



# Interstate Certification Assurance Repacking of Certified Fruit Fly and Melon Thrips Host Produce

Version 2.0 – July 2020

# ICA-57

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## Revision Register

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1.0	14/08/2014	Initial issue
1.1	31/08/2017	Updated to DPIRD.
2.0	16/07/2020	Updated all sections. Melon thrips hosts added, Phytosanitary Certificates added.

## Important disclaimer

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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 repacking of certified Queensland fruit fly, Mediterranean fruit fly and Melon thrips host produce; and
- (b) the responsibilities and practices of personnel;

that apply to certification of host produce under an Interstate Certification Assurance (ICA) arrangement.

This procedure does not allow for repacking of uncertified produce. Produce sourced from an area free of either Queensland Fruit Fly (QFF), Mediterranean fruit fly (MFF) or Melon thrips (MT) that is uncertified for these pests, must not be repacked and certified under the operational procedure.

## 2 SCOPE

This procedure covers all certification for the repacking of certified fruit fly host produce by a business operating under this ICA arrangement in Victoria.

Pest(s): Queensland Fruit Fly (QFF) (*Bactrocera tryoni*), Mediterranean fruit fly (MFF) (*Ceratitis capitata*) and Melon thrips (MT) - *Thrips palmi*

Produce: Queensland Fruit Fly (QFF), Mediterranean fruit fly (MFF) Melon thrips host produce

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

Some interstate and intrastate markets may require additional plant health certification for pests and diseases other than fruit fly and melon thrips 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 a local DPIRD Officer or the plant quarantine service in the destination state or territory.

## 3 REFERENCES

WI-QA015 Guidelines for Completion of Plant Health Assurance Certificates

## 4 DEFINITIONS

Accredit	means to accredit persons to issue Assurance Certificates under the Biosecurity and Agriculture Management Act 2007.
Accrediting Authority	means the Department of Primary Industries and Regional Development – Western Australia.
Act	means the Biosecurity and Agriculture Management Act 2007
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.

Audit	mean an activity undertaken to evaluate conformance or non-conformance with accreditation requirements.
Authenticated Copy	means a copy of a certificate provided where the original has been lost. The PHAC must be signed and dated by the authorised signatory and endorsed with the words “This is a true copy of the original”. A PHC must be faxed from an interstate department of agriculture office (with the fax header indicating the sender).
Authorised Signatory	means an employee of an ICA accredited business whose name and specimen signature is provided on the business’s Authorised Signatory form.
Authorised Inspector	means a person authorised as an inspector under the Act.
Business	means the legal entity responsible for the operation of the facility and arrangement detailed in the Application for Accreditation.
Certification	means <ul style="list-style-type: none"> <li>i. a Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement; or</li> <li>ii. a Phytosanitary Certificate which verifies that the consignment meets Australia’s import requirements.</li> </ul>
Consignment	means a discrete quantity of product transport to a single consignee at one time.
DPIRD	means the Department of Primary Industries and Regional Development – Western Australia
Destination State	means the state or territory to which the product shall be consigned following repacking of certified produce.
Facility	means the approved location where produce is repacked and where certification operations covered by the ICA arrangement are conducted.
Fruit Fly	means Queensland fruit fly, species <i>Bactrocera tryoni</i> and Mediterranean fruit fly, species <i>Ceratitis capitata</i> .
Fruit fly Free Area	means an area or property within a state or territory recognised as being free of MFF or QFF by the accrediting authority.
Importing State	means the state or territory receiving produce certified under the repacking ICA procedure.
Inspector	means an officer appointed under section 162 of the Act
Mediterranean Fruit Fly (MFF)	means all stages of the species <i>Ceratitis capitata</i> .
Mediterranean Fruit Fly (MFF) Host Produce	means any plant part specified as a host of Mediterranean Fruit Fly (MFF) by an importing state quarantine authority.

