



## Department of Primary Industries

## Procedure

### PRIMARY INDUSTRIES

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## ICA-30

## HARD CONDITION OF AVOCADOS

NUMBER ICA-30

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ISSUED BY Primary Industries, Biosecurity & Food Safety

### REVISION HISTORY

VERSION	DATE	AMENDMENTS	
		SECTION	DETAILS
1.0	30 Jun 2013	All	New procedure
2.0	20 Jun 2017	All	New format Changes made to align with the <i>Biosecurity Act 2015</i> . Updated definitions, removed details for accreditation, auditing procedures, sanctions policy and charging, and replaced the application form and PHAC. Updated NSW Department of Primary Industries contact details. Changed requirement from the use of a Pre-harvest inspection declaration, to a PHAC

NEXT REVIEW DATE:

01/07/2018

## **Disclaimers**

The information contained in this Procedure is based on knowledge and understanding at the time of writing (June 2017). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up-to-date and to check currency of the information with the appropriate officer of the Department or the user's independent adviser.

# PROCEDURE

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## 1. PURPOSE

The purpose of this Procedure is to describe:

- (a) the principles of operation, design features and standards required for hard condition of avocados; and
- (b) the responsibilities and actions of personnel;

that applies to the inspection of hard condition of avocados for Queensland Fruit Fly (QFF) under an Interstate Certification Assurance (ICA) arrangement.

## 2. SCOPE

This Procedure covers all certification of hard conditions of avocados by a Business operating under an ICA arrangement in New South Wales.

**Pest/s:** Queensland Fruit Fly

**Produce:** Avocado

**Location:** New South Wales.

This Procedure is separated into two (2) sections.

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

Certification under this Procedure may not be an accepted quarantine entry condition for all produce to all intrastate and interstate markets.

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

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

Information on intrastate and interstate quarantine requirements can be obtained by phoning 1800 084 881 or accessing <http://www.interstatequarantine.org.au/>.

## 3. REFERENCES

[Biosecurity Act 2015](#)

Further information – <http://www.dpi.nsw.gov.au/biosecurity/plant/ica>

Policies – <http://www.dpi.nsw.gov.au/biosecurityact/procedures>

Accreditation of Biosecurity Certifiers

Biosecurity Audit Frequency

Work Instruction – <http://www.dpi.nsw.gov.au/biosecurity/plant/ica>

WI-01 – ‘Guidelines for Completion of Plant Health Assurance Certificates’

## 4. DEFINITIONS

In this Procedure:

*Act* means the [Biosecurity Act 2015](#).

*APVMA* means the Australian Pesticides and Veterinary Medicines Authority.

<i>Authorised Person</i>	means an authorised officer under the Act or a person authorised under a law of another State or Territory that relates to plant biosecurity.
<i>Authorised Signatory</i>	means a person whose name is notified to the Secretary as a person who can issue a biosecurity certificate on behalf of the Business.
<i>avocado</i>	means fruit of the Hass or Lamb Hass cultivars of the species <i>Persea americana</i> .
<i>block</i>	means an identifiable area of land on which produce is grown and pre-harvest treated as a unit and that is detailed on the property plan.
<i>broken skin</i>	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.
<i>Business</i>	means the legal entity accredited as a biosecurity certifier under the Act.
<i>Certification</i>	means a Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Procedure or an interstate quarantine entry requirement.
<i>Certification Assurance Arrangement</i>	means a CA Arrangement that enables a Business or a person authorised under a corresponding law of a State or Territory, to issue a Plant Health Assurance Certificate that meets certain plant health quarantine conditions for trade within the State or between the State and other States and Territories.
<i>consignment</i>	means a discrete quantity of host produce transported to a single consignee at one time covered by a single PHAC.
<i>Department</i>	means the NSW Department of Industry – Office of Primary Industries.
<i>facility</i>	means a location where produce is assembled, inspected, securely stored, certified and dispatched.
<i>hard condition</i>	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.
<i>ICA Scheme</i>	means a scheme developed by the States and Territories to meet their respective plant quarantine requirements under the Memorandum of Understanding on Interstate Certification Assurance dated 6 August 1999.
<i>lot</i>	means a quantity of homogenous product assembled for inspection at one place and at one time. A lot could consist of product from one or more growers/blocks/properties.
<i>non-conformance</i>	means a failure to fulfil a specified requirement.
<i>package</i>	means the complete outer covering or container used to transport and market the product.
<i>packed product</i>	means host produce in packages following grading and packing and ready for marketing.
<i>PHAC</i>	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.

