

Standard Operating Procedure: Completion of Plant Health Assurance Certificates

REVISION REGISTER

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Telephone (03) 9651 9999

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1 Purpose

This procedure provides guidance for the completion of a Plant Health Assurance Certificate.

2 Scope

This procedure covers the requirements for completion and issuing of a Plant Health Assurance Certificate (PHAC) by an Authorised Signatory of a business in Victoria, accredited under an Interstate Certification Assurance (ICA), or other arrangement.

The PHAC is then used to facilitate movement of the consignment to another state, or to other parts of Victoria.

3 Definitions

Authorised Signatory	means an officer of an accredited business whose name and specimen signature is provided as an Authorised Signatory.
Consignee	means the business to which the produce is initially consigned following certification and is responsible for deciding the next destination if reconsigned.
Consignor	means the business responsible for deciding the first destination of produce after it leaves the place of certification.
Original Consignment	means the whole or intact consignment as it left the place of certification to the consignee.
Reconsignee	means the business to which the produce is next consigned after the original consignment.
Splitting a Consignment	means the act of dividing an original consignment into two or more parts for the purpose of: <ul style="list-style-type: none"> • sending the sub-consignments to different consignees; • transporting the sub-consignments to the same consignee on different vehicles or via different transport methods.
Sub-Consignment	means the part of the original consignment that is being split from the rest of the consignment.

4 Plant Health Assurance Certificates

4.1 General

A Plant Health Assurance Certificate (PHAC) is used to declare that the subject of the PHAC meets one or more specified quarantine conditions.

It may be used to provide evidence to other State and Territory Plant Quarantine Authorities of conformance with relevant quarantine conditions for movement to intrastate and interstate markets. In order to do this, each consignment must be accompanied by a specific PHAC.

4.2 Completion

The PHAC may be completed by handwriting, typing or stamping the information in the spaces provided. The information must be neat and legible. Copies must be an accurate and unaltered facsimile of the original.

Where there is insufficient room to list all items to be consigned, the words "See Attachment" can be written in the "type of produce" column, and an attachment sheet securely attached to each copy of the PHAC. The Attachment Sheet must include the name and address of the consignor, the PHAC number, the signature of the Authorised Signatory that signed the certificate and the date.

4.2.1 Consignment Details

(a) Consignor

Insert the name and physical address of the business consigning the produce.

The consignor will often be the owner of the produce but may be an agent. The Consignor is normally the same as the business that prepared the produce (see (e)).

(b) Consignee

Insert the name and physical address of the consignee.

The consignee is the person or business to which the produce is consigned and may be a wholesaler, retailer, processor, packer or agent within Victoria or another state.

(c) Reconsigned To

This section is to be left blank. It is only completed by the Consignee when reconsigning original consignments, or reconsigning sub-consignments, to another interstate or intrastate market.

For more information on reconsigning original consignments or splitting consignments refer to ICA-17 Reconsigning Whole or Split Consignments and Transporting of Certified Produce.

4.2.2 Certification Details

(d) IP Number, Facility Number and Procedure Number

Insert the Interstate Produce (IP) Number, Facility Number and Procedure Number. This information shall correspond to details entered at (e) Accredited Business that Prepared the Produce. The IP Number must be the same as that marked on the packages.

(e) Accredited Business that Prepared the Produce

Insert the name and physical address of the business that prepared the produce for certification. This business may for example be a grower, packer, processor, treatment facility or fumigation agent.

The name and address should be the same as that shown in the business's Certificate of Accreditation for the ICA or other arrangement.

Where this business is the same as the consignor the words "Consignor as above" may be used.

(f) Grower or Packer

Insert the name and address of the grower or packer of the produce.

This should be the "Grown by" or "Packed by" name and address marked on packages in the consignment.

Where this business is the same as the consignor the words "Consignor as above" may be used.

(g) Other Facilities supplying produce

Insert the Interstate Produce (IP) Numbers or Names of other businesses that have supplied produce to be cover under this certificate.

These businesses may for example be a processor, treatment facility or fumigation agent or other growers or packers.

(h) Brand Name or Identifying Marks (as marked on packages)

Insert any distinctive brand name marked on the packages.

Where there are no brand name marks or other identifying marks on the package place a line through the section.

(i) Date Code

It is usual that packages of produce are marked with a date or date code indicting the date of packing, treatment or inspection. This date shall be included in this section. When the consignment includes packages with different dates or date codes, include all dates or date codes marked.

(j) Number of Packages

Insert the number of packages in the consignment. A separate line should be used for each type of produce and/or each type of package covered by the certificate.

(k) Type of Packages

Insert the type of packages. Terms such as carton, tray or bulk bin should be used.

(l) Type of Produce

Insert the common name of the type of produce prepared.

The Authorised Signatory must rule off under the last entry in the number and type of packages and type of produce columns to prevent changes or additions after issue.

