



# PLANT HEALTH OPERATIONS STATE QUARANTINE SERVICE ICA WORK INSTRUCTION WI-01

## GUIDELINES FOR THE COMPLETION OF PLANT HEALTH ASSURANCE CERTIFICATES

### REVISION REGISTER

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A copy of this Procedure and other ICA information is available on the Biosecurity SA – Plant Health web-site at;  
<http://www.pir.sa.gov.au/ica>

All contact regarding this Procedure or ICA should be made to  
ICA Officer, Biosecurity SA - Plant Health Operations on (08) 8207 7814.



## 1. PURPOSE

The purpose of this work instruction is to provide guidelines for completion of the form ***Plant Health Assurance Certificate***.

## 2. SCOPE

This work instruction covers the requirements for completion and issuance of a *Plant Health Assurance Certificate* by an Authorised Signatory of an accredited business for all produce prepared and certified under an Interstate Certification Assurance (ICA) arrangement in South Australia.

'Prepared' includes all produce subjected to a chemical or physical disinfestation treatment and all produce graded to meet a condition requirement by a business operating under an ICA arrangement.

## 3. DEFINITIONS

<b>Accredit</b>	means to accredit persons to issue Plant Health Assurance Certificates
<b>Assurance Certificate</b>	means a <i>Plant Health Assurance Certificate</i> .
<b>Authorised Signatory</b>	means an officer of an ICA accredited Business whose name and specimen signature is provided as an authorised signatory on the Business's Application for Accreditation.
<b>Biosecurity SA</b>	means Biosecurity SA – Plant Health
<b>Business</b>	means the legal entity responsible for the operation of the ICA arrangement detailed on the Business's Application for Accreditation.
<b>Certification Assurance</b>	means a voluntary arrangement between PIRSA and a Business that demonstrates effective in-house quality management and provides assurance through documented procedures and records that produce meets specified requirements.
<b>Certified/certification</b>	means covered by a valid <i>Plant Health Assurance Certificate</i> issued by a Business operating under an ICA arrangement
<b>Consignee</b>	means the person or business to whom the produce is initially consigned following certification and who will be responsible for deciding the next destination of the produce if it is reconsigned.
<b>Consignor</b>	means the person or business that prepared the produce for certification or is responsible for deciding the initial destination of the certified produce. (Normally the owner of the produce but may be an agent of the owner who makes marketing decisions on behalf of the owner – See Attachment 3 for "Examples of Market Arrangements").



<b>Interstate Certification Assurance</b>	means the national Certification Assurance system developed to meet the requirements of State and Territory governments for the certification of produce for interstate and intrastate quarantine purposes.
<b>Original consignment</b>	means the whole or intact consignment as it left the place of certification to the consignee.
<b>PIRSA Prepared</b>	means Primary Industries and Regions South Australia means subjected to a chemical or physical disinfection treatment or graded to meet a produce condition requirement.
<b>Quarantine Area</b>	means a pest quarantine area
<b>Re-consignee</b>	means the person or business to which the produce is next consigned after the original consignment.
<b>Splitting a consignment</b>	means the act of dividing an original consignment into sub-consignments for the purpose of: (a) sending the sub-consignments to different consignees; or (b) transporting the sub-consignments to the same consignee on different vehicles or via different transport methods.
<b>Sub-consignment</b>	means the part of the original consignment that is being split from the rest of the consignment.

NOTE: Examples of common Marketing Arrangements which may assist to clarify who might be a consignor, consignee and re-consignee are provided in Attachment 3

## 4. PROCEDURE

### 4.1 GENERAL

The form *Plant Health Assurance Certificate* is used to provide evidence that produce has been treated or meets a specified condition, and has been prepared by an accredited Business operating under an ICA arrangement.

The form is used to provide evidence to Australian plant quarantine authorities of conformance with applicable quarantine requirements for consignments moving across quarantine barriers (ie state or territory borders or the borders of pest quarantine areas).

### 4.2 COMPLETION OF PLANT HEALTH ASSURANCE CERTIFICATES

The form shall be completed by handwriting, typing, printing or stamping the information neatly and legibly in the appropriate spaces provided.

Plant Health Assurance Certificates may also be produced electronically using a system approved by PIRSA.

