

# ICA-33: Movement of Wine Grapes Fruit Fly and Phylloxera

## REVISION REGISTER

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# 1 Purpose

The purpose of this procedure is to describe:

- the principles of operation and standards required for the intra and interstate movement of wine grapes where quarantine restrictions apply for the pests Phylloxera and/or Queensland fruit fly and/or Mediterranean fruit fly; and
- the responsibilities and actions of personnel;

that apply to secure transport and inspection of wine grapes for the quarantine control of Phylloxera, Queensland fruit fly and Mediterranean fruit fly under this procedure.

# 2 Scope

This procedure details the requirements for movement of wine grapes by businesses operating under this procedure from areas in a PEZ/PRZ<sup>1</sup> and/or in a non-fruit fly free area.

Note: this procedure does not allow for:

- the movement of wine grapes from a PIZ; or
- the movement of wine bins that require other treatments.

This procedure is applicable where the requirements are a specified entry condition of an interstate quarantine authority for the pests Phylloxera<sup>1</sup> and/or Queensland fruit fly and/or Mediterranean fruit fly<sup>2</sup>.

<sup>1</sup> The introduction of wine grapes into South Australia that originate from a Phylloxera Risk Zone is prohibited **except** under a permit issued by the Chief Inspector – Primary Industries and Resources South Australia.

<sup>2</sup> The introduction of wine grapes into/within Victoria and New South Wales from a Mediterranean fruit fly outbreak area is prohibited.

Certification of the movement of wine grapes under this procedure is currently only accepted by New South Wales, Victoria and South Australia, and therefore is not an accepted quarantine entry condition for other interstate markets.

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

Standard Operating Procedure - Source Property Approvals

## 4 Definitions

<b>Accrediting Authority</b>	means the governing jurisdiction with whom the business is accredited with.
<b>Act</b>	means the Plant Biosecurity Act 2010 (the Act).
<b>Application for Accreditation</b>	means an Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement.
<b>Authorised Inspector</b>	means a person authorised as an inspector under the Act.
<b>Authorised Signatory</b>	means an employee of an ICA accredited business whose name and specimen signature is provided as an Authorised Signatory.
<b>Business</b>	means the legal entity responsible for the operation of the facility and the arrangement detailed in the business' Application for Accreditation.
<b>Certified/ Certification</b>	means a Plant Health Certificate issued by a department of Agriculture of another state or territory or a Plant Health Assurance Certificate issued by an accredited business.
<b>Consignment</b>	means a discrete quantity of produce transported to a single consignee at one time.
<b>Facility</b>	means the location where the packing and certification operations covered by this arrangement are conducted.
<b>Fruit Fly Exclusion Zone (FFEZ)</b>	means a declared fruit fly free area, covering parts of New South Wales, South Australia and Victoria.
<b>Mediterranean fruit fly (MFF)</b>	means all stages of the species <i>Ceratitidis capitata</i> (Wiedemann).
<b>Non-conformance</b>	means a non-fulfilment of a specified requirement.
<b>Package</b>	means the complete outer covering or container used to transport and market the produce.
<b>Phylloxera</b>	means the pest grape phylloxera <i>Daktulosphaira vitifoliae</i> (Fitch).
<b>Phylloxera Exclusion Zone (PEZ)</b>	means a declared Phylloxera free area in Victoria.
<b>Phylloxera Infested Zone (PIZ)</b>	means a declared Phylloxera infested area in Victoria.
<b>Phylloxera Risk Zone (PRZ)</b>	means all areas in Victoria other than a PEZ or PIZ.
<b>Plant Health Assurance Certificate (PHAC)</b>	means certification issued by an Authorised Signatory of an accredited business.

<b>Plant Health Certificate</b>	means certification issued by an Officer of a department responsible for Agriculture.
<b>Queensland fruit fly (QFF)</b>	means all stages of the species <i>Bactrocera tryoni</i> (Froggatt).
<b>Transport Driver</b>	means the driver of the vehicle carrying wine grapes.
<b>Vineyard</b>	means the business and the location of the area of land on which wine grapes are grown.
<b>Wine grapes</b>	means the harvested fruit from a vineyard (which includes some stems, stalks and leaves).
<b>Winery/Crusher</b>	means the facility where the wine grapes will be processed.

