

CERTIFICATION OF AREA OR PROPERTY FREEDOM BASED ON MONITORING BY THE ACCREDITING AUTHORITY

REVISION REGISTER

Revision No.	Date of Issue	Amendment Details
0	20/03/2001	
1	05/02/2004	Added 7.2.3 PA Database and Attachments – (GSC)
2	1/7/2005	ERM provision for WA removed / PA form updated / new logo
3	28/4/2008	Completing Certification / Fruit Fly host list (GSC)
4	01/7/2009	NSW Requirements updated / Sanctions policy (GSC)
5	01/6/2011	PA Form / Biosecurity SA details (GSC)
5.1	23/09/2015	Minor edits to document. Removed requirement to state “Meets ICA-23” in Additional Certification box
5.2	04/05/2020	Minor edits, added web address to FF host list (RP // RE)

Document Control

Controlled:

Authorised.....

Uncontrolled:

Manager, Market Access & Systems

Holders of uncontrolled copies of this document will not be automatically advised of future amendments or revisions. They should contact PIRSA Biosecurity SA on 08 8207 7814 or visit the PIRSA Web-page

<http://www.pir.sa.gov.au/ica>

to obtain a current version of this document.

TABLE OF CONTENTS

1.	PURPOSE	3
2.	SCOPE	3
3.	REFERENCES	4
4.	DEFINITIONS	4
5.	RESPONSIBILITY	6
6.	REQUIREMENT	7
7.	PROCEDURE	7
	7.1 Property Approval	7
	7.2 Sourcing Produce for Area/Property Freedom Certification	8
7.2.1	Receipt of Produce Grown by Another Business	8
	7.3 Moving Produce	8
	7.4 Certification of Area/Property Freedom	8
	7.5 Record of Receipt	9
	7.6 Storage, Handling & Security of Certified Produce	9
	7.7 Dispatch	10
7.7.1	Produce Identification	10
7.7.2	Additional Certification	10
7.7.3	Assurance Certificates	11
7.7.4	Inspection and Release of Consignments	11
7.7.5	Assurance Certificate Distribution	12
7.7.6	Post Certification Security	12
	7.8 Remedial Action Upon Loss of Area Freedom	13
	7.9 ICA Systems Records	13
	7.10 ICA System Documentation	13
8.	ACCREDITATION	13
	8.1 Application for Accreditation	13
	8.2 Audit Process	14
8.2.1	Initial Audit	14
8.2.2	Compliance Audits	14
8.2.3	Re-Accreditation	14
8.2.4	Certificate of Accreditation	15
	8.3 Non-conformances and Sanctions	15
8.3.1	Sanctions Policy	15
8.3.2	Non-conformances	15
8.3.3	Incident Reports	15
8.3.4	Suspension and Cancellation	16
8.3.5	Prosecution	16
	8.4 Charging Policy	16
9.	ATTACHMENTS	16

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

All contact regarding this Operational Procedure or ICA/CA should be made to PIRSA Biosecurity SA - Plant Health Operations on (08) 8207 7814 or Email PIRSA.planthealthmarketaccess@sa.gov.au

1. PURPOSE

The purpose of this procedure is to describe -

- (a) the principles of operation and standards required; and
- (b) the responsibilities and practices of personnel;

that apply to the certification of produce for area or property freedom based on verification, inspection and monitoring by the accrediting authority, for intra or interstate movement under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all certification of area and property freedom based on verification, inspection and monitoring by the Accrediting Authority issued by Businesses operating under an Interstate Certification Assurance arrangement in South Australia. produce as being free of specified pests or diseases based on monitoring by the accrediting authority.

Pest: **Mediterranean Fruit Fly & Queensland Fruit Fly**

Hosts: Fruit listed under Annex 2 of the Plant Quarantine Standard South Australia (available under 'the Ministerial Notices that support the PQS' heading at <https://pir.sa.gov.au/pqs> (Alternatively, contact PIRSA on 08 82077814 to request a copy of the host list)

Certification: Area Freedom

Pest: **Phylloxera**

Hosts: Grapes and grape vine material

Certification: From a State that is free of Phylloxera or from a proclaimed Phylloxera free area - Phylloxera Exclusion Zone (PEZ). Vine material from a PEZ will also require hot water treatment.

