

## Distribution Centre Supplying PFA suitable retail store

### (CA-29)

Operational Procedure, version 1.0

Information current as of 30 November 2021

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Manager, Market Access and Systems  
Plant Health Act 2009

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Table 1: Revision register

Revision No.	Date Issued	Amendment Details
0.1	14/08/2021	Initial draft/SMK
0.2	20/10/2021	Second draft released for comment
0.3	22/11/2021	Third draft released for comment (minor updates)
1.0	30/11/2021	Final release

## All Enquiries

### Plant Health Operations Market Access

Department of Primary Industries and Regions (PIRSA)

33 Flemington Street  
GLENSIDE SA 5065

T: 08 8207 7814 | E: [PIRSA.PlantHealthMarketAccess@sa.gov.au](mailto:PIRSA.PlantHealthMarketAccess@sa.gov.au)

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## 1. Purpose

The purpose of this procedure is to describe –

- the requirements; and
- the responsibilities and practices of personnel;
- responsibilities of the Distribution Centre and retail stores receiving produce under this procedure;

that apply to the movement of fruit fly host produce from certified Distribution Centres in South Australia to shops supplying residents in the Pest-Free Area (PFA) of South Australia.

## 2. Scope

This procedure covers the movement of produce treated and certified with an agreed end point treatment accepted for entry into the Riverland PFA from a South Australian located Distribution Centre to a retail store(s) located outside of the Riverland Pest Free Area (PFA) recognised as a PFA suitable retail store.

- Produce:** Fruit Fly host produce (see Ministerial Notice pursuant to Section 7 of the Act)
- Disease:** Mediterranean and Queensland Fruit Fly
- Location:** Distribution Centres located within South Australia supplying a retail store which, in the opinion of the Minister or delegate, is:
1. located in an area considered to be a local retail shop for residents located within the Riverland PFA to access and no reasonable alternatives are available between the retail shop and the Riverland PFA boundary; **and**
  2. where no suitable retail alternative exists within reasonable distance located in the Riverland PFA.

## 3. References

Table 2: Reference lists

Item	Source
WI-01: Guidelines for the completion of plant health assurance certificates	<a href="https://www.pir.sa.gov.au/_data/assets/pdf_file/0004/72625/ICA-WI-01-Completing-PHACs.pdf">https://www.pir.sa.gov.au/_data/assets/pdf_file/0004/72625/ICA-WI-01-Completing-PHACs.pdf</a>
<i>Plant Health Act 2009</i>	<a href="http://www.legislation.sa.gov.au/LZ/C/R/PLANT%20HEALTH%20REGULATIONS%202009.aspx">http://www.legislation.sa.gov.au/LZ/C/R/PLANT%20HEALTH%20REGULATIONS%202009.aspx</a>
Plant Quarantine Standards South Australia	<a href="https://www.pir.sa.gov.au/_data/assets/pdf_file/0008/362285/plant-quarantine-standard-south-australia-v-17.2.pdf">https://www.pir.sa.gov.au/_data/assets/pdf_file/0008/362285/plant-quarantine-standard-south-australia-v-17.2.pdf</a>
Ministerial Notice pursuant to section 8 of the <i>Plant Health Act 2009</i>	

A list of Declared Pests and Quarantine Areas can be found at <https://www.pir.sa.gov.au/planthealth> under Ministerial Notices Annex 1 and 2 which support the PQS.



## 4. Definitions

Table: 3: Definition of terms and phrases

Phrase	Definition
<b>Act</b>	The <i>Plant Health Act 2009</i>
<b>Business</b>	The legal entity(s) responsible for the operation of the facility and arrangement detailed in the Application for Accreditation and accredited under the <i>Plant Health Act 2009</i> .
<b>Certification</b>	A Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement.
<b>Consignment</b>	A discrete quantity of product transport to a single consignee at one time.
<b>Facility</b>	The approved location where produce is re-packed and where certification operations covered by the ICA arrangement are conducted.
<b>Fruit Fly</b>	The pest species of the family Tephritidae and includes those species commonly known as Mediterranean fruit fly, Queensland fruit fly (including var. <i>Bactrocera aquilonis</i> ) together with <i>Bactrocera cucumis</i> , <i>B jarvisi</i> , <i>B musae</i> , <i>B neohumeralis</i> , Papaya fruit fly and Exotic fruit fly ( <i>B philippinensis</i> ).
<b>Fruit fly Free Area</b>	An area or property within a State or Territory recognised as being free of MFF or QFF by the accrediting authority.
<b>Inspector</b>	An officer of PIRSA with delegation to act as a Plant Health Auditor to make sure that accredited businesses are compliant with the requirement of this Operational Procedure.
<b>Mediterranean Fruit Fly (MFF)</b>	All stages of the species <i>Ceratitis capitata</i> (Wiedemann).
<b>Non-conformance</b>	A non-fulfillment of a specified requirement.
<b>Phytosanitary Certificate</b>	Official paper document or its official electronic equivalent, consistent with the model certificates of the International Plant Protection Convention, attesting that a consignment meets Phytosanitary import requirements.
<b>PFA suitable retail store</b>	A store recognised as sourcing fruit fly host produce from only the approved Distribution Centre and where the Distribution Centre must only dispatch fruit fly host produce meeting the requirements of this procedure.
<b>PIRSA</b>	Department of Primary Industries and Regions



