

# Reconsigning Whole or Sub Consignments and Transporting of Certified Product

## (ICA-17)

### Operational Procedure, version 7.1

Information current as of 10 October 2023

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The locations of current fruit fly outbreaks in South Australia are specified on the PIRSA website at <http://pir.sa.gov.au/fruitfly>.

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Table 1: Revision register

Revision No.	Date Issued	Amendment Details
1.0	06/07/2000	All pages
2.0	20/01/2004	Updated plus attachments / GSC
3.0	09/06/2005	Logo altered. Typo correction 7.1.3. Requirement to keep copy in 7.2.
4.0	01/06/2007	Amended to affirm Accreditation required to re consign or split-consign.
4.1	01/08/2011	Biosecurity SA change, Authority (GSC)
5.0	30/06/2014	Updated Procedure /inclusion of Reconciliation Records (RE)
5.1	30/07/2019	Update minor edits (RP)
6.0	22/06/2021	Modification of structure and minor edits//SMK
7.0	06/09/2023	Updated to reflect changes to national protocol
7.1	10/10/2023	Corrected duplicated numbering error //RE

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## 1. Purpose

The purpose of this Operational Procedure (“OP”) is to describe the:

- (i) principles of operation and standards required; and
- (ii) responsibilities and practices of accredited business and their personnel;

that apply to the reconsigning and transporting of original or whole or split consignments of product covered by a valid Phytosanitary Certificate, Plant Health Certificate, or Plant Health Assurance Certificate.

## 2. Scope

This OP covers the reconsigning of whole and sub-consignments in original packaging, and transportation of certified product by a business operating under an Interstate Certification Assurance (ICA) accreditation arrangement in South Australia.

It also covers the splitting of consignments for the purpose of transporting sub-consignments on different vehicles or via different transport methods.

“Certified Product” means any product covered by one or more of the following Certificates: -

- (i) a certificate issued by an Inspector or any other Inspector (Plant Health Certificate);
- (ii) a certificate issued by a Business operating under an ICA Arrangement (Plant Health Assurance Certificate); or
- (iii) a certificate issued in accordance with the International Plant Protection Convention, attesting that a consignment meets phytosanitary import requirements (Phytosanitary Certificate)

This OP is not intended for use by the business which prepared the product. If the business that prepared the product is deciding on the destination of parts of a consignment, separate certificates must be issued at the time of certification.

## 3. References

Table 2 References

Item	Source
<i>Plant Health Act 2009 (SA)</i>	<a href="https://www.legislation.sa.gov.au/LZ/C/A/Plant%20Health%20Act%202009.aspx">https://www.legislation.sa.gov.au/LZ/C/A/Plant%20Health%20Act%202009.aspx</a>
Destination State’s Plant Quarantine Entry Requirements	<a href="https://www.interstatequarantine.org.au/producers/committees/quarantine-regulators/">https://www.interstatequarantine.org.au/producers/committees/quarantine-regulators/</a>



Table 2 References

Item	Source
Plant Quarantine Standard South Australia	<a href="https://pir.sa.gov.au/biosecurity/plant_health/plant_quarantine_standard_and_updated_conditions">https://pir.sa.gov.au/biosecurity/plant_health/plant_quarantine_standard_and_updated_conditions</a>
Work Instruction (WI-01) Guidelines for the Completion of Plant Health Assurance Certificates	<a href="https://pir.sa.gov.au/_data/assets/pdf_file/0004/72625/ICA-WI-01-Completing-PHACs.pdf">https://pir.sa.gov.au/_data/assets/pdf_file/0004/72625/ICA-WI-01-Completing-PHACs.pdf</a>

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>Accredited business</b>	means a Business that complies with the conditions outlined in Section 5 of the Standard relating to an Import Verification Compliance Agreement (IVCA) with Biosecurity SA or an Interstate Certification Assurance (ICA) or Compliance Arrangement (CA) with the Department in the exporting State or Territory.
<b>Application for accreditation</b>	means an <i>Application for Accreditation of a business for an Interstate Certification Assurance (ICA) Arrangement</i> .
<b>Authorised signatory</b>	means an officer of an CA accredited business whose name and specimen signature is provided as an authorised signatory with the business's Application for Accreditation.
<b>Certified product</b>	means product covered by a PC, PHC or PHAC.
<b>Compliance Arrangement ("CA")</b>	means an arrangement approved by the Chief Inspector.
<b>Certification</b>	means a Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Procedure or an interstate quarantine entry requirement.
<b>Certification Controller</b>	means an officer responsible for preparing all the requirements to attain certification for the business and responsible for ongoing compliance of the business with the PHAC issued.
<b>Certified product</b>	means a regulated plant or plant related product covered by a PC, PHC or PHAC.
<b>Consignor</b>	means the person or business responsible for deciding the destination of an original consignment after it leaves the place of certification.