Certification of area or property freedom under this Operational Procedure may not fulfil all quarantine entry conditions for all produce to all intrastate and interstate markets.

Some intrastate and interstate markets may require additional quarantine certification for requirements other than area/property freedom.

It is the responsibility of the Business consigning the produce to ensure compliance with all applicable quarantine requirements.

Information on interstate quarantine requirements can be obtained from Biosecurity SA or the destination states quarantine authority.

Quarantine authorities in the destination state have final determination in regard to any entry requirements so you are advised to contact them before consigning produce under this arrangement.

Contact details for each state are available on our web site

http://www.pir.sa.gov.au/biosecurity/plant_health/exporting_commercial_plants_and_plant_products_from_south_australia

3. REFERENCES

Plant Health Act 2009

<https://www.legislation.sa.gov.au/LZ/C/A/Plant%20Health%20Act%202009.aspx>

WI-01 Guidelines for Completion of Plant Health Assurance Certificates

https://www.pir.sa.gov.au/_data/assets/pdf_file/0004/72625/ICA_WI-01_Completing_PHACs.pdf

Destination State's Plant Quarantine Entry Requirements

<https://www.interstatequarantine.org.au/producers/committees/quarantine-regulators/>

Plant Quarantine Standard for South Australia

https://pir.sa.gov.au/biosecurity/plant_health/plant_quarantine_standard_and_updated_conditions

4. DEFINITIONS

Accredit

Means to authorise nominated staff within a business to issue assurance certificates.

Accrediting Authority

means the government department responsible for accrediting a business under this protocol in the exporting State or Territory.

Accredited source property or Property Approval form

a source property with a current area / property approval form which has been endorsed by an Authorised Officer of Biosecurity SA – Plant Health

Application for Accreditation

means an application for accreditation of a business for an Interstate Certification Assurance (ICA) arrangement .

**Area/Property Freedom
Quarantine Requirement**

means a quarantine requirement applying to intra or interstate movement that requires produce to be sourced from properties that are in an area free, or a specified distance from a known outbreak, of a specified pest or disease, or sourced from properties that are inspected and found free from a specified pest or disease.

**Assurance Certificate
Authorised signatory**

means a plant health assurance certificate
means a person whose name and specimen signature is included as an Authorised Signatory on the businesses application for accreditation.

Biosecurity SA

means PIRSA Biosecurity SA

Business

means the legal entity responsible for the operation of the facility and an ICA arrangement detailed on the Business's Application for Accreditation

Certified / Certification

means covered by a valid Plant Health Assurance Certificate or plant health certificate or a produce movement declaration

Consignment

means a discrete quantity of product transported to a single consignee at one time

**FFEZ (Fruit Fly Exclusion
Zone)**

an area declared a Fruit Fly Exclusion Zone under the Plant Health Act 2009

ICA

means Interstate Certification Assurance

**Interstate certification
assurance**

means a system of Certification Assurance developed to meet the requirements of State and Territory Governments for the plant health certification of produce for interstate and intrastate quarantine purposes

**Mediterranean Fruit Fly
Non-conformance**

all stages of the species *Ceratitidis capitata*
means a non-fulfilment of a specified requirement.

Pest or Disease Free Area

a defined area of land that has been surveyed and shown to be free of a specified pest or disease.