Table: 3: Definition of terms and phrases

Phrase	Definition
<b>Plant Health Assurance Certificate (PHAC)</b>	A Plant Health Assurance Certificate issued by businesses accredited to prepare and certify their own produce for movement of their produce to a specific destination using I either of the following two systems: (1) Interstate Certification Assurance (ICA), or (2) Compliance Agreement (CA).
<b>Plant Health Certificate (PHC)</b>	A plant health certificate issued by an inspector under Part 5 Division 2 of the Plant Health Act 2009 or a certificate corresponding to a plant health certificate issued under a corresponding law.
<b>Plant or Plant-Related Product</b>	Item referred to as Plant or Plant Related Product under Section 3 – Interpretations of the Plant Health Act 2009.
<b>PQS</b>	The Plant Quarantine Standard South Australia as in force from time to time and published by PIRSA under Section 59 the Plant Health Act 2009. Accredited businesses must have a copy of the latest version.
<b>Queensland fruit fly (QFF)</b>	All life stages of the species <i>Bactrocera tryoni</i> (Froggatt).
<b>Quarantine area</b>	An area the accredited business uses to segregate and remove host produce that are not fit to meet the entry conditions into the Riverland PFA.
<b>Riverland Pest-free Area (PFA)</b>	The area gazetted under Section 8 of the Act for the purposes of excluding fruit flies from the Riverland of South Australia.
<b>Verification</b>	Activities undertaken by a Responsible Person of the business to determine the plant or plant-related material intended for entry into the PFA is compliant with the requirements of this Operational Procedure.

## 5. Responsibilities

These position titles have been used to reflect the responsibilities of staff under the IVCA Operational Procedure. In some businesses, one person may carry out the responsibilities of more than one position.

Both the Certification Controller and Backup Certification Controller also fulfil the role as Responsible Person under this Operational Procedure.

The **Certification Controller** is responsible for –

- acting as a principal contact with Biosecurity;
- attending audits as required and matters relevant to CA Accreditation;
- ensuring the businesses accreditation is current (accreditation has not expired);
- ensuring the business has on hand or has easy access to the latest copy of the PQS;
- training staff in their duties and responsibilities under this Operational Procedure;



- ensuring the Business and its staff comply with their responsibilities under this Operational Procedure; and
- maintaining a register of key personnel and notifying PIRSA of any changes;

The **Backup Certification Controller** is responsible for –

- acting as the Certification Controller if the Certification Controller is not present or otherwise unable to fulfil their duties.

**Responsible Persons** are required to:

- ensuring, prior to reconisgning a certificate under this procedure, that produce covered by the certificate has been certified to be pest-free in accordance with a recognised CA or ICA arrangement relevant to the fruit and vegetable type;
- ensuring that the details on the certificate are true and correct in every particular;
- ensuring produce being permitted to enter the PFA originates from the area prescribed by this Operational Procedure; and
- ensuring records are maintained to facilitate traceability of produce entering the PFA.

## 6. Requirements

A business accredited for this Operational Procedure must satisfy the following requirements:

1. The Distribution Centre and retail outlets recognised as a PFA suitable retailer under this accreditation must be owned and managed by the accredited business; and
2. The retail outlets recognised under this procedure must not receive any fruit fly host produce from any other source other than the Distribution Centre located at the accredited facility; and
3. Prior to dispatch, the Distribution Centre must verify all fruit fly host produce consigned to the PFA suitable retailer has been certified with an approved endpoint treatment for entry into the Riverland; and
4. The Distribution Centre must be able to trace all fruit fly host produce to the supplier and treatment code for all fruit fly host produce dispatched to the PFA suitable retailer.

