

ICA-30: Hard Condition of Avocados

REVISION REGISTER

Date of issue	Amendment details
28/05/2015	Version 1.0: First release
22/07/2015	Version 1.1: Update PHAC example; update to new template
10/04/2018	Version 2.0: Whole document reviewed and reformatted; Updated Department references to Agriculture Victoria; Mediterranean fruit fly (MFF) Host added in procedure; Certification of MFF included in post-harvest storage (7.4); Definitions updated in line with standard definitions list (4).
30/11/2020	Version 2.1: update procedure to new format; clarification of Avocado varieties as hosts for QFF (2, 4, 5, 7.2.2); removal of reference to MFF (1, 2, 4, 7.4); removal of secure conditions for MFF (7.4)
01/09/2022	Version 2.2: update of secure conditions for Tas and SA (8.3) ; update of reference (3) change name of PSW-02 to SOP.
15/06/2023	Version 2.3: update of departmental name; review purpose, definitions and responsibilities; update section 8.3 for dot points.

Authorised and published by the Victorian Government
Department of Energy, Environment and Climate Action
8 Nicholson St, Melbourne 3000
Telephone 136 186

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ISBN 978-1-76090-620-7 (pdf/online/MS word).

For more information contact the Customer Service Centre 136 186.

This document is also available in PDF format on the internet at www.agriculture.vic.gov.au

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1 Purpose

The purpose of this procedure is to describe the:

- principles of operation, design features and standards required; and
- responsibilities and actions of personnel;

that applies to the certification of hard condition of avocados for Hass and Lamb Hass varieties for Queensland fruit fly (QFF) under an Interstate Certification Assurance (ICA) arrangement.

2 Scope

This procedure covers all certification of hard condition of avocados from a business operating under an ICA arrangement in Victoria.

Disease: Queensland fruit fly (QFF) (*Bactrocera tryoni*)

Product: Avocado Fruit (*Persea Americana*)

Hass and Lamb Hass varieties

Location: This procedure is separated into two sections:

- Part A - covering grower activities; and
- Part B - covering packer activities.

Certification under this procedure may not fulfil all quarantine entry conditions for all produce to interstate markets.

Some intrastate or interstate markets may require additional quarantine certification 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 intrastate quarantine requirements can be obtained from a local Agriculture Victoria Inspector.

Information on interstate quarantine requirements can be obtained from the plant quarantine service in the destination state.

Agriculture Victoria and interstate quarantine authorities maintain the right to inspect at any time produce and to refuse to accept a certificate where produce is found not to conform to specified requirements.

3 References

Plant Biosecurity Act 2010

Standard Operating Procedure - Completion of Plant Health Assurance Certificates

4 Definitions

Act	means the Plant Biosecurity Act 2010 (the Act).
Authorised Inspector	means an inspector authorised under the Act.
Authorised Signatory	means an employee of an ICA accredited business whose name and specimen signature is provided on the business's Authorised Signatory form.
Avocado	means the fruit of the Hass or Lamb Hass cultivars of the species <i>Persea Americana</i> .
Block	means an identifiable area of land on which produce is grown and is detailed on the property plan.
Broken skin	means any pre-harvest crack, puncture or other break of the skin that penetrates through to the flesh and has not healed with callus tissue.
Business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed on the business's Application for Accreditation.
Consignment	means a discrete quantity of produce transported to a single consignee at one time.
Facility	means the location where the receipt, treatment and certification operations covered by this arrangement are conducted.
Hard condition	means fruit that is deliberately detached from healthy branches of living trees and showing no signs of softening or spotted areas, or of having any areas of breakdown or broken skin on any part of the fruit.
Interstate Certification Assurance (ICA)	means a system of Certification Assurance developed to meet the requirements of State and Territory Governments for the plant health certification of produce for interstate and intrastate quarantine purposes.
Lot	means a quantity of homogenous produce assembled for inspection at one place and at one time. A lot could consist of produce from one or more growers/blocks/properties.

