

ICA-17: Reconsigning Whole or Sub-Consignments and Transporting of Certified Product

REVISION REGISTER

Date of issue	Amendment details
26/04/2004	Version 5.0: All Pages Review and Formatting
10/05/2006	Version 6.0: Expansion of Section 6.1 and Addition of Attachment 3, 4 & 5, Update of PHAC
22/03/2011	Version 6.1: Add reference to penalties under the Act (2.0); require original amended certificates to accompany consignments (6.1)
05/07/2013	Version 6.2: Updated Departmental references and Plant Biosecurity Act references
29/11/2013	Version 6.3: Reformatted and reviewed
04/07/2014	Version 7.0: Whole document reformatted; amendments in-line with updated protocol July 2013 (2, 4, 5, 6, 7) including change of procedure title; addition of definitions (4); addition of responsibilities (5); addition of reconciliation requirements (7.1 and 7.2); addition of Consignment Reconciliation Record (7.5, 9.1 and attachment); addition of Authorised Signatory forms (9.2); removal of attachment 5 PSF-156 Movement Restrictions; minor amendments to Attachment 2 and 4.
02/03/2017	Version 7.1: Whole document reformatted into new template; Updated Departmental references to Agriculture Victoria (AV); Definitions under Section 4 updated in line with standard definition list.
31/12/2020	Version 7.2: update procedure to new format; addition of the Act (3);
19/05/2023	Version 8.0: update of departmental name; update of reference (3) change name of PSW-02 to SOP; addition of charging policy 8.5, align with the updated National Protocol, update produce to product, update sub-consignment certificate to reconsignment certificate, inclusion of Phytosanitary Certificates (PC) , updating of definitions facility, original consignment, addition of 7.6 Identification and Traceability of Certified Product; update of ICA system records 9.1, update of 9.0 secondary wholesalers; expansion of sections 6, 7 and 8, addition of 7.2 and 8.2 issuing a new PHAC.

Authorised and published by the Victorian Government
Department of Energy, Environment and Climate Action
8 Nicholson St, Melbourne 3000
Telephone 136 186

© Copyright State of Victoria,
Department of Energy, Environment and Climate Action 2023

ISBN 978-1-76090-574-3 (pdf/online/MS word).

For more information contact the Customer Service Centre 136 186.

This document is also available in PDF format on the internet at www.agriculture.vic.gov.au

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

TABLE OF CONTENTS

1	Purpose	5
2	Scope	5
3	References	5
4	Definitions	6
5	Responsibility	8
6	Requirement	8
	6.1 Reason for Reconsigning or Splitting Consignments	9
7	Reconsigning Whole Consignments	9
	7.1 Certifying whole consignments by amending the original certificate	9
	7.1.1 If the original certificate is a PHC	9
	7.1.2 If the original certificate is a PHAC	9
	7.1.3 If the original certificate is a PC	10
	7.1.4 Distribution of Certificate	10
	7.2 Certifying whole consignments with a new PHAC	10
	7.2.1 Distribution of Certificate	11
8	Reconsigning Sub-Consignments	11
	8.1 Certifying sub-consignments by amending the certificate	11
	8.1.1 If the original certificate is a PHC	11
	8.1.2 If the original certificate is a PHAC	12
	8.1.3 If the original certificate is a Phytosanitary Certificate (PC)	12
	8.1.4 Distribution of Certificate	12
	8.2 Certifying sub-consignments with a new PHAC	12
	8.2.1 Distribution of Certificate	13
9	Secondary Wholesalers	13
10	Traceability	14
	10.1 Consignment Reconciliation Records	14
	10.2 Identification and traceability of certified product	14
11	Accreditation	15
	11.1 Application for Accreditation	15
	11.2 Audit Process	15
	11.2.1 Initial Audit	15
	11.2.2 Compliance Audits	15
	11.2.3 Re-Accreditation	15
	11.3 Certificate of Accreditation	16