## 5 Responsibility

The position titles used reflect the responsibilities of staff under the arrangement. These positions may not be present in all businesses, or different titles may be used for staff that carry out these responsibilities. One person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for:

- representing the business during audits and other matters relevant to this procedure;
- training staff in their duties and responsibilities under this procedure;
- ensuring the business and its staff comply with their responsibilities and duties under this procedure;
- complying with any other applicable regulations or legislation such as Occupational Health and Safety; and
- ensuring the business has current accreditation under this arrangement.

### PART A – CONSIGNING BUSINESS

The **Certification Controller** is responsible for:

- ensuring the business has current accreditation under Part A of this procedure;
- maintaining a property plan for each property on which wine grapes are grown;
- ensuring all source properties have current property authorisation;
- ensuring all source blocks located within a Phylloxera Risk Zone (PRZ) have been inspected annually by the accrediting authority for phylloxera in accordance with the National Phylloxera Management Protocols, and the source vineyard is found free from phylloxera (if applicable);
- ensure compliance with the requirements of this procedure including packing, loading, dispatch, transporting, inspection and certification;
- taking corrective action if requirements of the procedure is not met.
- ensuring the bins or containers are clean prior to loading and the load is consigned in a manner to prevent spillage for transportation to the receiving winery.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages are identified and labelled;
- ensuring Assurance Certificates accompany consignments upon dispatch; and
- maintaining copies of all Assurance Certificates issued.

The **Authorised Signatories** are responsible for:

- ensuring that, prior to signing and issuing an Assurance Certificate, grapes covered by the certificate has been sourced from a property with a valid property authorisation, prepared in accordance with this procedure and the details on the certificate are true and correct.

## **PART B – RECEIVING WINERY / CRUSHER**

The **Certification Controller** is responsible for:

- ensuring the business has current accreditation under Part B of this procedure;
- ensuring compliance with the requirements of this procedure, including the receipt, unloading and storage (if applicable) of wine grapes at the winery;
- taking corrective action if the requirements of this procedures are not met.

The **Fruit Receival Officer** is responsible for:

- ensuring all wine grapes received under Part B are sourced from a business accredited under Part A of this procedure;
- ensuring all wine grapes and bins received are listed on a receival register and handled in accordance with this procedure;
- ensuring that Plant Health Assurance Certificates (PHAC) are collected from the transport driver on receipt of the product, verified and filed.

The **Transport Coordinator** is responsible for:

- ensuring all businesses involved in the transport of grapes are aware of their responsibilities under this procedure;
- ensuring that records associated with the transport of the grapes are filed;
- taking action to ensure the containment and safe disposal of any spillage of grapes that may occur during transport.

The **Transport Driver** is responsible for:

- understanding the requirements of transporting grapes certified under this procedure.
- travelling by the most direct route to the winery;
- reporting all instances of spillage (en route) and immediately notifying the Transport Coordinator, and Agriculture Victoria of any major spillage;
- ensuring the PHAC is given to the Fruit Receival Officer.



## 6 Requirement

Grapes to be certified must be handled in accordance with this procedure.

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.

For further information contact the Customer Service Centre on 136 186 or visit [www.agriculture.vic.gov.au](http://www.agriculture.vic.gov.au).

### 6.1 Consigning Business

The consigning business must:

- only use bins that have been cleaned free of all soil and plant material prior to delivery to the vineyard; and
- consigned in a manner as to prevent spillage or infestation of wine grapes during transportation to the winery;
- after loading, the transport vehicle must be externally cleaned free of soil and plant matter (e.g. leaves, stems and grapes) prior to leaving the vineyard; and
- travel by the most direct route to the receiving winery.

Where wine grapes are harvested within a **Phylloxera Risk Zone**:

- the vineyard must be inspected annually by Agriculture Victoria for phylloxera in accordance with the National Phylloxera Management Protocol and found free from phylloxera. A Property Authorisation form will be issued by Agriculture Victoria once the survey has been completed and no Phylloxera was detected; and
- the bins must be loaded onto or into a transport vehicle on a hard surface and not within the vineyard proper.

### 6.2 Receiving Winery / Crusher

The receiving winery/crusher must:

- process wine grapes within 24 hours of receipt; and
- take all possible measures to avoid grape spillage at the winery. Spilled grapes must be disposed of, or destroyed, in a secure manner.