Lot identification	means any coding or marking method used to identify a lot (e.g., date, date code or block code).
Non-conformance	means a non-fulfilment of a specified requirement.
Non-conforming Produce	means produce that does not meet the requirements of this procedure.
Package	means the final outer covering in which certified produce is consigned and may include a box, carton, bin, bundle or other packaging unit.
Packed Product	means host produce in packages following grading and packing and ready for marketing.
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an accredited business.
Property	means one of more contiguous parcels of land (lots on plan), owned or leased by a business that are managed as a unit and isolated from any other parcel of land owned or leased by the same business.
Queensland Fruit Fly (QFF)	means all life stages of the species <i>Bactrocera tryoni</i> (Froggatt).

5 Responsibility

Position titles have been created to reflect the responsibilities which must be met by the business under the ICA arrangement. These positions must be assigned to trained staff. One person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for:

- ensuring the business has current accreditation;
- representing the business during audits and other matters relevant to the procedure;
- training staff in their duties and responsibilities under this ICA procedure;
- ensuring the business and staff comply with their responsibilities and duties; and
- ensuring all certification of produce is carried out in accordance with this procedure.

UNDER PART A

- ensuring the business has current accreditation under Part A of this procedure;
- maintaining a property plan for each property on which the produce is to be grown for certification under this procedure;

- maintaining a current training register for pickers;
- instigating action following detection of non-conforming produce at harvest; and
- ensuring produce is stored under secure conditions within 24 hours of harvest.

UNDER PART B

- ensuring the business has current accreditation under Part B of this procedure;
- maintain a current training register for graders and packers;
- ensure produce is stored under secure conditions during grading and packing;
- oversee the grading and packing of avocados for certification under this procedure;
- taking corrective action following detection of non-conforming produce; and
- maintaining packing records for all certified produce.

The **Pickers** are responsible for:

- harvesting hard avocados deliberately detached from healthy branches of living trees; and
- placing conforming avocados in harvest containers that have been labelled with a unique package identification number.

The **Harvest Supervisor** is responsible for:

- overseeing the harvest process to ensure only conforming avocados of Hass or Lamb Hass are harvested for certification under this procedure;
- ensuring non-conforming produce is clearly identified and segregated to avoid mixing with conforming produce;
- performing harvest inspection to verify hard condition;
- notifying the Certification Controller of non-conforming produce detected at harvest; and
- maintaining records of inspection and storage on the Harvest and Storage Register.

The **Product Receipt Officer** is responsible for:

- ensuring all avocados received for packaging and certification under Part B are sourced from a business accredited under Part A of this procedure; and
- ensuring avocados grown and harvested by another business are accompanied by a Grower Declaration.

The **Grader/Packer** is responsible for:

- inspecting avocados for signs of softening or broken skin, and identifying and isolating any non-conforming produce during grading and packing;
- immediately advising the Certification Controller on detection of non-conforming produce during grading and packing; and
- ensuring all non-conforming produce is identified and controlled to prevent mixing with conforming produce.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages of certified produce are identified;
- certified produce is stored and transported in secure conditions;
- ensuring all host produce covered by a PHAC or a Grower Declaration issued by the business are identified; and

- maintaining duplicate copies of all PHACs or Grower Declarations issued by the business under the procedure.

The **Authorised Signatory** is responsible for:

- signing and issuing the PHAC; and
- ensuring that host produce certified under the PHAC, or Grower Declaration has been completed in accordance with this ICA Procedure and that the details on the certificate or declaration are true and correct.

6 Requirement

Produce certified under this ICA Procedure must comply with the following:

- harvested and packed in a hard condition.

Hard condition means the produce is deliberately detached from healthy branches of living trees and showing no signs of softening or spotted areas, or of having any areas of breakdown or broken skin on any part of the produce.