PLEASE NOTE:

Pest or disease freedom is based solely on verification, inspection and monitoring by an Authorised Officer of an Accrediting Authority

Phylloxera

All stages of the pest *Daktulosphaira vitifolii* (Fitch, 1855)

PIRSA

Primary Industries and Regions South Australia

**Plants / Plant Products /
Produce**

All plants and plant parts including plants, bulbs, budwood, cuttings, cut flowers, foliage, fruit, vegetables and seeds

Property Approval

The Biosecurity SA accreditation of a source property that supplies an accredited Business with produce (see Approved Property)

Queensland Fruit Fly

All stages of the species *Bactrocera tryoni* (Froggatt, 1887)

Source Property

A property on which produce is grown or packed for certification under this Operational Procedure

5. RESPONSIBILITY

These position titles have been used to reflect the responsibilities of staff under the ICA arrangement. These positions may not be present in all Businesses, or different titles may be used for staff carrying out these responsibilities. In some Businesses one person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for -

- representing the Business during audits and other matters relevant to ICA accreditation;
- ensuring the Business has current accreditation for an ICA arrangement under this Operational Procedure (refer 8.1);
- training staff in their duties and responsibilities under this Operational Procedure;
- ensuring the Business and its staff comply with their responsibilities and duties under this Operational Procedure;
- ensuring the Business has in its possession current area / property freedom accreditation (property approval form) for each source property it obtains produce for packing and consigning under this procedure
- ensuring all certification of produce under the Business's ICA arrangement is carried out in accordance with this Operational Procedure.

The **Product Controller** is responsible for -

- ensuring all produce received for packing and certification under the ICA arrangement is sourced from source properties covered by a current Property Approval form with current accreditation.
- maintaining area/property freedom certification records (refer 7.5); and
- ensuring all produce intended for certification under the ICA arrangement is clearly identified and segregated from other produce from non-accredited properties and the identity of the produce and its accredited source property is maintained from receipt through to dispatch (refer 7.6).

The **Authorised Dispatcher** is responsible for -

- ensuring all packages covered by an Assurance Certificate issued by the Business under this Operational Procedure are identified (refer 7.7.1);
- ensuring certified produce is stored and transported in secure conditions which prevents cross-infestation by uncertified produce (refer 7.7.6); and
- maintaining copies of all Assurance Certificates issued by the Business under the ICA arrangement (refer 7.9).

Authorised Signatories are responsible for -

- verifying that all the produce in a consignment has been sourced from accredited source properties with current accreditation for the relevant quarantine requirement being certified (refer 7.4); and
- ensuring, prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with the Business's ICA arrangement, and the details on the certificate are true and correct in every particular (refer 7.7.3).

6. REQUIREMENT

Produce certified under this Operational Procedure must be grown and packed on properties with current area and/or property freedom accreditation or for the pests listed on their Certificate of Accreditation.

Prior to export, the exporter must check certification requirements with the importing State or Territory, as additional certification may be required.

7. PROCEDURE

7.1 Property Approval

Property Approval accreditation may require a property visit by an Authorised Officer to verify the location of the property and its compliance with the applicable area/property freedom quarantine requirement covered by the application.

An Authorised Officer shall endorse the application for property approval following confirmation of the property's conformance with the relevant quarantine requirement.

Each accredited source property shall be allocated a Property Approval (PA) number. The PA number shall comprise a unique property identification number for the business that owns or manages the property (eg PA99999).

Each type of area/property freedom accreditation (Property Approval) shall be allocated a unique area/property freedom code (eg QFF-01 for the requirement “Grown and packed in an area more than 15km from a known outbreak of Queensland fruit fly”).

Each property freedom accreditation shall be allocated a unique number which combines the Property Approval number of the property and the applicable area/property freedom code (eg PA99999 QFF01).

Area/property freedom accreditation (Property Approval) shall be granted for twelve (12) months, or until accreditation is suspended or cancelled

7.2 Sourcing Produce for Area/Property Freedom Certification

The Product Controller shall ensure that all produce received for certification under this Operational Procedure is from an accredited source property with current area/property freedom accreditation for the quarantine requirement to be certified.

7.2.1 Receipt of Produce Grown by Another Business

A Business that certifies produce from a property owned or managed by another accredited Business shall ensure:

- each delivery of produce supplied by the other Business for certification under this Operational Procedure is verified for current Area or Property Freedom by and is in possession of a current Property Approval form (refer Attachment 2);
- a Record of Receipt is maintained for all receipts of produce (refer Attachment 5);
- where applicable, the produce has been transported under secure conditions; and
- the identification of the produce and its supporting documentation is maintained from receipt through to certification and dispatch.