11.4	Non-conformances and Sanctions	16
11.4.1	Non-conformances	16
11.4.2	Incident Reports	16
11.4.3	Suspension and Cancellation	16
11.4.4	Prosecution	16
11.5	Charging Policy	17
12	Records and Document Control	17
12.1	ICA System Records	17
12.2	ICA System Documentation	17
13	Attachments	18

1 Purpose

The purpose of this procedure is to describe:

- the principles of operation; and
- the responsibilities and actions of personnel;

that applies to certification of reconsigning original whole or sub-consignments under an Interstate Certification Assurance (ICA) arrangement.

2 Scope

This procedure covers the reconsigning of whole and sub-consignments in original packaging of certified product in original packaging by a business operating under an ICA arrangement in Victoria.

A certified consignment can be covered by:

- a Phytosanitary Certificate (PC) issued by the exporting country for import clearance which may be a copy from the eCert exchange, or the approved Commonwealth Department issued document or its official electronic equivalent that details the treatment conditions in English; or
- a Plant Health Certificate (PHC) issued by an authorised person or Inspector; or
- a Plant Health Assurance Certificate (PHAC) issued by a business operating under an ICA arrangement.

This procedure is not intended for use by the business that prepared the product. If the business that prepared the product is deciding on the destination of parts of a consignment, separate certificates must be issued at the time of certification.

It is the responsibility of the business reconsigning the product to ensure compliance with all applicable quarantine requirements.

Information on intrastate requirements can be obtained from a local Agriculture Victoria Officer. Information on interstate quarantine requirements can be obtained from the plant quarantine service in the destination state.

The Plant Biosecurity Act 2010 provides for severe penalties where alterations are made without proper approval or are not in accordance with the requirements of this procedure.

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

3 References

Plant Biosecurity Act 2010

Standard Operating Procedure - Completion of Plant Health Assurance Certificates

4 Definitions

Accredit	means to authorise nominated staff within a business to issue assurance certificates.
Act	means the Plant Biosecurity Act 2010 (the Act).
Accrediting Authority	means the government department responsible for accrediting a business under this procedure in the exporting State or Territory.
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 (PHAC).
Authorised Inspector	means an inspector authorised by the relevant State or Territory Government.
Authorised Signatory	means an employee of an ICA accredited business whose name and specimen signature is provided on the business's Authorised Signatory form.
Business	means the legal entity responsible for the operation of the facility and an ICA arrangement detailed on the Business's Application for Accreditation.
Certification	means a Phytosanitary Certificate (PC) Plant Health Certificate (PHC) or a Plant Health Assurance Certificate (PHAC), which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement.
Certified Product/Consignment	means product/items certified under this procedure covered by a valid PC, PHAC or PHC.
Consignee	means the person or business to whom the product is initially consigned following certification and who will be responsible for deciding the next destination of the reconsignment.
Consignor	means the person or business responsible for deciding the first destination of the product after it leaves the place of certification.
Facility	means the approved location original consignments are received and reconsigned, or received, split and reconsigned.
Interstate Certification Assurance (ICA)	means a system of Certification Assurance developed to meet the requirements of State and Territory Governments for the plant health certification of product for interstate and intrastate quarantine purposes.
Non-conformance	means a non-fulfilment of a specified requirement.
Original certificate	means the certificate accompanying the original consignment

- for a PC, the certificate issued by the exporting country for import clearance which may be a copy from the eCert exchange, or the approved Commonwealth Department issued document or its official electronic equivalent that details the treatment conditions in English,
- for a PHC, the certificate issued by an inspector,
- for the PHAC, the yellow PHAC or the electronic PHAC.

