



Movement of Wheat Seed from South Australia to Western Australia

Compliance Arrangement

Revision Register

Revision No.	Date of Issue	Amendment Details
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**Plant Health Operations, PIRSA
46 Prospect Rd, Prospect 5082
Phone (08) 8168 5200**



1. PURPOSE

This Compliance Arrangement is intended to address the principles and operational standards required for the movement of wheat seed from an approved and accredited facility in South Australia to Western Australia.

2. SCOPE

This Compliance Arrangement allows accredited businesses to issue certification facilitating the movement of wheat seed that has been sampled, visually inspected and found to be free of prohibited/restricted seed or soil, debris and any other seed contaminants by a business operating under a Certification Assurance (CA) arrangement to Western Australia where quarantine restrictions apply.

The scope of this Compliance Arrangement shall include –

Pest: Various pests, diseases & contaminants and non-permitted species of quarantine concern

Produce: Wheat seed

Location: South Australia.

3. REFERENCES

WI-02 *Guidelines for the completion of Plant Health Assurance Certificates.*

4. DEFINITIONS

Accredited Business	means a wheat seed preparer accredited by the accrediting authority.
Approved Seed	means wheat seed varieties specifically bred, inspected and certified and sent to WA by a business approved by the Accrediting Authority and Quarantine WA for the purpose of wheat seed testing and growing trials.
Authorised Signatory	means an officer of the accredited business whose name and specimen signature is provided as an authorised signatory with the business's application for accreditation.
Certificate	means a "Plant Health Assurance Certificate".
Certification Assurance	means a voluntary arrangement between Primary Industries and Resources SA (PIRSA) and a business that demonstrates effective in house quality management and provides assurance through documented procedures and records that produce meets specified requirements.



Consignment	means a shipment of wheat seed
Wheat Seed	means Triticum aestivum

5. RESPONSIBILITY

These position titles have been used to reflect the responsibilities of staff under the CA Arrangement. These positions may not be present in all Businesses, or different titles may be used for staff responsible to undertake these duties. In some Businesses one person may be responsible to undertake the duties more than one position.

The **Certification Controller** or **Back Up Certification Controller**) is responsible for-

- representing the Business during audits and other matters relevant to the CA accreditation;
- ensuring the Business has current accreditation for the CA arrangement under this Operational Procedure;
- 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 all certification of wheat seed under the Business's CA arrangement is carried out in accordance with this Operational Procedure.
- maintaining copies of all Assurance Certificates issued by the Business under the CA arrangement; and

Authorised Signatories are responsible for -

- ensuring, prior to signing and issuing a Certificate, that wheat seed covered by the certificate is free of prohibited/restricted seed or soil, debris and any other seed contaminants in accordance with the Business's CA arrangement, and the details on the certificate are true and correct in every particular (refer 7.3).

The **Authorised Dispatcher** shall ensure -

- an Assurance Certificate is completed and signed by an Authorised Signatory of the Business prior to dispatch of the consignment of wheat seed to Western Australia covered by the Assurance Certificate.

6. REQUIREMENTS

The accredited business shall ensure the following is carried out, to ensure each consignment meets current Quarantine WA Import Requirements. (Import Requirements C12, 16 and D04)

- (1) Wheat seed must be sampled, and visually inspected pre-shipment and must be free of prohibited/restricted seed or soil, debris and any other seed contaminants
- (2) An approved person from the accredited business to issue a Plant Health Certificate Assurance Certificate to accompany each consignment verifying that the wheat seed has been inspected and meets WA Import Requirements.



- (3) Certification must match the lot/consignment number to be marked on the final outer packaging.
- (4) Each consignment meets WA labelling requirements, and therefore all containers/final outer packages must have the following details printed in letters not less than 5mm in height:
 - the commodity/product type
 - the commodity producer, packer or agent
 - the district of production.

Wheat seed consignments that do not meet the above requirements must not be certified under this Operational Procedure.

7. PROCEDURE

7.1 Accreditation

7.1.1 Application for Accreditation

A Business seeking accreditation for an CA arrangement under this Operational Procedure shall make application for accreditation (refer Attachment 1) at least ten (10) working days prior to the intended date of commencement of certification of produce and nominate in the application, staff to perform duties and issue Assurance Certificates.