(m) Authorisation for Split Consignments

This section may only be completed by a business accredited under ICA-17 Reconsigning Whole or Split Consignments and Transporting of Certified Produce.

Individual PHAC shall be issued to cover each consignment (i.e., a discreet quantity of product transported to a single consignee at one time) to avoid splitting of consignments.

4.2.3 Treatment or Condition Details**(n) Treatment Date**

Insert the date or dates of treatment or grading for condition. Where the consignment contains packages prepared on several dates, enter each date of treatment or grading in the date column.

(o) Treatment or Condition

Insert the treatment that has been applied to the produce

(p) Chemical (Active Ingredient)

Insert the name of chemical's active ingredient (if applicable).

(q) Concentration / Duration and Temperature

Insert the chemical mix concentration, treatment duration and temperature (if applicable). i.e., for flood spaying with dimethoate – "400 ppm spray for 10 sec then wet for 60 sec"

(r) Additional Certification

This section shall be completed where additional certification is required by a procedure.

Additional certification may include statements concerning freedom from a pest or disease or condition of produce at the time of certification.

Details of additional certification requirements can be obtained from Agriculture Victoria.

4.2.4 Declaration

The Declaration on a PHAC may only be completed by an Authorised Signatory in accordance with the terms and conditions of the ICA or other procedure.

(s) Authorised Signatory's Name

Insert the issuing Authorised Signatory's full name (printed).

(t) Signature

Insert the issuing Authorised Signatory's name (signature).

(u) Date

Insert the date of issue.

4.3 Alterations

Where a minor error has been made, the PHAC may be amended by placing a single line through the incorrect information and inserting the correct information next to the alteration. An Authorised Signatory of the business issuing the certificate must place their initials near the alteration.

Where the error is substantial or involves a number of sections on the certificate, the certificate should be cancelled and a new certificate completed. If cancelled, the word 'CANCELLED' shall be written across the form and the original copy shall be filed with the duplicate copy of the cancelled certificate.

No person, other than an Authorised Signatory of the business that issued the PHAC, may alter the completed Plant Health Assurance Certificate.

4.4 Distribution

The original must accompany the consignment whether moving within Victoria, or to another State or Territory. In pre-printed books, this is the yellow copy.

The only exception to this rule is when original (whole) consignments are split by a business accredited for an ICA arrangement for splitting consignments of certified produce.

The procedures for splitting consignments are detailed in the procedure ICA-17 Reconsigning Whole or Split Consignments and Transporting of Certified Produce.

A copy of the PHAC must be kept. In pre-printed books, this is the white copy.

5 Attachments

Attachment 1 Plant Health Assurance Certificate (PSF-045)

Attachment 2 Plant Health Assurance Certificate example (PSF-412)

Plant Health Assurance Certificate

Certificate number
XXXXXXXX

Consignment details (please print)

Consignor	
Name	ABC PTY LTD
Address	STREET ROAD, MLEBOURNE VIC 3000

Consignee	
Name	PRODUCE PEOPLE
Address	SOMEWHERE ROAD, ADELAIDE SA

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

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-01

Accredited business that prepared the produce	
Name	ABC PTY LTD
Address	STREET ROAD, MELBOURNE VIC 3000

Grower or Packer	
Name	VARIOUS
Address	

Other facilities supplying produce	

Brand name OR identifying marks (as marked on packages)	Date OR date code (as marked on packages)
ABC PRODUCE	25/08/2020

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
48	Boxes	Oranges	

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature
17/08/2020	Dipping	Dimethoate	400mg/L for 60 seconds

Additional certification / Codes		
<p>Declaration: I, an Authorised Signatory of the accredited business that prepared the plants, plant products, used equipment, used packages or earth materials described above, hereby declare that the plants, plant products, used equipment, used packages or earth materials have been prepared in the business' approved facility in accordance with the business' Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the <i>Plant Biosecurity Act 2010</i> to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.</p>		
Authorised Signatory (print name) A.Signature	Signature A.Sign	Date 25 / 08 / 2020

Plant Health Assurance Certificate

Certificate number

Consignment details (please print)

Consignor	
Name	A
Address	

Consignee	
Name	B
Address	

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

Certificate details (please print)

IP Number	Facility number	Procedure
V	D	

Accredited business that prepared the produce	
Name	E
Address	

Grower or Packer	
Name	F
Address	

Other facilities supplying produce	
	G

Brand name OR identifying marks (as marked on packages)	Date OR date code (as marked on packages)
H	I

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
J	K	L	M

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature
N	O	P	Q

Additional certification / Codes	
	R

Declaration: I, an Authorised Signatory of the accredited business that prepared the plants, plant products, used equipment, used packages or earth materials described above, hereby declare that the plants, plant products, used equipment, used packages or earth materials have been prepared in the business' approved facility in accordance with the business' Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the *Plant Biosecurity Act 2010* to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.

Authorised Signatory (print name)	Signature	Date
S	T	U