Melon thrips (MT)	means <i>thrips palmi</i> .
Melon thrips Host Produce	means any plant part specified as a host of melon thrips by an importing state quarantine authority.  Note: Commonly, melon thrips host produce includes melons, beans, capsicum, chilli, cucurbits, choko, cucumber, eggplant, okra, peas, pumpkin, silver beet, squash, tobacco, tomato and zucchini.
Non-conformance	means a nonfulfillment of a specified requirement.
Package	means an article in which produce is, or has been, contained, wrapped or packed, and includes bulk containers.
Phytosanitary Certificate (PC)	means (ISPM5 definition) an official paper document or its official electronic equivalent, consistent with the model certificates of the International Plant Protection Convention, attesting that a consignment meets phytosanitary import requirements.
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an ICA accredited business.
Plant Health Certificate (PHC)	means certification issued by an authorised officer in another state or territory.
Queensland fruit fly (QFF)	means all life stages of the species <i>Bactrocera tryoni</i> .
Queensland fruit fly (QFF) Host Produce	means any plant part specified as a host of Queensland fruit fly (QFF) by an importing state quarantine authority.
Repacking	means the process of unpacking certified produce and repacking the produce into new packages.

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## 5 RESPONSIBILITY

The **Certification Controller** is responsible for -

- ensuring the business and its staff comply with the their responsibilities and duties under this procedure;
- representing the business during audits and other matters relevant to ICA accreditation;
- training staff in their duties and responsibilities under this procedure;
- ensuring the business has a current accreditation for an ICA arrangement under this procedure;
- maintaining a property plan for each property on which fruit fly host produce will be repacked for certification under this procedure (refer 7.2);
- isolating material not meeting certification and labelling requirements and informing the DPIRD;
- overseeing the release of conforming produce;
- informing suppliers of the requirement to consign produce under conditions which prevent infestation by fruit fly.

The **Produce Receipt Officer** is responsible for –

- ensuring consignments are secured against infestation upon receipt (as required) (refer 7.4);
- verifying consignments for certification and labelling (refer 7.4);
- ensuring a Plant Health Certificate or Plant Health Assurance Certificate is received with each delivery of fruit fly host produce (refer 7.4);
- keeping copies of certificates (refer 7.4);
- ensuring produce received for packing and certification is in original packages with original labelling (refer 7.4);
- ensuring identification, traceability and segregation of conforming and non-conforming produce (refer 7.4 and 7.4.1);
- completing the Produce Receipt Record (refer 7.4.2).

The **Product Controller** is responsible for -

- ensuring all produce is handled, stored and repacked in secure conditions and always remains segregated and identifiable (refer 7.5);
- maintaining temperature sensing and recording equipment calibration records (refer 7.6);
- maintaining the Repacking and Dispatch Record (refer 7.7.3).

The **Authorised Dispatcher** is responsible for -

- prior to dispatch, ensure produce meets intended state/territories import conditions (refer 7.8)
- ensuring all packages covered by a PHAC are identified (refer to 7.10);
- certified produce is transported in secure conditions;

The **Authorised Signatory** is responsible for -

- ensuring, prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with this procedure and that the details on the certificate are true and correct in every particular (refer 7.9);
- maintaining copies of all PHAC's issued by the business under this procedure (refer 7.9);
- ensuring that all quarantine entry conditions of the interstate or intrastate market have been complied with.

## 6 REQUIREMENT

Fruit fly and melon thrips host produce intended for repacking, certification and consignment under this Protocol must meet the following conditions:

1. QFF, MFF and MT host produce must be received with either a Phytosanitary Certificate (PC), Plant Health Certificate (PHC) or a Plant Health Assurance Certificate (PHAC), which certifies that the produce meets the respective QFF, MFF and MT entry requirements of the intended importing state; and
2. QFF and MFF host produce must be received, stored, repacked and consigned under secure conditions which prevent infestation by QFF and MFF.

DPIRD and interstate quarantine authorities maintain the right to inspect certified produce at any time and to refuse to accept a certificate where produce is found to not comply with specified requirements.

## 7 PROCEDURE

### 7.1 Accreditation

#### 7.1.1 Application for Accreditation

A business seeking accreditation under this procedure shall make an application for accreditation at least ten (10) 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 Authorised Inspector shall conduct an initial audit of the business to verify the system is implemented and capable of operating in accordance with the requirements of this procedure, and the system is effective in ensuring compliance with the specified requirements of the arrangement.