## 7 Consigning Business: Part A

### 7.1 Source Properties

The accredited business must obtain an approved Property Authorisation for all vineyards at least 10 working days prior to the date of sourcing grapes.

### 7.1.1 Property Plan

The Certification Controller shall maintain a property plan for each property on which wine grapes are grown for certification under this procedure.

The property plan shall include the following details:

- the location of all blocks on which wine grapes are grown;
- the reference number, code or other identification used to identify the block;
- road access including street name/s;
- internal roadways within the property;
- the location and identification the building on the property; and
- for PRZ areas the hard stand area where the consignment will be loaded.

A copy of the property plan/s shall be included with the Application for Source Property Authorisation.

### 7.1.2 Approval

The business that owns or manages the vineyard must complete an Application for Source Property Authorisation under ICA-33 (Attachment 1) and submit the application to Agriculture Victoria for approval (refer Standard Operating Procedure - Source Property Approvals).

Approval may require a visit by an Authorised Inspector to verify the property's location and compliance with the fruit fly/phylloxera requirements nominated in the application.

The Authorised Inspector shall endorse the Application for Source Property Authorisation following confirmation of conformance with applicable fruit fly/phylloxera requirements.

Each source property shall be allocated a unique number IP number and granted approval for 12 months or until approval is suspended or cancelled.

## 7.2 Sourcing Grapes

The Product Controller shall ensure that:

- all grapes received for certification are from a Victorian source property with current property authorisation for the quarantine requirement to be certified;
- copies of each source business's property freedom certification certificate are obtained prior to sourcing grapes for certification. The current status of the property must be checked by referring to the period of approval and the quarantine requirement/s covered.

### 7.2.1 Receival of Grapes from another Accredited Business

A business that certifies grapes sourced from a business that holds separate accreditation shall ensure:

- each delivery of grapes is supplied from a Victorian source property with current Property Authorisation;
- a Record of Receipt is maintained for receival of grapes (Attachment 2).

### 7.2.2 Record of Receipt

The Product Controller shall ensure a record is kept of receival of grapes to be certified for area/property freedom certification using a Record of Receipt (Attachment 2) or records which record the same information.

## 7.3 Preparation for Consignment

### 7.3.1 Inspection of Bins Prior to Loading

Bins used for the transportation of wine grapes must be inspected externally (including underneath) and internally and be free of plant debris or material and soil. Bins which are not clean must be removed from the packing area and cleaned of all visible soil and plant material, once clean the bins can be placed back into the packing area.

### 7.3.2 Training

All staff involved in the loading of transport vehicles must be trained in the requirements of this procedure. Records of training must be recorded on an approved training register such as the Register of Key Personnel (Attachment 4 - PSF-030). The transport driver must be trained and aware of the spillage management plan and regulations applicable to phylloxera and/or fruit fly and procedures to minimise the spread of these pests.

## 7.4 Loading Consignment

The business must ensure the wine grapes are consigned in a manner as to prevent spillage of wine grapes during transportation to the receiving winery. The Authorised Dispatcher must ensure the wine grapes are consigned in a manner to prevent spillage prior to dispatch and must inspect the truck and/or trailer transporting the grapes to the winery to ensure it is free of all plant material (such as leaves stems and grapes) and soil prior to and after loading.

## 7.5 Dispatch

The Authorised Dispatcher shall ensure that only produce that meets the requirements of this procedure has been certified.

### 7.5.1 Consignment from Queensland Fruit Fly Outbreaks

A business certifying wine grapes grown within a Queensland fruit fly outbreak area, must first gain a permit from Agriculture Victoria prior to consigning the wine grapes out of the outbreak area.

### 7.5.2 Transportation

The accredited business must ensure the transport company has:

- an effective means of mobile communication;
- a spillage management plan (including contact details of the transport coordinator and the contact officer of the Accrediting Authority to arrange containment and safe disposal of the wine grapes);
- planned the most direct route to the receiving winery; and
- the original PHAC for presentation at any quarantine road blocks and on delivery of the wine grapes to the receiving winery.

### 7.5.3 Labelling and Identification

#### Bulk bin/container

Bulk bins/containers may be labelled by either permanently marking the bin/container with a unique identifying number or by attaching a non-permanent tag or sticker to the bin/container.

