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PART I. Terms and Definitions
Terms and Definitions

**ARASFF Administrator**: Central service provider of the system.

**ARASFF Notification**: A notification transmitted through ARASFF network by an authorized National Contact Point (NCP) of ARASFF network members.

**Commercially Sensitive Information**: Information that has the potential to harm the reputation or commercial interests of a company should this information be made public.

**Counter Analysis**: The second analysis performed on the same sample requested by the company responsible for the consignment (importer/exporter) results of which could be favourable (to the company) when results are dissimilar or unfavourable when results are similar to that of the first analysis.

**Country of Origin**: The country where the product was manufactured / produced / processed / transformed or in absence of this information, country from which the product was dispatched.

**Edit notification**: The act of correcting or changing the notification content at validation, verification or submission stage, editing a notification is no longer possible after submission\(^1\).

**General Information**

Information that is not commercially sensitive related to public health, i.e., product category, product name, notifying country, country of origin, nature of the hazard, reference number, date of the notification.

Information earmarked as potentially commercially sensitive include:

- Brand name
- Product aspect
- Identification of the consignment
- List of recipients
- Consignee
- Container number(s)
- (Other information block)
- Documents such as health or phytosanitary certificate, analytical report, bills and delivery documents, etc.

**Inspector**: Officials who carry out inspection, including Border Inspector and Processing Plant/Establishment Inspector.

\(^1\) The authority to edit a notification is restricted to only the notification creator because the creator has most if not all essential information. At validation or verification stage if unsatisfied with notification content, notification is sent back to creator for editing. Details of how to edit a notification are already provided in the ARASFF user guide.
Internal Reference: Reference number given to a notification by the agency which creates it. This number is and remains the working number of this particular notification within the agency itself.

Measures Taken and Legal Basis: Measures taken to protect the consumers from the risk associated with non-compliant product and the legal basis for doing so. Possible measures are:

- **Voluntary measure**: decision on the measure taken by the company in relation to the product
- **Compulsory measure**: decision on the measure taken by the competent authority in relation to the product
- **Public Recall Information**: in case of a recall of the product (from the consumer): detailed information made available by the company or by the authority
- **Legislation in breach**: national legislation for which the violation has occurred
  - **Scope**: two options - national or international standard
  - **Maximum Permitted Level**: refers to the regulatory limit in the notifying country

National Contact Point (NCP): Authorized person or agency to submit notifications to ARASFF which also acts as the contact point of the Network.

Network: ASEAN Rapid Alert System for Food and Feed.

Network Member: ASEAN Member State participating as member of the ARASFF.

Notification: A medium for transmitting or exchanging of information on risk to human health derived from food or feed and measures already taken.

Notification Classification: Classifying the status of a notification, by considering the urgency of the situation such as the distribution status of the incriminated product on the market together with the possible risk it poses on human health.

Notification Template: ARASFF standard template for creating a notification, indicating required and other relevant information to be used by concerned network members/authorities.

Notification Type: Type of notification which is categorized according to the final utilization of the product, whether for human (food) or animal consumption (feed).

Notifying Country: The country that submits an ARASFF notification.

Point of Entry: The border post where the product is presented for import.

Product:

- **Product Category**: Category to which the notified product belongs, such as alcoholic beverages, meat, confectionaries, details of product category are already provided in the system database and listed in Annex I.

- **Product Name (on label)**: The precise product name, characterizing the product, without using any commercial name; often the product name can be found on the label
• **Product Aspect:** The description of visual or other aspect of the product, with the aim of improving its identification

**Distribution Status:** Status of the distribution of the product, useful for assessing the risk level and necessary management measures.

**React to notification:** Providing further or new information on a particular notification already posted to the network. This function is restricted to National Contact Point.