**NOTE: The same information must be included on each copy of the certificate.**



## Consignment Details

(Numbering is in accordance with the blank example certificate shown as Attachment 1)

### (a) **Consignor**

Insert the name and physical address of the person or business consigning the produce.

Normally person or business that prepared the produce for certification and/or is responsible for deciding where the produce will be initially sent after leaving the facility. Normally be the owner of the produce but may be an agent who makes marketing decisions on owner's behalf.

### (b) **Consignee**

Insert the name and physical address of the consignee.

Person or business to which the produce is initially consigned. Normally the purchaser such as a merchant or wholesaler, but may be an agent of the consignor or purchaser located within or outside South Australia.

### (c) **Re-consigned To**

This section is to be left blank at the time of issue by the ICA accredited Business and may only be completed by a consignee who is accredited under ICA-17 to re consign original consignments or re consign sub-consignments after splitting the original consignment or by a Biosecurity SA - Plant Health Inspector.

(For additional information on splitting consignments or reconsigning original consignments refer to the Operational Procedure *Splitting Consignments and Reconsigning Original Consignments of Certified Produce* [ICA-17]).

### (d) **Method of Transport**

This section is to be completed by the ICA accredited Business where the information is known at the time of issuing the certificate.

Tick or cross the box that corresponds to the means of transport for movement of the produce from the facility where the produce was certified.

- o If by road, insert the truck and/or trailer number of the vehicle.
- o If by rail, insert the consignment number provided by the transport company for the consignment.
- o If by air, insert the intended Airline and Flight Number. (If by sea, strike out "Air", write "SEA" and insert name of the vessel and voyage number).

## Certification Details

### (e) **Accredited Business that Prepared the Produce**

Name and physical address of ICA accredited Business that operates the facility that prepared and is certifying the produce.

Name and physical address of accredited business should be the same as that shown on the Certificate of Accreditation for the ICA arrangement of the Business.

Where this Business is the same as the consignor the words "Consignor as above" may be used.



**(f) Grower or Packer**

Insert the name and physical address of the grower or packer of the produce.

This should be the "Grown by" or "Packed by" name and physical address marked on the end of the packages in the consignment.

Where this Business is the same as the consignor the words "Consignor as above" may be used.

**(g) IP No., Facility and ICA Arrangement of Accredited Business**

Insert the Interstate Produce (IP) Number, Facility number, ICA Arrangement Code and Expiry Date of the ICA accredited Business certifying the produce and operates the facility in which it was prepared. These details will also be those of whose name and physical address is entered at (e) Accredited Business that Prepared the Produce and appear on the Certificate of Accreditation.

**NOTE: This Interstate Produce (IP) Number and ICA Arrangement must be the same as those marked on the packages.**

**(h) Brand Name or Identifying Marks (as marked on packages)**

Insert any distinctive brand name marked on the packages. In cases where no brand name is used draw a line through the section or write 'none'.

**(i) Date Code (as marked on packages)**

Insert the date(s) or date code(s) marked on the packages after the produce was prepared and packed. When the consignment includes packages with different dates or date codes, include **all** dates or date codes marked.

**(j) Number of Packages**

Insert the number of packages in the consignment covered by the certificate. A separate line should be used for each type of produce and/or each type of package covered by the certificate.

**(k) Type of Packages**

Insert the type of packages. Terms such as carton, tray or bulk bin should be used.

**(l) Type of Produce**

Insert the common name of the type of produce prepared.

***The Authorised Signatory must rule off under the last entry in the number and type of packages and type of produce columns as demonstrated in the example (Attachment 2) to prevent changes or additions after issue.***

**(m) Authorisation for Split Consignments**

The ICA accredited Business issuing the Assurance Certificate must not complete this section. Individual Assurance Certificates must be issued to cover each consignment (ie a discreet quantity of product transported to a single consignee at one time) to avoid splitting of consignments.



This section must only be completed by a Business accredited under ICA-17 to split original consignments (refer ICA-17 Splitting Consignments or Reconsigning Original Consignments of Certified Produce) or a PIRSA Plant Health Inspector.

### Treatment or Condition Details

**(n) Date**

Insert the date or dates of treatment or grading for condition. Where the consignment contains packages prepared on several dates, enter each date of treatment or grading in the date column.

