Department of
Primary Industries and
Regional Development

GOVERNMENT OF
WESTERN AUSTRALIA

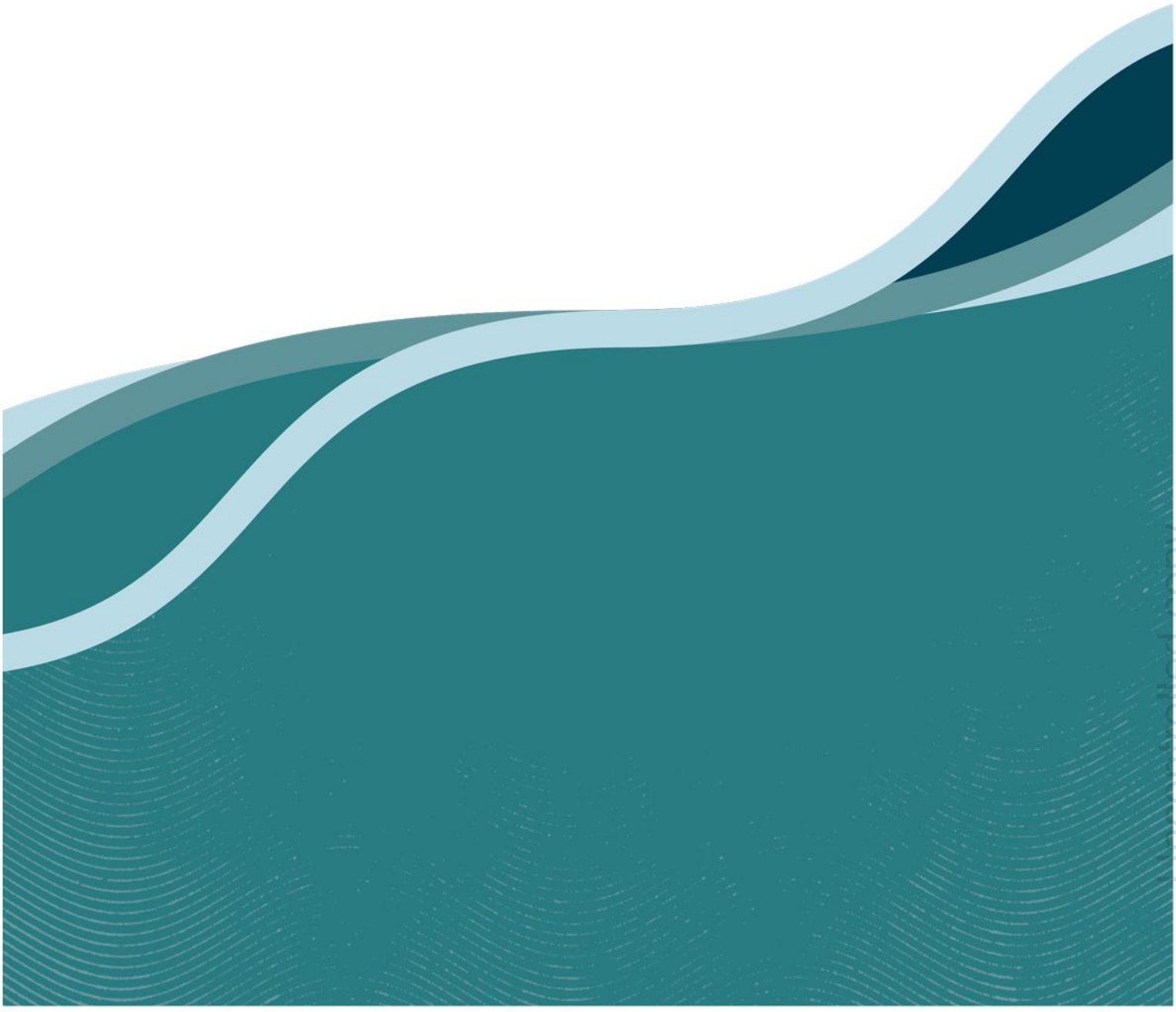
Protect
Grow
Innovate

Interstate Certification Assurance

Treatment of Nursery Stock for Export to the Interstate Markets

Version 1.0 – 25 August 2025

ICA29



Revision Register

Issue Number	Date of Issue	Amendments
1.0	25/08/2025	Initial issue

Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

Contents

1 PURPOSE

The purpose of this Procedure is to describe:

(a) the operation and principles; and

(b) the responsibilities and actions of personnel;

that applies to treatment of soil-less potting media and cover spraying of nursery stock for various quarantine pests and diseases, under this Interstate Certification Assurance (ICA) arrangement.