**Sampling and Analysis**

- **Sampling place:** type of establishment where the sample is taken (sampling location).
- **Sample preparation:** what preparation has the sample undergone prior to analysis, or on which part of the sample the analysis was carried out, especially if this preparation could be relevant to the interpretation of the result e.g. washing, drying, fat extraction etc.
- **Method of analysis:** laboratory procedure used in analyzing the sample.
PART II. Operating ARASFF
ARASFF User Guide
Chapter 1: Introduction

ASEAN Rapid Alert System for Food and Feed (ARASFF) is the tool for exchange of information on identified risks found in food or feed being traded among ASEAN Member States and measures taken to alleviate or eliminate them. It has many functions similar those of EURASFF particularly the information structure and content but the application concept is different. Most important is the manner all notifications are issued. The EURASFF notifications are mostly initiated by Member States and sent to the European Commission (Health and Consumer Protection) for assessment. Once all criteria are met the notification would be officially issued to the rest of the Member States and certain involved bodies and organizations. This is done in the form of email attachment (email based). ARASFF notifications on the other hand are initiated, assessed and issued directly by National Contact Point of a concerned network member. They will appear on ARASFF website as soon as notifications are submitted to the website (real time, web-based).

These information exchanges are limited to take place among involved competent agencies which represent the Member States and are Members of the ARASFF Network. ARASFF application has been gradually developed from its prototype in 2006 to the current version 4.02 in 2013. It will certainly need some improvement from time to time which will be dictated by changes in situations and its operation environment.

This user guide is developed with one and only objective which is to assist all users to effectively and efficiently use this application.
Chapter 2: Home page

Home page is the first and the main page of the system. It could be reached when visiting the ARASFF website at http://www.arasff.net.

In addition to displays of main menu bar and important information there are also information on the last ten notifications posted on the website by various network members together with some useful links. (Figure 2.1).

![ARASFF Home page](image)

Figure 2.1: ARASFF Home page
Chapter 3: User Log in

As already mentioned in the previous chapters, ARASFF allows only network members to access certain information and functions in the website. The network members once login, can access full information of all notifications. They can also work with different functions of the system such as creating the notification, validating, verifying and submitting notifications etc.

1. How to login (Figure 3.1)
Steps for logging in are as followed:

   1) **User name:** User enters the designated name.
   2) **Password:** User enters the registered secret code.

![Figure 3.1 ARASFF Login](image)

2. Error Message : The warning message will show when there is an error in logging in. The user should retype on the Username and Password box to start the login process again. The system will compare the entered username and password with those already registered in the system if found inconsistent will show the following warning message. (Figure 3.2)

![Figure 3.2 Login error warning message](image)
If login username and password are proven correct by the system the following main page of that particular user will appear. (Figure 3.3)

Figure 3.3 Main page of the logged in user

Details of the page will be explained in the next Chapter.
Chapter 4: User main page

After successfully logged in, the logged in user will be allowed to work with the system. All users are welcome to the main page. User main page contains the main menu bar. Not all users are allowed to work on all menus, however. This depends on the privilege assigned to him or her by respective National Contact Point. There are some useful links and also information on the last ten notifications posted. (Figure 4.1)

![Figure 4.1 Main page of the logged in user]
Chapter 5: Creating a new notification

After the successful login and user wants to create a new notification, simply click the Create Notification under the notification menu on the main menu bar. In the notification menu, there are 5 submenus for user to choose namely Create Notification, All Notifications, ASEAN Notifications and Reaction ASEAN Notifications. (Figure 5.1)

Create Notification : To create new notification.
All Notifications: Show notification on incomplete notifications and complete notifications belonged to the logged in user.
ASEAN Notifications: Show ARASFF notification and also search tool ARASFF notifications.
Reaction ASEAN Notifications: Provide information on reaction of other users to the already posted notifications and enables users to react to posted notification including the user’s own.

Figure 5.1 Main page of the logged in user

Creating a notification

Click Create Notification on the notification menu on the main menu bar. The notification page will be displayed and the system will automatically generate the temporary number for this new notification. (Figure 5.2) The temporary number will be used in different steps of notification creation until the process is completed. While working on creating notification, user has to complete in each step before going to next tab.

Figure 5.2 Notification page
As an example in the Figure 5.2, the pink tab means user is working on General Information and the gray tabs mean user cannot work on them, yet.

Notification page contain 9 groups of information to be filled in, thus 9 working steps are needed to create a complete notification, details are as followed.

1.) **General Information**: As the name indicates, it gives overall information of the notification. (Figure 5.3)

![Figure 5.3 General Information page](image)

**Fill required information in to the blank boxes**: Especially important are those boxes with **red asterisk***, if the boxes with red asterisk are not filled the process will not continue. When all required information is filled in, click **Save** button, then next tab will appear. After completion color of General Information will change from pink to purple.

