



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Home Affairs FDHA

Federal Food Safety and Veterinary Office FSVO
Animal Welfare

Quick start animex-ch RE3

Form H – Fast Track Approval

v1.0 28.07.2021



Quick start Fast track Form H

The functionality “Fast track approval for Form H” is implemented to introduce a **valid pre-existing Facility License from outside the system** as a (technical) **approval** into animex-ch.

The results are:

- An approved status of the facility within animex-ch: “**approved outside animex-ch**”.
- Enabled functionality for Form G, D, M, HC and Form A may be accessible by HAFs.
- The license “approved outside the system” may be replaced by a renewal “R” of a standard Form H immediately or at the latest before the “valid to” date.
- Facilities therefore may work with Form G, D and M (when the reference will be switched; see below). They will have enough time to create a renewal indicating all the numerous details of the facility.



Quick start Fast track Form H

Important

- Create the Form HBs within your canton by the fast track functionality **until September 6th 2021**, in order that FSVO may switch **latest in September** the reference functionality which enables the facilities to work with Form G, D, M and HC.
- When FSVO switches the reference functionality the system will point the reference for all Forms concerned to an approved Form H. Master data entries of facilities will no longer be selectable as a reference (e.g. in Form A).

However, all master data references of facilities will remain in Form A, so long as at least one reference in Form A points to a facility that does not have an approved Form HB within animex-ch. This will be adapted in a further step, when all facilities have a Form HB within the system.



Preconditions

Information you need to complete the technical approval:

- “Valid from”, “valid to” dates of the license already approved outside the system.
- Scan of the license already approved outside the system.
- Verification that the current HAF is displayed, **before** starting the fast track process.
- Indications to the “purpose” and “constraint” of the facility, if not already completed in the draft form.



Workflow to create the technical approval.....

....see the following 11 steps

If you have any problems contact the animex-ch support desk (animex-ch@blv.admin.ch).



1. Open “Application Search – Animal facilities”
2. Search for the animal facility and make sure that the status “Draft” (checkbox) is selected
3. Verify that the name of the head of animal facility (RHAF) is correct. If the RHAF is wrong, don't proceed to Point 4 -> contact the support desk.
4. Select facility (status draft) by the “Technical approval” icon

The screenshot displays the 'Application Search - Animal Facilities' interface. At the top, there is a navigation bar with the Swiss flag and the text 'Schweizerische Eidgenossenschaft Confederation suisse Confederazione Svizzera Confederaziun svizra' and 'animex-ch'. A dropdown menu for 'Canton Operator (CO)' is set to 'Glarus'. Below the navigation bar, there are tabs for 'Start page', 'Tasks, notifications and open forms', 'Animal Experiments', 'Animal Facilities', 'Person', 'Courses', 'Inspections', and 'Administration'. The main heading is 'Application Search - Animal Facilities'. There are three tabs: 'Full-text' (selected), 'Facility name', and 'Extended search'. Below the tabs, there are checkboxes for 'Select all', 'Draft' (checked), 'Pending' (checked), 'Valid' (checked), and 'Invalid'. A search bar contains the text 'fast' and a radio button for 'GL All cantons'. There are 'Clear' and 'Search' buttons. Below the search bar, there is a '10 per page' dropdown and 'Total: 1 Entries'. Navigation buttons for 'Previous', '1', and 'Next' are visible. A 'More columns' and 'Export' dropdown is also present. The table below has the following data:

ANIMAL FACILITY	NATIONAL NUMBER	CANTONAL NUMBER	HEAD OF ANIMAL FACILITY	APPLICATION TYPE	STATUS
Test Animal Facility for Fast Track Approval	194		name RHAF	New Application	Draft

At the bottom, there is a footer with 'Federal Food Safety and Veterinary Office' and a list of links: 'User Support', 'Legal Framework', 'Impressum', 'Sitemap', and 'v3.0.0.9-ed10f94'.



5. Indicate “Cantonal number” and confirm.

Confirmation of technically approved application reception ✕

Name of the animal facility *

National number *

Head of Animal Facility *

Type *

Cantonal number format
 ▾ / ▾ ▾ / ▾ ▾

Cantonal number *

Cancel Confirm



6. “Yes” to proceed.