Table 3 Definition of terms and phrases

Phrase	Definition
<b>Consignee</b>	means the person or business to whom the original consignment is consigned and who will be responsible for deciding the destination of the reconsignment.
<b>Consignment</b>	means a discrete quantity of host product transported to a single consignee at one (1) time covered by a single certificate.
<b>Department</b>	means the South Australian Department of Primary Industries and Regions (“PIRSA”) or interstate equivalent.
<b>Facility</b>	means the approved location where product is received, packed, and graded and where certification operations covered by the CA arrangement are conducted.
<b>Inspector</b>	means an inspector appointed under section 41 of the Act or an inspector appointed under equivalent legislation interstate.
<b>Interstate Certification Assurance (“ICA”)</b>	means a system of certification assurance developed to meet the requirements of State and Territory Governments for the plant health certification of product for interstate and intrastate quarantine purposes.
<b>Original certificate</b>	means the certificate accompanying the original consignment into SA: <ul style="list-style-type: none"> <li>• for a PC, the certificate issued by the exporting country for import clearance which may be a copy from the eCert exchange, or the approved Commonwealth Department issued document or its official electronic equivalent;</li> <li>• for a PHC, the certificate issued by an inspector;</li> <li>• for a PHAC, the yellow or the electronic PHAC.</li> </ul>
<b>Original consignment</b>	means the whole consignment in original packaging covered by the original certificate.
<b>Phytosanitary Certificate (“PC”)</b>	means an 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>Plant Health Assurance Certificate (“PHAC”)</b>	means a certificate issued by the authorised signatory for a Business that has been accredited by a Department for an Interstate Certification Assurance Arrangement accepted by Biosecurity SA.
<b>Plant Health Certificate (“PHC”)</b>	means a certificate that has been issued by an authorised officer for the Department of the exporting State / Territory or a certificate issued by Biosecurity SA.
<b>Reconsignee</b>	means the person or business to which certified product are next consigned after the original consignment.
<b>Reconsignment</b>	means a whole consignment or a sub-consignment to be forwarded to a consignee.



Table 3 Definition of terms and phrases

Phrase	Definition
<b>Reconsignment certificate</b>	means a PC, PHC or PHAC for a reconsignment amended or issued by a business accredited under this procedure.
<b>Reconsignment stamp</b>	A pre-printed stamp containing the following information: <ul style="list-style-type: none"> <li>• the name of the accredited business;</li> <li>• the address of the facility;</li> <li>• the Interstate Produce (IP) number of the accredited business;</li> <li>• the words 'MEETS ICA-17';</li> <li>• the date of reconsignment; and</li> <li>• a place for the signature of the authorised signatory of the accredited business reconsigning the whole consignment.</li> </ul>
<b>Riverland Pest Free Area</b>	with respect to pest fruit flies, for the purpose of excluding fruit flies from the Riverland of South Australia means the: <ul style="list-style-type: none"> <li>• County of Hamley; and</li> <li>• Hundreds of Bookpurnong, Cadell, Gordon, Holder, Katarapko, Loveday, Markaranka, Moorook, Murtho, Parcoola, Paringa, Pooginook, Pyap, Stuart, Waikerie, Eba, Fisher, Forster, Hay, Murkbo, Nildottie, Paisley, Ridley, and Skurray.</li> </ul>
<b>Splitting a consignment</b>	means the act of dividing a consignment into sub-consignments for the purpose of: <ul style="list-style-type: none"> <li>• sending the sub-consignments to different consignees; or</li> <li>• sending the sub-consignments to the same consignee on different vehicles or via different transport methods.</li> </ul>
<b>Sub-consignment</b>	means part of the consignment that is split from the original consignment.