2 SCOPE

This Procedure covers all certification of Nursery Stock by a Business operating under an ICA arrangement in Western Australia.

Pest/s: Various pests and diseases.

Produce: Nursery stock.

Nursery stock includes plants and seedlings in soil-less media, bare rooted plants and cuttings with leaves, dormant deciduous bare rooted plants and cuttings, bulbs, corms and rhizomes.

Nursery stock does not include nursery stock bearing fruit, culinary herbs, leafy vegetables for consumption and plants in pots greater than 50 L.

This procedure does not abrogate or override the responsibility of treatment operator to comply with the legislative requirements as prescribed in the Health (Pesticides) Regulations 1956 and the *Occupational Safety and Health Act 1984*.

ALWAYS READ THE LABEL

Users of agricultural (or veterinary) chemical products must always read the label and any Permit before using the product and strictly comply with the directions on the label and the conditions of any Permit. Users are not absolved from compliance with the directions of the label or the conditions of the Permit by reason of any statement made or omitted to be made in this Procedure.

Certification of nursery stock under this Operational Procedure is currently only accepted by Tasmania and is not an accepted quarantine entry condition for other interstate markets. Some intrastate or interstate markets may require additional quarantine certification for pests and diseases 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 the plant quarantine service in the destination state or territory

3 REFERENCES

WI-015	*Guidelines for Completion of Plant Health Assurance Certificates.*

4 DEFINITIONS

Accredit	means to accredit persons to issue Plant Health Assurance Certificates under the *Biosecurity and Agriculture Management Act 2007.*
Accrediting Authority	means the Department of Primary Industries and Regional Development, Western Australia
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.
Authorised Signatory	means a person whose name and specimen signature is provided as an authorised signatory with the Business's Application for Accreditation.
Business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed on the Business's Application for Accreditation.
Certification Assurance	means a voluntary arrangement between the Department of Primary Industries and Regional Development Western Australia and a Business that demonstrates effective in-house quality management and provides assurance through documented procedures and records that produce meets specified requirements.
Certified/Certification	means a Phytosanitary Certificate (PC) Plant Health Certificate (PHC) or a Plant Health Assurance Certificate (PHAC), which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement.
department	means the Department of Primary Industries and Regional Development Western Australia
drench	means to wet thoroughly by immersion or falling liquid to the point of saturation.
facility	means a location where produce is assembled, securely stored, certified and dispatched, and where certification operations covered by the ICA arrangement are conducted.
granule	means a solid formulation comprising particles of defined size for application without further dilution, usually to soil.
host produce	means nursery stock and soil-less media

nursery stock	means living above ground and below ground vegetative structures for propagation, including plants, seedlings, bare rooted plants and cuttings with leaves, dormant deciduous bare rooted plants and cuttings, bulbs, corms and rhizomes but does not include nursery stock bearing fruit, culinary herbs, leafy vegetables for consumption and plants in pots greater than 50 L for Tasmania.
PHAC	means a Plant Health Assurance Certificate that is issued in accordance with the requirements of a Certification Assurance Arrangement.
Property	means one or 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.
soil-less media	means washed river sand, decaying vegetable material such as peat, sphagnum peat moss, hypnaceous peat moss, bark, sawdust, perlite, vermiculite, rice husks, gravel or rock or any combination of these, but excludes soil

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.

Certification Controller is responsible for:

- ensuring the Business and its staff comply with their responsibilities under this Procedure;
- representing the Business during audits and other matters relevant to ICA Procedure;
- training staff in their responsibilities under this Procedure;
- ensuring the Business has a current accreditation for an ICA arrangement under this Procedure;
- ensuring all certification of host produce is carried out in accordance with this Procedure.