User can add names of new border posts if they are not provided in the system by click ![...](image) then small box will appear. After filling new names then click **Save** button, new border post names will appear afterward in the border post list. Figure 5.4

![Figure 5.4 Insert new border post page](image)
**Note**: User can delete border post name created by clicking the \(\times\) sign. Then the message asking for confirmation will appear, user clicks **OK** button for confirmation to delete, or **Cancel** button to cancel that deletion. (Figure 5.5)

![Message from webpage]

**Figure 5.5** Message for confirmation to delete

2) **Product**: Provides detail information about the product in question, for example category, name, brand or trade name, packing, net weight (Figure 5.6)

![Product page]

**Figure 5.6** Product page
In addition the system also allows for the storage of information of individual lots, by clicking **Add Lot** button the system will display the pop up window for creating details of individual lot. (Figure 5.7)

![Figure 5.7 Insert lot page](image)

User can also upload picture of product by clicking **Browse** button to search for image in user’s computer then click **Upload** button and image will be shown on the space area under the box. (Figure 5.8)

![Figure 5.8 Insert lot page](image)
Click **Save** button after complete filling information. Details of lot will show on the product page in consignment list section. (Figure 5.9)

User can also delete the stored information by clicking ✗ sign and the information will be erased from the system.

After completing the product information click **Save** button, the next tab (Hazard) will be displayed in pink.
3) **Hazard** : This page is concerned with detail information on hazard found in different lots of product. It contains lot number, hazard category, hazard name and results of the tests. User can add hazard found by clicking *Add* button after complete filling information. The system will support adding more than one hazard found in each lot. The information will be shown in the hazard found section. (Figure 5.10)

![Hazard page](image)

User can also delete the stored information by clicking ⚰️ sign and the information will be erased from the system.

After completing the hazard information click **Next** button, the next tab will be displayed.

4) **Sample** : This page is concerned with detail information on sample and sampling of the product in the inspected consignment, for examples what, when and where the samples are taken to be further analyzed for hazard. (Figure 5.11)

![Sample page](image)
In addition the system can record multiple sampling information, by clicking **Add Sample** button then the system will display the pop up window for creating details of sample. (Figure 5.12)

![Insert Sample page](image)

**Figure 5.12 Insert Sample page**

Click **Save** button after information filling is completed. Details of sample will show on the sample page in sample list section. (Figure 5.13)

![Sample page](image)

**Figure 5.13 Sample page**

User can also delete the stored information by clicking ☑️ sign and the information will be erased from the system.

After completing the sample information click **Save** button, the next tab will be displayed.
5) **Analyses** : This page is concerned with detail information on analysis, for example sampling method, sample preparation, analytical method and Laboratory name. (Figure 5.13)

![Analysis page](image)

**Figure 5.13 Analysis page**

The system allows user to attach document of analytical report by clicking **Browse** button to search for document in user’s computer. Select the required document and click **Upload** button and it will be shown in the box. (Figure 5.14) User can upload only one document.

![Upload document page](image)

**Figure 5.14 Upload document page**

The file name can be changed for easy viewing / recognition.

User can also delete the stored information by clicking ✗ sign and the information will be erased from the system.

After completing the analysis information click **Save** button, the next tab will be displayed.
6) **Measures Adopted**: Shows voluntary measures taken by private sector or those taken by concerned authority as authorized by law in order to minimize risks that might be associated with the products in question, or prevent them from reaching the consumers. (Figure 5.15)

The system allows user to attach one key document through **Browse** button to search for the document in user’s computer. Select the required document and click **Upload** button and the document will be shown in the box. (Figure 5.16) User can upload only one document.

The file name can be changed for easy viewing / recognition. User can also delete the stored information by clicking ✖ sign and the information will be erased from the system.
After completing the measures adopted information click **Save** button, the next tab will be displayed.

7) **Consignment**: Show details of the product to be delivered. (Figure 5.17)

![Consignment page](image)

**Figure 5.17**: Consignment page

Working process of this page is the same as the above page with one additional function added. It is the document type box which allows user to choose the type of document listed in the drop down items. (Figure 5.18)

![Document type list](image)

**Figure 5.18**: Document type list
The system allows user to attach one key document through **Browse** button to search for the document in user’s computer. Select the required document and click **Upload** button and the document will be shown in the box. (Figure 5.19) User can upload only one document.