7.2 If during the year, additional signatories need to be authorised, the business must make application and submit the names and signatures of those people.

7.3 Accredited Business

The accredited business shall ensure the following is carried out.

- A dispatch record shall be completed and retained, showing the lot/consignment number, date of packing, and Plant Health Assurance Certificate number, and which can be matched to records of origin of the wheat seed for traceability and audit purposes.

7.3.1 Assurance Certificates

The Authorised Dispatcher shall ensure an Assurance Certificate is completed and signed by an Authorised Signatory of the Business prior to dispatch of the consignment of wheat seed to Western Australia covered by the Assurance Certificate.



Assurance Certificates shall be in the form of a *Plant Health Assurance Certificate*. Assurance Certificates shall include-

- (a) In the “Accredited Business that Prepared the Produce” section -
 - the name and address of the accredited Business certifying the produce;
- (b) in the “Certification Details” section -
 - the IP # of the accredited Business certifying the produce;
 - the Facility # of the accredited Business certifying the produce;
 - the procedure code “CA-11”
- (c) in the “Grower or Packer” section -
 - The name and address of the packer
- (d) in the “Type of Produce” section –
 - Wheat Seed
- (e) in the “additional certification” section-
 - The Consignment/Lot Number.

Individual Assurance Certificates shall be issued to cover each consignment (i.e. a discrete quantity of produce to a single consignee at the one time)

Assurance Certificates shall be completed issued and distributed in accordance with the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [WI-02].

7.3.2 Additional Certification

The Authorised Dispatcher should check whether any other quarantine requirements apply to the produce and the market that the produce is being consigned to prior to preparing an Assurance Certificate for the consignment.

If any other plant health certification is required and can be certified, then this may be included on the Assurance Certificate.

Alternatively, the Department of Agriculture and Food Western Australia should be contacted to gain any other certification required.

Assurance Certificate Distribution

- The **original** (yellow copy) must accompany the consignment.
- The **duplicate** (white copy) must be retained by the accredited Business.



8. CA SYSTEM RECORDS AND DOCUMENTATION

8.1 CA System Records

The Business shall maintain the following records-

- (a) The duplicate copy of each *Plant Health Assurance Certificate* issued by the Business.
- (b) Dispatch records completed by the business.

CA system records shall be retained for a period of at least 12 months from completion, or until the next compliance audit of the CA arrangement, whichever is the later.

Accredited Businesses must hold a minimum of 12 months CA system records at the time of any compliance audit. If the compliance audit is conducted more than 12 months from the last compliance audit, the business must maintain all records completed since the previous compliance audit.

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

8.2 CA System Documentation

The Business shall maintain the following documentation;

- (a) A current copy of the Operational Procedure; and
- (b) A current *Certificate of Accreditation for an Certification Assurance (CA) Arrangement*.

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

9. AUDITING

Audits shall be carried out –

- By registered ICA Auditors;
- Prior to initial accreditation;
- Within 4 weeks of initial accreditation;
- Within 12 weeks of each annual re-accreditation;
- Wherever practicable, at a time when the CA system is in operation.

The initial audit, conducted prior to the business receiving accreditation, must verify -

- The CA system has been implemented and is capable of operating in accordance with the requirements of this protocol;



- Staff have been trained in their responsibilities and duties under the CA arrangement;
- The identification and traceability of inspected and certified product;
- The system for issuing assurance certificates; and
- The maintenance of CA system records and documentation.

Compliance audits must verify -

- That the CA system is in place and operating in accordance with the requirements of this protocol; and
- The maintenance of CA system records and documentation.

Random audits may be carried out on a selected number of accredited businesses each year.

10. ATTACHMENTS

Attachment 1 Application Form Blank.

APPLICATION FOR ACCREDITATION OF A BUSINESS FOR AN
COMPLIANCE ARRANGEMENT (ICA or CA)

Complete this Application clearly and return to Plant Health Operations, 46 Prospect Rd, Prospect SA, 5082.
(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 Operational Procedure (CA Arrangement) at one Facility

Has Business previously been registered for movement of produce? Yes No
If yes, provide the Interstate Produce (IP) Number of the Business.