This procedure sets out the steps required for compliance with the relevant law(s) or regulatory standards.

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

Agriculture Victoria will not be responsible for any damage to plant or plant product or any personal injury that may result from the application of this accreditation.

7 Procedure – Part A (Grower Activities)

7.1 Property Plan

A Property Plan must be provided with the business's Application for Accreditation for each block/land holding on which host produce is grown (Attachment 1) for certification under this procedure.

The Property Plan must include the following:

- the location of all blocks on which the produce is grown;
- the Block Reference Code or Number used to identify each block;
- variety and number of host trees planted in the block;
- road access including street name/s;
- internal roadways within the property;
- the location and identification of buildings (e.g. house, packing shed, equipment sheds, etc.); and

If any changes occur to the Property Plan information, a new Property Plan must be prepared.

7.2 Harvesting

All avocados harvested for certification under this procedure shall be deliberately detached from healthy branches of living trees. Produce must be free of soft or spotted areas and must be free of areas of breakdown and broken skin.

7.2.1 Training for pickers

Pickers shall be trained in the requirements of hard conditions of avocados. The Certification Controller shall ensure Pickers have completed on-site training and demonstrated an ability to harvest avocados in accordance with the requirement of hard condition.

A Training Register shall be maintained by the Certification Controller. Only persons listed in the register shall harvest avocados for certification (Attachment 2).

The Training Register must include the following:

- the name and Interstate Produce (IP) number of the business;
- the name of the employee completing the training;
- the date of the training;
- the type of training;
- the signature of the employee completing the training; and
- the name and signature of the Certification Controller.

7.2.2 Harvest requirements

The Harvest Supervisor shall oversee the harvest process to ensure only conforming Hass or Lamb Hass cultivars of avocado are harvested for certification under this procedure.

Only hard avocados shall be harvested for certification under this procedure.

Avocados in hard condition shall be placed in identified harvest containers (e.g., field bin or crate) and labelled with a unique harvest container identification number. Harvest containers must contain only one (1) cultivar harvested from an identical block of trees in one (1) day.

Harvest containers allocated for harvesting an identified source block shall be recorded on the Harvest and Storage Register (Attachment 3). Prior to commencing harvest, the Harvest Supervisor shall record all details on the Harvest and Storage Register.

Avocados that do not comply with the requirement of hard condition shall be either:

- collected in windrows for disposal (e.g. to be mulched or buried); or
- collected in clearly marked or distinctly coloured bins or crates so that they can be easily identified as non-conforming product.

7.2.3 Identification and control of non-conforming product at harvest

The Harvest Supervisor shall ensure that any avocado which does not conform to the harvest requirements is clearly identified and segregated to prevent mixing with conforming product.

Methods for identifying and segregating conforming and non-conforming product during harvest may include:

- placing non-conforming produce in a defined and separate area to conforming produce and maintaining separation until conforming produce is packed or dispatched under a grower declaration; or
- placing non-conforming produce in reject or waste bins, or in other containers which are clearly marked or significantly different in appearance.

Other methods may be used provided they clearly identify conforming and non-conforming produce.

7.3 Harvest Inspection

The Harvest Supervisor shall carry out an inspection for hard condition each day during the period avocados are harvested for certification.

The Harvest Supervisor shall select ten (10) avocados from every 500kg harvested or part thereof. The produce selected for inspection from an inspection lot must be sampled randomly across the whole surface of the harvesting containers that are accessible.

The Harvest Supervisor shall examine the entire surface of each avocado. Any avocado showing signs of softening, spotted areas or skin areas displaying areas of breakdown, or any broken skin on any part of the fruit, shall be considered non-conforming fruit (Attachment 5).

Harvest inspection shall be completed:

- **in the case of a business that is a different business to the packer** – prior to completion of the Grower Declaration and delivery to the packer; or
- **in the case of a business which both grows and packs the produce** – in conjunction with the post-harvest inspection, each day prior to dispatch of produce under this procedure.