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

##### Compliance Audits

Compliance Audits are conducted to verify that the system continues to operate in accordance with the requirements of this procedure. Compliance audits are, wherever practical, conducted when the system is operating. A compliance audit is conducted:

- within four weeks of the initial audit and accreditation or issue of the first PHAC under this operational procedure; and
- within twelve weeks of the business being reaccredited; and
- in the case of a business operating for more than six months of a year, between six and nine months after accreditation or reaccreditation.

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

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

##### Re-Accreditation

Accredited businesses are required to re-apply for accreditation each year the business seeks to operate under the arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing, or if accreditation has lapsed, prior to commencing further certification of produce under the arrangement.

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

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

#### 7.1.3 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation detailing the facility location, procedure, scope (type of produce covered) and period of accreditation.

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 this 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.

## 7.2 Facility Plan

The Certification Controller shall maintain a Facility Plan ([Attachment 2](#)) for each property used for repacking. The Facility Plan shall include the following details:

- the location where certified product is stored prior to repacking; and
- if applicable, the location of the secure packing area; and
- the location where repacked product is stored prior to consignment; and
- areas identified for holding and storing non-conforming product at the site; and
- if applicable, temperature sensor locations (refer to 7.5.2).

A copy of the business's Facility Plan shall be included with the business's Application for Accreditation. If any changes occur to the Facility Plan information, a new Facility Plan must be submitted to DPIRD within ten (10) working days of the change occurring.

## 7.3 Security Prior to Packing

Any QFF host produce or MFF host produce received in an area that is not free of fruit fly must be secured against infestation as soon as practicable and prior to consignment from the original source property. Secure conditions include:

- unvented packages; or
- vented packages with the vents secured with mesh with a maximum aperture of 1.6mm; or
- vented packages enclosing a liner bag or liner sheets that obscure vent holes; or
- packages, bins or palletised units fully enclosed under plastic wrap, tarpaulins, hessian, mesh or other coverings which provide a maximum aperture of 1.6mm; or
- for bulk consignments - handled, stored and transported in commercial cool storage at less than 10°C.

## 7.4 Consignment Verification on Receipt

The Produce Receipt Officer must verify the details of each consignment within 24 hours of receiving the product and prior to repacking operations. The Produce Receipt Officer shall:

- ensure a certified copy or original Phytosanitary Certificate (PC), or Plant Health Assurance Certificate (PHAC) or Plant Health Certificate (PHC) accompanies the consignment;
- verify the certificate details have not been altered without appropriate endorsement and authorisation. Alterations must be endorsed by the person who originally signed the certificate, or, for produce re-consigned or split under Re-consigning Whole or Split Consignments and Transporting of Certified Produce [ICA-17], by an ICA-17 accredited business.

Where an original certificate or an appropriately endorsed re-consigned or split consigned certificate does not accompany the consignment, the consignment must be segregated and held until an authenticated copy of the original certificate is received.

Where the required certification is not obtainable, the consignment must be rejected for repacking under this operational procedure; and

- ensure all certification details are correct and completed in accordance with the exporting state or territory work instruction ([www.domesticquarantine.org.au](http://www.domesticquarantine.org.au)) for the completion of Plant Health Assurance or Plant Health Certification; and
- ensure the quantity of packages and type of produce in the consignment match the details provided on the certificate.
- if applicable, ensure packages are labelled as per Interstate Certification Assurance (ICA) requirements.
- if applicable, verify the date code marked on packages is identical to the date code(s) specified on the certificate;
- verify that consignments have been received in accordance with this procedure and security against infestation conditions have been met;
- mark the certificate with the word “Verified”, sign and the date the certificate and maintain for audit purposes;
- record the consignment on the Produce Receipt Record (refer 7.4.2) or similar record that records the same information;
- retain all certification for a period of no less than 24 months and make it available to an Authorised Inspector upon request.

#### **7.4.1 Noncompliance in Verification of Consignment**

The Produce Receipt Officer shall ensure that consignments that fail the verification process (refer to 7.4.1) are isolated, clearly identified to prevent mixing with conforming produce and rejected for certification under this operational procedure.

Once the rejected packages are isolated, the Certification Controller shall contact the local DPIRD office immediately (during business hours) to be instructed on further action that must be taken with the rejected consignment.