The certified produce must meet one of the approved endpoint treatment conditions for the Riverland PFA as detailed within the Ministerial Notice pursuant to Section 8 and repeated below (Table 4).

**Table 4. Entry conditions and equivalent ICA codes accepted for entry into the Riverland Pest Free Area**

Entry Condition as specified in the Standard	Description	Equivalent ICA Code(s)
Condition 9	Area Freedom from Fruit Flies / Secure Transportation	ICA23
Condition 10	Hard green or similar condition for Fruit Fly ( <u>excluding</u> tomatoes, papaws, passionfruit and achachairu)	ICA06, ICA08, ICA13, ICA15, ICA16 & ICA30



**Table 4. Entry conditions and equivalent ICA codes accepted for entry into the Riverland Pest Free Area**

Entry Condition as specified in the Standard	Description	Equivalent ICA Code(s)
Condition 11	Disinfestation by Cold Storage	ICA07
Condition 12	Disinfestation using Dimethoate – Queensland Fruit Fly	ICA01 or ICA02
Condition 12E	Wine grapes – Secure Transportation (Queensland Fruit Fly and Mediterranean Fruit Fly – Systems Approach	ICA33
Condition 13	Disinfestation by Methyl Bromide fumigation	ICA04
Condition 14	Disinfestation by Irradiation	ICA55

The movement of produce which **does not** meet one of the specified conditions stated above is **strictly prohibited** from entry into the Riverland Pest Free Area and from sale or display at a PFA suitable retail store.

## 7. Procedure

### 7.1 PFA suitable retail stores

The business may nominate retail stores to PIRSA for approval to be recognised as a PFA suitable retail store for consumers to access and return to the Riverland PFA with an itemised receipt. A retail store not approved by PIRSA must not advertise itself as a PFA suitable retail store.

Approved PFA suitable retail stores will be reflected on the businesses Certification of Accreditation and their addresses recorded on the PIRSA website for customer access.

#### 7.1.1 PFA suitable retail store approval

Prior to approval, a nominated PFA suitable retail store or the Distribution Centre must demonstrate the retail stores compliance under this agreement for a period in which, in the opinion of the auditor, all fruit fly host produce dispatched to the store has met all requirements of this procedure.

A PFA suitable retail store must not receive fruit fly host produce from source other than the accredited Distribution Centre.

### 7.2 Verification of Consignments at Receival to the Distribution Centre

The business must under their ICA17 or CA01 accreditations verify the accompanying certificate is a valid plant health certification and appropriately related to the received consignment prior to use under this procedure.





## 7.3 Verification of treatment prior to dispatch

Prior to dispatch to a PFA suitable retail store, the business must verify the treatment applied is an agreed treatment for entry into the Riverland PFA.

The Distribution Centre must have a record of the treatment code applied under an assurance scheme and the unique Interstate Produce number of the certifier, or if certified under a Plant Health Certificate by an Authorised Inspector in the State or Territory of issue the certificate number, of all fruit fly host produce dispatched to the PFA suitable retail store.

## 7.4 Non-conforming consignments

If the business identifies a suspected or confirmed non-conformance resulting in non-approved endpoint treated fruit fly host produce being consigned to the PFA suitable retail store, the business must immediately remove any suspected material from shelves and quarantine in a suitable location at the PFA suitable retail store location. If the retailer is unable to accurately identify the non-conformant material, the PFA suitable retailer must remove all potentially impacted fruit from shelves pending further advice from PIRSA or the business.

In the event of a confirmed non-conformance, the business must notify PIRSA immediately of the non-conformance and of any corrective actions taken or still to be completed.

If pests or diseases are suspected or found to be present, the consignment must be held in a secure area physically segregated from other consignments and PIRSA informed immediately.

### 7.4.1 Control of non-conforming produce

If the original certificate is not provided with the consignment at the time of receipt or the certificate is defective, the Responsible Person shall;

- secure the non-conforming produce in a Designated Quarantine Area and ensure that it not be distributed to a PFA suitable retail store;
- attempt to obtain the correct certification enable release of the produce or re-direct to non-PFA suitable retail store;

## 7.5 Product traceability

The business must have records available at the accredited facility address to verify the commercial source of the produce and that it meets the above requirements, such as, but not limited to certification; receipts; other supporting documentation.

The business must also maintain any relevant records to ensure all fruit fly host produce consigned to the PFA recognised retailer has received an approved endpoint treatment and can be traced to the supplier of the consignment.

## 7.6 Amendments

PIRSA will notify accredited businesses of changes to the CA-29 manual.