7.3.1 Action following identification of non-conforming produce at harvest

The Harvest Supervisor shall notify the Certification Controller when produce inspected shows signs of softening, spotted areas, areas of breakdown or broken skin. The Certification Controller shall take the following actions:

- all avocados from the inspection lot (i.e. bin or pallet) shall be inspected for hard condition, with any non-conforming produce graded out and rejected; or
- the entire inspection lot shall be rejected.

All rejections shall be recorded on the Harvest and Storage Register (Attachment 3).

7.3.2 Rejected produce at harvest

All harvested produce that is rejected for hard condition shall be isolated and clearly identified to prevent mixing with conforming produce. Rejected produce shall not be certified under this procedure.

7.4 Post-harvest Storage

Produce identified for certification in accordance with this procedure must enter secure storage conditions within 24 hours of harvest. The produce must remain in secure conditions at all times except during grading and packing operations.

The time and date of secure storage for each inspection lot must be recorded on the Harvest and Storage Register (Attachment 3).

Secure storage conditions include:

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

It is recommended that the inspection and packing of avocados occurs within 24 hours of harvest unless stored below 10°C to maintain hard condition.

7.4.1 Harvest records

The Harvest Supervisor shall maintain records of the harvesting process. The harvest records must include details of the block and varieties harvested, harvest inspection results, details of action taken on identification of non-conformance and post-harvest storage.

Harvest records shall be in the form of a Harvest and Storage Register (Attachment 3) or a record which captures similar information.

Harvest inspection records should include:

- the IP Number of the business that harvested the produce;
- the date and time harvest commenced;
- the date of inspection;
- the block/s from which the fruit was harvested;
- the cultivar of avocado;
- the harvest container identification number;
- the number and type of harvest container;
- the approximate weight of harvest container;
- the number of avocados inspected;
- the number rejected;
- action taken on rejection;
- the date and time of entering secure storage; and
- the name and signature of the Harvest Supervisor.

7.5 Grower Declaration

A business which harvests fruit for packing and certification by another business must be accredited under Part A of this procedure.

The business shall provide a Grower Declaration (Attachment 4) with each delivery of produce supplied to the packing business for certification. The Grower Declaration describes the harvest and storage details for each delivery of avocados.

A declaration is not required where the business that harvests the produce is the same business that packs and certifies the produce.

The Grower Declaration must identify:

- the name and IP Number of the accredited business that harvested the fruit;
- the Block Reference Code or Number Identification of the source block/s;
- the cultivar of avocado;
- the date of harvest;
- the harvest container identification number;
- the number and type of harvest containers;
- that the produce has been inspected at harvest, verified to be in a hard condition and stored in secure conditions within 24 hours;
- a description of the secure storage conditions; and
- the name and signature of the Authorised Signatory.

8 Procedure – Part B (Packer Activities)

8.1 Fruit Receipt

The Product Receipt Officer shall ensure that all produce received for certification under this procedure are supplied by a business accredited under Part A.

All fruit received at the packing facility for certification must be identified by a unique harvest container identification number. Any harvest container (e.g., bin or pallet of crates) that is not clearly identified with a unique harvest container number shall be regarded as non-conforming for the purpose of this procedure.

8.1.1 Receipt of avocados harvested by another business

A business which packs avocados harvested by another business shall ensure:

- each delivery of avocados supplied by another business for certification must comply with the conditions set out within Part A of this procedure and be accompanied by a Grower Declaration (Attachment 4);
- produce supplied for certification has been stored in secure conditions within 24 hours of harvest; and
- grower and harvest identification is maintained on all produce received and certified under this procedure from receipt through to certification and dispatch.

The business shall maintain copies of all declarations received from businesses accredited under Part A whose produce they pack and certify under this procedure.

8.2 Grading and Packing

Conforming avocados must remain under secure conditions at all times except during actual handling operations, such as grading and packing, up until the time of dispatch.