7.3 Moving Produce

If produce from accredited source properties needs to move through an area or another property that is not accredited to be free of the specified pest for which area/property freedom has been granted, the produce must be transported under secure conditions which prevents infestation by that pest (refer 7.7.6 – Post Certification Security).

7.4 Certification of Area/Property Freedom

Signatory who signs the certificate shall verify that all produce in the consignment has been sourced from accredited source properties for the relevant quarantine requirement.

For produce grown on a property owned or managed by the certifying Business, the Authorised Signatory must:

- current endorsed Property Approval form covering the accredited source property; and
- ensure all interstate quarantine requirements are being met for the destination state.

Information on the area/property freedom quarantine requirements that apply to consigning produce to a specified market can be obtained from Biosecurity SA – Plant Health, Ph (08) 8207 7814.

7.5 Record of Receipt

The Product Controller must ensure a record is kept of all receipts of produce from approved properties (those for which the business holds a current, Biosecurity SA endorsed Property Approval form) to be certified under their ICA-23 Accreditation. This is to be done by either using a Record of Receipt (refer Attachment 5) or another system which records the same information and is easily auditable by Biosecurity SA. If using another system other than the standard Biosecurity SA Record of Receipt (see Attachment 5) the business must first check to ensure their system is acceptable to Biosecurity SA and provide copies of the data the agreed system contains on request to Biosecurity SA.

The only time a Record of Receipt is not required is where the business grows and packs its own produce on the one contiguous property. A Record of Receipt is required in all other circumstances.

If a an Accredited business has separate properties (not contiguous) a Record of Receipt must be maintained.

The Business's Record of receipt shall include:

- the Assurance Certificate number the produce was dispatched on;
- the produce type and quantity of produce covered by the certificate;
- the accredited source property's Property Approval (PA) number; AND
- the name and signature of the Authorised Officer issuing the Assurance Certificate.

The name and signature of the Authorised Signatory issuing the Plant Health Assurance Certificate shall be evidence that the necessary verification of area/property freedom as specified in 7.2 - Certification of Area/Property Freedom, has been carried out.

An example of a completed Record of Receipt is included as Attachment 6.

7.6 Storage, Handling & Security of Certified Produce

Produce intended for certification under this Operational Procedure must be handled and stored in conditions which maintains the identification of the produce and its

accredited source property, and prevents mixing of conforming and nonconforming produce.

7.7 Dispatch

7.7.1 Produce Identification

Prior to issue of an Assurance Certificate under this Operational Procedure, the Authorised Dispatcher must ensure that each package of certified produce is marked in permanent/indelible and legible characters of at least 5mm on an outer end or side surface with:

- the Interstate Produce (IP) number of the accredited Business certifying the produce under this Operational Procedure;
- the words “MEETS ICA-23”; and
- date (or date code) on which the produce was packed. (See example stamp).

MY BUSINESS NAME S 9999 DATE PACKED MEETS ICA – 23

Name is
Optional

A package is the final outer covering in which certified produce is consigned and may include a box, carton, bin, bundle or other packaging unit.

NOTE: Some states (e.g Victoria) also require the locality and postcode of the grower/packhouse etc to be clearly legible on the packaging. Please verify this prior to sending as non-conforming produce can be subject to return.

If consigning Cherries to Western Australia, cartons must also be marked with the growers name and the physical address of the property the cherries were grown. Alternatively, a code identifying the source property (such as the Property Approval Number) can be used.

Produce not certifiable as conforming to the area/property freedom requirements specified in this Operational Procedure shall not be marked as stated above.

7.7.2 Additional Certification

The Authorised Dispatcher should check whether any other quarantine requirements (eg a treatment or condition) apply to the produce and market they are consigning the produce to, prior to preparing an Assurance Certificate for the consignment.

If any other plant health certification is required, the certifying Business must:

- certify the produce under the appropriate ICA / CA operational arrangement; or
- contact Biosecurity SA to gain the additional certification required.

