Quick start animex-ch RE3
Form H – Fast Track Approval

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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.
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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
5. Indicate “Cantonal number” and confirm.
6. “Yes” to proceed.
7. Just three items may be edited in the follow up.
   7.1. “Cantonal number” if necessary
7.2. Indicate “purpose” and “constraint”
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)
8. Approve (technical approval > status: approved outside the system)

9. Add a comment, if appropriate
10. Confirm approval with “Yes”

Confirm and technically approve application
Do you really want to technically approve this application?

Yes  No

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.