Original Consignment	means the whole or intact consignment as it left the original place of certification which is covered by the original certificate.
Phytosanitary Certificate (PC)	means 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 accredited business.
Plant Health Certificate (PHC)	means a certificate issued by an Authorised Inspector in another state or territory.
Reconsignee	means the person or business to which the product is next consigned after the original consignment.
Reconsignment	means a whole consignment or a sub-consignment to be forwarded to a consignee.
Reconsignment Certificate	means a PHAC or PHC for a reconsignment amended or issued by a business accredited under this Operational Procedure.
Reconsignment stamp	A pre-printed stamp containing the following information <ul style="list-style-type: none"> • the name of the accredited business; and • the address of the facility; and • the Interstate Produce (IP) number of the accredited business; and • the words 'MEETS ICA-17'; and • the date of reconsignment; and • a place for the signature of the authorised signatory of the accredited business reconsigning the consignment.
Splitting a Consignment	means the act of dividing an original consignment into sub-consignments for the purpose of: <ul style="list-style-type: none"> • sending the sub-consignments to different consignees; or • transporting the sub-consignments to the same consignee on different vehicles or via different transport methods.
Sub-consignment	means part of the original consignment that is being split from the original consignment.

5 Responsibility

Position titles used reflect the responsibilities of staff under this arrangement. These positions may not be present in all businesses, or different titles may be used for staff who carry out these responsibilities. In some businesses one person may have responsibility for more than one position.

The **Certification Controller** is responsible for -

- representing the business during audits and other matters relevant to the ICA arrangement;
- ensuring the business has current accreditation for an ICA arrangement covering reconsigning whole or sub-consignments of certified product;
- training staff in their responsibilities and duties under this procedure;
- ensuring the business and its staff comply with their responsibilities and duties under this procedure; and
- maintaining all original PCs, PHCs, PHACs and copies of reconsignment certificates for all sub-consignments and copies of the amended original PHCs and PHACs for reconsigning of whole consignments (refer 7 and 8).

The **Authorised Signatories** are responsible for:

- reconsigning of consignments and the preparation and issue of appropriate certificates (refer section 7 and 8); and
- ensuring that all quarantine entry conditions of the interstate or intrastate market have been complied with.

6 Requirement

Only a business which has been accredited under this procedure may reconsign a whole consignment of certified product or split a consignment of certified product into sub-consignments and issue certification for the each reconsignment to intrastate or interstate markets requiring quarantine certification.

Certified product intended for reconsignment under this procedure must meet the following requirements:

- the original consignment must be received with a duly completed original certificate;
- the original certificate must be reconciled against the original consignment to verify date code (if applicable) and package markings;
- the original consignment must be received, stored and reconsigned in accordance with the quarantine entry requirements of the intended jurisdiction; and
- each reconsignment must be accompanied by a duly completed reconsignment certificate.

This procedure sets out the steps required for compliance with the relevant law(s) or regulatory standards.

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

Agriculture Victoria will not be responsible for any damage to plant or plant product or any personal injury that may result from the application of this accreditation.

6.1 Reason for Reconsigning or Splitting Consignments

A business wishing to reassign whole or part of an original consignment of certified product must be accredited and have a valid reason to do so. Valid reasons include:

- re-directing certified product for commercial purposes to another state or territory with the same intrastate or interstate quarantine entry requirements; or
- sending parts of an original consignment to different consignees; or
- transporting sub-consignments on different vehicles or via different transport methods to the same consignee.

7 Reconsigning Whole Consignments

When reassigning whole consignments, the original certificate (PC, PHC or PHAC) accompanying the product must be reconciled against the packages intended for consignment to ensure all details are correct.

For consignments certified on a PHAC, the packages must be labelled in accordance with the Operational Procedure implemented by the original issuing business and reconciled to verify date code, package markings, and to ensure certificate completion is accurate.

The business must ensure that the certified product will meet the quarantine entry conditions of the destination state.

The original certificate must be amended as indicated below and must accompany the consignment (Attachment 3 and 4).

7.1 Certifying whole consignments by amending the original certificate

Amend the original certificate as follows.

