



Repacking of Certified Fruit Fly Host Produce

REVISION REGISTER

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Authorised:

**Manager, Market Access & Systems
Biosecurity SA – Plant & Food Standards – Plant Health**

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

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



1 PURPOSE

The purpose of this procedure is to describe:

- the principles of operation, design features and standards required for repacking of certified Queensland fruit fly and Mediterranean fruit fly host produce; and
- the responsibilities and practices of personnel;

when certifying and repacking certified fruit fly host produce under this Interstate Certification Assurance (ICA) arrangement.

This procedure does not allow for repacking of uncertified produce nor does it allow for repacking of produce already certified under ICA-57. Produce sourced from an area free of either Queensland Fruit Fly (QFF) or Mediterranean fruit fly (MFF) that is uncertified for these pests, must not be repacked and certified under this Operational Procedure.

2 SCOPE

This procedure covers all certification for the repacking of certified fruit fly host produce by a business operating under this ICA arrangement in South Australia.

Pest(s):

- Queensland Fruit Fly (QFF) (*Bactrocera tryoni*); and
- Mediterranean fruit fly (MFF) (*Ceratitis capitata*)

Produce:

Queensland Fruit Fly (QFF) and Mediterranean fruit fly (MFF) susceptible host fruits

Certification of repacking of certified fruit fly host produce under this Procedure may not be an accepted quarantine entry condition for all interstate and intrastate markets.

Some interstate and intrastate markets may require additional plant health certification for pests and diseases other than fruit fly as a condition of entry.

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 plant quarantine service in the destination state or territory.

3 REFERENCES

- WI-02 Guidelines for Completion of Plant Health Assurance Certificates
- Destination State's Plant Quarantine Entry Requirements



4 Definitions

Accredit	means to accredit persons to issue Assurance Certificates under the <i>Plant Health Act 2009</i> .
Accrediting Authority	means the governing jurisdiction (Biosecurity SA – Plant Health) with whom the business is accredited with.
Application for Accreditation	means an Application for Accreditation of a business for an Interstate Certification Assurance (ICA) arrangement.
Assurance Certificate	means a Plant Health Assurance Certificate.
Audit	mean an activity undertaken to evaluate conformance or non-conformance with accreditation requirements.
Authenticated Copy	means a copy of a certificate provided where the original has been lost. The PHAC must be signed and dated by the authorised signatory and endorsed with the words “This is a true copy of the original”. A PHC must be faxed from an interstate department of agriculture office (with the fax header indicating the sender).
Authorised Signatory	means an employee of an ICA accredited business whose name and specimen signature is provided on the business’s Authorised Signatory form.
Authorised Inspector	means a person authorised as an inspector under the <i>Plant Health Act 2009</i>
Biosecurity SA	means Biosecurity SA – Plant Health
Business	means the legal entity responsible for the operation of the facility and arrangement detailed in the Application for Accreditation.
Certification	means a Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement.
Consignment	means a discrete quantity of product transport to a single consignee at one time.
Destination State	means the state or territory to which the product shall be consigned following repacking of certified produce.
Facility	means the approved location where produce is repacked and where certification operations covered by the ICA arrangement are conducted.
Fruit Fly	means Queensland fruit fly, species <i>Bactrocera tryoni</i> (Frogatt) and Mediterranean fruit fly, species <i>Ceratitidis capitata</i> (Wiedemann).



Fruit fly Free Area	means an area or property within a state or territory recognised as being free of MFF or QFF by the accrediting authority.
Importing State	means the state or territory receiving produce certified under the repacking ICA procedure.
Mediterranean Fruit Fly (MFF)	means all stages of the species <i>Ceratitis capitata</i> (Wiedemann).
Mediterranean Fruit Fly (MFF) Host Produce	means any plant part specified as a host of Mediterranean Fruit Fly (MFF) by an importing state quarantine authority.
Non-conformance	means a nonfulfillment of a specified requirement.
Package	means an article in which produce is, or has been, contained, wrapped or packed, and includes bulk containers.
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an ICA accredited business.
Plant Health Certificate (PHC)	means certification issued by an authorised officer in another state or territory.
Queensland fruit fly (QFF)	means all life stages of the species <i>Bactrocera tryoni</i> (Froggatt).
Queensland fruit fly (QFF) Host Produce	means any plant part specified as a host of Queensland fruit fly (QFF) by an importing state quarantine authority.
Repacking	means the process of unpacking certified produce and repacking the produce into new packages.



