

**CHECKLIST FOR APPLICANTS**

Prior to lodging an application for accreditation for an Interstate Certification Assurance (ICA) arrangement for the above procedure, applicants should be able to successfully complete the following checklist -

Documents and Records -

- Do you hold a current copy of the Operational Procedure *Treatment of Nursery Stock and Soil-Less Media* [ICA-29]?
- Do you have copies of all applicable Australian Pesticides and Veterinary Medicines Authority permits required for the procedure?
- Do you hold a current copy of the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [WI-02]?
- Have you retained a copy of the Business's current *Application for Accreditation of an Accredited Certifier for an Interstate Certification Assurance (ICA) Arrangement* [CAF-47]?
- Have you established records for recording details of treatment schedules, granular treatment preparation, liquid treatment preparation and treatment mixture and preparation records?
- Have you ensured all applicable records are retained for a minimum of 12 months from completion?

Equipment and Materials –

- If applicable, do you have a Supplier Declaration for the Supply of Treated Media?
- If applicable, have you determined the bulk density for each different type of potting media used?
- If applicable, have you calculated the volume of each different sized pot used?
- Have you calibrated weighing equipment and prepared a Weighing Equipment Calibration Record?
- Have you accurately calibrated the spray tank to clearly indicate in litres the maximum mixture level volume and any incremental volumes including permanent volume indicator marks on the inside of the spray tank or on an external sight tube or sight panel?
- Have you prepared a Spray Mixture Preparation Chart for each different chemical and formulation type?
- Do you have suitable measuring vessels, mixing and agitation devices, and spent spray mixture disposal facilities?
- Do you have equipment to mark each package of certified produce after packing with your IP Number, Meets ICA-29 and the date or date code for the date of treatment?

Staff Training -

- Has the Certification Controller got a good overall understanding of the requirements of the ICA arrangement and Operational Procedure?
- Has the Certification Controller trained all staff involved in carrying out activities associated with the ICA arrangement?



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- Is the Treatment Operator/s able to prepare spray mixtures, calibrate and maintain treatment equipment, and maintain records of chemical treatments and equipment calibration checks?
- Do Authorised Dispatcher/s fully understand their responsibilities in relation to marking of certified packages and completion of Assurance Certificates?
- Do Authorised Signatories fully understand their responsibilities in relation to the signing and issuance of Assurance Certificates under the ICA arrangement?

Control Systems -

- Have you checked that if applying liquid treatment to potting media a spray volume equivalent to a minimum of 20% of the volume of the pot is applied?
- Have you checked that all scheduled treatments have been applied?
- Do you have a designated treatment area?
- Do all treated plants remain in the designated treatment area until dispatched?
- Have you checked no rain or treatment such as watering is applied within 2 hours of treatment that could reduce efficacy of the treatments?
- Have you implemented systems to ensure certified plants are isolated from uncertified plants during transport to the consignee?
- Have you implemented systems to ensure Assurance Certificates are issued to cover each consignment requiring certification?