7.1.1 If the original certificate is a PHC

Amend the original certificate by:

- a. crossing out the consignee and inserting the consignee details adjacent to it, or in the 'Reconsignment Details' section of the certificate; and
- b. inserting the imprint of a reconsignment stamp on the certificate; and
- c. inserting the signature of the authorised signatory; and,
- d. inserting the date of the reconsignment within the stamp; and
- e. retaining a copy of the amended PHC and its attachments for audit purposes.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

7.1.2 If the original certificate is a PHAC

Amend the original certificate by:

- a. inserting the name and address of the consignee in the 'Reconsigned to' section of the certificate; and

- b. inserting the imprint of a reconsignment stamp in the 'Authorisation for reconsignment' section of the certificate; and
- c. inserting the signature of the authorised signatory; and,
- d. inserting the date of the reconsignment within the stamp; and
- e. retaining a copy of the amended PHAC and its attachments for audit purposes.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

7.1.3 If the original certificate is a PC

A copy of the PC and its attachments must accompany a PHAC reconsignment certificate prepared in accordance with section 7.2 of this procedure.

An original consignment received with a PC must not be reconsigned by amending the original certificate.

7.1.4 Distribution of Certificate

The original amended PHAC or PHC and any attachments must accompany the consignment to the interstate or intrastate business to which it is reconsigned.

A photocopy of the amended original certificate and any attachments (if applicable) must be made prior to dispatch and retained by the accredited business for audit purposes.

7.2 Certifying whole consignments with a new PHAC

- Whole consignments received with a PHAC or PHC may be reconsignment by issuing a new PHAC.
- Whole consignments received with a PC must be reconsigned by issuing a new PHAC.

The original certificate and any attachments (if applicable) for audit purposes and then follow the procedure below.

For reconsignments certified with a new PHAC (attachment 6), the following requirements must be met:

- a. insert the name and address of the consignee in the 'Reconsigned to' section of the certificate; and
- b. in the 'Certificate Details' section of the certificate, insert:
 - i. the IP number and facility number of the ICA-17 accredited business; and
 - ii. ICA-17 in the 'Procedure' section; and
- c. in the 'Accredited business that prepared the produce' section, the name and address of the ICA-17 accredited business; and
- d. insert the:
 - i. number of packages in the reconsignment in the 'Number of packages' section; and
 - ii. type of packages, in the 'Type of packages' section; and
 - iii. type of Produce, in the 'Type of produce' section.
- e. in the 'Additional certification' section, insert:
 - i. the words 'see attached certificate number'; and
 - ii. the original certificate number.
- f. block out the following sections with 'xxxxxx' or '000000' to prevent falsification;
 - i. Consignor; and
 - ii. Consignee; and

- iii. Grower or Packer; and
 - iv. Brand name or identifying marks; and
 - v. Date or date code; and
 - vi. Treatment details.
- g. In the 'Declaration' section of the certificate insert;
- i. the name and signature of the authorised signatory; and
 - ii. the date of the reconsignment.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

7.2.1 Distribution of Certificate

The new PHAC (refer 7.2) and a copy of the original certificate and its attachments (if applicable) must accompany the consignment to the interstate or intrastate business to which it is reconsigned.

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

The **duplicate** (white copy) must be retained by the business.

The duplicate copy of the PHAC issued and the original certificate and its attachments (if applicable) must be retained by the business for audit purposes.

8 Reconsigning Sub-Consignments

When reconsigning sub-consignments, the original certificate (PC, PHC or PHAC) accompanying the product must be reconciled against the packages intended for consignment to ensure all details are correct.

For consignments certified on a PHAC, the packages must be labelled in accordance with the Operational Procedure implemented by the original issuing business and reconciled to verify date code, package markings, and to ensure certification completion is accurate.

The business must ensure that the certified product will meet the quarantine entry conditions of the destination state.