5 RESPONSIBILITY

The **Certification Controller** is responsible for –

- ensuring the business and its staff comply with their responsibilities and duties under this procedure;
- representing the business during audits and other matters relevant to ICA accreditation;
- training staff in their duties and responsibilities under this procedure;
- ensuring the business has a current accreditation for an ICA arrangement under this procedure;
- maintaining a property plan for each property on which fruit fly host produce will be repacked for certification under this procedure;
- isolating material not meeting certification and labelling requirements and informing Biosecurity SA;
- overseeing the release of conforming produce;
- informing suppliers of the requirement to consign produce under conditions which prevent infestation by fruit fly.

The **Produce Receipt Person** is responsible for –

- ensuring consignments are secured against infestation upon receipt (as required);
- verifying consignments for certification and labelling;
- ensuring a Plant Health Certificate or Plant Health Assurance Certificate is received with each delivery of fruit fly host produce;
- keeping copies of certificates;
- ensuring produce received for packing and certification is in original packages with original labelling;
- ensuring identification, traceability and segregation of conforming and non-conforming produce;
- completing the Produce Receipt Record

The **Product Controller** is responsible for –

- ensuring all produce is handled, stored and repacked in secure conditions and remains segregated and identifiable at all times;
- maintaining temperature sensing and recording equipment calibration records (if applicable);
- complying with the Cold Climate Repacking requirements (if applicable);
- maintaining the Air Temperature Record (if applicable);
- maintaining the Repacking and Dispatch Record.



The **Authorised Dispatcher** is responsible for –

- ensuring all packages covered by a PHAC are identified (refer to 7.5);
- ensuring certified produce is transported in secure conditions;
- maintaining copies of all PHAC's issued by the business under this procedure.

The **Authorised Signatory** is responsible for -

- ensuring, prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with this procedure;
- ensuring the details on the certificate are true and correct in every particular; and
- ensuring that all quarantine entry conditions of the destination state or territory has been complied with.

6 REQUIREMENTS

Fruit fly host produce certified for repacking under this procedure must comply with the following requirements:

- Received with a Plant Health Assurance Certificate (PHAC) or a Plant Health Certificate (PHC), which certifies that the produce:
 - has been treated for fruit fly in a manner approved by the intended destination state; or
 - is from an area free from QFF and/or MFF; and
- received, stored, repacked and consigned under conditions which prevent infestation by QFF and/or MFF

Biosecurity SA and interstate quarantine authorities maintain the right to inspect certified produce at any time and to refuse to accept a certificate where produce is found to not comply with specified requirements.

Produce received with certification issued under ICA-57 must not be repacked under this procedure.



7 PROCEDURE

7.1 Facility Plan

The Certification Controller shall maintain a Facility Plan (Attachment 4) for each property used for repacking. The Facility Plan shall include the following details:

- the location where certified product is stored prior to repacking;
- if applicable, the location of the secure packing area;
- the location where repacked product is stored prior to consignment;
- areas identified for holding and storing non-conforming product at the site; and
- if applicable, temperature sensor locations (refer to 7.3.7).

A copy of the business's Facility Plan shall be included with the business's Application for Accreditation. If any changes occur to the layout of the facility used in conjunction with any part of this procedure, a new Facility Plan must be submitted to Biosecurity SA within ten (10) working days of the change occurring.