## 5. Responsibilities

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

Both the Certification Controller and Backup Certification Controller also fulfil the role as Authorised Signatory under this OP.

The **Certification Controller** is responsible for –

- representing the business during audits and other matters relevant to ICA accreditation.
- ensuring accreditation remains current and has not expired;
- ensuring certificates for certified product being endorsed meet the entry requirements for the destination State;





- training staff in their responsibilities and duties under this OP;
- ensuring the business and its staff comply with their responsibilities and duties under this OP;
- maintaining all original Plant Health Certificates and copies of reconsignment certificates for all split consignments in accordance with section 7.

The **Authorised Signatory** is responsible for-

- ensuring, prior to signing and issuing an Assurance Certificate that product covered by the certificate has been split or reconsigned in accordance with the business's ICA arrangement;
- ensuring that the details on the certificate are true and correct (refer section 7);
- ensuring product being split or re-consigned and transported meets the destination states quarantine entry requirements; and
- ensuring consignment reconciliation records are maintained

## 6. Requirements

Before reconsigning product interstate or into the Riverland Pest Free Area, the accredited business must ensure;

- (i) the original consignment was received with a duly completed original certificate;
- (ii) the original certificate must be reconciled against the original consignment to verify the date code and package markings;
- (iii) the original consignment must be received, stored, repacked and reconsigned in accordance with the entry conditions of the intended jurisdiction or Riverland Pest Free Area; and
- (iv) each reconsignment must be accompanied by a duly completed reconsignment certificate.

## 7. Procedure

Before reconsigning, certificates accompanying the produce are to be checked against the packages intended for certification under this OP to verify date code, package markings and to ensure certificate completion is accurate (see attachments 4 & 5 for examples).

When reconsigning an entire original consignment, make a photocopy of the PHC or PHAC, along with any attachments (if applicable) and file the original.

Make any amendments and endorsements on the photocopy as indicated below and make a copy for audit purposes. The amended copy (the one which has been physically stamped and endorsed by the Certification Controller or Authorised Signatory) must accompany the consignment.

The following labelling indicates the appropriate section of the example certificates shown in attachments 4 & 5



Attachments 2 and 3 show examples of a blank PHAC and PHC, while attachment 9 shows an example of a blank PC.

## 7.1 Reconsignment certificate requirements for whole consignments

**Note:** The following actions may only be undertaken by an Authorised Signatory of the accredited business.

When reconsigning whole consignments, the following requirements must be met.

### 7.1.1 If the original certificate is a PHC (example in Attachment 5);

- (i) cross out the consignee and insert the consignee details adjacent to it, or in the 'Reconsignment Details' section of the certificate;
- (ii) insert the imprint of a reconsignment stamp on the certificate
- (iii) insert the signature of the authorised signatory,
- (iv) insert the date of the reconsignment within the stamp; and
- (v) retain a **copy** of the amended PHC and its attachments for audit purposes;



**OR**

- (vi) a copy of the original **PHC** and its attachments must accompany a new PHAC reconsignment certificate prepared **in** accordance with section 7.3 of this OP

### 7.1.2 If the original certificate is a PHAC (example Attachment 6):

- (i) insert the name and address of the consignee in the 'Reconsigned to' section of the certificate;
- (ii) insert the imprint of a reconsignment stamp in the 'Authorisation for reconsignment' section of the certificate;
- (iii) insert the signature of the authorised signatory,
- (iv) insert the date of the reconsignment within the stamp; and
- (v) retain a copy of the amended PHAC and its attachments for audit purposes;

**OR**

- (vi) a copy of the original PHAC and its attachments must accompany a PHAC reconsignment certificate prepared in accordance with section 7.3 of this OP.

If the original certificate is a Phytosanitary Certificate ("PC"), (see attachment 9) a copy of the PC and its attachments must accompany a PHAC reconsignment certificate prepared in accordance with section 7.3 this OP.



Phytosanitary certificates (“PC”) must not be marked or amended after they have been issued. Instead, a new Plant Health Assurance Certificate must be issued in accordance with section 7.3 whenever reassigning whole or sub-consignments of product received with a PC.