Treatment Operator is responsible for:

- maintaining a current calibration certificate for treatment equipment;
- preparation, safe use and disposal of treatment mixtures;
- applying treatment to all lots of plants within the interval specified prior to dispatch;
- maintaining preparation and treatment records; and
- maintaining treatment equipment.

Authorised Dispatcher is responsible for:

- ensuring all packages covered by a PHAC are identified;
- maintaining copies of all PHACs issued by the Business under this Procedure.

The **Authorised Signatory** is responsible for:

- ensuring, prior to signing and issuing a PHAC, that host produce covered by the certificate has been treated in accordance with this Procedure;

- ensuring the details on the certificate are true and correct in every particular; and
- signing and issuing the PHAC.

6 REQUIREMENTS

All plants shall be treated in accordance with the treatment schedule as follows:

	Chemical Active Ingredient & required rate **Select one treatment from each of the 5 parts as applicable**	**Potted Stock**		**Bare rooted and cuttings – with Leaves**	**Bare rooted and cuttings – without leaves dormant / deciduous**	**Bulbs, corms, rhizomes**
		Potting Media	**Above ground parts**	**All plant parts**	**All plant parts**	**All plant parts**
1	**a.** Bifenthrin 2g/kg (granules) at 61g/10L potting mix within 60 days of export (permit 9796) **or** **b.** SuSCon Green® at label rate applied within 180 days prior to export **or** **c.** full immersion/drenching in 80g/L Bifenthrin at 2.5ml/10L (permit 10043) **or** **d.** full immersion/drenching in a solution of Chlorpyrifos 500g/L at least 4ml/10L.	✓	✗	✗	✗	✗
2	**a.** Etridiazole 350g/kg at label rate (e.g., Terrazole) **or** **b.** Propamocarb at label rates applied	✓	✗	✗	✗	✗
3	**a.** Imidacloprid 200g/L at 2.5mL per 10L (permit 9795) **or** **b.** *Acetamiprid 225g/L at 22ml/100L	✗	✓	✓	✗	✗

Chemical Active Ingredient & required rate Select one treatment from each of the 5 parts as applicable		Potted Stock		Bare rooted and cuttings – with Leaves	Bare rooted and cuttings – without leaves dormant / deciduous	Bulbs, corms, rhizomes
		Potting Media	Above ground parts	All plant parts	All plant parts	All plant parts
4	**a.** Bifenthrin 80g/L at 6mL/10L (permit 9795) **or** **b.** Bifenthrin 100g/L at 5mL/10L (permit 9795) **or** **c.** Bifenthrin 250g/L at 2mL/10L (permit 9795)	✗	✓	✗	✗	✗
5	**a.** Mancozeb 800g/kg at 15g/10L (permit 9795) **or** **b.** Mancozeb 750g/kg at 18g/10L (permit 9795) **or** **c.** Chlorothalonil 500g/kg at 20ml/10L (permit 9795) **or** **d.** Any other fungicide from Activity Group 28, 29, M1, M2, M3, M4, M5, M7 (Tas only) or M9 at label rate.	✗	✓	✓	✓	✓

- Clean peat moss (including coir and coco) used for packing bulbs, corms, rhizomes and other below ground vegetative structures free from leaves, potting medium and soil, is not required to be treated.
- The Business must use products in accordance with the instructions included on the product's approved permit and label, including any first aid, safety, protection, and storage and disposal directions.
- Some host produce may be damaged by chemical treatments. Businesses applying chemical treatments should check with experienced persons for any available information. Testing of small quantities is recommended.
- Following the treatment requirements in this Procedure does not absolve the Business from the responsibility of ensuring that any pesticide run-off is fully contained and managed within the property.
- The Department maintains the right to inspect certified produce at any time and to take appropriate action if produce is found not to conform to specified requirements.

7 PROCEDURE

7.1 Accreditation

7.1.1 Application for Accreditation

A Business seeking accreditation for an ICA arrangement under this Operational Procedure must make application for accreditation at least 15 working days prior to the intended date of commencement of certification of produce.