- Permanent labelling
  - After packing, the business must ensure that each bin or container is marked with a unique number. The bin/container number must be in legible characters that are at least 40mm high.
- Non-permanent labelling
  - After packing, the business must ensure that each bin or container has a tag, or sticker attached stating:
    - The IP number of the business that certified and packed the grapes;
    - The words “meets ICA-33”; and
    - The date of packing.

### Tip truck

Where wine grapes are packed into a tip truck, the tip truck registration number will form the labelling requirement, no further labelling is required.

## 7.6 Plant Health Assurance Certificates

Prior to issuing a PHAC, the Authorised Signatory shall verify that all the produce in the consignment has been sourced from source properties with current Property Authorisation for the quarantine requirement being certified.

The Authorised Dispatcher shall ensure the completed PHAC is signed by an Authorised Signatory prior to dispatch of the consignment.

Verification shall involve sighting the current endorsed Property Authorisation form covering the source property. The name and signature of the Authorised Signatory issuing the PHAC is evidence that verification of area/property freedom has been conducted.

The PHAC (Attachment 3) must only cover Victorian grown grapes and be completed in accordance with the Standard Operating Procedure – Completion of Plant Health Assurance Certificates, including:

- a description of the produce type (Wine Grapes);
- the quantity of the produce type (number of bins or if in one container the approximate weight in kilograms or tonnes);
- transport company name.

Also, under the “Additional Certification” section:

- the words “meets ICA-33”;
- the applicable Phylloxera and fruit fly codes (7.6.1 & 7.6.2);
- unique bin number or tip truck registration number (where applicable).

If there is insufficient room, an attachment may be used, which must display the PHAC number, the date and be signed by the Authorised Signatory who signed the certificate.

Where required, other plant health certification requirements, as required under other approved procedures may be certified on the same Plant Health Assurance Certificate.

Individual PHACs shall be issued to cover each consignment (i.e. a discrete quantity of grapes to a single consignee at the one time) to avoid splitting of consignments (refer Standard Operating Procedure - Completion of Plant Health Assurance Certificates). A PHAC may be issued to cover a consignment comprising grapes from a number of source properties provided the certification given is applicable to all grapes in the consignment.

### 7.6.1 Phylloxera Codes

#### Phylloxera Risk Zone (PRZ)

- vineyards within a PRZ must be surveyed annually for the presence of phylloxera by Agriculture Victoria in accordance with the National Phylloxera Management Protocol. This inspection must be completed prior to accreditation and annually prior to reaccreditation. A Property Authorisation form will be issued by Agriculture Victoria if Phylloxera was not detected during the inspection.
- PHACs issued for wine grapes grown in a PRZ must include the code “PHY06” in the additional certification section of the certificate.

Note: Wine grapes grown in a PRZ cannot be consigned to South Australia unless a permit has been issued to the business by the Chief Inspector – Primary Industries and Resources South Australia prior to consignment.

#### Phylloxera Exclusion Zone (PEZ)

- vineyards within a PEZ will be issued a Property Authorisation form by Agriculture Victoria stating that the business is located within a PEZ.
- PHACs issued for wine grapes grown in a PEZ must include the code “PHY02” in the additional certification section of the certificate.

#### Phylloxera Infested Zone (PIZ)

- Wine grapes grown in a vineyard within a PIZ must not be consigned under this procedure.

### 7.6.2 Fruit Fly Code

Where Mediterranean fruit fly freedom is not granted on the Property Authorisation form, wine grapes grown on the property are prohibited from being certified and consigned into/within Victoria or New South Wales.

#### Mediterranean Fruit Fly

Wine grapes grown in an area free of Mediterranean fruit fly (MFF) will be issued a Property Authorisation form by the Accrediting Authority stating that the business is located in a Mediterranean fruit fly free area.

PHACs issued for wine grapes grown in a MFF free area must include the code “MFF01” in the additional certification section of the certificate.