*Queensland fruit fly* means the pest *Bactrocera tyroni* (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.

**Certification Controller** is responsible for:

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

### Under Part A

- Ensuring the Business has a current accreditation for an ICA under Part A of this Procedure;
- maintaining a property plan for each property on which produce is grown for certification under this procedure;
- maintaining a current training register for pickers;
- instigating action following detection of non-conforming produce at harvest;
- ensuring produce is stored under secure conditions within 24 hours of harvest.
- ensuring a PHAC is completed

### Under part B

- Ensuring the Business has a current accreditation for an ICA under Part B of this procedure;
- ensuring all host produce received for post-harvest packing and inspection and certification under PART B of this Procedure are sourced from a Business accredited under PART A of this Procedure and are accompanied by a valid PHAC.
- maintaining a current training register for graders and packers;
- ensuring produce is stored under secure conditions during grading and packing;
- overseeing the grading and packing of avocados for certification under this procedure;
- taking corrective action following detection of non-conforming produce during grading and packing;
- maintaining packing records for all certified product;

**Pickers** are responsible for:

- harvesting only hard avocados, which are deliberately detached from healthy branches of living trees, for certification under this procedure;
- placing conforming avocados in harvest containers that have been labelled with a unique package identification number.

**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; and
- ensuring non conforming produce are clearly identified and segregated to avoid mixing with conforming produce; and
- performing harvest inspection to verify hard condition; and
- notifying the Certification Controller of any non-conforming produce detected at harvest; and
- maintaining records of inspection and storage on the Harvest and Storage Record.
- ensuring a PHAC accompanies the produce to the part B packer if this is a separate Business

**Product Receival 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 PHAC.

**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; and
- 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.

**Authorised Dispatcher** is responsible for:

- ensuring all packages covered by a PHAC are identified;
- ensuring certified produce is transported in secure conditions (Tasmania only); and
- maintaining copies of all PHACs issued by the Business under this Procedure.

**Authorised Signatory** is responsible for:

- ensuring, prior to signing and issuing a PHAC, that produce covered by the PHAC has been prepared in accordance with this Procedure;
- ensuring the details on the PHAC are true and correct in every particular; and
- signing and issuing the PHAC.

## 6. REQUIREMENTS

### ***Pesticides Act 1999***

There may be additional requirements, including records which must be kept, that a Business must meet under the [Pesticides Regulation 2009](#) of the [Pesticides Act 1999](#) that are not specified in this ICA Procedure.

Produce certified under this Procedure must comply with the following:

- (a) 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.

The Department maintains the right to inspect, at any time, certified produce and to refuse to accept a certificate where the produce is found to not conform to specified requirements.

## **7. PROCEDURE – PART A**

### **Part A – Covers grower activities.**

#### **7.1 Property plan**

A Property Plan must be provided with the Business' Application for Accreditation for each block/land holding on which host produce is grown (see Attachment 2) for certification under this procedure.

The Property Plan must include the following:

- (a) location of all the blocks on which the produce is grown;
- (b) Block Reference Code or Number used to identify each block;
- (c) variety and number of host trees planted in the block;
- (d) road access including street name/s;
- (e) internal roadways within the property;
- (f) location and identification of buildings (e.g., house, packing shed, equipment sheds); and
- (g) whether it is intended to certify produce harvested from the block under the ICA arrangement.

If any changes occur to the Property Plan information, a new Property Plan must be submitted to ICA Records Management.

#### **7.2 Harvesting**

All avocados harvested for certification under this procedure must 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 must be trained in the requirements of hard conditions of avocados. The Certification Controller must 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 must be maintained by the Certification Controller. Only persons listed in the register must harvest avocados for certification under this Procedure (Attachment 3.) The Training Register must include the following:

- (a) the name and Interstate Produce (IP) number of the accredited Business that harvested and inspected the produce; and
- (b) the name of the employee completing the training; and
- (c) the date of the training ; and
- (d) the type of training ; and
- (e) the signature of the employee completing the training; and
- (f) the name and signature of the Certification Controller.

##### **7.2.2 Harvest requirements**

The Harvest Supervisor must 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 must be harvested for certification under this Procedure.

Avocados in hard condition must 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 day.