8.1 Certifying sub-consignments by amending the certificate

The original certificate is photocopied to prepare one or more reconsignment certificates (Attachment 1 and 2) and the reconsignment certificate is amended as follows.

8.1.1 If the original certificate is a PHC

Copy the PHC and any attachments so there is one copy for each sub-consignment and amend a copy of the certificate by:

- a. crossing out the consignee details and insert the reconsignee details adjacent to it, or in the 'Reconsignment Details' section of the certificate; and
- b. inserting the imprint of a reconsignment stamp on the certificate; and
- c. inserting the signature of the authorised signatory; and
- d. inserting the date of the reconsignment within the stamp; and

- e. crossing out the number of packages in the original consignment in the 'Number of packages' section of the certificate, and immediately under or adjacent to that entry insert the number of packages being sent in the sub-consignment; and
- f. retain the original PHC, a copy of each sub-consignment certificates and its attachments for audit purposes.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

8.1.2 If the original certificate is a PHAC

Copy the PHAC and any attachments so there is one copy for each sub-consignment and amend a copy of the certificate by:

- a. inserting the name and address of the consignee in the 'Reconsigned to' section of the certificate; and
- b. inserting the imprint of a reconsignment stamp in the 'Authorisation for reconsignment' section of the certificate; and
- c. inserting the signature of the authorised signatory; and
- d. inserting the date of the reconsignment within the stamp; and
- e. crossing out the number of packages in the original consignment in the 'Number of packages' section of the certificate, and immediately under or adjacent to that entry insert the number of packages being sent in the sub-consignment; and
- f. retaining the **original** PHAC, a copy of each sub-consignment certificate and its attachments for audit purposes.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

8.1.3 If the original certificate is a Phytosanitary Certificate (PC)

A copy of the PC and its attachments must accompany a PHAC reconsignment certificate prepared in accordance with section 8.2 of this procedure.

8.1.4 Distribution of Certificate

The amended certificate and attachments (if applicable) must accompany the consignment to the interstate or intrastate business to which it is reconsigned.

A photocopy of the amended sub-consignment certificate must be made prior to dispatch and retained with the original certificate and any attachments (if applicable) by the business for audit purposes.

8.2 Certifying sub-consignments with a new PHAC

- Original consignments received with a PHAC or PHC may be reconsignment as a sub-consignment by issuing a new PHAC.
- Original consignments received with a PC must be reconsigned as a sub-consignment by issuing a new PHAC.

Retain the original certificate and any attachments (if applicable) for audit purposes and then follow the procedure below.

When reconsigning sub-consignments certified with a new PHAC (attachment 6), the following requirements must be met:

- a. insert the name and address of the consignee in the 'Reconsigned to' section of the certificate; and
- b. in the 'Certification details' section of the certificate, insert:

- i. the IP number and facility number of the ICA-17 accredited business; and
- ii. ICA-17 in the 'Procedure' section; and
- c. in the 'Accredited business that prepared the produce' section, the name and address of the ICA-17 accredited business; and
- d. insert the:
 - i. number of packages in the reconsignment in the 'Number of packages' section; and
 - ii. type of packages, in the 'Type of packages' section; and
 - iii. type of Produce, in the 'Type of produce' section.
- e. in the 'Additional certification' section, insert:
 - i. the words 'see attached certificate number'; and
 - ii. the original certificate number.
- f. block out the following sections with 'xxxxxx' or '000000' to prevent falsification;
 - i. Consignor; and
 - ii. Consignee; and
 - iii. Grower or Packer; and
 - iv. Brand name or identifying marks; and
 - v. Date or date code; and
 - vi. Treatment details.
- g. In the 'Declaration' section of the certificate, insert;
 - i. the name and signature of the authorised signatory; and
 - ii. the date of the reconsignment.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

8.2.1 Distribution of Certificate

The new PHAC (refer 8.2) and a copy of the original certificate and its attachments (if applicable) must accompany the consignment to the interstate or intrastate business to which it is reconsigned.