All practicable measures must be taken to ensure security of the product is maintained during activities that may expose it to the risk of infestation (e.g., bulk bins of unpacked fruit and part pallets must be secured against infestation as soon as practicable).

8.2.1 Training for graders and packers

Graders and packers shall be trained in the requirements of hard condition avocados. The Certification Controller shall ensure graders and packers have completed on-site training and can demonstrate an ability to identify conforming fruit, and reject fruit showing signs of breakdown including softening, spotted areas, or areas of broken down and broken skin.

A Training Register shall be maintained by the Certification Controller. Only persons currently listed in the register shall grade and pack avocados for certification under this procedure (Attachment 2).

The Training Register must identify:

- the name and Interstate Produce (IP) number of the business;
- the name of the employee completing the training;
- the date of the training;
- the type of training;
- the signature of the employee completing the training; and
- the name and signature of the Certification Controller.

8.2.2 Identification and control of non-conforming fruit during grading and packing

The business shall ensure that no mixing of conforming and non-conforming produce can occur during the grading and packing operation.

All produce that are found to be non-conforming shall be segregated to prevent mixing with conforming produce.

Examples of segregation of non-conforming fruit shall include:

- packing conforming fruit at different times to non-conforming fruit and clearing the lines before changing over; or
- packing conforming and non-conforming fruit in different packing lines.

Other methods may be used provided they clearly identify and segregate conforming and non-conforming avocados.

8.2.3 Post-harvest inspection

The Certification Controller shall oversee the grading and packing process to ensure only conforming avocados are packed for certification.

All avocados graded and packed for certification shall be examined for conformance with hard condition during grading and packing (Attachment 6). Graders and packers shall examine the entire surface of each fruit. Any avocado showing signs of softening, spotted areas or skin areas displaying areas of breakdown, or any broken skin on any part of the fruit, shall be considered non-conforming fruit (Attachment 5).

8.2.4 Action following identification of non-conforming produce during grading and packing

Graders and packers shall notify the Certification Controller on detection of non-conforming produce.

The Certification Controller shall take the following actions:

- all avocados from the inspection lot (i.e. bin or pallet) shall be inspected for hard condition, with any non-conforming produce graded out and rejected; or
- the entire inspection lot (i.e. bin or pallet) shall be rejected; and
- a trace back to the source of non-conformity to identify and rectify any problem to prevent a recurrence.

Actions taken in response to a detection of non-conforming produce shall be recorded:

- in the 'Action taken' column of the Harvest and Storage Register if the packing business harvested the avocados; or
- on the Grower Declaration if the packing business did not harvest the avocados as the business accredited under Part A of the Operational Procedure.

8.2.5 Rejected produce at grading and packing

All produce that is rejected for hard condition shall be isolated and clearly identified to prevent mixing with conforming produce.

Rejected produce shall be either:

- treated and certified in accordance with an alternative quarantine entry condition;
- consigned to markets that do not require certification for fruit fly;
- disposed of on-site; or
- transported off-site to waste.

8.2.6 Identification of conforming and non-conforming avocados after packing

A business which grades and packs conforming, and non-conforming avocados shall implement systems to identify the condition status of the produce after packing to prevent mixing conforming and non-conforming produce.

Examples of acceptable methods of identifying conforming and non-conforming produce after packing include:

- using packaging which differs significantly in appearance; or
- marking each package of conforming avocados in a manner that clearly identifies the avocados as meeting the conditions of this procedure.

Other methods may be used provided they clearly identify conforming and non-conforming produce.

8.2.7 Packing records

Packing records shall be maintained by the Certification Controller that provides trace back of certified produce to the source block.

Packing records shall be in the form of Hard Condition Packing Record (Attachment 7) or a record which captures the same or similar information.