**(o) Treatment or Condition**

Tick or cross the box corresponding to the treatment applied or condition met. Be careful to tick the correct box as an error could lead to rejection of the consignment at the their destination market(s).

Where applicable, complete the relevant concentration, duration and temperature details for the treatment applied in accordance with the requirements specified in the Operational Procedure covering the ICA arrangement.

All produce covered by the same Assurance Certificate must have received the same treatment or met the same condition. Where a consignment includes produce that meets different treatment or condition requirements, separate certificates shall be issued for each treatment or condition.

**(p) Additional Certification**

This section must display;

Other applicable current accreditation codes (ICA, area/property freedom accreditation(s) etc), that the Business has accreditation for, that are **required** for movement of the produce being certified.

### Declaration

The Declaration section of an Assurance Certificate may only be completed and signed by an Authorised Signatory of an ICA accredited Business in accordance with the terms and conditions of the Business's ICA arrangement.

**(q) Authorised Signatory's Name**

Insert the full printed name of the issuing Authorised Signatory.

**(r) Signature**

Insert the signature of the issuing Authorised Signatory.

**(s) Date**

Insert the date of issue.



#### 4.3 ALTERATIONS

Where a minor error has been made in completion of an Assurance Certificate, the certificate may be amended by placing a single line through the incorrect information and inserting the correct information next to the alteration. An Authorised Signatory of the Business issuing the certificate **must** place their initials in close proximity to the amendment to verify the alteration.

An example of a correctly completed alteration is shown in Attachment 2 in the 'Type of Packages' section of the certificate.

Where the error is substantial or involves a number of sections on the certificate, the certificate shall be cancelled and a new certificate completed. Where a certificate is cancelled, the word 'CANCELLED' shall be written across the form and the original copy shall be maintained with the duplicate copy of the cancelled certificate.

**Under no circumstances shall the duplicate (white) copy be removed from the PHAC book. Failure to be able to produce all duplicate copies of PHAC's issued in the past 24 months may constitute grounds for cancellation or suspension of accreditation.**

**Under no circumstances shall a person other than an Authorised Signatory of the Business that issued the certificate, an Authorised Inspector or an ICA-17 Accredited Signatory alter a completed Plant Health Assurance Certificate.**

#### 4.4 DISTRIBUTION

The **original** (yellow copy) must accompany the consignment. The original should accompany the consignment when leaving a Quarantine Area or on arrival at interstate quarantine barriers or markets requiring certification. The only exception to this rule is when original (whole) consignments are split by a Business accredited for an ICA arrangement for splitting consignments of certified produce.

Procedures for splitting consignments are detailed in the Operational Procedure *Splitting Consignments and Reconsigning Original Consignments of Certified Produce* [ICA-17].

The **duplicate** (white copy) must be retained by the ICA accredited Business that issued the certificate.

### 5. ATTACHMENTS

- Attachment 1** Plant Health Assurance Certificate (BLANK)
- Attachment 2** Plant Health Assurance Certificate (EXAMPLE)
- Attachment 3** Market Arrangement Examples





**Attachment 1**

Certificate Number

(g)

IP Number	Facility No.	Arrangement Code
S	-	I C A

**Consignment Details** (Please print)

Consignor

Name
Address (a)

Consignee

Name
Address (b)

Reconsigned To (Splitting consignments or whole consignments)

Name
Address (c)

Method of Transport (Provide details where known)

<input type="checkbox"/> Road	Truck/Trailer Registration no.
<input type="checkbox"/> Rail	Consignment no. (d)
<input type="checkbox"/> Air	Airline/Flight no.

**Certification Details** (Please print)

Accredited Business that Prepared the Produce (as IP# above)

Name
Address (e)

Grower or Packer

Name
Address (f)

For ICA-23 each source property must have a current Property Approval

Brand Name or Identifying Marks (as marked on packages)

(h)

Date Code (as marked on packages)

(i)

Number of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignments
(j)	(k)	(l)	(m)

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
/ /				
/ /				
/ /				
/ /		(o)		
/ /				
/ /				
/ /				

(n)

ADDITIONAL CERTIFICATION (p)	ICA STAMP HERE
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**Declaration**

I, an authorised Signatory of the accredited business that prepared the plant produce described above, hereby declare that the plants or produce have been prepared in the business's approved facilities in accordance with the business's Certification Assurance arrangement and the details shown above are true and correct in every particular.