7.2 Security Prior to Arrival and Packing (if travelling through fruit fly endemic or outbreak area)

Produce must be handled, stored and transported continuously under secure conditions for the duration of transit to the consignor from its point of origin if not travelling through a continuous fruit fly free area. Secure conditions include:

- unvented packages; or
- vented packages with the vents secured with mesh with a maximum aperture of 1.6mm; or
- vented packages enclosing a liner bag or liner sheets that obscure vent holes; or
- packages, bins or palletized units fully enclosed under plastic wrap, tarpaulins, hessian, mesh or other coverings which provide a maximum aperture of 1.6mm; or
- for bulk consignments - handled, stored and transported in commercial cool storage at less than 10°C.

7.3 Consignment Verification on Receipt

The Produce Receipt Person must verify the details of each consignment within 24 hours of receiving the product and prior to repacking operations. The Produce Receipt Person shall:

- ensure an original Plant Health Assurance Certificate (PHAC) or Plant Health Certificate (PHC) accompanies the consignment;
- verify the certificate details have not been altered without appropriate endorsement and authorisation. ensure the quantity of packages and type of produce in the consignment match the details provided on the certificate.



- if applicable, ensure packages are labelled as per Interstate Certification Assurance (ICA) requirements and / or SA state regulations;
- if a Plant Health Assurance Certificate, verify the date code marked on packages is identical to the date code(s) specified on the certificate;
- verify that consignments have been received in accordance with this procedure and secure conditions (see 7.2) have been maintained;
- mark the certificate with the word “Verified” and “Inspected”, sign and date the certificate and maintain for audit purposes;
- record the consignment on the Produce Receipt Record (refer 7.3.2) or similar record that contains the same information;
- retain all certification for a period of no less than 12 months and make available to an Authorised Inspector upon request.

If an original certificate or an appropriately endorsed re-consigned or split consigned certificate does not accompany the consignment, the consignment must be segregated and held until either the original or an authenticated copy of the original certificate is received.

Where the required certification is not obtainable, the consignment must be rejected for repacking under this operational procedure.

7.3.1 Noncompliance in Verification of Consignment

The Produce Receipt Person shall ensure that consignments that fail the verification process (refer to 7.3) are isolated, clearly identified to prevent mixing with conforming produce and rejected for certification under this operational procedure.

Once the rejected packages are isolated, the Certification Controller shall contact Biosecurity SA office immediately (during business hours) to be instructed on further action that must be taken with the rejected consignment.

7.3.2 Produce Receipt Record

The Produce Receipt Person shall maintain a Produce Receipt Record (Attachment 2), or a similar record which captures the same information, for all consignments which are to be repacked and certified under this procedure.

The Produce Receipt Record shall include the following details:

- If a Plant Health Assurance Certificate, the name and Interstate Produce (IP) number of the business operating under the procedure; or
- If a Plant Health Certificate issued by a Departmental Inspector, a description of the produce and the name, address and postcode of both the grower and packer
- the consignment receipt date; and
- the original certificate (PHAC/PHC) number received with the consignment; and
- the state of origin; and



- treatment code
- the produce type and quantity; and
- the applicable treatment code; and
- the package type; and
- any applicable comments (e.g. consignment passed or rejected, any problems or discrepancies)

7.3.3 Security against Fruit Fly Infestation

The Product Controller shall ensure all produce is handled, stored and repacked under conditions which do not allow fruit fly to infest the produce. There are three options available to a business applying security measures against infestation to host produce during repacking in South Australia. One of the following security measures must be applied during receipt, handling, repacking and dispatch of host produce.

The three options for security against fruit fly infestation in SA are:

- Property Freedom Approval (refer 7.3.4);
- Repacking under Secure Conditions (refer 7.3.5); or
- Repacking in Low Air Temperature Conditions (refer 7.3.6).

7.3.4 Property Freedom Approval

Secure conditions during the repacking procedure are not required where the accredited facility is in possession of a current, Biosecurity SA endorsed Property Freedom Approval form (Attachment 8).

In order to operate under a fruit fly Property Freedom Approval, the Certification Controller must complete an Application for Area or Property Freedom (Attachment 7) and submit it to Biosecurity SA for approval.