7.7.3 Assurance Certificates

The Authorised Dispatcher shall ensure a Plant Health Assurance Certificate is completed and signed by an Authorised Signatory of the Business prior to dispatch of the consignment of produce. (refer to Attachments 3 and 4)

Plant Health Assurance Certificates shall be completed, issued and distributed in accordance with the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [WI-01].

The following may also be applicable for ICA 23 Plant Health Assurance Certificates:

(a) in the “**Grower**” section -

the name, physical address and postcode of the accredited Business that **owns or manages the accredited source property on which the produce was grown**. Where the produce in the consignment was grown by a number of accredited Businesses, the word “**VARIOUS**” shall be used;

(b) in the “**Type of Produce**” section -

the **type and quantity** of produce in the consignment. Cross through unused lines as shown on example (Attachment 4) to prevent unauthorised additions to the certificate, post dispatch.

NOTE: *If there is insufficient room to list each produce type, write, “See Attachment” and securely attach an Attachment Sheet to each copy of the Assurance Certificate.*

The **Attachment Sheet** must include -

- the words “ATTACHMENT SHEET”;
- the name and address of the consignor;
- the Assurance Certificate number;
- the number and type of packages in the consignment and the type of produce in the package;
- the signature of the Authorised Signatory that signed the Assurance Certificate and the date.

Individual Assurance Certificates shall be issued to cover each consignment (ie a discrete quantity of produce to a single consignee at the one time) to avoid splitting of consignments. An Assurance Certificate may be issued to cover a consignment that is made up of produce sourced from a number of accredited source properties provided the certification given is applicable to all the produce in the consignment.

7.7.4 Inspection and Release of Consignments

Prior to release of the consignment, the Certification Controller must check a sample of packages for compliance with labelling requirements. If any deficiencies in labelling

are detected in sample packages, all packages in the consignment must be checked and verified as being from the same lot being certified.

Once satisfied the produce in the inadequately labelled packaging is from the same lot, labelling can be applied prior to the consignment being released. The Certification Controller must also ensure that soil or other debris is not present in the packages.

7.7.5 Assurance Certificate Distribution

The **original** (yellow copy) must accompany the consignment.

The **duplicate** (white copy) must be retained by the accredited Business.

7.7.6 Post Certification Security

Certified produce must be transported under secure conditions which prevents cross-infestation by uncertified produce.

Produce that has been certified as grown and packed in area free of fruit fly, must be transported under secure conditions when being transported through outbreak areas or areas that are not declared free from fruit fly.

Secure conditions **for fruit fly** include;

- (a) unvented packages;
- (b) vented packages with the vents secured with gauze/mesh with a maximum opening of 1.6mm;
- (c) fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum opening of 1.6mm;
- (d) shrink-wrapped and sealed as a palletised unit; and
- (e) fully enclosed or screened buildings, cold rooms, vehicles or other facilities free from gaps or other entry points greater than 1.6mm.

Fruit consigned to Tasmania must be transported in full container lots sealed prior to transport, or as lesser container lots in accordance with the requirements of (a), (b) or (d) above.

Where consignments are transported to Tasmania as full container lots, the seal number must be included in the Brand Name or Identifying Marks section of the Plant Health Assurance Certificate which covers the consignment (refer Attachments 2 and 3).

Where consignments are transported in vented packages that are sealed as a palletised unit in accordance with (d) above, the Business must secure the top layer of the pallet by applying a row of tape over the shrink-wrap and have applied to the tape in waterproof ink, the date, the signature of an Authorised Signatory and the number of the Plant Health Assurance Certificate which covers the consignment.

7.8 Remedial Action Upon Loss of Area Freedom

When an outbreak of a pest or disease is declared, the local Accrediting Authority will notify accredited Businesses of the suspension zone and which production areas fall within this zone.

Businesses will be supplied with a map and a list of the Approved Properties that are located within the suspension zone.

Upon receipt of notification, an Accredited Business within a suspension area must immediately cease to issue Assurance Certificates under this Arrangement for produce grown inside the suspension zone.