7.1.2 Audit Process

Initial Audit

Prior to accrediting a Business, an Inspector carries out an initial on-site audit of the Business to verify the ICA system is implemented and capable of operating in accordance with the requirements of the Operational Procedure, and the system is effective in ensuring compliance with the specified requirements of the ICA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and posted a Certificate of Accreditation (refer 7.1.3 Certificate of Accreditation).

Compliance Audits

Compliance audits are conducted to verify that the ICA system continues to operate in accordance with the requirements of the Operational Procedure.

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

On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of twelve months from the date of provisional accreditation, and a new Certificate of Accreditation is issued (refer 7.1.3 Certificate of Accreditation).

Ongoing compliance audits are conducted at least once every twelve 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, certified produce, ICA system records or ICA system documentation.

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

Re-Accreditation

Accredited Businesses are required to re-apply for accreditation each year the business seeks to operate under the ICA 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 produce under the ICA arrangement.

A compliance audit is conducted within four weeks of the Business applying for re-accreditation each year.

7.1.3 Certificate of Accreditation

An accredited Business will receive a Certificate of Accreditation for an Interstate Certification Assurance Arrangement detailing the facility location, Operational Procedure, scope (type of 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 the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure, produce type covered by the Plant Health Assurance Certificate.

7.2 Equipment calibrations

7.2.1 Calibration of weighing equipment

The **Treatment Operator** must carry out calibration tests on the load range of any weighing equipment used to determine quantities of solid chemical concentrates, using the manufacturer's calibration instructions.

Calibration tests must be carried out annually. The balance must be verified as accurate to within ± 1% of the total load range. A maximum error margin of 10 g applies.

The Business must maintain a 'Weighing Equipment Calibration Record' (see example at Attachment 2), which includes the following details;

(a) Business name and Interstate Produce (IP) Number;

(b) the identification of the weighing equipment to be calibrated;

(c) the date of calibration;

(d) the results achieved;

(e) comments or actions taken to correct weighing equipment;

(f) the name and signature of the person conducting the calibration.

7.2.2 Spray Tank Volume and Calibration

Permanent volume indicator marks are to be made on the side of the spray tank, on a sight tube or sight panel on the outside of the tank, or by some other method which clearly and accurately indicates the maximum mixture level and any incremental volumes used.

Volume indicator marks must include the volume in litres required to fill the tank to that level.

Each of the volume indicator marks must be calibrated with the tank at the normal filling position. The person conducting the calibration test must issue a record of calibration of the spray tank, which must be available to the auditor at the initial audit and all compliance audits. New equipment intended to apply liquid treatments after the initial audit must also have calibration records.

The 'Spray Tank Calibration Record' (see example at Attachment 3) must include the following details;

(a) business name and address of owner of equipment;

(b) the identification of the equipment to be calibrated;

(c) the date of calibration;

(d) the calibration results including the maximum mixture level volume in litres and any incremental volumes;

(e) the name and signature of the person conducting the calibration.

A tank calibration record is not required for small dip tanks or hand held spray equipment such as hand held misters or knapsack sprayers, where the capacity of the treatment mixture is less than 25 litres.

7.3 Treatment preparation

All treatments of plants and media must be performed in a designated treatment area. A designated treatment area can be portable and move to different areas within the accredited facility. No plants or media are to be introduced to a designated treatment area once treatments have commenced.

7.3.1 Mixture preparation charts

The **Treatment Operator** must maintain a 'Mixture Preparation Chart' near the mixture preparation area for each treatment used by the Business under this Procedure.

The 'Liquid Treatment Mixture Preparation Chart' (see example at Attachment 4) must include the following details:

(a) the name of the chemical concentration; and

(b) mixture application rate; and

(c) the total volume in litres of the spray tank when filled to the maximum mixture level mark; and

(d) the volume in millilitres (mL) or the weight in grams (g) of concentrate required to achieve the required mixture when filled to the maximum mixture level mark; and

(e) the quantity of wetting agent required to achieve the required mixture when filled to the maximum mixture level mark; and

(f) the volume in millilitres (mL) or the weight in grams (g) of concentrate and the wetting agent required (L) to achieve the required mixture for any known incremental volumes used; and

(g) the printed name and signature of the person responsible for the chart's preparation and the date of preparation.