Packing records must include:

- the IP Number of the business that packed the avocados;
- the date of packing;
- the IP Number of the business that harvested the avocados;
- the harvest container identification number;
- the number of harvest container numbers;
- the PHAC numbers certifying the packed produce; and
- identification of the Certification Controller.

8.3 Post-inspection Security

Packing shall commence as soon as practicable after grading and post-harvest inspection.

Conforming packed product shall be held for the minimum practical period after grading before securing against infestation.

Certified produce must be stored and transported under secure conditions which prevent infestation by fruit fly.

Secure conditions include:

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

Produce consigned to Tasmania must be transported in full container lots sealed prior to transport, or as lesser container lots in accordance with the requirements of 8.3 (a), (b) or (d) above.

Where consignments are transported to Tasmania as full container lots, the seal number must be included in the 'Brand Name or Identifying Marks' section of the PHAC covering the consignment.

Where consignments are transported in vented packages that are sealed as a palletised unit in accordance with 8.3 (d) above, the business must secure the top layer of the pallet by applying a continuous band of tape over the shrink-wrap and have applied to the tape in waterproof ink the signature of an Authorised Signatory, the number of the PHAC covering the consignment and the date.

8.4 Dispatch

8.4.1 Package identification

The Authorised Dispatcher must ensure that, prior to issuing a PHAC, each package intended for certification under this procedure is marked in indelible and legible characters of at least 5mm with:

- the IP number of the business that operates the approved facility in which the produce was packed;
- the words "Meets ICA-30";
- the date (or date code) on which the produce was packed;

- the IP number or other identifier of the grower of the produce, where the grower is a different business to the packer; and
- the description of the contents indicating variety.

Where the packer uses a different identifier to the IP number of the grower, the packer must maintain a Grower Identifier Record that matches the grower identifier with the grower's names or IP number so that the grower can be easily identified if required.

Any packages containing produce that has not been prepared in accordance with the requirements of this procedure must not be marked as stated above.

8.4.2 Plant Health Assurance Certificates

The Authorised Dispatcher shall ensure a PHAC (Attachment 8) is completed and signed by an Authorised Signatory prior to the consignment being dispatched.

PHACs shall be completed, issued and distributed in accordance with the Standard Operating Procedure - Completion of Plant Health Assurance Certificates.

PHACs shall include:

- in the 'Accredited business that prepared the produce' section:
 - the name and address of the accredited business of that produce;
- in the 'Certificate details' section:
 - the IP number of the accredited business that treated the produce;
- in the 'Grower or Packer' section:
 - the name and address of the property on which the produce was sourced. Where the consignment contains produce from a number of growers the word "VARIOUS" must be used;
- in the 'Consignment details' section:
 - the number and type of packages in the consignment; and
- in the 'Type of produce' column:
 - a description of the avocados.

The business must not issue a PHAC for produce owned by another business. An individual PHAC must be issued to cover each consignment to avoid splitting of consignments.

Books of pre-printed PHACs are available from any Agriculture Victoria Branch.
Upon suspension, cancellation or withdrawal of accreditation, the PHAC book must be returned to Agriculture Victoria.

8.4.3 PHAC distribution

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

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

9 Accreditation

In order to become accredited, the Application for Accreditation must be completed, signed and returned. The application form includes the terms and conditions applying to this agreement.

9.1 Application for Accreditation

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

9.1.1 Required application documents

A business may apply for accreditation by lodging a completed application package which must include the following documents:

- a fully completed Application for Accreditation form;
- proof of business registration; and
- complete Property Plan.

Failure to provide any of the above documentation may result in delays to your application for accreditation.

9.2 Audit process

9.2.1 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 ICA 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.

9.2.2 Compliance audits

Compliance Audits are conducted to verify that the ICA 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 (4) weeks of the initial audit and accreditation or issue of the first PHAC;
- within twelve (12) weeks of the business being re-accredited; and
- in the case of a business operating for more than six (6) months of a year, between six (6) and nine (9) months after accreditation or re-accreditation.