Authorised Signatory's Name (Please print)

(q)

Signature

(r)

Date

(s) / /



Government of South Australia  
Biosecurity SA

Original (yellow) - Consignment Copy  
Duplicate (white) - Business Copy

# PLANT HEALTH ASSURANCE CERTIFICATE

Attachment 2

Certificate Number

99999

IP Number	Facility No.	Arrangement Code	Expiry Date
S 9 9 9 9	- 0 1	I C A 2 3	1 / 1 / 09

### Consignment Details (Please print)

Consignor

Name	ABC PRODUCE
Address	BEAN RD
	PLENTIVILLE SA 5999

Consignee

Name	TOMATO GROWERS
Address	SOMEWHERE RD
	SOMEPLACE VIC 3999

Reconsigned To (Splitting consignments or whole consignments)

Name	EXAMPLE
Address	

Method of Transport (Provide details where known)

<input checked="" type="checkbox"/> Road	Truck/Trailer Registration no.	SSS 999
<input type="checkbox"/> Rail	Consignment no.	
<input type="checkbox"/> Air	Airline/Flight no.	

### Certification Details (Please print)

Accredited Business that Prepared the Produce (as IP# above)

Name	ABC PRODUCE
Address	BEAN RD
	PLENTIVILLE SA 5999

Grower or Packer

Name	ABC PRODUCE
Address	BEAN RD
	PLENTIVILLE SA 5999

For ICA-23 each source property must have a current Property Approval

Brand Name or Identifying Marks (as marked on packages)

Date Code (as marked on packages)

ABC TOMATOES	6-12-07
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Number of Packages	Type of Packages <small>(eg. trays, cartons)</small>	Type of Produce	Authorisation for Split Consignments
100	TRAYS	ROMA TOMATO	
-----			

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
/ /				
/ /				
(n) / /		(O)		
/ /				
/ /				
/ /				

### ADDITIONAL CERTIFICATION

MEETS ICA 23 - QFF-01, MFF-01

ICA STAMP HERE

### Declaration

I, an authorised Signatory of the accredited business that prepared the plant produce described above, hereby declare that the plants or produce have been prepared in the business's approved facilities in accordance with the business's Certification Assurance arrangement and the details shown above are true and correct in every particular.

Authorised Signatory's Name (Please print)

Signature

Date

TOM ROMA	<i>Wrp#J rpd#</i>	6/12/07
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## EXAMPLES OF MARKET ARRANGEMENTS

### Grower Direct to Wholesaler

In cases where the grower prepares and packs the produce and makes the decision as to which wholesaler (agent, merchant or buyer) the certified produce will be consigned, the grower is the consignor and the wholesaler is the consignee.

### Grower to Marketer then to Wholesaler

In cases where the grower prepares and packs the produce and then consigns certified produce to a marketer (marketing body, co-operative or other marketing organisation) locally or in another centre and that marketer decides to which person or business the produce will be next consigned, the grower is the consignor and the marketer is the consignee.

### Grower to a Grading or Treatment Facility

In cases where the grower sends a produce to another business where it is packed and/or prepared and then certified produce will be consigned, the grower is the consignor and the person or business to which the produce is consigned is the consignee.

In cases where a grower sends produce to another business where it is packed and/or prepared and then certified, but the packer or treater makes the decision as to which person or business the certified produce will be consigned, the packer or treater is the consignor and the person or business to which the produce is consigned is the consignee.

The name and physical address of wither the grower or the packer is entered in the "Grower or Packer" section depending on which is marked on the packages.

### Wholesaler or Marketer to Another Person or Business

In cases where a wholesaler or marketer has purchased produce prior to grading or treatment and certification, and the wholesaler or marketer makes the decision on where the produce is consigned, the wholesaler or marketer is the consignor and the person or business to which the produce is consigned is the consignee.

### Reconsignee

Where the consignee (wholesaler or marketer) reconsigns certified produce to another person or business, the person or business to which the produce is reconsigned is the reconsignee.