![Figure 5.19 Upload document page](image)

The file name can be changed for easy viewing/recognition.

User can also delete the stored information by clicking ✖️ sign and the information will be erased from the system.

After completing the consignment information click **Save** button, the next tab will be displayed.

8) **Origin** : This page is provided for filling in the information on the country of origin, the distribution status of the product or consignment, the consigner and its role in this consignment, transportation route of the consignment could also be recorded through the functions of the **Via Country** and **Distribution Country** (Figure 5.20)

![Figure 5.20 Origin page](image)

After completing the origin information click **Save** button, the next tab will be displayed.
9) **Contact Point Information**: Shows detail profile including contact address of the National Contact Point of the country where the notification is created. (Figure 5.21)

![Contact Point Information page](image)

Figure 5.21 Contact Point Information page

After completing the Consignment page then click **Save** button. List of notification created by this user will be displayed. (Figure 5.22) User can click **All Notifications** menu under Notification menu on the main menu bar. Details about All Notifications will be explained in the next chapter.

![Notification list](image)

Figure 5.22 Notification list
Chapter 6: All Notifications

List of completed notification created by the current logged in user will be displayed. By clicking the **All Notifications** under the notification menu on the main menu bar. The system also provide search tool for finding all notifications that include complete and incomplete notification. User can type only subject of notification for searching. (Figure 6.1)

<table>
<thead>
<tr>
<th>Temp No</th>
<th>Notification Date</th>
<th>Subject</th>
<th>Status</th>
<th>Edit</th>
<th>Validate</th>
<th>Delete/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp No.20130709-1:235</td>
<td>09/07/2013</td>
<td>Tin in canned sliced pineapple</td>
<td>Complete notification</td>
<td>Send to Validate</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Temp No.20130709-1:234</td>
<td>09/07/2013</td>
<td>Tin in canned sliced</td>
<td>Incomplete notification</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

User can modify and delete notifications by clicking and respectively.

**Editing a notification**: In case user wants to edit the information within a selected notification simply click the sign which is present within the same box. The system will then lead user to the editing of the whole notification. (Figure 6.2)

![Figure 6.1 All Notifications page](image)

![Figure 6.2 Editing a notification](image)
When user works with Edit function the system will not impose step by step work flow condition on user like when working with Create Notification menu. On the contrary it allows user to select the part to be corrected at will but at the same time user is still able to edit all pages of the notification that may need correction including and/or uploading new files. Similar to other correction or addition of information, after completing the work at each step user needs to save this newly added or corrected information to the system by clicking the Save button. The system will then inform user of the result. (Figure 6.3)

![Image](image_url)

**Figure 6.3** New data is successfully saved to the system

**Deleting a notification** : In case user wants to delete a notification simply click the sign which is present within the same box. The system will then ask a question to confirm the user’s command, if confirmed by clicking OK button it will proceed to delete that particular notification from the database (Figure 6.4)

![Image](image_url)

**Figure 6.4** Confirming deletion command
Chapter 7: Validate a notification

ARASFF notification process is consisted of 4 main steps which are 1) creating a notification, 2) validating a notification, 3) verifying a notification and 4) submitting a notification to ARASFF website so that the information becomes available to other network members. From Chapter 5, a responsible person (usually border inspector or market controller) detects a noncompliant product and takes action in accordance with standard operating procedure of the agency which is to notify other responsible authorities. Assuming that all required information are available and the notification is completed, the next step is to send it to the authority to validate. It is done by the inspector who creates the notification by clicking the Send to Validate button. The main purpose of validation is to check that the right type of information is presented in the right place. This step is provided for different authority from the same agency to cross-check the work done by the inspector. (Figure 7.1)

![Table of Notifications](image)

<table>
<thead>
<tr>
<th>Temp No.</th>
<th>Notification Date</th>
<th>Subject</th>
<th>Edit</th>
<th>Validate</th>
<th>Delete</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp No.20130709-1-235</td>
<td>06/07/2013</td>
<td>Tin in canned sliced pineapple</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp No.20130709-1-234</td>
<td>08/07/2013</td>
<td>Tin in canned sliced</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 7.1 Send the complete notification to validate

After the “Send to Validate” button is clicked there will be the following message displayed asking user to confirm his or her intention. (Figure 7.2)

![Message from webpage](image)

Are you sure you want to send this notification to Validate? !!!