## **7.2 Reassignment certificate requirements for sub-consignments**

When reassigning sub-consignments, the following reassignment certificate requirements must be met;

### **7.2.1 If the original certificate is a PHC:**

- (i) copy the PHC and any attachments so there is one copy for each sub-consignment;
- (ii) cross out the consignee details and insert the reassignee details adjacent to it, or in the ‘Reassignment Details’ section of the certificate;
- (iii) insert the imprint of a reassignment stamp on the certificate;
- (iv) insert the signature of the authorised signatory;
- (v) insert the date of the reassignment within the stamp;
- (vi) cross out the number of packages in the original consignment in the ‘Number of packages’ section of the certificate, and immediately under or adjacent to that entry insert the number of packages being sent in the sub-consignment; and
- (vii) retain the original PHC, a copy of each reassignment certificate and its attachments for audit purposes;

**OR**

- (viii) a copy of the original PHC and its attachments must accompany a PHAC reassignment certificate prepared in accordance with section 7.3 of this OP.

### **7.2.2 If the original certificate is a PHAC:**

- (i) copy the PHAC and any attachments so there is one copy for each sub-consignment;
- (ii) insert the name and address of the reassignee in the ‘Reassigned to’ section of the certificate;
- (iii) insert the imprint of a reassignment stamp in the ‘Authorisation for reassignment’ section of the certificate
- (iv) insert the signature of the authorised signatory;
- (v) insert the date of the reassignment within the stamp;
- (vi) cross out the number of packages in the original consignment in the ‘Number of packages’ section of the certificate, and immediately under or adjacent to that entry insert the number of packages being sent in the sub-consignment; and
- (vii) retain the original PHAC, a copy of each reassignment certificate and its attachments for audit purposes;

**OR**

a copy of the original PHAC must accompany a PHAC reassignment certificate prepared in accordance with section 7.3 of this OP.



If the original certificate is a PC, a copy of the PC must accompany the PHAC reconsignment certificate prepared in accordance with section 7.3 of this OP.

## 7.3 Certifying whole and sub-consignments with a new PHAC

**Note:** The following actions may only be undertaken by an Authorised Signatory of the accredited business.

### 7.3.1 For reconsignments certified with a new PHAC, the following requirements must be met:

- (i) insert the name and address of the consignee in the 'Reconsigned to' section of the certificate;
- (ii) in the 'Certification Details' section of the certificate, insert:
  - the IP number and facility number of the ICA17 accredited business;
  - ICA17 in the 'Procedure' section;
  - In the 'Accredited business that prepared the produce' section, the name address of the ICA17 accredited business;
- (iii) insert the number of packages in the reconsignment, in the 'Number of Packages' section;
- (iv) type of packages in the 'Type of packages' section;
- (v) type of produce in the 'Type of produce' section;
- (vi) in the 'Additional Certification' section, insert
  - the words 'see attached certificate number';
  - the original certificate number.

Block out the following sections with 'xxxxxx' or '000000' to prevent falsification;

- Consignor;
  - Consignee;
  - Grower / Packer;
  - Brand Name;
  - Date or Date Code;
  - Treatment details.
- (vii) In the 'Declaration' section of the certificate:
    - Insert the name and signature of the authorised signatory;
    - Insert the date of the reconsignment.
  - (viii) Retain the **original** certificate and its attachments for audit purposes.

## 7.4 Secondary wholesalers

Secondary wholesalers who purchase a whole reconsignment or a sub-consignment from a consignee for on-sale to a market requiring certification must be accredited under this OP and must obtain a reconsignment certificate from the consignee accredited under this OP, addressed to them (the secondary wholesaler) as the next consignee.

When reconsigning a whole or sub-consignment, the reconsignment certificate supplied by the original consignee shall be treated as an original certificate and the procedures detailed in sections 7.1 and 7.2 apply.



**7.4.1 Secondary wholesalers reassigning whole consignments must:**

- (i) cross out the reassignment details;
- (ii) cross out the consignee's (first wholesaler) authorisation for reassignment stamp and signature, and
- (iii) comply with the requirements of section 7.1 as if the reassignment certificate is an original certificate, the secondary wholesaler is the consignee and the person who next receives the certified products is the reassignee; and
- (iv) enter all alterations including the authorised stamp, signature and date in any vacant area on the certificate as close as possible to previous crossed out details for that section.