An Authorised Inspector shall endorse the Application for Area or Property Freedom (Property Approval form – see Attachment 8) following confirmation of conformance with fruit fly freedom requirements and issue the business with an endorsed copy.

A unique number will be allocated and approval will be granted for 12 months or until approval is suspended or cancelled.

Where a business operates under property freedom, the Certification Controller must maintain a current Property Freedom Approval and make this available on request by an Inspector.

In the event of an outbreak of fruit fly, if an accredited facility falls within a suspension zone, 7.3.4 must not be used. Instead 7.3.5 (Repacking under Secure Conditions) or 7.3.6 (Repacking in Low Temperature Conditions) must be used.

7.3.5 Repacking under Secure Conditions

The Certification Controller may elect to conduct produce handling activities in a facility which is constructed in a way that prevents the entry of fruit flies.



The Product Controller must ensure all produce is handled, stored and repacked under conditions which prevent the entry of fruit flies. Methods to prevent the entry of fruit flies include:

- enclosed or screened buildings,
- cold-rooms,
- secured vehicles; or
- other facilities that have been constructed in a manner to prevent the entry of fruit fly (e.g. implementation of automated doors, etc.).

7.3.6 Repacking in Low Air Temperature Conditions

The Certification Controller may elect to conduct produce repacking activities under low air temperatures. The Product Controller shall ensure that during handling, storage and repacking, the produce remains in an environment that ensures produce is not exposed to air temperatures greater than:

- 13°C for greater than 60 minutes where Property Freedom for MFF has not been approved; and/or
- 16°C where Property Freedom for QFF has not been approved.

The Product Controller shall ensure that at least one temperature sensor is installed in each immediate area in which produce will be handled, stored and repacked for certification under the protocol. This may include the receipt area, holding facilities, packing line and areas where the consignment is stored. The location of each temperature sensor must be included in the Facility Plan (refer 7.1).

Temperature sensing and recording equipment shall be calibrated and meet the minimum requirements specified in section 7.3.7, Temperature Sensing and Recording Equipment.

7.3.7 Temperature Sensing and Recording Equipment (*Applies only if – Repacking in low Air Temperature Conditions is being used – Section 7.3.6*)

The Product Controller shall ensure air temperatures are measured using air temperature sensors protected by a meteorological screen or are positioned in an area which does not receive direct sunlight and is sheltered from breezes or any artificial source of air movement such as fans or air conditioners.

Each sensor and associated recording equipment must:

- be uniquely identified
- be accurate within $\pm 0.5^{\circ}\text{C}$ at 0°C and at the maximum allowable temperature
- have a maximum incremental resolution of 0.5°C
- be able to record the temperature at a maximum of 5 minute intervals; and
- record the corresponding unique identification of the sensor.



7.3.8 Sensor Calibration

The Product Controller must ensure all manual and electronic temperature sensors and their associated recording equipment (where applicable) are calibrated:

- at least annually and in accordance with the manufacturer's requirements; and
- by the manufacturer, manufacturer's representative or a NATA accredited calibration authority.

The business must obtain a record of calibration issued by the calibrating business, which includes the following details:

- unique Identification of the sensor (e.g. serial number;)
- date of calibration;
- calibration result; and
- identity of the person conducting the calibration activities

7.3.9 Air Temperature Record

The Product Controller shall maintain an Air Temperature Record (Attachment 4) or a similar record which captures the same information for all produce handled in low air temperature. The Air Temperature Record shall include the following details:

- the name and Interstate Produce (IP) number of the business operating under the procedure; and
- date of repacking; and
- start and finish time of repacking; and
- unique sensor identification; and
- sensor readings at a maximum of 5 minute intervals; and
- comments (e.g. any problems or discrepancies); and
- Product Controller's signature

7.4 Repacking

7.4.1 Maintaining Traceability during Repacking

The Product Controller shall ensure all produce intended for repacking:

- remains in original packages with original labelling until repacked into final packages; and
- maintains identification in a manner that allows for segregation of conforming and non-conforming produce; and
- can be traced back to original consignment at all times.