Figure 7.2 Message asking got user’s confirmation
After user confirms to send notification to Validate step, the sent notification will disappear from the page.

<table>
<thead>
<tr>
<th>Temp No.</th>
<th>Notification Date</th>
<th>Subject</th>
<th>Edit</th>
<th>Validate</th>
<th>Delete</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp No.20130709-1-234</td>
<td>09/07/2013</td>
<td>Tin in canned sliced</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 7.3 List of notifications are not sent to validate step

Please note that depending upon the policy and/or organization of the responsible agency the duties of creating, validating, verifying and submitting the notification could be all assigned to a single person or separately assigned to different persons. The system will accommodate for both choices of policy. In case of the agency chooses to delegate all duties to a single person, the system will allow that person to perform all duties. On the other hand, if the agency assigns different duties to different persons the system will restrict that person to performing the duty assigned only. For example in the case of validation the person is to be able to do the validation only.

**Steps in Validation**

1. Click the validate menu on the main menu bar. (Figure 7.4)

2. The system will display the notifications sent from creating notification and their status. (Figure 7.5)

   **Note:**  
   - : Add some comments to send to creating notifications  
   - : View details comment  
   - Wait for editing: inform user about status of notification
3. Click Temp- Reference number in this case Temp No. 20130709-1-235 to view details of notification content. If the validating person is not satisfied with information appeared in the notification or think that the information is not complete the validating person can send it back to the creator of the notification and ask for further information or clarification. This could be done by clicking the sign in the comment box then the page for adding comment will appear. (Figure 7.6) Fill the comment in the box provided then click Save button.

4. After this click Close button the system will return to the validate notification page and the “Wait for editing” phrase will be displayed. (Figure 7.7)

5. The comment will be sent back to the creator of the notification and will be available to the creator of that notification only. Once the creator logs into the system it would be displayed in All Notification on the Notification menu on the main menu bar. (Figure 7.8) The system will show the sign on the notification that have some comments and creator clicks this sign to view details of comment. (Figure 7.8)
6. Notification creator responses to comment of the validating person by clicking the sign 🖊 . The page reply comment will be displayed. Fill in response to comment in the box provided and click Save button. (Figure 7.9)

![Figure 7.9 Reply comment Page](image)

7. After saving response to comment, then click Close button. The system will go back to All notification page and Send to Validate button will appear in pink colour. The creator click Send to Validate button to send the notification back to validating person. (Figure 7.10)

![Figure 7.10 All Notification Page](image)

8. This is the final step of validation, the validating person may examine the notification content once more and if satisfied send it to the next step, Verification by clicking the Send to Verify button. (Figure 7.11)

![Figure 7.11 Last step of validation](image)
9. After clicking **Send to Verify** button the information on that particular notification will disappear from this page. (Figure 7.12)

<table>
<thead>
<tr>
<th>Temp No</th>
<th>Notification Date</th>
<th>Subject</th>
<th>Edit</th>
<th>Validate</th>
<th>Delete</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp No.20130709-I-234</td>
<td>09/07/2013</td>
<td>Tin in canned sliced</td>
<td>[Send to Validate]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 7.12 Information already sent to verification
Chapter 8: Verify a notification

In Chapter 7 it is stated that there are 4 steps of work in the notification process of ARASFF, e.g., creation, validation, verification and submission. The correctness of information contained in the notification and the speed of submitting a notification are considered most important to the operation of the system. To prevent any aberration in information integrity, ARSFF application system provides user with three innate steps of filtering and editing the information which will appear in the notification and later on to be posted on the ARASFF website. The first step is validation, the second is verification and the last step is submission. In the verification step the verifier does two things, confirming the correctness of the information contained in the notification and assessing and giving the status of that particular notification. This latter action is based on the set criteria for notification classification which classifies notification into 3 classes: Alert or Information or News.