The 'Solid Treatment Mixture Preparation Chart' (see example at Attachment 5) must include the following details:

(a) the active ingredient of the concentrate to which the chart applies;

(b) the product application rate;

(c) if applicable, the estimate of potting media make-up (sand/peat/bark ratio); (d) if applicable, the bulk media density;

(d) application rate;

(e) the calculation of target mixture concentration per litre (L), or cubic metre (m^3) for any known incremental volumes used;

(f) the name and signature of the person responsible for the chart's preparation and the date of preparation.

7.3.2 Preparation and treatment records

The **Treatment Operator** must record details of all mixture preparations and treatments using a 'Preparation and Treatment Record' (see example at Attachment 6).

The 'Preparation and Treatment Record' must include the following information:

(a) the name and Interstate Produce (IP) Number of the accredited Business; and

(b) the date of the mixture preparation and treatment; and

(c) the trade name of the concentrate used; and

(d) the formulation of the chemical (either granule, wettable powder or liquid); and

(e) the quantity of the product used in the treatment mixture; and

(f) the quantity of wetting agent used in the treatment mixture (if applicable); and

(g) the total volume (litres) of the made up mixture (if applicable); and

(h) the method of the application of the treatment (either incorporation, drench, immersion or cover spray); and

(i) the nursery stock or soil-less media treated; and

(j) the quantity of nursery stock or soil-less media treated; and (k) the name and signature of the Treatment Operator.

7.3.3 Preparing the treatment mixture

The **Treatment Operator** must ensure that:

(a) a fresh mixture is prepared for each day that treatment is to be applied; and

(b) treatment is to commence and finish within the interval specified as a requirement for that treatment prior to scheduled dispatch; and

(c) all treatments are performed in the designated treatment area; and

(d) all plants remain in the treatment area for the duration of the treatment.

Using a clean graduate measuring vessel, measure the amount of concentrate required for the required volume of mixture. Suitable measuring vessels include graduate plastic or glass measuring cylinders.

Add the required amount of concentrate to the spray tank in accordance with the manufacturer's directions on the label. Fill the spray supply tank with clean water to the incremental volume mark or maximum mixture level mark.

Ensure that the chemical is completely diluted in all the water by mixing the tank for a minimum of two minutes before commencing the spray operation. Some equipment may require extended periods of mixing to fully dilute the chemical in the water.

Spray equipment must have a means of continuous mixing of the spray mixture in the spray tank throughout the spray operation to avoid settling or separation on the concentrate. This can be achieved by mechanical mixing devices in the spray tank, or agitation from spray mixture returned via a by-pass from the spray pump.

The mixture may contain a fungicide, or other chemical provided it is approved for use and known to be compatible with the concentrate used.

The addition of commercial wetting agents may be specified for some treatment requirements, and these may also vary in compatibility. The **Treatment Operator** must have evidence that compatibility of spray mixture ingredients has been verified.

7.3.4 Liquid concentrate

The **Treatment Operator must** use a clean graduated measuring vessel to measure the amount of liquid concentrate required, to achieve the specified number of millilitres (mL) per litre (L) of mixture of the specified concentrate for the required volume of mixture.

Suitable measuring cylinders include graduated plastic or glass measuring cylinders or syringes.

7.3.5 Solid concentrate

The **Treatment Operator must** ensure that weighing of solid chemical concentrates is conducted using calibrated scales on a flat surface in a sheltered area protected from dust and moisture.

For solid concentrates, the required amount in grams (g) must be weighed on a balance with tare or measured allowance taken into consideration for the weight of container used.

7.3.6 Wetting agent

All soil-less media immersion or drench treatments must be applied with wetting agent at the manufacturer's label rate to attain 100% coverage, to the point of run-off. Follow the label instructions for the compatible product recommended.