Harvest containers allocated for harvesting an identified source block must be recorded on the Harvest and Storage Record (Attachment 4). Prior to commencing harvest the Harvest Supervisor must record all details on the Harvest and Storage Record.

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

- (a) collected in windrows for disposal (e.g., to be mulched or buried); or
- (b) 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 must 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:

- (a) 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
- (b) 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 must carry out an inspection for hard condition each day during the period avocados are harvested for certification under this Procedure.

The Harvest Supervisor must select 10 avocados from every 500 kg 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 must 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 produce, must be considered non-conforming produce.

Harvest inspection must be completed:

- (a) **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
- (b) **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*

- (a) The Harvest Supervisor must notify the Certification Controller when produce inspected shows signs of softening, spotted areas, areas or breakdown or broken skin. The Certification Controller must take the following actions: all avocados from the inspection lot (i.e., bin or pallet) must be inspected for hard condition, with any non-conforming produce graded out and rejected; or
- (b) the entire inspection lot must be rejected.

All rejections must be recorded on the Harvest and Storage Record (Attachment 4).

### *7.3.2 Rejected produce at harvest*

All harvested produce that is rejected for hard condition must be isolated and clearly identified to prevent mixing with conforming produce. Rejected produce must 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 Record (Attachment 4).

Secure storage conditions include:

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

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 must 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 must be in the form of a Harvest Storage Record (Attachment 4) or a record which captures similar information.

Harvest records should include:

- (a) the IP Number of the Business that harvested the produce; and
- (b) the date and time harvest commenced; and
- (c) the date of inspection; and
- (d) the block/s from which the produce was harvested; and
- (e) the cultivar of avocado; and
- (f) the harvest container identification number; and
- (g) the number and type of harvest container; and
- (h) the approximate weight of harvest container; and
- (i) the number of avocados inspected; and
- (j) the number rejected; and
- (k) action taken on rejection; and
- (l) the date and time of entering secure storage; and
- (m) the name and signature of the Harvest Supervisor.

## 7.5 Plant Health Assurance Certificate (PHAC)

A Business which pre-harvest treats produce that is to be packed and certified by another Business must be accredited under PART A of this Procedure.

Businesses who supply host produce to be packed by another Business for certification must supply a PHAC (Attachment 5) with each delivery of host produce.

The Harvest Supervisor must ensure a PHAC is completed and signed by an Authorised Signatory prior to the consignment being dispatched.

PHACs must be completed, issued and distributed in accordance with the Work Instruction WI-01 Guidelines for the completion of Plant Health Assurance Certificates.

PHACs must include:

- (a) in the 'Accredited Business that Prepared the Produce' section, the name and address of the Accredited Business that packed and inspected the host produce; and
- (b) in the 'Grower' section, the name and address of the property on which the host produce was grown, pre-harvest monitored and harvest inspected; and
- (c) in the 'Consignment Details' section;
  - (i) the number and type of packages in the consignment;
  - (ii) in the '*Type of Produce*' column, a description of the host produce; and

The Business must not issue a PHAC for host 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 ICA Records Management, Department of Primary Industries, phone 02 6552 3000. Upon suspension, cancellation or withdrawal of accreditation, the PHAC book must be immediately returned to the Department.

A PHAC is not required where the Business that harvests, inspects and stores the produce is the same Business that packs, inspects, certifies and dispatches the produce under this Procedure.

## 8. PROCEDURE – PART B

**Part B** – Covers the packer activities of produce receipt, grading and packing, post-harvest inspection and certification.

### 8.1 Receipt of Produce

The Produce Receipt Officer must ensure that all produce received for certification under this Procedure is supplied by a Business accredited under Part A.

All produce 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 must 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 must ensure:

- (a) each delivery of avocados supplied by another Business for certification must be accompanied by a PHAC (Attachment 5); and
- (b) produce supplied for certification has been harvested in accordance with the training and harvest requirements of this Procedure; and
- (c) produce supplied for certification has been inspected at harvest and found to be in hard condition;
- (d) produce supplied for certification has been inspected at harvest and found to be in hard condition; and
- (e) grower and harvest identification is maintained on all produce received and certified under this Procedure from receipt through to certification and dispatch.

The Business must maintain copies of all PHACs received from Businesses accredited under part A whose produce is packed and certified 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 produce and part pallets must be secured against infestation as soon as practicable).