Steps in Verification

1. From Chapter 7 notification already validated is sent to verification by validating person by clicking the **Send to Verify** button. The verifying person clicks Verify menu on the main menu bar to enter verify page. (Figure 8.1)

![Figure 8.1 Verify menu](image)

2. The verifier examines the correctness of the information provides in the notification and similar to the working features of Validation the system provides verifier with different tools to be selected by verifier. (Figure 8.2)

![Figure 8.2 Verify Notification page](image)

3. The verifier gives status to the notification according to the following criteria:
   - Alert: A notification deserves the Alert status when the product is still on the market, the risk to public health has been clearly identified and immediate action to eliminate the said risk is required.
   - Information: A notification is given the Information status when the product has not reached the market (consignment rejected or destroyed), or the product is no longer on the market (product removal or already consumed) and the risk has been clearly identified, but there is no need for immediate action.
- News: A News notification contains information which does not fall into the Alert or Information categories but may be of interest or beneficial to other network members.

4. After the verifier is satisfied with the notification content and has given the notification the appropriate status the verifier sends it to the next and final step, Submit, after this the notification will disappear from the list.

5. Please note that when commenting on the notification and asking for more information or clarification, the notification commented will always go back to the creator of the particular notification. This is due to the fact that the creator would be the person that has all necessary information readily available from the beginning of the process.
Chapter 9: Submit a notification

Submitting a notification is the act of posting a validated and verified notification on ARASFF website. This task is usually assigned to the ARASFF National Contact Point of the country that creates the notification. As already mentioned this is the last step of notification process and also the last step of information examination before releasing it to the other network members. In the last chapter the notification verifier send the verified notification to submit step. That notification will disappear from the Verify page and will appear on the Submit page as soon as the National Contact Point clicks the Submit menu on the main menu bar. (Figure 9.1)

![Submit Page](image)

**Figure 9.1 Submit Page**

![List of notifications awaited for examination and submission](image)

**Figure 9.2 List of notifications awaited for examination and submission**
Steps in Submitting

1. Similar to the Validate and Verify steps the submitter (National Contact Point) can review details of the notification content and if not satisfied can send it back to the creator of the notification and ask for further information or clarification. The notification will go back to creator of the notification for correction or addition of information. If satisfied the National Contact Point can generate the number for the notification and submit it to the ARASFF website. Figure 9.3 shows details of the Submit page.

   Figure 9.3 List of notifications awaited for examination and submission

2. The National Contact Point first clicks Temp No. 20130709-1-235 to view details of the notification. If not satisfied or need further information the NCP clicks sign and add the comment to send back to the creator of the notification as already mentioned.

3. If the National Contact Point is not in agreement with the status given to the notification the system allows NCP to change status of the notification.

4. If the National Contact Point is satisfied with the notification content and its status the next step is to give permanent number to the notification which so far has only Temporary Notification number for internal use. The National Contact Point could give permanent number for the notification by clicking the Create Notification No. button and the system will automatically generate the permanent number for it. This permanent number will be the notification number that appears on ARASFF website. (Figure 9.4)

   Figure 9.4 Permanent number for the notification (in red box)
5. This number will indicate which country submits the notification and when the notification is submitted to ARASFF website. The system will not allow submission of a notification before the number is given. The final step of work for NCP is to click the **Submit** button to send it to ARASFF website. After clicking **Submit** button the word submitted will be displayed in the submit box. (Figure 9.5)

<table>
<thead>
<tr>
<th>Temp No.</th>
<th>Notification Date</th>
<th>Subject</th>
<th>Edit</th>
<th>Notification Status</th>
<th>Create Notification No.</th>
<th>Submit</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp No.20130827-1-157</td>
<td>27/09/2013</td>
<td>testssss</td>
<td></td>
<td>ALERT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp No.20130827-1-168</td>
<td>27/09/2013</td>
<td>ABBBBCC</td>
<td></td>
<td>INFORMATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp No.20130709-1-235</td>
<td>09/07/2013</td>
<td>Tin in canned sliced pineapple</td>
<td></td>
<td>INFORMATION</td>
<td>TH-20130712-00177</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>Temp No.20130704-1-229</td>
<td>04/07/2013</td>
<td>xgvv</td>
<td></td>
<td>ALERT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp No.20130704-1-225</td>
<td>04/07/2013</td>
<td>dgd</td>
<td></td>
<td>INFORMATION</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 9.5 Submitted notification**

Please note that after the notification is submitted all information contained in the notification is no longer changeable. Addition or correction of information to any notification is done through the Reaction to a notification function which is also provided in the system as already mentioned.
Chapter 10: ASEAN Notifications

This function is provided for displaying all notifications submitted to ARASFF by all network members. The system also provides search tools for notifications and print function. (Figure 10.1)