Consignments of produce that have been certified by a governmental inspector under a Plant Health Certificate (PHC) are not specifically labelled to provide traceability to the PHC. The Product Controller shall implement additional traceability measures where produce has been certified under a PHC to ensure the produce



maintains its identity back to the PHC at all times. The following measures may be implemented to maintain traceability:

- keeping produce in identified and segregated areas, or
- attaching a document to the consignment that provides details of the PHC number and date the consignment passed verification, or
- affixing labels to individual packages that state the PHC number and date consignment passed verification.

7.4.2 Post Repacking Security

In South Australia, Condition 7.4.2 applies only in areas where fruit fly area freedom has been lost. This can occur if a fruit fly outbreak has been declared and a packing facility is inside the declared suspension zone.

The Product Controller must ensure produce is handled, stored and transported in secure conditions after repacking.

Secure conditions include:

- unvented packages; or
- vented packages with the vents secured with mesh with a maximum aperture of 1.6mm; or
- vented packages enclosing a liner bag or liner sheets that obscure vent holes; or
- packages, bins or palletized units fully enclosed under plastic wrap, tarpaulins, hessian, mesh or other coverings which provide a maximum aperture of 1.6mm.

7.4.3 Repacking and Dispatch Record

The Product Controller shall maintain a Repacking and Dispatch Record (Attachment 3), or a similar record which captures the same information, for all consignments prepared for certification under this operational procedure. The Repacking and Dispatch Record shall include the following details:

- the name and Interstate Produce (IP) number of the business performing the repacking; and
- the original certificate number (PHAC/PHC) received with the produce destined for repacking; and
- package type of the final repacked consignment; and
- the packed weight (kg) or final number of packages in repacked consignment; and
- the new PHAC number; and
- the date of repacking; and
- comments (e.g. consignment passed/rejected)



7.5 Certification

Prior to certification and dispatch, the Authorised Signatory must:

- ensure all produce to be packed under this procedure has passed verification on receipt;
- ensure the consignment will meet all current quarantine entry conditions of the state or territory to which the product shall be consigned.

Where online access is not available during certification, the business must keep up to date copies of fruit fly entry conditions for each state or territory for which they intend to supply certified repacked produce. The business must refer to current legislation or Plant Quarantine Manuals of the destination state to ensure entry conditions are being met.

The Authorised Signatory must complete and sign a Plant Health Assurance Certificate (Attachment 7) prior to dispatch of a consignment prepared in accordance with this procedure.

Assurance Certificates shall include:

- in the ‘Type of Produce’ section:
 - the number and description of each type of produce in the consignment.
- in the ‘Additional Certification’ section:
 - a description of the produce and the associated treatment codes specific to the produce (e.g. ICA-07, ICA-21, ICA-56, or 12A) - ; and for each produce type, list, in brackets, the corresponding state of origin of the produce or state code (refer to Attachment 7). The state codes that must be used are as follows:

State or Territory	Code	State or Territory	Code
Victoria	(V)	New South Wales and Australian Capital Territory	(N)
Tasmania	(T)	Queensland	(Q)
South Australia	(S)	Northern Territory	(A)
Western Australia	(W)		

Where there is insufficient room to list each type of produce the words ‘see attachment’ are to be used and an attachment sheet shall be securely attached to the relevant assurance certificate. The attachment sheet shall include:

- the words ‘Attachment Sheet’;
- the name and address of the consignor;



- the PHAC number;
- the number and type of packages in the consignment;
- the type of produce in the package;
- the associated treatment codes specific to the produce;
- the associated state of origin or state code specific to the produce;
- the signature of the Authorised Signatory that signed the certificate;
and
- the date of consignment.

The completion and issuance of PHAC's shall be completed in accordance with Work Instruction WI-02: Guidelines for Completion of Plant Health Assurance Certificates.

The original copy of the PHAC must accompany the consignment; the duplicate copy must be retained by the business.