Upon completion of a successful initial compliance audit, accreditation is granted to cover the current season, up to a maximum of twelve (12) months.

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 sample certified produce, ICA system records or ICA system documentation.

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

9.2.3 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 (12) weeks of the business applying for re-accreditation each year.

A compliance audit is conducted between six (6) and nine (9) months after the date of re-accreditation for an arrangement that operates for more than six (6) months of the year.

9.3 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. This Certificate of Accreditation will also detail which interstate markets the business is permitted to send to.

The business must maintain a current Certificate of Accreditation and make this available on request by an Authorised 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 PHAC.

9.4 Non-conformances and Sanctions

9.4.1 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.

9.4.2 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.

9.4.3 Suspension and cancellation

Agriculture Victoria 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 Agriculture Victoria;
- contravened a requirement that compromises the integrity of the arrangement; or
- not rectified a non-conformance.

Any action taken by Agriculture Victoria 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.

9.4.4 Prosecution

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

9.5 Charging Policy

The business will be charged for all audit and investigation activities and an annual accreditation fee.

A fee will be charged for all scheduled audits conducted. Unannounced audits will not be charged. Agriculture Victoria can be contacted for a schedule of fees.

10 Records and Document Control

10.1 ICA System Records

The business shall maintain the following records:

PART A:

- copies of Property Plans for each block/source property;
- Training Register;
- Harvest and Storage Register; and
- Grower Declarations.

ICA system records shall be retained for a period of not less than twelve (12) months from completion, or until the next compliance audit of the ICA arrangement, whichever is later.

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

PART B:

- Grower Declarations;
- Training Register;
- Hard Condition Packing Record; and

- a copy of each PHAC issued.

Records must be retained for a period of not less than 24 months from completion and must be made available upon request by an Authorised Inspector.

10.2 ICA System Documentation

The business shall maintain the following documentation:

- a copy of the business's current endorsed Application for Accreditation;
- a copy of the business's current endorsed Authorised Signatory forms;
- a current copy of this procedure; and
- a current Certificate of Accreditation.

ICA system documentation shall be made available at the request of an Authorised Inspector.

11 Attachments

Attachment 1	Property Plan	(PSF-449)
Attachment 2	Training Register	(PSF-443)
Attachment 3	Harvest and Storage Register	(PSF-444)
Attachment 4	Grower Declaration	(PSF-445)
Attachment 5	Examples of non-conforming Avocados	(PSF-446)
Attachment 6	Examples of conforming Avocados	(PSF-447)
Attachment 7	Hard Condition Packing Record	(PSF-448)
Attachment 8	Plant Health Assurance Certificate	(PSE-032)

Property Plan

Property Plan Details

The property plan (overleaf) is to include the following-

1. the location of blocks in which produce is grown;
2. the Block Reference Code or Number used to identify each block identified on the plan;
3. variety and number of host trees planted in the block;
4. road access including street name/s;
5. internal roadways within the property;
6. the location and identification of buildings on the property (house, packing shed, equipment sheds etc);
7. is the produce from the block to be certified under the ICA arrangement.

COMPLETE THE FOLLOWING DETAILS FOR EACH BLOCK SHOWN ON THE PROPERTY PLAN

Block Reference Code or No.	Name Used on Farm for the Block	Avocado Variety	Area (Ha)	Avocados to be Certified?
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO

Arrangement Details

Applicant's Name *(as shown on the application form)*

Street Address of Facility *(as shown on the application for accreditation form)*

Postcode

Scope Of Arrangement

Application is made for accreditation under Part A or Part B of **ICA-30: Hard Condition of Avocados**.