7.9 ICA Systems Records

The Business shall maintain the following records -

- copies of all *Area or Property Freedom Declarations* received (refer 7.4.1);
- the Record of Receipt (refer 7.6); and
- the duplicate copy of each *Plant Health Assurance Certificate* issued by the Business (refer 7.8.5).

ICA system records shall be retained for the later of:

- a minimum period of twelve (12) months; or
- until the next compliance audit of the ICA arrangement.

ICA system records shall be made available when requested by an Authorised Officer.

7.10 ICA System Documentation

The Business shall maintain the following documentation -

- a copy of the Business's current Application for Accreditation (refer Attachment 1);
- a current copy of this Operational Procedure; and
- a current *Certificate of Accreditation for an Interstate Certification Assurance (ICA) Arrangement*.

ICA system documentation shall be made available on request by an Authorised Officer.

8. ACCREDITATION

8.1 Application for Accreditation

A business seeking accreditation under this procedure shall make an application for accreditation at least ten (10) working days prior to the intended date of commencement of certification of produce.

8.2 Audit Process

8.2.1 Initial Audit

Prior to accrediting a business, an Authorised Inspector shall conduct an initial audit of the business to verify the system is implemented and capable of operating in accordance with the requirements of this procedure, and the system is effective in ensuring compliance with the specified requirements of the arrangement.

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

8.2.2 Compliance Audits

Compliance Audits are conducted to verify that the system continues to operate in accordance with the requirements of this procedure. Compliance audits are, wherever practical, conducted when the system is operating. A compliance audit is conducted:

- within four weeks of the initial audit and accreditation or issue of the first PHAC; and
- within twelve weeks of the business being reaccredited; and
- in the case of a business operating for more than six months of a year, between six and nine months after accreditation or reaccreditation.

Upon completion of a successful initial compliance audit, accreditation is granted to cover the current season, up to a maximum of twelve months.

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

8.2.3 Re-Accreditation

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

A compliance audit is conducted within twelve weeks of the business applying for re-accreditation each year.

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

8.2.4 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation detailing the facility location, procedure, scope (type of produce covered) and 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 this 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

8.3 Non-conformances and Sanctions

8.3.1 Sanctions Policy

Biosecurity SA will implement sanctions depending on whether non-conformities are detected and whether they are proven to critical, major or minor in nature.

The receiving State reserves the right to inspect at any time, produce prepared under this ICA Arrangement and to refuse to accept an Assurance Certificate issued by the business operating this ICA Arrangement where produce is found not to conform with the conditions specified in this procedure.

8.3.2 Non-conformances

Audits are regularly undertaken to evaluate the effectiveness of implementation requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one or more accreditation requirements, the auditor may raise a Non-conformance Report (NCR). Actions required to address the non-conformance shall be discussed and recorded on the NCR.

If the integrity of the accreditation has been significantly compromised, the non-conformance may provide grounds for the suspension or cancellation of the accreditation and prosecution.

8.3.3 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in produce certified under this arrangement. An investigation into the incident shall be conducted and findings reported back to the originator.

If the integrity of the accreditation has been significantly compromised, the incident may provide grounds for the suspension or cancellation of the accreditation and prosecution.

8.3.4 Suspension and Cancellation

PIRSA Biosecurity SA may suspend or cancel an accreditation when an accredited business is found, for example, to have:

obtained accreditation through the provision of false or misleading information;
not paid fees owing to the PIRSA Biosecurity SA;
contravened a requirement that compromises the integrity of the arrangement;
not rectified a non-conformance.

Any action taken by PIRSA Biosecurity SA to suspend or cancel an accreditation shall be provided in writing to the business. This shall also provide guidance on the lodgement of a written appeal requesting that the decision be reviewed.

8.3.5 Prosecution

Businesses found to be operating contrary to the Act may be liable for prosecution.

8.4 Charging Policy

The business will be charged an annual accreditation fee. This fee may be waived if other accreditations are held by the business.

A fee will be charged for all scheduled audits conducted. Unannounced audits will not be charged. PIRSA Biosecurity SA can be contacted for a schedule of fees.