It is the business's responsibility to ensure the consignment complies with all entry conditions for the intended interstate and intrastate market. Entry conditions are subject to change, the business should regularly review online state and territory entry requirements.

7.5.1 Plant Health Assurance Certificate (PHAC) Distribution

The original (yellow copy) must accompany the consignment.

The duplicate (white copy) must be retained by the business.

7.6 Identification and Traceability of Certified Produce (Labelling)

Prior to consignment, the Product Controller shall ensure each package is marked in indelible, legible and visible characters of at least 5mm, with:

- the Interstate Produce (IP) number of the accredited business that certified the produce;
- the words "Meets ICA-57"; and
- date or (date code) on which the produce was repacked.

The repacked produce must be labelled with the above labelling on the same day as repacking occurs.

The repacked produce must remain segregated to maintain the identity of the produce until the above labelling is applied to the packages.

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 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.

8.3.2 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.

8.3.3 Suspension and Cancellation

The 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 Biosecurity SA;
- contravened a requirement that compromises the integrity of the arrangement;
- not rectified a non-conformance.

Any action taken by the 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.

8.3.4 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. Biosecurity SA can be contacted for a schedule of fees.

8.5 ICA System Records

The business shall maintain the following ICA System Records, or similar which record the same information:

- Produce Receipt Record (Attachment 2);
- Repacking and Dispatch Record (Attachment 3);
- original PHAC's/PHC's for received produce;
- Facility plan (Attachment 4);
- the duplicate copy of each PHAC issued (Attachment 9).

Where repacking in Low Air Temperatures (refer 7.3.6):

- Air Temperature Record (Attachment 5);
- calibration record issued by the calibrating business

ICA system records shall be retained for a period of not less than 12 months from completion.

ICA system records shall be made available on request by an Inspector.

8.6 ICA System Documentation

The business shall maintain the following ICA System Documentation:

- up to date copies of fruit fly entry conditions for each state/territory to which they intend to supply certified repacked produce to (where online access is not available at certification);
- a copy of the current endorsed Application for Accreditation;
- a copy of endorsed Authorised Signatory application forms;
- A copy of a current Certificate for QFF/MFF Area or Property Freedom Approval (where operating under a QFF/MFF freedom);
- a current copy of the Operational Procedure;
- a current Certificate of Accreditation.



9 Attachments

Attachment 1	ICA-57 Application for Accreditation
Attachment 2	Produce Receipt Record
Attachment 3	Repacking and Dispatch Record
Attachment 4	Facility Plan
Attachment 5	Air Temperature Record
Attachment 6	Sensor Calibration Test Record
Attachment 7	Property Approval Form (Blank)
Attachment 8	Property Approval Form (Completed Example)
Attachment 9	Plant Health Assurance Certificate (example)

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

Complete clearly and return to Biosecurity SA - Plant Health Operations, 33 Flemington St, Glenside SA, 5065.
 (Please print. See Conditions / 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 Interstate Produce (IP) Number (& Facility number).

S									
---	--	--	--	--	--	--	--	--	--

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

ICA/CA/IR Number

Title of Arrangement Operational Procedure or Registration *

ICA	57
-----	----

Repacking of Certified Fruit Fly Host Produce
--

Tick box if you wish this application to apply to both CA01/(IVCA) and IR01 ? yes

Applicant Details.

Type of Ownership of Business. (Tick or mark one)

Individual Partnership Incorporated Company Cooperative Association Trust Government

Individual Name:

Last Name		First Name	
-----------	--	------------	--

Business Name:

--

Postal Address Line 1:

--

Suburb:

Line 2:	
---------	--

Partner Names:

Last Name		First Name	
-----------	--	------------	--

(Provide additional partners on a separate sheet)

Last Name		First Name	
-----------	--	------------	--

Last Name		First Name	
-----------	--	------------	--

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
-----	----

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

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

Certification is attached

Facility / Accreditation Details

Facility Address Line 1:

Line 2:	
---------	--

Suburb:

State:		Postcode:	
--------	--	-----------	--

Accreditation Contact:

Last Name		First Name	
-----------	--	------------	--

Position:

--

Property Valuation No.:

Section:		Hundred:	
----------	--	----------	--

Contact Details:

Phone:		Mobile:	
--------	--	---------	--

Fax:		Email:	
------	--	--------	--

Postal Address

Line 2:	
---------	--

Postal Suburb

State:		Postcode:	
--------	--	-----------	--

Persons Permitted to Sign or Verify Plant Health Certification

Role	Last Name	Given Name(s)	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 & vegetable types, machinery, grapevines or nursery stock)

--

Seasonal Operator: (tick or Y = Yes)

NO	YES	If yes, indicate operating months	
----	-----	-----------------------------------	--

Importing Details

Consignments per year

States of Origin: (tick or Y = Yes)

Nursery Membership Y= Yes / N= No									
QLD	VIC	WA	NSW	NT	TAS	Overseas			

ENSURE YOU ALSO COMPLETE AND SIGN SECOND PAGE

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

Product / Certification Assurance Records and Methodology

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

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

	Granted by PIRSA <input type="checkbox"/>	PIRSA <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.
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"/>			
..... / /	PIRSA STAMP
Name of Desk Auditor (please print)	Signature of Officer	Date	

Conditions of Accreditation S16 / Registration S26

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

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

A copy of the relevant Operation Procedure or Act can be viewed or downloaded from – www.pir.sa.gov.au/ica

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

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

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

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

ENSURE YOU ALSO READ PAGE 3

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

Application Notes

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

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

Operational Procedure / Arrangement

The ICA / CA / IR number and name you are seeking Accreditation/Registration for must be entered here. E.g. ICA23, CA01 etc. Applications without these details will be delayed or not processed. (You may make application for both CA01/(IVCA) and IR01 by ticking the YES box)

Applicant Details

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

Facility/ Accreditation Details

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

Persons Permitted To Sign or Verify Plant Health Certification

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

Product Details

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

Product / Certification Assurance Records and Methodology

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

Authorising / Signing

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

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

see www.pir.sa.gov.au/ica

[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.



Attachment 2

Produce Receipt Record

Name of Business:

Business IP Number:

Record Number:

Receival Date	PHAC /PHC No	Produce Origin	IP No.	Treatment Status (or condition code)	Produce Type	Package s	Qty	Comments*
30/09/14	123435	Cairns	Q9999	ICA-21	Bananas	Bins	1584k	EXAMPLE ONLY

* Column for recording problems and discrepancies, and relevant pest or disease (e.g. consignment passed or rejected).



Attachment 4 Facility Plan





Attachment 5

Air Temperature Record

Name of Business:

Business IP Number:

Record Number:

Date	Start Time	Sensor ID	Sensor Reading (degrees)	Finish Time	Comments*	Product Controller Signature

* Column for recording problems and discrepancies



Attachment 7

APPLICATION FOR ICA-57 FACILITY OR PROPERTY FREEDOM

 **A SEPARATE FORM MUST BE COMPLETED FOR EACH FACILITY**

The following details are to be provided to a business accredited under an interstate certification assurance (ICA) arrangement for certification of pest and disease free status of plants or plant products from the accredited property. Post completed forms to Biosecurity SA – Plant Health, 33 Flemington Street, Glenside, SA 5065, Fax to 08 8207 7844 or scan and email to pinsa.planthealth@sa.gov.au.