The PIRSA website should be regularly accessed by the Responsible Person(s) to check for changes to import requirements, approved treatments (Annex 1 of the PQS), and the most current accreditation operational procedure. Please see <http://www.pir.sa.gov.au/importers>



Additional clarification or advice is available from PIRSA on (08) 8207 7814.

## 8. Accreditation

### 8.1 Application for accreditation

A Business seeking accreditation for an arrangement under this Operational Procedure shall make an application for accreditation (Attachment 5) at least 10 working days prior to the intended date of commencement of treatment of produce.

An accredited Business will receive a Certificate of Accreditation for an Arrangement detailing the facility location, Operational Procedure, scope (type of produce and chemical covered), and accreditation period.

The Business must maintain a current Certificate of Accreditation and make this available on request by an Inspector.

**A Business must not commence or continue certification of produce under the arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure, produce type and chemical covered by the Operational Procedure.**

### 8.2 Audit process

#### 8.2.1 Initial audits

Prior to accrediting a Business, an Inspector carries out an initial audit of the Business to verify the CA system is in place and capable of operating in accordance with the requirements of the Operational Procedure, and the system is effective in ensuring compliance with the specified requirements of the CA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and posted a Certificate of Accreditation.

#### (a) Certificate of accreditation

An accredited Business will receive a Certificate of Accreditation for an Interstate Certification Assurance Arrangement detailing the facility location, Operational Procedure, scope (type of produce and chemical covered), and accreditation period.

#### 8.2.2 Compliance audits

Compliance audits are conducted to verify that the CA system continues to operate in accordance with the requirements of the Operational Procedure.

Compliance audits are, wherever practical, conducted when the CA system is operating.

A compliance audit is conducted within four weeks of the initial audit or issue of the first Plant Health Certificate.



On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of twelve months from the date of provisional accreditation, and a new Certificate of Accreditation is issued.

A compliance audit is conducted between six and nine months after the date of accreditation for a CA arrangement that operates for more than six months of the year.

### **8.2.3 Random audits**

Random audits are conducted on a selected number of accredited Businesses each year. Random audits may take the form of a full compliance audit or audits of limited scope to sample treatment mixtures, certified produce, CA system records or CA system documentation.

Unscheduled compliance audits may be conducted at any time to investigate reported or suspected non-conformances.

## **8.3 Non-conformances and sanctions**

### **8.3.1 Non-conformances**

The above audits are intended to evaluate the business against the Requirements (Section 6.0) and Procedures (Section 7.0) to ascertain that the business effectively implements the ICA. If the auditor detects failure to meet one or more requirements needed for accreditation, the auditor must raise a non-conformance report (NCR). If the NCR report indicates the integrity of the accreditation has been significantly compromised, the NCR may provide grounds for suspension or cancellation of the accreditation of the business.

#### **(a) Types of non-conformances**

Non-conformities are categorised as minor, major or critical.

**A minor non-conformance** does not compromise the effectiveness of the operational or assurance procedures but varies sufficiently or is omitted from the documented procedure so as to be regarded as irregular. One example would be an occasional failure by the business to keep accurate records.

**A major non-conformance** is one, which compromises the integrity of the system and is likely to increase the risk of a breakdown in procedures. One example would be inadequate verification and record keeping procedures.

**A critical non-conformance** relates to the failure by the business to carry out operational and documentation procedures that are crucial to the effectiveness of the system. Examples include deliberate and/or repeated failures to collect and verify certification-accompanying consignments, knowingly clear or sell uncertified host produce, or knowingly selling produce that was infested with a pest.

#### **(b) Actions following detections of non-conformances**

##### Minor non-conformances

Repeated minor non-conformances of a similar nature may result in the issue of a major



non-conformity at subsequent audit.

#### Major non-conformances

Detection of a major non-conformity will result in a follow-up audit and may lead to the temporary suspension of the CA until the problem is investigated and rectified. If the problem is not rectified the non-conformity may be termed critical. The issue of a major non-conformity may lead to an investigation and possible prosecution of the Business for being in breach of legislation.

#### Critical non-conformances

The confirmation of a critical non-conformity may result in very intensive auditing of the CA, or suspension or cancellation of accreditation, or the instigation of other verification arrangements as determined by PIRSA. It may lead to an investigation and possible prosecution where a breach of the legislation can be confirmed.