9. ATTACHMENTS

Attachment 1	Application for Accreditation	Blank
Attachment 2	Application for Accreditation – Source Property Approval Form	Example
Attachment 3	Plant Health Assurance Certificate	Blank
Attachment 4	Plant Health Assurance Certificate	Example
Attachment 5	Record of Receipt	Blank
Attachment 6	Record of Receipt	Example



**ANNUAL RETURN
FOR AN INTERSTATE CERTIFICATION ASSURANCE ACCREDITATION**

Review / complete clearly and return to Biosecurity SA - Plant Health Operations, 33 Flemington Street Glenside SA, 5065.
Or email scanned completed copy to pirsa.planthealthmarketaccess@sa.gov.au
(Please print. See Conditions and Application Instructions on pages 2 and 3 of this Application.)

Type of application being made (Tick or mark one): Annual Return New Amendment

NOTE: This application can only cover one Procedure (Arrangement) at one Facility

Has Business previously been registered for movement of produce? Yes No

If yes, provide the Interstate Produce (IP) Number (& Facility number).

Operational Procedure / Arrangement (# Arrangement details must be included - see note on page 3)

ICA/CA/IR Number

Title of Arrangement, Operational Procedure or Registration *

ICA23

Certification of Area or Property freedom

Applicant Details.

Type of Ownership of Business.

Individual Partnership Incorporated Company Cooperative Association Trust Government

Individual Name:

Business Name:

Postal Address Line 1:

Suburb:

Partners Names:

Last Name

(Provide additional partners on a separate sheet)

Other Trading Names:

ABN / ACN Number:

Last Name		First Name	
Line 2:			
State:		Postcode:	
Last Name		First Name	
Last Name		First Name	
Line 2:			
State:		Postcode:	

Have you, any Partner or Director of the Business or anyone in a Management role been convicted of an indictable offence or other offence involving dishonesty in the past five years? (answer by circling / marking appropriate box).

Yes	No
-----	----

A Company must attach a copy of *Certification of Incorporation* with new applications.

Certification is attached

A Co-operative Association must attach a copy of *Certificate or Registration* to new applications

Facility / Accreditation Details

Facility Address Line 1:

Suburb:

Accreditation Contact:

Position:

Property Valuation No.:

Contact Details:

Postal Address

Postal Suburb

Line 2:			
State:		Postcode:	
Last Name		First Name	
Section:		Hundred:	
Phone:	Mobile:		
Fax:	Email:		
Line 2:			
State:		Postcode:	

Persons Permitted to Sign or Verify Plant Health Certification

Role	Last Name, First Name	Specimen Signature
Certification Controller / Responsible Person		
Backup Cert Controller / Responsible Person		
Authorised Signatory / Responsible Person		
Authorised Signatory / Responsible Person		

Products Certified / Imported:

(List all fruit and vegetable types, machinery, grapevines or nursery stock)

Seasonal Operator: (tick or Y = Yes)

NO	YES	If yes, what months
----	-----	---------------------

Importing Details

Consignments per year:

States of Origin: (tick or Y = Yes)

Nursery Membership (tick or Y = Yes)				NGISA	NIASA	AGCAS
QLD	VIC	WA	NSW	NT	TAS	Overseas

ENSURE YOU ALSO COMPLETE AND SIGN SECOND PAGE



ANNUAL RETURN
FOR AN INTERSTATE CERTIFICATION ASSURANCE ACCREDITATION

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"/>
	Inspector Initials / Stamp

PIRSA
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.

*Partner, Director / Approved Representative	Designation	Signature	Date
			/ /
			/ /
			/ /
			/ /

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.

- Parties 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

DESK AUDIT <input type="checkbox"/> Passed <input type="checkbox"/> Not Passed 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 shall 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 this 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

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



ANNUAL RETURN
FOR AN INTERSTATE CERTIFICATION ASSURANCE ACCREDITATION

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.

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.

Applicant Details

- **Type of Ownership** shall be either - Individual, Partnership, Trust, 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**; postal address of business is required.
- **Partners Names**; at least one partner representing the partnership 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 has 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.