Technical approval of application for animal facility

Are you sure you want to initiate the technical approval process? The current form content will be deleted, except for the following information that will be transferred to the technically approved application:

- National number (National number)
- Head of Animal Facility
- Purpose of the facility
- Documents

Yes

No



7. Just three items may be edited in the follow up.

7.1. "Cantonal number" if necessary

01 Basic details and address of the applicant ⓘ

National number
194

Cantonal number *
GL/9999/2021

Animal Facility

Name
Test Animal Facility for Fast Track Approval


Street
Address 1


Postal Code
1234




Town
Town1




7.2. Indicate “purpose” and “constraint”

02 Purpose of the facility 

Purpose of the facility* 

Housing  Breeding  Trade 

Constrained lines involved?* 

Yes

No



- 7.3. Indicate validation details (as approved outside animex-ch)
- 7.4. Upload authorization documents if necessary
- 7.5. Mandatory: Upload scan of the license (approved outside the system)

Authorization ⓘ

03-05 1 ⚠

03 Validation

Date of the decision * ⓘ 📅 Application valid from * 📅 Application valid to * 📅

04 Authorization documents

10 ▾ per page ◀ Previous **1** Next ▶

TITLE	DESCRIPTION	DATE	ACTION
<i>No results found</i>			

[+ Add Documents](#)

05 License

License file * +



8. Approve (technical approval > status: approved outside the system)

Family: N-194-GL/9999/2021/2021 [Create] Name of the animal facility: Test Animal Facility for Fast Track Approval Type: New Application [Validate] [Save]

Received

Applicant: Test Animal Facility for Fast Track Approval Canton: Glarus

HAF Editor AWOOF Creator, Editor CO Authority [Approve]

9. Add a comment, if appropriate

Approve [X]

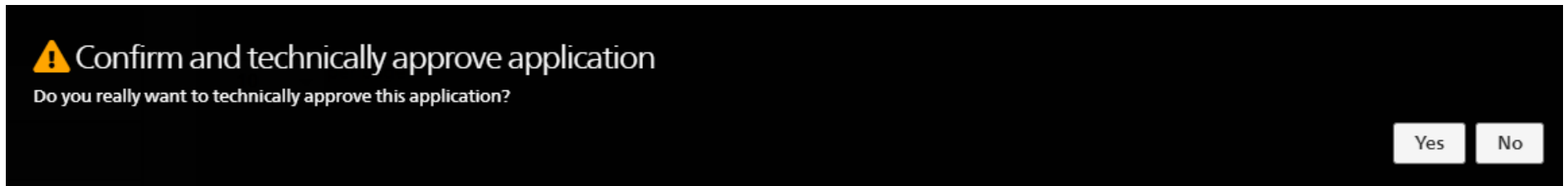
Comment

[Text Area]

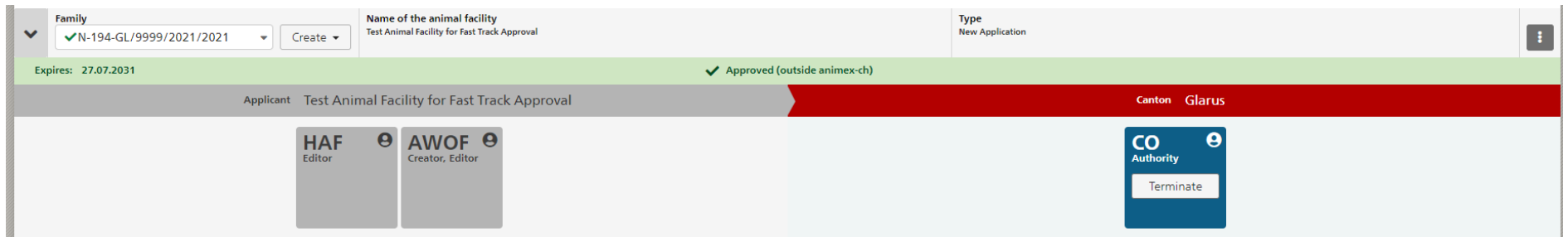
Cancel [Approve]



10. Confirm approval with “Yes”



11. Form H is approved with status “approved outside the system”. The process is completed.



Note:

- When the FSVO switches the reference functionality for facilities within the system to Form H entities (you will be informed), then Form D, M and HC may be used.
- From the moment the Form H reference is switched from Master data to approved Form HB entities, facilities must either be approved by the normal or fast track process to use Form G, D, M and HC functionalities or to be selected in Form A.



12. To replace the technical approval, create a renewal application (when decided to create an R within the system). It is not possible to create a supplementary on top of a form H approved by fast track functionality.

▼	Family ✓ N-194-GL/9999/2021/2021 ▼	Create ▼	Name of the animal facility Test Animal Facility for Fast Track Approval
Expires: 27.07.2031		[R] Renewal application	