### 7.6.3 Assurance Certificate Distribution

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

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

## 8 Receiving Winery: Part B

### 8.1 Receival of Wine Grapes

#### 8.1.1 Verification

Upon receival of each consignment, the Certification Controller must:

- hold the consignment until successfully verified;
- check for the presence of certification. Each consignment must be accompanied by a PHAC that is original and uniquely numbered. If an original is not provided with the consignment at the time of arrival, the consignment must be segregated and not processed until an authenticated copy of the certificate can be obtained (see 8.1.3);
- check the PHAC for authenticity (for example original ink or initials by authorised signatory for any changes), alteration of any details on the certificate must be endorsed by the Authorised Signatory who originally signed the certificate;
- check certification details are correct. Ensure all certificate details are complete and correct and have been signed by an Authorised Inspector or Authorised Signatory;
- check consignment contents and package condition. Ensure all packages are clean, the quantity of packages and type of produce matches that on the certificate;
- check package markings. Ensure packages are labelled as specified (see 7.5.3). If marking are incomplete or absent, Agriculture Victoria must be notified immediately.
- initial and date once the certificate is verified;
- record consignment details (Produce Receival Record, attachment 5, or similar); and
- file the certificate(s) for audit purposes.

#### 8.1.2 Release of Consignments

The Certification Controller may release consignments for processing once verification activities are complete.

#### 8.1.3 Non-conforming Grapes

Consignments must be segregated from other produce when received:

- without certification;
- with incorrect certification;
- with a suspected infestation;
- with incorrect labelling (see 7.5.3)-

If the consignment is not accompanied by certification, the Certification Controller can contact the consigning business and seek an authenticated copy.

The consignment cannot be released for processing until a certificate is obtained. If an authenticated certificate cannot be obtained, or there is a suspected infestation, Agriculture Victoria must be notified immediately.

If packages are incorrectly labelled the business must contact Agriculture Victoria immediately.

## 8.2 Unloading and processing

Processing must occur within 24 hours of receipt. The wine grape consignment must remain in a manner to prevent spillage until processing at the winery. The winery must have a dedicated unloading area and should have a hard surface with wash down cleaning facilities and drainage to safe area to prevent run-off into nearby vineyards.

## 8.3 Management of spillage

The winery is required to have a documented system in place to prevent the spillage of certified wine grapes. If a spillage occurs, the winery must have arrangements in place to collect the spilled wine grapes and dispose of them in a manner to prevent the potential of spreading phylloxera or fruit fly, particularly if located within or adjacent to a vineyard.

## 8.4 Cleaning of empty bins for re-use

Once the wine grapes are unloaded, the bins or containers must be thoroughly cleaned of plant material.

There may be other quarantine requirements for certification of bins depending on their original source (e.g. PRZ). Agriculture Victoria can provide advice regarding requirements for the return of empty wine bins/containers.

# 9 Accreditation

## 9.1 Application for Accreditation

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

If the business wishes to consign wine grapes for processing by another business then **Part A** is to be indicated on the application.

If the business processes wine grapes grown by another businesses then **Part B** is indicated on the application.

## 9.2 Training

The **Certification Controller** and Authorised Signatory and deputies nominated on the Application for Accreditation must receive training from Agriculture Victoria on the ICA procedure and associated responsibilities. The Certification Controller must ensure all key staff are aware of their responsibility and purpose of the procedures used in this procedure. A record of training must be maintained on the Register of Key Personnel (Attachment 4 - PSF-030).

Transport drivers must be trained to understand the Spillage Management Plan and Regulations applicable to phylloxera and/or fruit fly; and procedures to minimise the spread of these pests.

The business must maintain a register detailing staff training relating to the operation of this procedure.

## 9.3 Audit Process

### 9.3.1 Initial Audit

Prior to accreditation, an Inspector carries out an initial audit to verify the system is implemented, is capable of operating in accordance with the requirements of the procedure, and is effective in ensuring compliance with the requirements of the arrangement.

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

### 9.3.2 Compliance Audits

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

Compliance audits are, wherever practical, conducted when this procedure is in use.

A compliance audit is conducted:

- within four weeks of the initial audit and accreditation; and
- within twelve weeks of the business applying for re-accreditation; and
- in the case of a business operating for more than six months of a year, between six and nine months after accreditation or re-accreditation.

On completion of a successful compliance audit, annual accreditation is granted up to a maximum of twelve months from the date of provisional accreditation.

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 treatment mixtures, 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.

### 9.3.3 Re-Accreditation

Accredited businesses are required to re-apply for accreditation each year the business seeks to operate under this arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing, or if accreditation has lapsed, prior to being accredited to certify grapes under this arrangement.

## 9.4 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation detailing the facility location, procedure, scope (type of produce) 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 grapes under the ICA 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.