#### **7.4.2 Produce Receipt Record**

The Produce Receipt Officer shall maintain a Produce Receipt Record ([Attachment 3](#)), or a similar record which captures the same information, for all consignments received for repacking and certification under this procedure.

The Produce Receipt Record must record;

- if a PC, the name of the importing business and address; or
- if a PHAC, the name and Interstate Produce (IP) number of the business operating under the protocol; or
- if a PHC, a description of the produce and the name, address and postcode of both the grower and packer; and
- the date the consignment was received; and
- the certificate number accompanying the consignment; and
- the country, state or territory from where the produce originated; and
- if applicable, the IP number of the business providing the original certification for the produce; and
- the condition or treatment status of the produce (i.e. subject to area freedom, post-harvest treatment, maturity condition); and
- the produce type; and
- the type of packages; and
- the quantity of produce in kilograms or number of cartons; and

- any applicable comments (e.g. consignment passed or rejected, any problems or discrepancies).

## 7.5 Security against Fruit Fly Infestation

The Product Controller shall ensure all QFF and MFF host produce is handled, stored and repacked under conditions which do not allow fruit fly to infest the produce. There are four options available to a business applying security measures against infestation to host produce during repacking. Only one of the following security measures must be applied during receipt, handling, repacking and dispatch of host produce.

These options are:

- Property Freedom Approval (refer 7.5.1);
- Low Air Temperatures (refer 7.5.2); or
- Facility secured against entry by fruit fly (refer 7.5.3).

### 7.5.1 Property Freedom Approval

Security conditions during the repacking procedure are not required where the accredited facility is in possession of a current Property Freedom Approval.

In order to operate under a fruit fly Property Freedom Approval, the Certification Controller must complete an Application for Area or Property Freedom ([Attachment 1](#)) and submit it to DPIRD for approval.

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

An Authorised Inspector shall endorse the Application for Area or Property Freedom following confirmation of conformance with fruit fly freedom requirements and issue a Property Freedom Approval.

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

Where a business operates under property freedom, the Certification Controller must maintain a current Property Freedom Approval and make this available on request by an Inspector.

### 7.5.2 Repacking in Low Air Temperature Conditions

The Certification Controller may elect to conduct produce repacking activities under low air temperatures. The Product Controller shall ensure that during handling, storage and repacking, the produce remains in an environment that ensures produce is not exposed to air temperatures greater than:

- 13°C for greater than 60 minutes where Property Freedom for MFF has not been approved; and/or
- 16°C where Property Freedom for QFF has not been approved.

The Product Controller shall ensure that at least one temperature sensor is installed in each immediate area in which produce will be handled, stored and repacked for certification under the protocol. This may include the receipt area, holding facilities, packing line and areas where the consignment is stored.

Temperature sensing and recording equipment shall be calibrated and meet the minimum requirements as specified in section 7.6 Temperature Sensing and Recording Equipment.

### 7.5.3 Repacking under Secure Conditions

The Certification Controller may elect to conduct produce handling activities in a facility which is constructed in a way that prevents the entry of fruit flies.

The Product Controller must ensure all produce is handled, stored and repacked under conditions which prevent the entry of fruit flies. Methods to prevent the entry of fruit flies include:

- enclosed or screened buildings,
- cold-rooms,
- secured vehicles; or
- other facilities that have been constructed in a manner to prevent the entry of fruit fly (e.g. implementation of automated doors, etc.).

## 7.6 Temperature Sensing and Recording Equipment

The Product Controller shall ensure air temperatures are measured using air temperature sensors protected by a meteorological screen or are positioned in an area which does not receive direct sunlight and is sheltered from breezes or any artificial source of air movement such as fans or air conditioners.

Each sensor and associated recording equipment must:

- be uniquely identified
- be accurate within  $\pm 0.5^{\circ}\text{C}$  at  $0^{\circ}\text{C}$  and at the maximum allowable temperature
- have a maximum incremental resolution of  $0.5^{\circ}\text{C}$
- be able to record the temperature at a maximum of 5-minute intervals; and
- record the corresponding unique identification of the sensor.