### **8.2.1 Training for graders and packers**

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

A Training Register must be maintained by the Certification Controller. Only persons currently listed in the register must grade and pack avocados for certification under this Operational Procedure. (See Attachment )

The training register must identify;

- (a) the name and IP Number of the accredited Business that graded, packed and post-harvest inspected the avocados; and
- (b) the name of the employee successfully completing the training; and
- (c) the date of training; and
- (d) the type of training; and
- (e) the signature of the employee successfully completing the training; and
- (f) the name and signature of the Certification Controller.

### **8.2.2 Identification and control of non-conforming produce during grading and packing**

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

All produce that is found to be non-conforming must be segregated to prevent mixing with conforming produce

Examples of segregation of non-conforming produce include:

- (a) packing conforming fruit at different times to non-conforming fruit and clearing the lines before changing over; or
- (b) 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 must oversee the grading and packing process to ensure only conforming avocados are packed for certification under this Procedure.

All avocados graded and packed for certification shall be examined for conformance with hard condition during grading and packing. Graders and packers shall examine the entire surface of each fruit. Any avocado showing signs of breakdown shall be considered as non-conforming.

#### ***8.2.4 Action following identification of non-conforming fruit during grading and packing***

Graders and Packers shall notify the Certification Controller on detection of non-conforming produce. The Certification Controller must take the following actions:

- (a) 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
- (b) the entire inspection lot (i.e., bin or pallet) shall be rejected; and
- (c) 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:

- (a) in the 'Action taken' column of the Harvest and Storage Record if the packing Business harvested the avocados; or
- (b) on the PHAC if the Business did not harvest the avocados as the Business accredited under Part A of the 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:

- (a) treated and certified in accordance with an alternative quarantine entry condition; or
- (b) consigned to markets that do not require certification for fruit fly; or
- (c) disposed of on-site; or
- (d) 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:

- (a) using packaging which differs significantly in appearance; or
- (b) 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 8) or a record which captures the same or similar information

Packing records must include;

- (a) the IP Number of the Business that packed the avocados; and
- (b) the date of packing; and
- (c) the IP Number of the Business that harvested the avocados; and
- (d) the harvest container identification number; and
- (e) the number of harvest container numbers; and

- (f) the number and type of packages from the original harvest container; and
- (g) the PHAC numbers certifying the packed produce; and
- (h) identification of the Certification Controller.

### **8.3 Post-inspection security (Tasmania only).**

Packing must 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;

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

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 and 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 5 mm with:

- (a) the IP number of the Business that operates the approved facility in which the produce was packed; and
- (b) the words "Meets ICA-30"; and
- (c) the date (or date code) on which the produce was packed; and
- (d) the IP number or other identifier of the grower of the produce, where the grower is a different Business to the packer.

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 (PHACs)

The Authorised Dispatcher must ensure a PHAC (Attachment 5) is completed and signed by an **Authorised Signatory** prior to the consignment being dispatched.

PHACs must be completed, issued and distributed in accordance with the Work Instruction WI-01 'Guidelines for the completion of Plant Health Assurance Certificates'.

The Business must not issue a PHAC for product 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 ICA Records Management, Department of Primary Industries, phone 02 6552 3000.

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

#### 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. RECORDS AND DOCUMENT CONTROL

#### 9.1 ICA system records

The Business must maintain the following records, or similar, which record the same information:

Under PART A

- (a) current 'Property Plan' for each block/source property (Attachment 2); and
- (b) 'Training Register' (Attachment 3); and
- (c) 'Harvest and storage register' (Attachment 4).
- (d) PHAC (Attachment 5).

Under PART B

- (a) PHAC issued by the grower under Part A of this Procedure (Attachment 5); and
- (b) 'Training register' (Attachment 3); and
- (c) 'Hard condition packing record' (Attachment 8)
- (d) the duplicate copy of each PHAC issued under Part B of this Procedure (Attachment 5).

Records must be retained for at least 4 years from completion.

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

#### 9.2 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.

### 10. ATTACHMENTS

Attachment 1 Application for Accreditation as a Biosecurity Certifier

Attachment 2 Property Plan ICA-30

Attachment 3	Training register
Attachment 4	Harvest and storage record
Attachment 5	PHAC
Attachment 6	Example of non-conforming avocados
Attachment 7	Example of conforming avocados
Attachment 8	Hard condition packing record



## **Application for accreditation as a Biosecurity Certifier**

A business seeking to become accredited or renew accreditation for an ICA or CA arrangement must complete and lodge an application for accreditation using the prescribed form and paying the application fee.