Authorisation / Signing

The Applicant (individual, all partners, trustee or company director) 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

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

Gary Cox,

Manager, Market Access & Systems, Biosecurity SA - Plant Health.



PLANT HEALTH ASSURANCE CERTIFICATE

Attachment 3

Certificate Number **12345**

IP Number	Facility No.	Arrangement Code
S	-	

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

Consignment Details (Please print clearly and initial any changes)

Consignor

Name
Address

Consignee

Name
Address

Reconsigned To

(Splitting consignments or reconsigning whole consignments)

Name
Address

Method of Transport

(Provide details where known)

Road Vehicle Details Reg. No.
 Rail Consignment no.
 Air Airline/Flight no.

Certification Details

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

Name
Address

Grower(s) (as marked on packages)

Name
Address

(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)

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment

Date	Treatment	Chemical (Act/Ingredient)	Concentration	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Dipping	Fenthion	412.5 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood spraying	Dimethoate	400 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Flood spraying	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Non-recirculated spray	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two Hours @ °C
	<input type="checkbox"/> Heat Treatment	Hot Air	Hot Water	Min @ °C

Additional Certification

here)

(Apply ICA Stamp

Declaration

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

Authorised Signatory's Name (Please Print)

Signature

Date



PLANT HEALTH ASSURANCE CERTIFICATE - EXAMPLE

Attachment 4

Certificate Number **12345**

IP Number					Facility No.			Arrangement Code				
S	9	8	7	6	-	0	1	I	C	A	2	3

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

Consignment Details (Please print clearly and initial any changes)

Consignor

Name	Willow Family Growers
Address	Golden Road
	Virginia SA 5120

Consignee

Name	Fresh is Best
Address	Windsor Drive
	Newmarket Victoria 3031

Reconsigned To

(Splitting consignments or reconsigning whole consignments)

Name	
Address	

Method of Transport

(Provide details where known)

<input checked="" type="checkbox"/> Road	Vehicle Details Reg. No.	SES 101
<input type="checkbox"/> Rail	Consignment no.	
<input type="checkbox"/> Air	Airline/Flight no.	

Certification Details

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

Name	Willow Family Growers
Address	Golden Road
	Virginia SA 5120

Grower (as marked on packages)

Name	Buffy Gardens
Address	Lyons Rd
	Virginia SA 5120

(for ICA-23 each source property must have a current Property Approval)

Brand Name or Identifying Marks (as marked on packages)

Willow Family Growers or WFG

Date Code (as marked on packages)

29 June 2005

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
22	Cartons	Capsicum (green)	
16	Trays	Tomato (Gourmet)	

Date	Treatment	Chemical Ingredient	(Act. Concentration)	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Dipping	Fenthion	412.5 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood spraying	Dimethoate	400 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Flood spraying	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Non-recirculated spray	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two Hours @ °C
	<input type="checkbox"/> Heat Treatment	Hot Air	Hot Water	Min @ °C

Additional Certification

Declaration

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

Authorised Signatory's Name (Please Print)

Charlie Willow Jr

Signature

Charlie Willow Jr

Date

1/7/05



RECORD OF PRODUCE RECEIPT

Name of Accredited Business:WILLOW FAMILY GROWERS

Record Number:01.....

Interstate Produce (IP) Number	S	7	7	7	7
--------------------------------	---	---	---	---	---

Date of Receipt	Name of Grower	Approved Property Number	Property Approval Status Current yes / no	Type of Produce	Type of Package eg tray,bin	Weight of Package	Number of Packages	PHAC Number	Name of Authorised Officer	Signature of Authorised Officer
21-4-17	Willow Hill	9999	Yes	Tomatoes	Carton	5kg	50	333333	A Authoriser	A Authoriser
28-4-17	A Turnabout	9997	Yes	Capsicum	Trays	2kg	25	222222	A Authoriser	A Authoriser

EXAMPLE

Checked by:

.....Jack Certifier.....
Certification Controller (please print name)

.....*JC*.....
Signature of Certification Controller

1 / 5 / 2017
Date

The Accredited Business must enter a record for each consignment received for certification under 'The Arrangement