7.4 Soil-less media treatment

Treatments to be incorporated into bulk media must be undertaken prior to placing media into containers for planting. Treatments must be incorporated and mixed evenly into the media.

7.4.1 Media density

The rate of chemical product to add to media will vary dependent on the density of the media. Table 1 is a guide to the estimated densities of commonly used media. Where the media to be treated varies from the specified ratios below, the average composition of the media shall be used to determine the application rate for the chemical product.

Table 1 Estimated density of media mixtures

Media mixture	Estimated Density
100% peat/bark	Light
75% peat/bark with 25% sand	Light - Medium
50% peat/bark with 50% sand	Medium
25% peat/bark with 75% sand	Medium - Heavy
100% sand	Heavy

7.4.2 Measuring bulk and potted media

The quantity of chemical product that will be added to bulk or potted media depends on the manufacturer's label instructions or relevant APVMA permit. The quantity of bulk or potted media to be treated with the chemical product must first be determined as either:

(a) a volume expressed in cubic metres (m^3); or

(b) a volume expressed in litres (L).

Once the quantity of bulk or potted media to be treated is known, the amount of the chemical product required to treat that quantity of media can be calculated by multiplying the specified application rate by the quantity of media.

7.4.3 Granulated potting media treatment (bifenthrin)

All bifenthrin granules are to be applied topically to pot surface. Apply granules at the rate dependent on the potting media density using **Table 2 Guide to average potting mix densities for bifenthrin treatment** (below). If the media to be treated varies from the specified ratios in Table 2, determine the average composition of the media to be treated and apply the rate that correlates with a mix with similar density.

Table 2 Guide to average potting mix densities for bifenthrin treatment

Potting mix	Specific gravity	Product g/L
100% peat (light)	0.50	1.60

75% peat / 25% sand	0.85	2.70
50% peat / 50% sand	1.20	3.80
25% peat / 75% sand	1.55	5.00
100% sand	1.90	6.10

7.4.4 Potting media treatment by immersion or drench cover spray

The treatment must include a wetting agent. The volume of solution applied is to be at least 20% of the volume of the container and applied when the media is not saturated. For example, a five litre volume of media will require a one litre volume of treatment mixture to be applied when the potting media is sufficiently dry so that the solution is absorbed by the potting media.

Apply a single treatment if the whole amount is applied in one session. If the potting medium cannot be allowed to dry out to the extent that it could absorb a drench equivalent to 20% of the container, a number of treatments must be applied within 10 days prior to export.

7.5 Cover spray treatment of Nursery Stock

Treatment of plants must be carried out following treatment of bulk and potted media.

The **Treatment Operator** must carry out regular checks of spraying equipment to ensure it continues to operate effectively and remains free from malfunction, blockages, damage or excessive wear.

The Business must ensure cover spray mixture is applied to plants with wetting agent at the manufacturer's recommended rate to attain 100% coverage until the point of run-off.

7.6 Post treatment identification

All treated plants must be held post treatment in a designated treatment area which is physically isolated from untreated plants.

Each treatment lot must be identified with a lot number affixed to all individual plant containers in the lot or a sign placed at entry points to the designated treatment area immediately after treatment is completed.

7.7 Dispatch

The **Authorised Dispatcher** must ensure that the host produce treated under this Procedure is clearly identified and can be referenced to the' Preparation and Treatment Record' (Attachment 6).

The **Authorised Dispatcher** must ensure that only host produce that meets the requirements is certified. The consignment must be transported under conditions that prevent cross-infestation from uncertified produce.

All nursery stock must be held in a designated and secure treatment area post-treatment before being securely packaged in a way that prevents pest contamination during transport. Secure packaging may include new, clean packaging such as shrink wrapping or containment in a truck or container compartment.

7.7.1 Package identification

The **Authorised Dispatcher** shall ensure that, prior to issuing a PHAC, each package is marked on an outermost side or end surface in indelible and legible characters of at least 5 mm high, with:

- the Interstate Produce (IP) number of the accredited Business;

- the words "**MEETS ICA29**";
- the date (or date code) on which the host produce was packed;
- description of the contents indicating Genus and species; and
- be completed prior to the issuance of a PHAC by the Business under this Procedure.