The application form can be accessed at:

<http://www.dpi.nsw.gov.au/biosecurity/plant/ica> under the heading [Resources](#)

Alternatively, contact ICA Records Management:

Phone: 02 6552 3000

Fax: 02 6552 7239

Email: [ica.scheme@dpi.nsw.gov.au](mailto:ica.scheme@dpi.nsw.gov.au)

## Property Plan – ICA-30

Complete the following details for each block shown on the Property Plan:

<b>Grower Name:</b>	
<b>Property Address:</b>	

The Property Plan is to include the following:

- (a) location of all the blocks on which the produce is grown; and
- (b) Block Reference Code or Number used to identify each block; and
- (c) the cultivar and number of plants in the block; and
- (d) road access including street name/s; and
- (e) internal roadways within the property; and
- (f) location and identification of buildings (for example, house, packing shed, equipment sheds); and
- (g) whether it is intended to certify produce harvested from the block under the ICA arrangement.

Note: A Property Plan (overleaf) must be included for each property covered by the Interstate Certification Assurance arrangement of the Business.

Block Reference Code or No.	Avocado cultivar/s	Number of plants	For certification (Y/N)

## Property Plan – ICA-30



## Training Register

[illegible]

**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.

<sup>2</sup>**DECLARATION** - I have undergone instruction as to the ICA-30 requirement for inspecting Avocados 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

<b>Business Name:</b>						<b>Harvest date:</b>	<b>Date entered secure storage:</b>		<b>Cultivar:</b>		IP Number: <b>N</b>				
Block Referenc e Code or Number	Time Harve st Starte d	Harvest Container ID Number	Number and Type of Harvest Container		Approx Weight of Harvest Contain er	Date inspected	Number of Fruit		Action Taken on rejected fruit	Harvest Supervisor					
							Inspecte d	Rejected		Printed Name	Signature				



Department of  
Primary Industries

Certificate Number	
Business Specific Information*	
Dispatch Date: / /	Ref No:
Arrival Date: / /	PO No:
* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.	

## Plant Health Assurance Certificate

A biosecurity certificate issued under Part 13 of the *NSW Biosecurity Act 2015*

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

### Consignment Details

#### Consignor

Name			
Address			
State		Postcode	

#### Consignee

Name			
Address			
State		Postcode	

#### Reconsign to: (if applicable)

Splitting consignments, preparing composite lots or reconsigning whole consignments

Name			
Address			
State		Postcode	

### Certification Details

#### IP Number

#### Facility Number

#### Procedure

N		
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#### Accredited Business that prepared produce

Name			
Address			
State		Postcode	

#### Grower(s) (If more than one grower – attach list)

Name			
Address			
State		Postcode	

	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 reconsignment
1						
2						
3						
4						

### Treatment Details

#### Treatment Date

#### Treatment

Chemical (Active Ingredient), Concentration, Duration, Temperature

1	/ /	
2	/ /	
3	/ /	
4	/ /	

#### Additional Certification/Codes:

This certificate is valid for 21 days from date of certification

### Declaration

I am a person authorised under the *NSW Biosecurity Act 2015* to issue this biosecurity certificate and I hereby certify that the details shown above are true and correct and the procedure(s) listed above have been completed.

Full name

Signature

Date

*Note: A person who provides false or misleading information on a biosecurity certificate is guilty of an offence under the Act. Such action could result in a penalty infringement notice or prosecution. The maximum penalty for an individual is \$1,100,000, and the maximum penalty for a corporation is \$2,300,000. This information is collected by the collecting agency identified in this form in relation to its functions under the Biosecurity Act 2015. This agency/s and the NSW Department of Industry may use and disclose this information as reasonably necessary for the purpose of performing biosecurity risk functions under, or reasonably contemplated by, the Biosecurity Act 2015.*

## Example of non conforming Avocados

Source: Tableland Avocado Grading Guide, Queensland



**Above:** Pest damage through to the flesh



**Above:** Cuts and punctures not acceptable



**Above:** Fruit fly stings



**Above:** Soft rots



## Example of conforming Avocados

Source: Tableland Avocado Grading Guide, Queensland



**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



**N**

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[illegible]