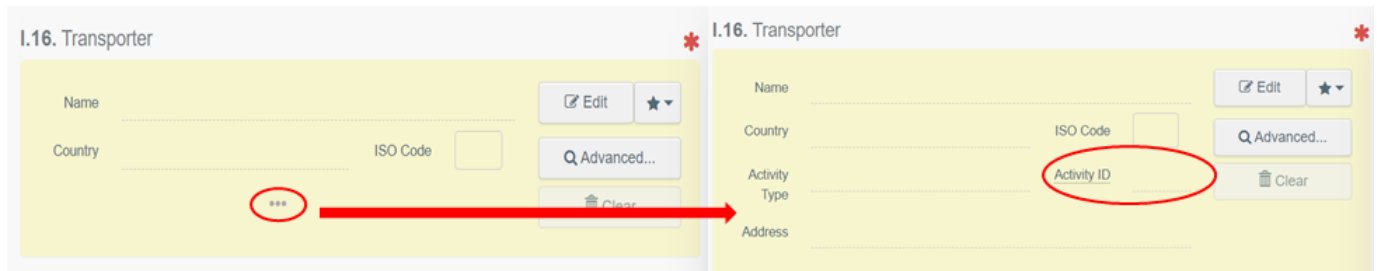
Journey Log Identification

Reference number Transporter code

Fill transporter declaration

A certified driver shall be able to access the AJL – Section IV using the IMSOC **reference number of the AJL certificate** and the authorised **transporter approval number**).

To find the transporter code, go to box I.16 of the **INTRA** certificate, select the 3 dots at the bottom of the box to obtain more details and you shall find the code under “**Activity ID**” (activity approval number). Alternatively, it is possible to consult this information by the main page of the operator profile of the authorised transporter accessible via the Actors / Operators menu.



Afterwards, you can access a second box to fill up the “driver identification” segment. You shall fill it up with the name, last name and certificate number **as presented in the certified driver’s profile**. You shall also select the issuing authority from a roll down menu.

Note: the certificate number in the “Driver identification” window concerns the reference number of the certificate of competence for drivers and attendants laid down in Regulation (EC) No 1/2005

Driver first name	Last name	Certificate number	Authorisation valid until	Issuing body	Last update on
-------------------	-----------	--------------------	---------------------------	--------------	----------------

Driver identification

Identify yourself as an existing driver registered in our system, by filling your details: first name, last name, certificate reference number and the country issuing your certificate

Driver first name

Last name

Certificate number

Issuing country

This will give you access to a pre-filled itinerary that you can either validate or modify depending on the actual journey:

IV.1. Actual itinerary - Resting, transfer or exit points

Add itinerary waypoint Add exit point

LMS Place of departure FR, , ,

Place	Arrival	Departure	Length	Reason
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LMS Place destination GR, , ,

IV.2 Reason for any difference between actual and proposed itinerary/Other observation

Type other observation here ...

IV.3 Date and time of arrival at the place of destination

--- / --- / --- +01:00 CET

IV.4 Number and reason for animal injuries and/or deaths during the journey

Type injuries/deaths here

IV.5 Driver's name and signature

Transporter declaration not signed by certified driver

IV.6 Transporter

Transporter declaration not signed by transporter

Submit transporter declaration

Validate or modify the journey details: Add any deviations from the original planned route, fill in the exact date and time of arrival at the place of destination, and number/reason of animal injuries/deaths as applicable.

Once this step has been completed, sign the declaration by clicking “**Submit transporter declaration**”.

If everything has been filled up correctly to this point a confirmation message shall pop-up.

Box IV.5 shall automatically fill up in the AJL and access to countersigning by the transporter shall be granted.

Transporter declaration – as transporter

Once the certified driver has signed part IV of the AJL, the option to countersign it shall be made available to the users linked to the authorised transporter entity in charge of the movement.

Users linked to that transporter’s operator profile in TRACES would then need to scroll to the bottom of Section IV of the AJL and click on “Sign Transporter Declaration” to countersigning the AJL.

IV.1. Actual itinerary - Resting, transfer or exit points

→ LMS Place of departure, rue, 75010 Paris, France					
Place	Arrival	Departure	Length	Reason	
→ LMS place destination, street, 10438 Athens, Greece					

Close Preview PDF **Sign Transporter Declaration**

Success: Transporter Declaration successfully signed

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

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

Country: FR LMS Place departure FR (Assembly center), rue 75000 Paris (test FR), FR LMS Place of departure FR (Assembly center), Test depart rue 91744 Paris (Assembly Centres), 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.