**Physical or verbal abuse or aggressive behaviour towards an Inspector or otherwise hindering the audit process is an offence under the Act and may also incur a critical non-conformance and / or result in immediate cancellation of the ICA.**

### **8.3.2 Incident reports**

Incident reports may be raised by the business, or by the intra or interstate quarantine authorities. An investigation into the incident is carried out by the Department and the findings are reported back to the originator. The outcome of the investigation may also lead to grounds for suspension or cancellation of the accreditation.

### **8.3.3 Suspensions and cancellations**

The Department may suspend or cancel an accreditation of a business if it found that the business has:

- failed to rectify an NCR
- provided false or misleading information during audits
- failed to meet accreditation requirements to move produce under this CA
- failed to pay fees owed to the Department

See Section 24 of the Act for a complete list of grounds for cancellation. Business may also voluntarily surrender their accreditation. All outstanding fees owed to the Department must be settled.

### **8.3.4 Charging policy and prosecutions**

The Department will charge fees (set by the Department) to the business for all audits and investigations carried out by its staff and/or contractors. Businesses are required to settle their account in a timely manner (within 14 days of notice – See Section 21 of the Act). The Department is entitled to recover fees and fines through prosecution. See Section 25 of the Act for offences related to accreditations.



## 8.4 Re-accreditation

Accredited Businesses are required to re-apply for accreditation each year the business seeks to operate under the ICA arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing, or if accreditation has lapsed, prior to commencing further treatment and certification of produce under the CA arrangement.

**A compliance audit is conducted each year within twelve weeks of the Business commencing treatment of produce following re-accreditation. Re-accreditations after suspension or cancellation will also be preceded by audits.**

An accredited Business will receive a Certificate of Accreditation for an Interstate Certification Assurance Arrangement detailing the scope of the arrangement, including;

- the facility location;
- the Operational Procedure;
- any restrictions on the accreditation such as the type of produce covered;
- the period of accreditation.
- The Business must maintain a current Certificate of Accreditation and make this available on request by an Inspector.
- A Business may not commence or continue certification of produce under the CA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure and produce type covered by the Assurance Certificate.

## 9. Appendices

Table 8: List of appendices

Appendix	Title
Appendix 1	Application Form: Blank





**APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)**

**Product / Certification Assurance Records and Methodology**

The business must carry out the necessary responsibilities and duties, and maintain records strictly in accordance with the applicable Operational Procedure unless permission to use different records/methods is requested below and is granted and endorsed by Biosecurity SA - Plant and Food Standards on this form.

I hereby request to use the following alternative or additional records/methods detailed below.

	Granted by PIRSA <input type="checkbox"/>	PIRSA
	Inspector Initials / Stamp	STAMP

I / We the undersigned applicant(s) do hereby declare that the information provided herein is accurate to the best of my/our knowledge and belief and make this application on my behalf, or on behalf of the above-mentioned business as a representative appointed to do so.

*Name of Partner / Director (print)	Designation	Signature	Date
			/ /
			/ /
			/ /
			/ /

**Note: Where applicants are members of a partnership, each partner must sign the application. For corporations/associations a Director, Company Secretary or Manager with legal authority to sign for the company must sign. Use the following checklist to ensure you have provided key information to enable the application to be processed.**

- You, All Partners or Director have signed above.  All Responsible Persons have signed page 1.  ABN is provided.
- Type of ownership indicated.  Copy of Company Certification attached (new applicants).

Applicants must provide an Annual Return on the prescribed form each year they are accredited.

Incomplete applications will delay processing as they will need to be returned.

Please direct any queries regarding this application or the Accreditation/Registration to the Market Access Officer on 8207 7814.

**Office Use Only**

<b>DESK AUDIT</b> <input type="checkbox"/> <b>Passed</b> <input type="checkbox"/> <b>Not Passed</b> because .....			
Alternate record-keeping granted Yes <input type="checkbox"/> No <input type="checkbox"/> .....			
.....	.....	..... / .....	PIRSA STAMP
Name of Desk Auditor (please print)	Signature of Officer	Date	

**Conditions of Accreditation S16 / Registration S26**

For the purposes of this accreditation / registration the following conditions may apply:

- The applicant must operate in full accordance with the Act and for ICA/CA Arrangements with the applicable Operational Procedure, which includes maintenance and provision of prescribed records for regular audit.
- The applicant is responsible to ensure that staff undertaking responsibilities required of the accreditation are adequately trained to do so.
- The frequency and number of audits will be determined by the Minister and carried out by persons authorised by the Minister.
- All fees for audits and inspections will be set by the Minister and the costs borne by the accredited person or business.
- The applicant will receive a Certificate of Accreditation / Registration which must be prominently displayed at the Business Facility.
- Restrictions may be imposed on the type of product an importer may bring into South Australia.