**7.4.2 Secondary wholesalers reassigning sub-consignments must:**

- (i) cross out the reassignment details; and
- (ii) cross out the consignee's (first wholesaler) authorisation for reassignment stamp and signature; and
- (iii) comply with the requirements of section 7.2 as if the reassignment certificate is an original certificate, the secondary wholesaler is the consignee and the person who next receives the certified products is the reassignee; and
- (iv) enter all alterations including the authorised stamp, signature and date in any vacant area on the certificate as close as possible to previous crossed out details for that section.

## **7.5 Consignment Reconciliation Records**

A business must maintain a **Consignment Reconciliation Record** (See Attachment 10) or other record which captures the following information:

- (i) the PC, PHC or PHAC number accompanying the original consignment; and
- (ii) verification that the date code on packages is recorded on the original certificate; and
- (iii) verification of the certification is sufficient to meet plant quarantine entry conditions for the intended destination; and
- (iv) verification results and follow-up action by the Authorised Signatory; and
- (v) the number of withdrawn or rejected packages; and
- (vi) the Authorised Signatory's name and signature

The Department and receiving interstate quarantine authorities maintain the right to, at any time, inspect certified product and to refuse to accept a certificate where product is found not to conform to specified requirements.



## 8. Accreditation

### 8.1 Application for accreditation

#### 8.1.1 Certificate of accreditation

An accredited business will receive a Certificate of Accreditation (“COA”) for an arrangement under this OP detailing the facility location, scope (type of product and chemical covered) and period of accreditation.

The business must maintain a current COA and make this available on request by an Inspector.

A business must not commence or continue certification of product under this OP unless in possession of a valid and current COA.

### 8.2 Audit process

#### 8.2.1 Initial audit

Prior to accrediting a business, an Inspector carries out an initial audit to verify the ICA-17 system is in place and capable of operating in accordance with the requirements of the OP.

On completion of a successful initial audit, applicants will be granted provisional accreditation and posted a COA (see section 9.1).

#### 8.2.2 Compliance audits

Compliance audits are conducted to verify that the business continues to operate in accordance with the requirements of the OP.

Compliance audits are, wherever practical, conducted when the ICA-17 system is operating.

A compliance audit is conducted within four weeks of the initial audit or issue of the first PHAC.

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 COA issued.

A compliance audit is conducted between six and nine months after the date of accreditation for an ICA-17 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 certified product, ICA-17 system records or ICA-17 system documentation.

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



## 8.3 Non-conformance and sanctions

### 8.3.1 Non-conformances

The above audits are intended to evaluate the business against section 7 & 8 to ensure the business is operating effectively in accordance with the OP.

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, there may be grounds for suspension or cancellation of the accreditation of the business.

### 8.3.2 Types of non-conformances

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

A **minor** non-conformance is one which does not compromise the effectiveness of the operational or assurance procedures but which 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 or to knowingly re consign product which does not meet the destination state or territories entry requirements.

### 8.3.3 Actions following detection 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 temporary suspension of accreditation 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 businesses accreditation, suspension or cancellation of accreditation, or the instigation of other verification arrangements as determined by the Department.

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 immediate cancellation of the businesses accreditation.

#### **8.3.4 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.

#### **8.3.5 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 product under this ICA-17; or
- failed to pay fees owed to the Department.

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

#### **8.3.6 Charging policy and prosecutions**

The Department will charge fees 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-17 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 product under this OP.

A compliance audit is conducted each year within twelve weeks of the business commencing treatment of product following re-accreditation.

Re-accreditations after suspension or cancellation will also be preceded by audits.





An accredited business will receive a COA detailing the scope of the arrangement including;

- the facility location;
- the OP;
- any restrictions on the accreditation such as the type of product covered; and
- 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 product under the ICA-17 arrangement unless it is in possession of a valid and current COA for ICA-17 and product type.