Any packages containing host produce that has not been treated and meet the requirements specified in this Procedure must not be marked as stated above.

Host produce consigned loose must be identified by one of the following methods:

- the above information is written on the consignment note or the invoice accompanying the plants and signed and dated by an **Authorised Signatory**; or
- each plant has a tag securely attached that includes the above information; or
- sealed in an enclosed vehicle or container and the seal number is included in the 'Brand Name or Identifying Marks' section of the PHAC accompanying the consignment.

7.8 Plant Health Assurance Certificates

The **Authorised Dispatcher** must ensure a PHAC is completed and signed by an Authorised Signatory of the Business prior to the consignment of host produce.

PHACs must be completed, issued and distributed in accordance with the work instruction WI-015 'Guidelines for the completion of Plant Health Assurance Certificates', and include:

(a) in the 'Accredited Business that Prepared the Produce' section – the name and address of the Accredited Business that treated the host produce; and

(b) in the 'IP No. of Accredited Business' section – the IP No. of the Accredited Business that treated the host produce; and

(c) in the 'Number of Packages/Type of Packages' section – the number and description of plants of each plant category in the consignment; and

(d) in the 'Type of Produce' column, the full Genus and species name.

Where there is insufficient room to list each plant category, an "Attachment Sheet ICA29" (see example at Attachment 7) should be used and securely attached to the relevant PHAC. Please ensure the certification section is signed and completed.

Upon suspension, cancellation or withdrawal of accreditation, the PHAC book must be immediately returned to the Department.

7.8.1 PHAC distribution

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

The **duplicate** blue copy) is to be sent to the below address not less than monthly.

Quality Assurance Officer

Quarantine WA

Locked Bag 69

WELSHPOOL DC, WA 6986

8 RECORDS AND DOCUMENT CONTROL

8.1 ICA system records

The Business must maintain the following records:

(a) Weighing equipment calibration record; and

(b) Spray tank calibration record; and

(c) Liquid Treatment Mixture Preparation Chart; and

(d) Solid Treatment Mixture Preparation Chart; and

(e) Preparation and Treatment Record; and

(f) the duplicate copy of each PHAC issued under this Procedure; and

(g) the duplicate copy of each Attachment ICA-29 issued under this Procedure.

Records must be retained for 1 year from completion.

Records must be made available on request to an Authorised Person.

8.2 ICA system documentation

The Business must maintain the following documentation:

(a) a current copy of the ICA Procedure; and

(b) a current Certificate of Accreditation.

Documentation must be made available on request to an Authorised Person.

9 NON-CONFORMANCES AND SANCTIONS

9.1 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 **must** 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.

9.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in produce certified under this ICA arrangement. An investigation into the incident **must** 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.

9.3 Suspension and Cancellation

DPIRD 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 DPIRD;
- contravened an accreditation requirement that compromises the integrity of the arrangement; and/or
- not rectified a non-conformance.

Any action taken by DPIRD to suspend or cancel an accreditation **must** be provided in writing to the business. This will also provide guidance on the lodgement of a written appeal requesting that the decision be reviewed.

10 CHARGING POLICY

The Business will be charged for all audit and investigation activities on a time basis at current rates prescribed by the DPIRD.

11 ATTACHMENTS

Attachment 1 Plant Health Assurance Certificate

Attachment 2 Weighing equipment calibration record

Attachment 3 Spray tank calibration record

Attachment 4 Liquid Treatment Mixture Preparation Chart

Attachment 5 Solid Treatment Mixture Preparation Chart

Attachment 6 Preparation and Treatment Record

Attachment 7 Attachment Sheet ICA29

Attachment 1

Plant Health Assurance Certificate

Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013

All accreditation details must be completed. Please print clearly and initial any alterations

Consignment Details

Consignor

Name ABC Pty Ltd
Address Block Road
Perth WA 6000

Consignee

Name Fresh Agents
Address Somewhere Road
Somewhere SA

Re-consigned To

(Splitting consignments or re-consigning whole consignments).