Name: _____ Edit Star

Country: _____ ISO Code: _____ Advanced... Clear

Select place of departure

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

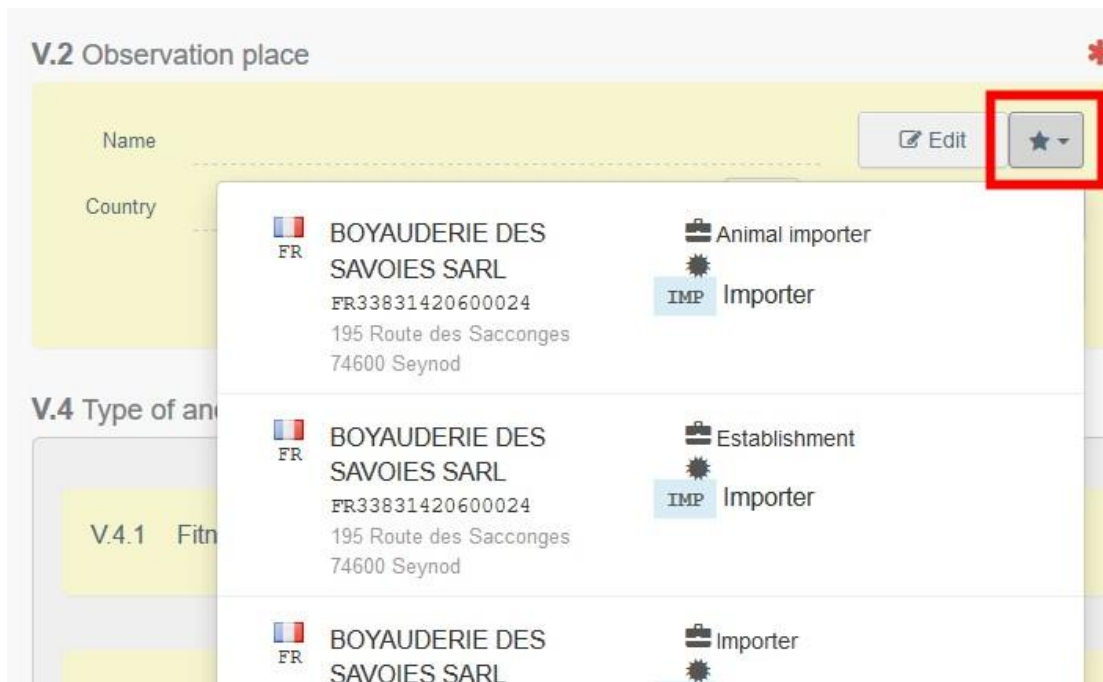
Section: _____ Activity Type: _____

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

Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

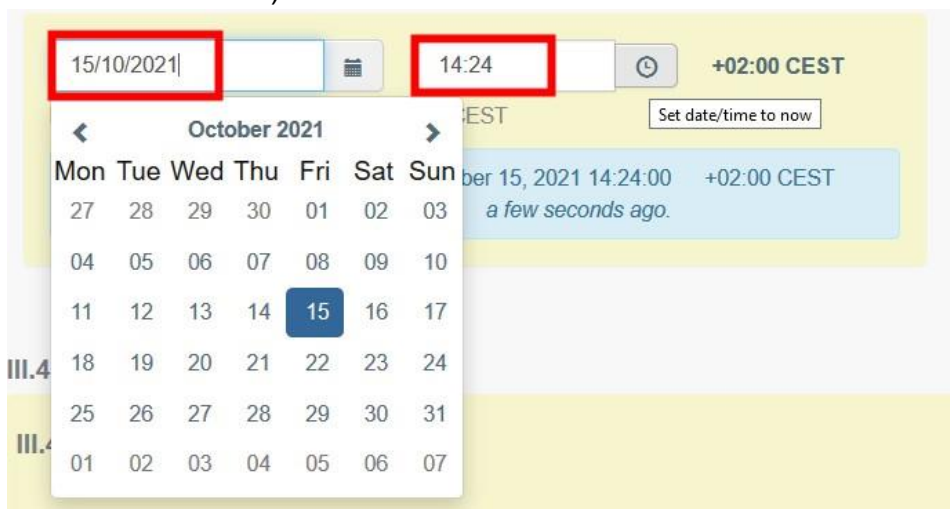
+ Create a new operator Close

- 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.

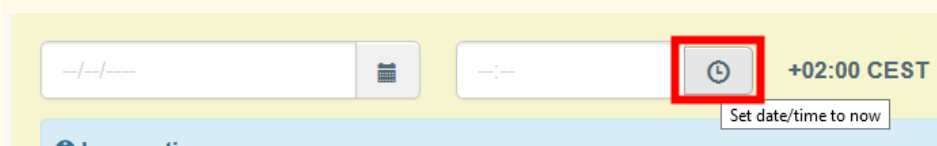


Box - V.3 Observation time

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



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



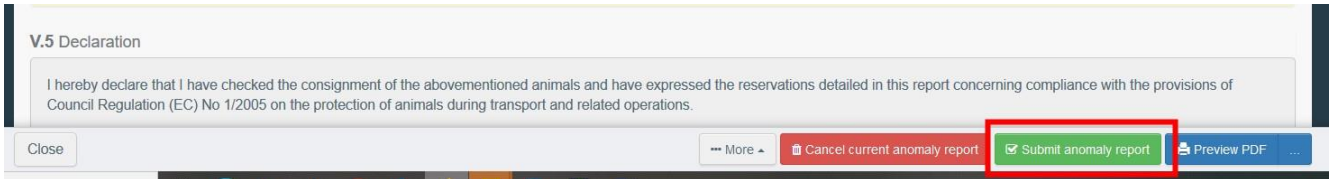
Box - V.4 Type of anomaly(ies) pursuant to Council Regulation (EC) No 1/2005
Tick the relevant type of anomalies observed.

Box - V.4.11 Remarks

If necessary, type a comment.

Submit anomaly report

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



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