### 7.6.1 Sensor Calibration

The Product Controller must ensure all manual and electronic temperature sensors and their associated recording equipment (where applicable) are calibrated:

- at least annually and in accordance with the manufacturer's requirements; and
- by the manufacturer, manufacturer's representative or a NATA accredited calibration authority.

The business must obtain a record of calibration issued by the calibrating business, which includes the following details:

- unique Identification of the sensor (e.g. serial number)
- date of calibration
- calibration result
- identity of the person conducting the calibration activities

### 7.6.2 Air Temperature Record

The Product Controller shall maintain an Air Temperature Record ([Attachment 5](#) or [Attachment 6](#)) or a similar record which captures the same information for all produce handled in low air temperature.

The Air Temperature Record shall record:

- the Date;
- the Start Time;
- the Sensor ID;

- the Sensor Reading (degrees);
- the Finish Time;
- Comments;
- Product Controller Name and Signature.

## 7.7 Repacking

### 7.7.1 Maintaining Traceability during Repacking

The Product Controller shall ensure all produce intended for repacking:

- remains in original packages with original labelling until repacked into final packages; and
- maintains identification in a manner that allows for segregation of conforming and non-conforming produce; and
- allows for traceability to the original produce at all times.

Consignments of produce that have been certified by a governmental inspector under a Plant Health Certificate (PHC) are not specifically labelled to provide traceability to the PHC. The Product Controller shall implement additional traceability measures where produce has been certified under a PHC to ensure the produce maintains its identity back to the PHC at all times.

The following measures may be implemented to maintain traceability:

- keeping produce in identified and segregated areas, or
- attaching a document to the consignment that provides details of the PHC number and date the consignment passed verification, or
- affixing labels to individual packages that state the PHC number and date consignment passed verification.

### 7.7.2 Post Repacking Security

The Product Controller must ensure produce is handled, stored and transported in secure conditions after repacking. Secure conditions include:

- unvented packages; or
- vented packages with the vents secured with mesh with a maximum aperture of 1.6mm (for QFF and MFF); or
- vented packages enclosing a liner bag or liner sheets that obscure vent holes; or
- packages, bins or palletised units fully enclosed under plastic wrap, tarpaulins, hessian, mesh or other coverings which provide a maximum aperture of 1.6mm (for QFF and MFF); or
- for bulk consignments - handled, stored and transported in commercial cool storage at less than 10°C (for QFF and MFF).

### 7.7.3 Repacking and Dispatch Record

The Product Controller shall maintain a Repacking and Dispatch Record ([Attachment 4](#)), or a similar record which captures the same information, for all consignments prepared for certification under this operational procedure.

The Repacking and Dispatch Record must record;

- the original PC, PHC or PHAC number received with the produce destined for repacking;
- the number of original packages that have been used for repacking;
- package type of the final repacked consignment;

- the packed weight (kg) or final number of packages in repacked consignment;
- the new PHAC number issued by the accredited repacking business;
- the date of repacking;
- comments (e.g. consignment passed/rejected).

## 7.8 Compliance with Entry Conditions

Prior to certification and dispatch, the Authorised Dispatcher must refer to the intended importing state entry conditions to verify all quarantine entry conditions are met by the consignment.

Where online access is not available during certification, the business must keep up to date copies of fruit fly and melon thrips entry conditions for each state or territory, for which they intend to supply certified repacked produce (relevant legislation/current Plant Quarantine Manuals).

## 7.9 Certification

The Authorised Signatory must complete and sign a Plant Health Assurance Certificate ([Attachment 8](#)) prior to dispatch of a consignment prepared in accordance with this procedure.

Prior to issuing a PHAC, the business shall verify that all the produce in the consignment has:

- passed consignment verification on receipt (refer to 7.4)
- been certified in accordance with fruit fly quarantine entry requirements of the importing state or territory.

Assurance Certificates shall include:

- in the 'Type of Produce' section:
- the number and description of each type of produce in the consignment.
- in the 'Additional Certification' section:
  - for PHC/PHAC certified produce:
    - a description of the produce and the associated treatment or treatment codes specific to the produce (for example cold sterilisation, ICA-07, ICA-21; and
    - for each produce type, the corresponding code for the state or territory of origin of the produce. The state or territory codes that must be used are as follows:

State or Territory	Code	State or Territory	Code
Western Australia	(W)	Queensland	(Q)
South Australia	(S)	Victoria	(V)
Northern Territory	(A)	New South Wales and Australian Capital Territory	(N)
Tasmania	(T)		

- For Phytosanitary certified produce, a copy of the PC must be securely attached to the relevant PHAC.