Please amend any errors or add relevant information

PROPERTY DETAILS

PROPERTY APPROVAL NUMBER

PA

Full Name and Postal Address of		
Contact Details	Telephone	Facsimile
	Mobile	
	E-mail	
Street Address of Facility		
Property Valuation Numbers *	<i>Ten digit valuation number from council or water rates NOT the property value)</i>	
Produce Type/Variety		

DECLARATION

I declare that the facility details provided above are true and correct

.....
Name of Grower / Manager (please print)

.....
Signature of Grower / Manager

..... / /
Date

OFFICE USE ONLY

CONFIRMATION OF PROPERTY PEST / DISEASE FREE STATUS

QFF01	Grown in area more than: 15km <input type="checkbox"/> 30km <input type="checkbox"/> from a known Queensland Fruit Fly outbreak
MFF01	Grown in area more than: 15 km <input type="checkbox"/> 30km <input type="checkbox"/> from a known Mediterranean Fruit Fly outbreak
PHY01	Grown in area free from Phylloxera Yes <input type="checkbox"/> No <input type="checkbox"/>

BIOSECURITY SA APPROVAL

Date Property Approval Endorsed..... / /	Approval Expiry Date / /
..... Name of Authorised Officer (please print) Signature of Authorised Officer



Attachment 8

APPLICATION FOR ICA-57 FACILITY OR PROPERTY FREEDOM (Completed Example)

 **A SEPARATE FORM MUST BE COMPLETED FOR EACH FACILITY**

The following details are to be provided to a business accredited under an interstate certification assurance (ICA) arrangement for certification of pest and disease free status of plants or plant products from the accredited property. Post completed forms to Biosecurity SA – Plant Health, 33 Flemington Street, Glenside, SA 5065, Fax to 08 8207 7844 or scan and email to pirsa.planthealth@sa.gov.au.

Please strike out any errors or add relevant information

PA99999

PROPERTY DETAILS

PROPERTY APPROVAL NUMBER

Full Name and Postal Address of	Sam's Fresh Produce APML, Diagonal Road, Pooraka, SA 5095		
Manager Contact Details	Telephone	08 8999 9999	Facsimile 08 8999 9997
	Mobile	0455 333 222	
	E-mail	sam@samsfresh.com.au	
Street Address of Facility	Sam's Fresh Produce APML, Diagonal Road, Pooraka, SA 5095		
Property Valuation Numbers *	Ten digit valuation number from council or water rates NOT the property value) 9333644722		
Produce Type/Variety	Tomatoes, Capsicums, mangoes, paw-paw, rockmelon, honeydew, watermelon, stone fruit		

DECLARATION

I declare that the facility details provided above are true and correct

Sam Samuels

Sam Samuels

26 6 2014

Name of Grower / Manager (please print)

Signature of Grower / Manager

Date

OFFICE USE ONLY

CONFIRMATION OF PROPERTY PEST / DISEASE FREE STATUS

QFF01	Grown in area more than: 7.5 km <input type="checkbox"/> 30km <input type="checkbox"/> from a known Queensland Fruit Fly outbreak
MFF01	Grown in area more than: 7.5 km <input type="checkbox"/> 30km <input type="checkbox"/> from a known Mediterranean Fruit Fly outbreak
PHY01	Grown in area free from Phylloxera Yes <input type="checkbox"/> No <input type="checkbox"/>

BIOSECURITY SA APPROVAL

Date Property Approval Endorsed..... / /

Approval Expiry Date / /

Name of Authorised Officer (please print)

Signature of Authorised Officer



Attachment 9

Plant Health Assurance Certificate (Completed Example)

Certificate Number **12345**

IP Number					Facility No.			Arrangement Code				
S	9	8	7	6	-	0	1	I	C	A	5	7

Consignment Details (Please print clearly and initial any changes)

Consignor

Name	Sams Fresh Produce
Address	APML, Diagonal Road
	Pooraka SA 5095

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	Sams Fresh Produce
Address	APML, Diagonal Road
	Pooraka SA 5095

Grower (as marked on packages)

Name	Buffy Gardens
Address	Lyons Rd
	Virginia SA 5120

Brand Name or Identifying Marks (as marked on packages)

Sam's Fresh Produce

Date Code (as marked on packages)

29 June 2014

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

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

Capsicums, Green, 22 cartons (ICA-04), (V), Tomato (Gourmet) (ICA-26), (Q)

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

Charlie Willow Jr

Charlie Willow Jr

1/7/14