## 9. System records and document control

### 9.1 ICA system records

The following records must be filed by the Certification Controller and held in a secure area for at least 12 months;

- the original PHC, PHAC or PC for all reconsignments (examples show in attachments 4, 5 & 9)
- the original PHC, PHAC or PC for all split and sub-consignments (examples show in attachments 4, 5 & 9);
- a copy of each re-consignment, sub-consignment or PHAC issued under this OP (section 7); and
- Consignment Reconciliation Record (Appendix 10)

### 9.2 Documents and References

The **Certification Controller** shall retain and have easy access to the following documents:

- the Certificate of Accreditation;
- a copy of the latest Application for Accreditation form;
- a copy of the most current ICA-17 OP;
- access to or a copy of the PQS; and
- a copy of the current SA list of Approved Operational Procedures



## 10. Attachments

Table 4 List of appendices

Attachment	Title
Attachment 1	Application for Accreditation
Attachment 2	Example Blank Plant Health Assurance Certificate (PHAC)
Attachment 3	Example Blank Plant Health Certificate (PHC)
Attachment 4	Example Plant Health Assurance Certificate (Reconsignment)
Attachment 5	Example Plant Health Certificate (Reconsignment)
Attachment 6	Example Plant Health Assurance Certificate (sub-consignment)
Attachment 7	Example Plant Health Certificate (sub-consignment)
Attachment 8	Consignment Reconciliation Record

The above list of Attachments form part of the ICA-17 OP and must be read and used in conjunction with all sections as listed above. The format of any of the attachments may be subject to change by the Department at any time.

This ICA-17 OP, and accurate up to date associated information and subsequent updated versions and associated documentation (Act, PQS etc.) may be accessed on the PIRSA website at [www.pir.sa.gov.au/ica](http://www.pir.sa.gov.au/ica) or [www.pir.sa.gov.au/planthealth](http://www.pir.sa.gov.au/planthealth)

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





**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 the Department of Primary Industries and Regions

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
			/ /
			/ /
			/ /
			/ /

**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**

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

PIRSA STAMP

**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 conducted 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 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, or 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



**ICA-17 RECONSIGNING WHOLE OR SUB-CONSIGNMENTS  
AND TRANSPORTING OF CERTIFIED PRODUCT**

**Attachment 2 – Example Blank Plant Health Assurance Certificate**

Certificate Number

**12345**

IP Number	Facility No.	Arrangement Code	Expiry Date
S			/ /

**Consignment Details** (Please Print)

**Consignor**

Name
Address

**Consignee**

Name
Address

**Reconsiged To**

(Splitting consignments or reconsigning whole consignments)

Name
Address

**Method of Transport**

(Provide details where known)

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

**Certification Details** (Please Print)

**Accredited Business that Prepared the Produce**

Name
Address

**Grower**

Name
Address

**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

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)

Signature

Date

--

--

--







**ICA-17 RECONSIGNING WHOLE OR SUB-CONSIGNMENTS  
AND TRANSPORTING OF CERTIFIED PRODUCT**

**Attachment 4 – Plant Health Assurance Certificate (Reconsignment)**

**Consignment Details** (Please print) Certificate Number **999999**

Consignor	Consignee
Name <b>Joe's Tomatoes Pty Ltd</b>	Name <b>Pooraka Tomato Agents</b>
Address <b>Somewhere Market</b>	Address <b>Adelaide Produce Market</b>
<b>SOMEWHERE 9999</b>	<b>PORAKA SA 5095</b>

Reconsigned To (Splitting consignments or reconsigning whole consignments) Method of Transport (provide details where known)

Name <b>Best Tomato Agents</b>	<input checked="" type="checkbox"/> Road Vehicle Details reg. no.
Address <b>Brisbane Markets</b>	<input type="checkbox"/> Rail Consignment No.
<b>ROCKLEA QLD 4106</b>	<input type="checkbox"/> Air Airline/Flight No.

**Certification Details** (Please print) Grower or Packer

Name <b>Joe's Tomatoes Pty Ltd</b>	Name <b>Joe's Tomatoes Pty Ltd</b>
Address <b>Somewhere Market</b>	Address <b>75 Farm Road</b>
<b>SOMEWHERE 9999</b>	<b>SOMEWHERE 9999</b>

IP No. Of Acc. Business Brand Name or identifying Marks (as marked on packages) Date Code (as marked on packages)

Q1111	<b>Joe's Tomatoes</b>	<b>13-4-03</b>
-------	-----------------------	----------------

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
<b>500</b>	<b>Cartons</b>	<b>Tomatoes</b>	<b>RECONSIGNMENT</b> <b>BEST TOMATO AGENTS S 9999</b> <b>Adelaide Produce Markets,</b> <b>Pooraka, SA 5095</b>