Where there is insufficient room to list each type of produce the words 'see attachment' are to be used and an attachment sheet shall be securely attached to the relevant assurance certificate. The attachment sheet shall include:

- the words 'Attachment Sheet';

- the name and address of the consignor;
- the PHAC number;
- the number and type of packages in the consignment;
- the type of produce in the package;
- the associated treatment codes specific to the produce;
- the signature of the Authorised Signatory that signed the certificate; and
- the date of consignment.

The completion and issuance of PHAC's shall be completed in accordance with Work Instruction WI-QA015: Guidelines for Completion of Plant Health Assurance Certificates.

The original copy of the PHAC must accompany the consignment; the duplicate copy must be retained by the business.

It is the business's responsibility to ensure the consignment complies with all entry conditions for the intended interstate and intrastate market. Entry conditions are subject to change, the business should regularly review online state and territory entry requirements.

#### 7.9.1 Plant Health Assurance Certificate (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
- The triplicate (white copy) must be retained by the QA accredited Business that issued the certificate.

#### 7.10 Identification and Traceability of Certified Produce

Prior to consignment, the Authorised Dispatcher shall ensure each package is marked in indelible, legible and visible characters of at least 5mm, with:

- the Interstate Produce (IP) number of the accredited business that certified the produce;
- the words "Meets ICA-57"; and
- the date or (date code) on which the produce was repacked.

The repacked produce must be labelled with the above labelling on the same day as repacking occurs.

The repacked produce must remain segregated to maintain the identity of the produce until the above labelling is applied to the packages.

#### 7.11 ICA System Records and Documentation

##### 7.11.1 ICA System Records

The business shall maintain the following ICA System Records, or similar which record the same information:

- Facility plan (refer 7.2);
- Produce Receipt Record (refer 7.4.2);
- original PC's, PHAC's or PHC's for received produce (refer 7.4);
- Repacking and Dispatch Record (refer 7.7.3);
- the duplicate copy of each PHAC issued (refer 7.9)

Where repacking in Low Air Temperatures (refer 7.4.3):

- Air Temperature Record (refer 7.5.2);
- calibration record issued by the calibrating business (refer 7.6.1).

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

### **7.11.2 ICA System Documentation**

The business shall maintain the following ICA System Documentation:

- up to date copies of fruit fly entry conditions for each state/territory to which they intend to supply certified repacked produce to (where online access is not available at certification);
- a copy of the current endorsed Application for Accreditation;
- a copy of endorsed Authorised Signatory application forms;
- a copy of a current Certificate for QFF/MFF/MT Area or Property Freedom Approval (where operating under QFF/MFF/MT freedom);
- a current copy of the Operational Procedure;
- a current Certificate of Accreditation.

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## **8 NON-CONFORMANCES AND SANCTIONS**

### **8.1 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.

### **8.2 Incident Reports**

Incident Reports may be raised 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.

### **8.3 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 must also provide guidance on the lodgement of a written appeal requesting that the decision be reviewed.

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## 9 CHARGING POLICY

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

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## 10 ATTACHMENTS

[Attachment 1](#) Application for Area or Property Freedom

[Attachment 2](#) Facility Plan

[Attachment 3](#) Produce Receipt Record

[Attachment 4](#) Repacking and Dispatch Record

[Attachment 5](#) Air Temperature Record

[Attachment 6](#) Air Temperature Record (Data Logger Recording Example)

[Attachment 7](#) Plant Health Assurance Certificate Received (Example)

[Attachment 8](#) Plant Health Assurance Certificate Issued (Example)

[Attachment 9](#) Produce Receipt Record (Example)

[Attachment 10](#) Repacking and Dispatch Record (Example)



**Application for Area or Property Freedom**

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

Property Details	
Name of Property Owner/Manager	
Postal Address	State <input type="text"/> Postcode <input type="text"/>
Phone Number	Facsimile Number <input type="text"/> Mobile Number <input type="text"/>
Email Address	
Has the business been accredited previously in WA?	<input type="checkbox"/> No <input type="checkbox"/> Yes IP No W <input type="text"/>