![ASEAN Notifications](image)

Figure 10.1 ASEAN Notifications

Search by key words

- Notification Type: The type of notification for example food or feed
- Notifying Country: Country that creates or issues the notification
- Subject: Title or purpose of the notification
- Notification Status
- Year

When using the searching function, simply select one or more key words then click **Search** button, and search results will be displayed. (Figure 10.2)

![Searching notification by using key words](image)

Figure 10.2 Searching notification by using key words
When user wants to see details of a notification, simply click on Notification No. or Subject within the same box. (Figure 10.3)

<table>
<thead>
<tr>
<th>Notification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notification No.</strong></td>
</tr>
<tr>
<td><strong>Notification Type</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Notification Date</strong></td>
</tr>
<tr>
<td><strong>Border Post</strong></td>
</tr>
<tr>
<td><strong>Subject</strong></td>
</tr>
</tbody>
</table>

| **Product Category** | Feedstuff |
| **Brand/Trade Name** | Product Name |
| **Product Name** | Product Name |
| **Unit Weight** | 10 kg |
| **Total Net Weight** | 100 kg |

<table>
<thead>
<tr>
<th><strong>Consignee List</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot No.</td>
</tr>
<tr>
<td>111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sample Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sampling Date</strong></td>
</tr>
<tr>
<td><strong>Lot No.</strong></td>
</tr>
<tr>
<td><strong>Number of Samples</strong></td>
</tr>
<tr>
<td><strong>Sample ID</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Analysis</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sampling Method</strong></td>
</tr>
<tr>
<td><strong>Analytical Method</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reason for Sampling</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distribution Status</strong></td>
</tr>
<tr>
<td><strong>Voluntary Measures</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Distribution and Measures Affected</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Persons Affected</strong></td>
</tr>
<tr>
<td><strong>Legislation in Breach</strong></td>
</tr>
<tr>
<td><strong>Max. Permitted Level</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Declaration of the Exporting Country</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country of Origin</strong></td>
</tr>
<tr>
<td><strong>Country of Destination</strong></td>
</tr>
<tr>
<td><strong>Consignee Name</strong></td>
</tr>
<tr>
<td><strong>Address of Transport Company</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Declaration of the Importing Country</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VAT Country</strong></td>
</tr>
</tbody>
</table>

Figure 10.3 Notification detail page

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The system also provides print function. To print user clicks the printer sign within the same box. The system will show the list of printers. Click on the chosen printer and click Print button. (Figure 10.4)

Figure 10.4 List of printers
Chapter 11: Reaction ASEAN Notification

As the name indicates Reacting ASEAN Notification contains additional information to a particular notification already submitted to the website. This reaction information could come from the user who creates the notification or from some other network members who encounters similar or different problems on the same product. The system also provides searching notifications function by choosing key words (steps for searching are the same as searching for ASEAN Notification in the pervious chapter). The system allows only the National Contact Point or equivalent to carry out this function.

Steps in creating the Reaction to an ASEAN Notification:
1. Click **Reaction button** on the notification that is to be reacted (Figure 11.1)

![Figure 11.1 Reaction Notification](image)

2. The system will then display the list of reaction notification that were posted. If user wants to create reaction, click **Create Reaction** button on the list of reaction table. (Figure 11.2)

![Figure 11.2 List of reaction notification were posted](image)
3. After clicking **Create Reaction** button then the create reaction page will be displayed. (Figure 11.3)
The system will automatically generate the Reaction No. which contains information relevant to reaction purpose from the original notification. The system provides blank boxes for the reacting user to add more information to what has already been recorded in the original notifications. When reaction is completed, click Save button, the system returns to the reaction notification page which shows all reaction notification. (Figure 11.4)

<table>
<thead>
<tr>
<th>React Date</th>
<th>Reaction No.</th>
<th>Reference No.</th>
<th>Product Desc.</th>
<th>Reaction Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/07/2013</td>
<td>RTH-20130711-000066</td>
<td>MY-20130618-00096</td>
<td>ss1155</td>
<td>THAILAND</td>
</tr>
</tbody>
</table>

Figure 11.4 Reaction Notification

Click on Reaction No. or Reference No. for seeing more details, the system will show the reaction details. (Figure 11.5)

Figure 11.5 Reaction notification details