Name
Address

Certification Details

IP Number	Facility Number	Procedure
W 9999	01	ICA-39

Accredited Business That Prepared The Produce

Name ABC Pty Ltd
Address Block Road
Perth WA 6000

Grower

Name ABC Pty Ltd
Address Block Road
Perth WA 6000

Other Facilities Supplying Produce

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Brand Name or identifying marks (As marked on packages)	Date Code (As marked on packages)	Authorisation for Split Consignment
20	Potted plants		ABC Produce	050625	Affix Authorisation Stamp to Split / Re-consignee here

Treatment Details

Treatment	Chemical (Active Ingredient)	Treatment Date	Concentration / Duration and Temperature

Additional Certification / Codes

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 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 *Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013* to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)	Signature	Date
Joe Bloggs	J Bloggs	06/06/2025

Attachment 2

WEIGHING EQUIPMENT CALIBRATION RECORD

Date of test	Equipment type	Calibration result			Adjustment	Comments	Testing Person	
		Test 1	Test 2	Test 3			Name	Signature

Attachment 3

CHEMICAL MIXTURE TANK CALIBRATION CERTIFICATE (ICA29)

EQUIPMENT CALIBRATED

Name and Address of Owner of Equipment: _____

_____

Type of equipment _____

_____

Brand: _____

Model: _____

Serial No.: _____

Other Identification: _____

TESTING DETAILS

Name and Address of the Business Conducting the Test: _____

_____

Date of Testing: _____

Type of Flow Meter Used: _____

Date of Latest Calibration of Flow Meter: _____

CALIBRATION RESULTS

Maximum Mixture Level Volume (litres) _____

Incremental Volumes (litres) (*as marked on the spray tank*): _____

_____

CERTIFICATION

The spray mixture tank on the equipment described above has been calibrated in the normal filling position using a calibrated flow meter. Volume indicator marks have been clearly marked on the tank with the volume in litres required to fill the tank to that level.

_____ _____ / /

Printed Name Signature Date

Attachment 4

DIP MIXTURE PREPARATION CHART (ICA29)

Concentrate *(Trade Name)*_____

Active Ingredient_____ Conc. _____ g/L

Concentrate Mixing Rate _____mL/litre of mixture

FILL

Full Dip Tank Volume = _____ Litres

Volume of Concentrate = _____ millilitres

PART FILL

_____ mL Concentrate / _____ Litres Mixture

_____ mL Concentrate / _____ Litres Mixture

_____ mL Concentrate / _____ Litres Mixture

_____ mL Concentrate / _____ Litres Mixture

_____ mL Concentrate / _____ Litres Mixture

_____ mL Concentrate / _____ Litres Mixture

Prepared by:_____ _____ / /
Printed Name Signature Date

Attachment 5

SOLID TREATMENT MIXTURE PREPARATION CHART (ICA29)

Concentrate (*Trade Name*): _____

Application Rate: _____

APPLICATION RATE / m3

Potting Media Mix: _____% sand _____% peat / bark

Bulk Media Density: _____ kg/m^3

Application Rate _____ g/m^3

INCREMENTAL VOLUMES

_____ m^3 _____Total concentrate

_____ m^3 _____Total concentrate

_____ m^3 _____Total concentrate

_____ m^3 _____Total concentrate

_____ m^3 _____Total concentrate

_____ m^3 _____Total concentrate

Prepared by: _____ _____ _____

Printed Name Signature Date

Attachment 6

PREPARATION AND TREATMENT RECORD (ICA29)

MIXTURE PREPARATION						TREATMENT APPLICATION				
Date of preparation and application	Trade name of concentrate	Formulation (granule, wettable powder or liquid)	Volume/Weight of concentrate (mL or g)	Volume/Weight of wetting agent (mL or g)	Volume of mixture (L)	Treatment method (incorporation, drench, immersion or cover spray)	Type of host produce	Quantity of media / nursery stock treated (m^3 or number)	Treatment Operator	
									Name	Signature

ATTACHMENT SHEET ICA29

Business name		IP No.	N	

Plant Name	Number	Description	Genus	Species