I, *(full printed name)*, the
..... *(position in business)*

am authorised to sign on behalf of the business and I understand that-

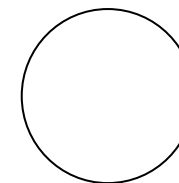
- accreditation will only be granted for the properties/blocks outlined;
- following accreditation, certification can only be issued in accordance with scope of accreditation detailed in the Certificate of Accreditation for the procedure covering the arrangement;
- a new application must be made to amend any of the current details in the Application for Accreditation of a Business for an Arrangement or this Property Plan.

..... / .. / 20 ..

Signature

Date

Property Plan



INDICATE NORTH

Training Register

[illegible]

1 DECLARATION – I have undergone instruction as to the ICA-30 requirement for harvesting Avocados in a hard condition deliberately detached from healthy branches of living trees of Hass and Lamb Hass cultivars only.

2 DECLARATION – I have undergone instruction as to the ICA-30 requirement for inspecting Avocadoes in a hard condition showing no signs of softening, spotted areas or areas of breakdown, or broken skin, for Hass and Lamb Hass cultivars only.

Harvest and Storage Record

[illegible]

Grower Declaration

A Grower Declaration must be provided to the packer to cover the avocados delivered for certification under ICA-30 from each source block each day.

I _____ (print full name)

an Authorised Signatory of

_____ (Business name),

Interstate Produce (IP) No. **V**

--	--	--	--

hereby declare that the avocados listed below and delivered to

_____ (Business name)

Interstate Produce (IP) No. **V**

--	--	--	--

on / / (date)

for grading, packing, post-harvest inspection and certification under Operational Procedure ICA-30 (*Hard Condition of Avocados*) were:

1. harvested by a business holding current accreditation under Part A of Operational Procedure ICA-30; and
2. inspected at harvest, verified to be in a hard condition and stored in secure conditions within 24 hours.

The identity of the avocados to be certified:

Date of Harvest	Cultivar	Block Reference Code or Number	Harvest Container Identification Number/s	Number and Type of Harvest Containers	Description of Storage Conditions

Additional Comments (note any non-conformance detected at grading and packing):

I am authorised to sign on behalf of the business and the information given above is to the best of my knowledge true and correct in every particular.

Signature

____/____/____
Date

Example of Non-Conforming Avocados

Source: Tableland Avocado Guide Qld



Above: Pest damage through to the flesh



Above: Cuts and punctures not acceptable



Above: Fruit fly stings



Above: Soft rot

Example of Conforming Avocadoes

Source: Tableland Avocado Guide Qld



Above: Nil blemishes



Above: Solid blemish, with no sunken or raised black blemishes



Above: Scattered blemish



Above: Deformed fruit with no cracks or rots or stings

Hard Condition Packing Record

Business Name: _____

Interstate
Produce No:

V

--	--	--	--

[illegible]

Plant Health Assurance Certificate

Certificate number
XXXXXXXX

Consignment details (please print)

Consignor
Name ABC PTY LTD
Address STREET ROAD, MELBOURNE VIC 3000

Consignee
Name PRODUCE PEOPLE
Address SOMEWHERE ROAD, PERTH, WA

Reconsigned to (splitting consignments or reconsigning whole consignments)
Name
Address

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-30

Accredited business that prepared the produce
Name ABC PTY LTD
Address STREET ROAD, MELBOURNE VIC 3000

Grower or Packer
Name ABC PTY LTD
Address STREET ROAD, MELBOURNE VIC 3000

Other facilities supplying produce

Brand name OR identifying marks (as marked on packages)	Date OR date code (as marked on packages)
ABC PRODUCE	25/08/2020

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
100	Trays	Avocados	

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature

Additional certification / Codes		
Declaration: I, an Authorised Signatory of the accredited business that prepared the plants, plant products, used equipment, used packages or earth materials described above, hereby declare that the plants, plant products, used equipment, used packages or earth materials have been prepared in the business' approved facility in accordance with the business' Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the Plant Biosecurity Act 2010 to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.		
Authorised Signatory (print name) A.Signature	Signature A.Sign	Date 25 / 08 / 2020