A copy of the relevant Operation Procedure or Act can be viewed or downloaded from – [www.pir.sa.gov.au/ica](http://www.pir.sa.gov.au/ica)

**Issue of Assurance Certificates / Registration of Importers / Verification of Product**

The Plant Health Act 2009 requires any person issuing a Plant Health Assurance Certificate (PHAC) to be accredited to do so. Penalties apply. (see section 25).

The Plant Health Act 2009 requires any person bringing or introducing plant or plant related products into SA to be registered (section 26) and imported products require verification. It is an offence to import without being registered or to fail to have imported product verified. Penalties apply (see sections 7, 25 and 33).

Only an accredited person may issue an assurance certificate (PHAC) or verify imported products (ie verify that an assurance certificate or other document relating to a plant or plant related product under a corresponding law complies with the requirements of the corresponding law). It is an offence to issue a Plant Health Assurance Certificate or verify imported product without being accredited. Penalties apply (see sections 7, 25 and 33).

**ENSURE YOU ALSO READ PAGE 3**



## APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)

### Application Notes

The form must be fully completed by an Applicant on their behalf or on behalf of a legal entity/business that they have authority to represent. Partnerships require all partners to sign.

Attach a separate page if there is insufficient space available for all required details. (Late fees apply for Annual Returns)

### Operational Procedure / Arrangement

**The ICA / CA / IR number and name you are seeking Accreditation/Registration for must be entered here.**

**E.g. ICA23, CA01 etc. Applications without these details will be delayed or not processed.**

**(You may make application for both CA01/(IVCA) and IR01 by ticking the YES box)**

### Applicant Details

- **Type of Ownership** shall be either – Individual, Partnership, Incorporated Company, Co-operative Association, Trust or other legal entity. (It may not be a Family Trust).
- **Name of the Legal Entity** either Individual, Business, Corporation, Association or Trust (if a Family Trust a trustee representing the Trust). Use attachment if insufficient room.
- **Address**; physical address of business is required
- **Partner Names**; all partners names must be provided.
- **Other Trading Name(s)**; List any other trading names used. Use attachment if insufficient room.
- **ABN / ACN Number**; ABN is the Australian Business Number.
- **Convictions**; Need to answer whether you, or any Director of the business or anyone in a Management role been convicted of an indictable offence or offence involving dishonesty in the past five years ? This question must be answered. If it is not, the application will not be processed.

### Facility/ Accreditation Details

- **Facility Address / Location**; Clearly indicate the location or physical address details where product will be prepared/verified that will enable a PIRSA officer to easily locate the premises. (Usually the registered address of the business).
- **Contact**: Name and role of the principal contact to be used in regard to the accreditation/Registration.
- **Property Valuation Number and Section and Hundred**; Must clearly indicate the Property Valuation Number, Section and Hundred of the property. These are available from the Council rate notice.
- **Postal Address**; A mailing address may be provided for posting of all correspondence.

### Persons Permitted To Sign or Verify Plant Health Certification

- **Role**; The role of the person able to verify product on behalf of the accredited business.
- **Names**; The full name and specimen signature of each of these persons.

### Product Details

- **Products Certified / Imported**; Indicate the imported product / equipment / machinery you expect to certify/verify using this procedure.
- **Seasonal Operator**; Indicate whether seasonal operation will apply and if so what months.
- **Consignments per year**; Importers to provide estimate number of consignments per year
- **Nursery Membership**; Nurseries to provide membership details
- **States of Origin**; Provide a yes for States that product is expected to come from.

### Product / Certification Assurance Records and Methodology

- Complete only if you wish to maintain records in alternate method to that specified in Procedure.

### Authorising / Signing

The Applicant (individual, all partners or company director/senior manager) must sign acknowledging they represent the business seeking accreditation and the information is accurate. It is an offence under section 51 of the Plant Health Act 2009 to make a false or misleading statement (whether by reason of the inclusion or omission of a particular) in an application made or information provided. Penalties apply.

Separate applications are required for each accreditation / registration. (i.e. ICA, CA, IVCA, Importer etc)

see [www.pir.sa.gov.au/ica](http://www.pir.sa.gov.au/ica)

Please direct queries regarding this Application. Accreditation or Registration to the Market Access Officer on 8207 7814.

Manager, Market Access & Systems  
Department of Primary Industries & Regions