## 9.5 Non-conformances and Sanctions

### 9.5.1 Non-conformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of ICA 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.

### 9.5.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in grapes 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.

### 9.5.3 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 an accreditation requirement that compromises the integrity of the arrangement; and/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.

### 9.5.4 Prosecution

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

## 9.6 Charging Policy

The business will be charged 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 System Records

The Business shall maintain the following records:

#### PART A

- a current property plan showing the source block/s within the vineyard property;
- travel plans detailing the specific most direct routes to be travelled;
- a spillage management plan;
- a current training register;
- a copy of all Plant Health Assurance Certificate issued and any attachments;
- a copy of Property Authorisation forms for each source property.

#### PART B

- a current training register;
- a record of receipt indicating the origin of the wine grapes in a consignment;
- a copy of all Plant Health Assurance Certificates received and any attachments.

All records shall be retained for a period of not less than 24 months from completion and shall be made available on request by an Inspector.

### 10.2 System Documentation

The business shall maintain the following documentation:

- a copy of the business's current endorsed Application for Accreditation;
- a current copy of this procedure;
- a current Certificate of Accreditation for the ICA arrangement; and
- a copy of the business's current endorsed Authorised Signatory form (Part A Businesses).

All documentation shall be made available on request by an Inspector.

## 11 Attachments

Attachment 1	Application for Source Property Authorisation (PSF-016)
Attachment 2	Produce Receival Record – Part A (PSF-425)
Attachment 3	Plant Health Assurance Certificate (PSE-048)
Attachment 4	Register of Key Personnel (PSF-030)
Attachment 5	Produce Receival Record – Part B (PSF-323)

1. ICA-20
2. ICA-23;
3. ICA-33;
4. ICA-57.

**PROPERTY DETAILS** (A separate application must be completed for each source property)

## DECLARATION

**FOR DEPARTMENTAL USE ONLY**



**CONFIRMATION OF AREA OR PROPERTY PEST FREE STATUS**

Property code	Definition	Authorisation (Y/N)
MFF01	Grown on a property free of Mediterranean Fruit Fly (MFF)	
PHY02	Grown on a property within a Phylloxera Exclusion Zone (PEZ), which is being managed in accordance with the National Phylloxera Management Protocol	
QFF01	Grown on a property free of Queensland Fruit Fly (Vic Pest Free Area)	
QFF02	Grown on a property more than 80km from a known outbreak of Queensland Fruit Fly	

**CONFIRMATION OF PROPERTY INSPECTION FOR PEST FREE STATUS (ICA-33 ONLY)**

Property code	Definition	Authorisation (Y/N)
PHY06	Grown on a property within a Phylloxera Risk Zone (PRZ), which has been surveyed and found to be free of Phylloxera in accordance with the National Phylloxera Management Protocol	

**APPROVAL**

..... Officer Name	..... Signature of Officer	...../...../..... Date
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# PRODUCE RECEIVAL RECORD – Part A (ICA33)

Name of Accredited Business: ..... IP No: .....

Details of Source Vineyard				
IP No		Name		
Address				
Contact Name		Telephone		Fax
District where grapes were grown				

Receival Date	Name of business supplying produce	Town or Place of Origin	IP No.	Facility No.	Property No.	Expiry Date for Area Freedom Certificate	Produce Type	Quantity

\* The IP Number, Facility Number, Property Number and Expiry Date can be found on the Area or Property Freedom Certificate for the source property.

# 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, ADELAIDE SA 5000

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

## Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-33

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	25/03/2022

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
20	Bins	Wine grapes	

## Treatment details

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

Additional certification / Codes		
Meets ICA 33 MFF01, PHY02		
<p><b>Declaration:</b> 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 <i>Plant Biosecurity Act 2010</i> to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.</p>		
<b>Authorised Signatory</b> (print name) A.Name	<b>Signature</b> A.Sign	<b>Date</b> 25 / 03 / 2022

# REGISTER OF KEY PERSONNEL

Name of Business: \_\_\_\_\_

Position	Full Name	Nature of Training	Date Training Completed	Signature of Employee	Signature of Trainer
Management Representative					
Certification Controller					
Deputy Certification Controller					

### Details of Source Vineyard

IP No		Name			
Address					
Contact Name		Telephone		Fax	
District where grapes were grown					

[illegible]