Source Property Details	
Street Address	State <input type="text"/> Postcode <input type="text"/>
Phone Number	Facsimile Number <input type="text"/> Mobile Number <input type="text"/>
Email Address	
Real Property Description	Available from Rates Notice or Local Government Authority

Declaration	
Before signing this application, please ensure that all sections are completed	I <input type="text"/>
	declare, as the property owner/manager that the property details above are true and correct
	Position <input type="text"/> Date <input type="text"/>
	Signature <input type="text"/> Print document to sign

This application form must be submitted prior to the planned implementation date to allow time for the application to be processed.

- > Email to [qwa.qualityassurance@agric.wa.gov.au](mailto:qwa.qualityassurance@agric.wa.gov.au)
- > Mail to:  
Quality Assurance Officer  
Quarantine WA  
Department of Primary Industries and Regional Development WA  
Locked Bag 89  
WELSHPOOL DELIVERY CENTER WA 6986
- > Facsimile: 08 9334 1880

QWA QA Officers Use	
Approval From (date)	Approval To (date)
IP No W <input type="text"/>	Facility No <input type="text"/>
MFF01	Grown on a property more than 7.5km from an outbreak of Mediterranean Fruit Fly <input type="checkbox"/>
QFF01	Grown on a property more than 15km from a known outbreak of Queensland Fruit Fly <input type="checkbox"/>
QFF02	Grown on a property more than 80km from a known outbreak of Queensland Fruit Fly <input type="checkbox"/>

Details of Departmental Officer who endorsed the Pest Status of Property.		
Name	Signature	Date
Notes / Comments		

EXAMPLE

IP No. W	Facility No.	Date.
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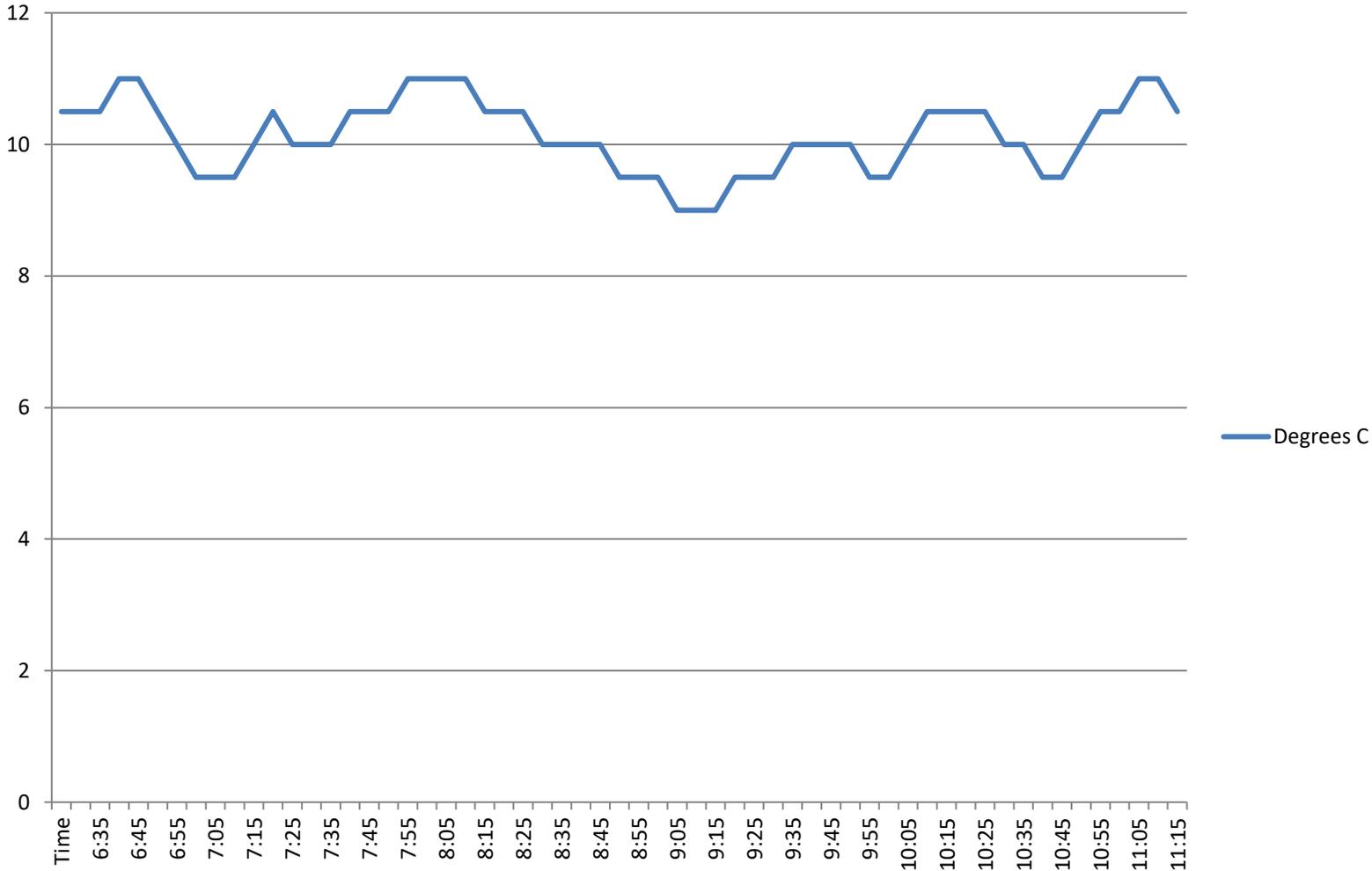