Date	Treatment	Chemical (Act. Ingredient)	Concentration	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood Spraying	Dimethoate	400ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m <sup>3</sup>	Two hours @ ° C

Additional Certification

**Meets ICA-23**

**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
Joe Bluff	Joe Bluff	13-4-03





**Attachment 5 – Plant Health Certificate (Reconsignment)**

**DEPARTMENT OF PRIMARY INDUSTRIES**

**PLANT HEALTH CERTIFICATE FOR INTERSTATE MOVEMENT OF PLANT**

(Please Print Legibly)

**THIS IS TO CERTIFY THAT**

**the plant material described below is considered to conform with the requirements of the Plant Health legislation of (State/ Territory)**

.....SOUTH AUSTRALIA.....NSW.....

**DESCRIPTION OF CONSIGNMENT**

Name and Address of Exporter			<b>Joe's Tomatoes</b> <b>Farm Road, SOMEWHERE 9999</b>		
Name and Address of Consignee			<b>Best Tomato Agents</b> <b>APML</b> <b>POORAKA 5095</b>		
			<b>Freshmarket Produce</b> <b>Flemington Market</b> <b>SYDNEY NSW 2000</b>		
Means of Conveyance					
<b>ROAD</b>					
Material/produce & quantity		Grower / Packer Address		Regulation / Treatment	
<b>500 Cartons Tomatoes</b>		<b>Joe's Tomatoes</b> <b>Farm Road</b> <b>SOMEWHERE 9999</b>		<b>SA REGS, November 2013</b> <b>CONDITION 9</b> <b>Area Freedom for Fruit Fly</b>	
Name of Authorised Person (PRINT)		Designation		Official Stamp	
<b>A. Inspector</b>		<b>Senior Plant Health Inspector</b>		<div style="border: 2px solid red; padding: 5px; text-align: center;"> <b>RECONSIGNMENT</b>  <b>BEST TOMATO AGENTS S 9999</b>  <i>Adelaide Produce Markets,</i>  <i>Pooraka, SA 5095</i>  <b>MEETS ICA-17</b> </div> <div style="border: 2px solid red; padding: 5px; text-align: center; margin-top: 10px;"> <b>PRIMARY</b>  <b>INDUSTRIES</b>  <b>GOVERNMENT OF SOMEWHERE,</b> </div>	
Signature		Place Certified Date			
<i>A Inspector</i>		<b>Somewhere 18-4-07</b>			



**ICA-17 RECONSIGNING WHOLE OR SUB-CONSIGNMENTS  
AND TRANSPORTING OF CERTIFIED PRODUCT**

**Attachment 6 – Example Plant Health Assurance Certificate**

<b>Consignment Details</b> (Please print)		Certificate Number		<b>999999</b>
Consignor		Consignee		
Name <b>Joe's Tomatoes Pty Ltd</b>		Name <b>Tomato Agents</b>		
Address <b>Farm Road,</b>		Address <b>APML Market</b>		
<b>SOMEWHERE 9999</b>		<b>POORAKA SA 5095</b>		
Reconsigned To (Splitting consignments or reconsigning whole consignments)		Method of Transport (provide details where known)		
Name <b>Tomato Agents</b>		<input checked="" type="checkbox"/> Road Vehicle Details reg. no.		
Address <b>Brisbane Markets</b>		<input type="checkbox"/> Rail Consignment No.		
<b>ROCKLEA QLD 4106</b>		<input type="checkbox"/> Air Airline/Flight No.		
<b>Certification Details</b> (Please print)				
Accredited Business that Prepared the Produce			Grower or Packer	
Name <b>Joe's Tomatoes Pty Ltd</b>			Name <b>Joe's Tomatoes Pty Ltd</b>	
Address <b>Farm Road</b>			Address <b>Farm Road</b>	
<b>SOMEWHERE 9999</b>			<b>SOMEWHERE 9999</b>	
IP No. Of Acc. Business		Brand Name or Identifying Marks (as marked on packages)		Date Code (as marked on packages)
		<b>Joe's Tomatoes</b>		<b>13-4-03</b>
No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment <b>RECONSIGNMENT</b>  <b>BEST TOMATO AGENTS S 9999</b>  <i>Adelaide Produce Markets,</i>  <b>Pooraka, SA 5095</b>  <b>MEETS ICA-17</b>	
<b>500</b> <del>100</del>	<b>Cartons</b>	<b>Tomatoes</b>		
Date	Treatment	Chemical (Act. Ingredient)	Concentration	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood Spraying	Dimethoate	400ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m <sup>3</sup>	Two hours @                      ° C
<b>Additional Certification</b>				
Meets ICA-23				
<b>Declaration</b>				
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
Joe Bluff		Joe Bluff		13-4-03