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

ICA/CA Number	Title of Compliance Arrangement Operational Procedure
CA 1 1	Movement of Wheat Seeds from SA to WA

Applicant Details.

Type of Business. (Tick or mark one)

Individual Partnership Incorporated Company Cooperative Association Trust

Applicant(s) Name(s)

Individual Name: _____

OR Business Name: _____

OR Partners Names:

Last Name	First Name
Last Name	First Name
Last Name	First Name

(Provide additional partners on a separate sheet)

Other Trading Names: _____

ABN / ACN Number: _____

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
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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

Location of Business Facility (Physical street address, lot number)

Facility Address Line 1:	Line 2:
Suburb:	State: Postcode:
Property Valuation #:	Section: Hundred:
Contact Details:	Phone: Mobile: Fax: Email:

Section/Hundred/Property Valuation # details appear on council rate notices

Postal Address	Line 2:
Postal Suburb	State: Postcode:

Principal Contact Person

Principal Contact: Last Name First Name

Position: _____

Contact Details: Phone: Mobile: Fax: Email:

Persons Permitted to Sign Plant Health Assurance Certificates

Role	Last Name	Given Name(s)	Specimen Signature
Certification Controller			
Back-up Cert Controller			
Authorised Signatory			
Authorised Signatory			
Authorised Signatory			

Product Certified: _____

Seasonal Operator: YES NO

ENSURE YOU ALSO COMPLETE AND SIGN SECOND PAGE

APPLICATION FOR ACCREDITATION OF A BUSINESS FOR AN COMPLIANCE ARRANGEMENT (ICA or CA)

Product / Certification Assurance Records and Methodology

The business must carry out the necessary responsibilities and duties, and maintain records strictly in accordance with the Operational Procedure unless application to use alternate or additional records/methods is made below and PIRSA permission is granted and endorsed on this form.

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

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

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

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

Note: Where applicants are members of a partnership, each partner must sign the application. Corporations/Associations must provide signature of a Director or the Company Secretary. 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 Certification attached (new applicants) Required fee attached or has been paid.
- The applicant must provide an Annual Return on the prescribed form by the 30th of July each year they are accredited.

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

- For the purposes of this accreditation the following conditions may apply:
- The applicant must operate in full accordance with the ICA/CA Operational Procedure, which includes maintenance 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 which must be prominently displayed at the Business Facility.

A copy of the relevant Operation Procedure 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

**APPLICATION FOR ACCREDITATION OF A BUSINESS FOR AN
COMPLIANCE ARRANGEMENT (ICA or CA)**

Application Notes

Applicant Details

The form must be completed by an Applicant on their own behalf or on behalf of a 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.

Operational Procedure / Arrangement

The ICA or CA Arrangement number and name you are seeking to become accredited for must be entered here. E.g. ICA23, CA01 etc. Applications without these details will be delayed or not processed.

Business Name

The registered name of the Business, Corporation, Association or Trust (if a Family Trust a trustee representing the Trust). Use attachment if insufficient room.

Trading Name(s)

Any other trading names used. Use attachment if insufficient room.

ABN / Business Type

ABN is the Australian Business Number.

The Business type shall be either – Individual, Partnership, Incorporated Company, Co-operative Association, Trust or other legal entity. (It may not be a Family Trust).

Have you, 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.

Location of Business Facility

Must clearly indicate the location or physical address details where product will be verified that will enable a PIRSA officer to easily locate the premises. This will usually be the registered address of the business.

Property Valuation # / Section and Hundred

Must clearly indicate the property Valuation number, Section and Hundred of the location address. These are available from the rate notice that applies to the property.

Postal Address

A mailing address may be provided for posting of all correspondence.

Principal Contact Person

Details of the principal contact to be used in regard to the operation of this accreditation.

Responsible Persons

Provide the details of the Responsible Persons able to verify product on behalf of the accredited business.

Import Details

Indicate imported product / equipment / machinery you expect to verify under this procedure, along with the anticipated States of origin, total estimated number of consignments per year and whether you operate seasonally.

Signing *

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

Applications require necessary fee to be attached if not already paid – see www.pir.sa.gov.au/ica

A separate application must be lodged for Registering as an Importer – see www.pir.sa.gov.au/ica

Gary Cox,

Leader, Market Access & Certification, PIRSA Plant Health Operations.