# Air Temperature Record (Data Logger Recording Example)

## Sensor 1SJ4889X1

IP No W9999  
Facility No 01  
16/05/14  
P Controller  
*P Controller*





Department of  
Agriculture and Food



Certificate Number: EX123456

ORIGINAL (Yellow) – Consignment Copy  
DUPLICATE (Blue) – Quarantine WA Copy  
TRIPLICATE (White) – Business (Book) Copy

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

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 P/L
Address	Lot 1 Block Rd Blockville WA 6000

#### Consignee

Name	XYZ Packing
Address	Lot 1 Packhouse Rd Somewhere WA 6001

#### Re-consigned To

(Splitting consignments or re-consigning whole consignments).

Name	
Address	

### Certification Details

IP Number	Facility Number	Procedure
W 9999	01	ICA30

#### Accredited Business That Prepared The Produce

Name	ABC P/L
Address	Lot 1 Block Rd Blockville WA 6000

#### Grower or Packer

Name	ABC P/L
Address	Lot 1 Block Rd Blockville WA 6000

#### Other Facilities Supplying Produce

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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
12	Bins	Avocado	ABC AVOS	16/5/14	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 Act 2007 to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)	Signature	PO Officer	Date
Joe Bloggs	<i>J. Bloggs</i>		16/5/14



Department of  
Agriculture and Food



ORIGINAL (Yellow) – Consignment Copy  
DUPLICATE (Blue) – Quarantine WA Copy  
TRIPLICATE (White) – Business (Book) Copy

Certificate Number: EX654321

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

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 *XYZ Packing*  
Address *Lot 1 Packhouse Rd*  
*Somewhere WA 6001*

#### Consignee

Name *Avo Marketing*  
Address *Lot 99 Market Street*  
*Market SA*

#### Re-consigned To

(Splitting consignments or re-consigning whole consignments).

Name  
Address

### Certification Details

IP Number Facility Number Procedure

*W 9998 01 ICA57*

#### Accredited Business That Prepared The Produce

Name *XYZ Packing*  
Address *Lot 1 Packhouse Rd*  
*Somewhere WA 6001*

#### Grower or Packer

Name *ABC P/L*  
Address *Lot 1 Block Rd*  
*Blockville 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
<i>456</i>	<i>Trays</i>	<i>Avocado</i>	<i>XYZ Packing</i>	<i>18/5/14</i>	Affix Authorisation Stamp to Split / Re-consignee here

### Treatment Details

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

### Additional Certification / Codes

*ICA30 W*

### 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 Act 2007* to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)	Signature	Date
<i>Fred Smith</i>	<i>FPSmith</i>	<i>18/5/14</i>