**Attachment 7 – Plant Health Certificate (Sub-consignment)**

**DEPARTMENT OF PRIMARY INDUSTRIES**

**PLANT HEALTH CERTIFICATE FOR INTERSTATE MOVEMENT OF  
PLANT MATERIAL IN AUSTRALIA**

(Please Print Legibly)

THIS IS TO CERTIFY THAT the plant material described below is considered to conform with the requirements of the Plant Health legislation of (State/ Territory)

.....South Australia ~~Queensland~~.....


**DESCRIPTION OF CONSIGNMENT**

Name and Address of Exporter			<b>Joe's Tomatoes</b> <b>Farm Road, WERIBELL SOMESTATE 9999</b>
Name and Address of Consignee			<b>Best Tomato Agents</b> <b>Freshmarket Produce</b> <b>APML</b> <b>Brisbane Market</b> <b>POORAKA SA 5095</b> <b>BRISBANE QLD 7000</b>
Means of Conveyance <b>ROAD</b>			
Material/produce & quantity	Grower / Packer	Address	Regulation / Treatment
<del>500</del> <b>Cartons Tomatoes</b> <b>100</b>	<b>Joe;s Tomatoes</b> <b>Farm Road</b> <b>SOMESTATE 9999</b>		<b>SA, REGULATIONS</b> <b>July 2006</b> <b>CONDITION 9</b> <b>Area Freedom for Fruit Fly</b> <b>RECONSIGNMENT</b> <b>BEST TOMATO AGENTS S 9999</b> <b>Adelaide Produce Markets,</b> <b>Pooraka, SA 5095</b> <b>MEETS ICA-17</b>
Name of Inspector (PRINT)	Designation	<b>PRIMARY INDUSTRIES</b> <b>GOVERNMENT OF SOUTH AUSTRALIA</b>	
<b>A. Inspector</b>	<b>Senior Plant Health Inspector</b>		
Signature	Place Certified	Date	
<b>A Inspector</b>	<b>Someplace</b>	<b>18-4-06</b>	



**ICA-17 RECONSIGNING WHOLE OR SUB-CONSIGNMENTS  
AND TRANSPORTING OF CERTIFIED PRODUCT**

**Attachment 8 – Example Blank Phytosanitary Certificate**

Name and address of exporter		No.	
Declared name and address of consignee		 <b>Australian Government</b>	
		Department of Agriculture, Fisheries and Forestry Plant Protection Organisation of the Australian Government  <b>PHYTOSANITARY CERTIFICATE</b>	
		Place of origin	Code
		Country of final destination	Code
Declared means of conveyance		Declared point of entry	
		Import permit number	
Distinguishing marks and container numbers	Number and description of packages	Name of produce/ quantity declared	Botanical name of plants
		Number of packages (total)	Mass (total)
This is to certify that the plants, plant products or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests.			
<b>DISINFESTATION AND/OR DISINFECTION TREATMENT</b>			
Date	Treatment	Chemical (active ingredient)	Concentration
Duration and temperature	Additional information		
Additional declaration			
Place of issue	Code	Date of issue	Stamp
Name of inspector			
Name of delegate	Signature of a delegate		





**Attachment 10 – Consignment Reconciliation Record**

**CONSIGNMENT RECONCILIATION RECORD**

**Name of Accredited Business:** ..... **IP Number**..... **Record Number:** .....

PHC OR PHAC Number	Dates Codes on Packages recorded on PHC / PHAC?	Consignment Meets Destination States Plant Quarantine Entry Requirements?	Verification Results and follow-up action taken (Notes)	Authorised Signatories Name	Signature

Checked by:..... Date Checked .... / .... / .... Certification Controller (please print name).....