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

The **duplicate** (white copy) must be retained by the business.

The duplicate copy of the new PHAC issued and the original certificate and its attachments must be retained by the business for audit purposes.

9 Secondary Wholesalers

Secondary wholesalers who purchase a whole reconsignment or a sub-consignment from a consignee for on-sale to a market requiring certification must be accredited under this protocol.

The Secondary Wholesaler must obtain a reconsignment certificate from the consignee (first wholesaler) accredited under this protocol, addressed to them (the secondary wholesaler) as the consignee.

When reconsigning a whole or sub-consignment, the reconsignment certificate supplied by the original consignee shall be treated as an original certificate and the procedures detailed in section 7 or 8 apply.

- a. Secondary wholesalers reconsigning amended certificates must:
 - i. cross out the reconsignment details; and
 - ii. cross out the consignee's (first wholesaler's) authorisation for reconsignment stamp and signature, and
 - iii. comply with the requirements of section 7.1 or 8.1 as if the reconsignment certificate is an original certificate, the secondary wholesaler is the consignee and the person who next receives the certified products is the consignee; and
 - iv. enter all alterations including the authorised stamp, signature and date in any vacant area on the certificate as close as possible to previous crossed out details for that section.
- b. Secondary wholesalers reconsigning a consignment with a new PHAC must comply with the procedures detailed in 7.2 or 8.2.

10 Traceability

10.1 Consignment Reconciliation Records

A business shall maintain a Consignment Reconciliation Record (Attachment 5) or similar records which capture the same information for all consignments certified under this procedure.

The Consignment Reconciliation Record shall include the following details:

- the PC, PHC or PHAC number accompanying the original consignment; and
- if applicable, verification that the date code on the packages is recorded on the certificate; and
- verification that the certification is sufficient to meet plant quarantine entry conditions for the intended destination state; and
- verification results and follow-up action by the Authorised Signatory; and
- the number of withdrawn or rejected packages; and
- the Authorised Signatory's name and signature.

10.2 Identification and traceability of certified product

All packages reconsigned under this procedure must retain the package identification implemented by the consignor.

If any packages do not reconcile with the original certificate, those packages must be rejected for reconsignment under this procedure.

Rejected packages must be isolated to prevent mixing with certified consignments.

Rejected packages may be treated and certified in accordance with destination quarantine requirements or consigned to markets that do not require certification.

11 Accreditation

11.1 Application for Accreditation

A business seeking accreditation for an ICA arrangement under this procedure shall make application for accreditation at least 10 working days prior to the intended date of commencement of certifying product.

11.2 Audit Process

11.2.1 Initial Audit

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

On completion of a successful initial audit, applicants will be granted provisional accreditation and issued a Certificate of Accreditation (refer 11.3).

11.2.2 Compliance Audits

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

Compliance audits are, wherever practical, conducted when the ICA system is operating.

A compliance audit is conducted:

- within four weeks of the initial audit and accreditation; and
- within twelve weeks of the business applying for re-accreditation; and
- in the case of a business operating for more than six months of a year, between six and nine months after accreditation or re-accreditation.

On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of twelve months from the date of provisional accreditation (refer 11.3).

Random audits are conducted on a selected number of accredited businesses each year. Random audits may take the form of a full compliance audit, or audits of limited scope to sample certified product, ICA system records or ICA system documentation.

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

11.2.3 Re-Accreditation

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

A compliance audit is conducted within twelve (12) weeks of the business applying for re-accreditation each year.

11.3 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation for an ICA arrangement detailing the facility location, Operational Procedure, scope and period of accreditation.

The business must maintain a current Certificate of Accreditation and make this available on request by an Authorised Inspector.

A business may not commence or continue certification of product under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure and product type by the Assurance Certificate.

11.4 Non-conformances and Sanctions

11.4.1 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 shall 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, and prosecution.

11.4.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in product certified under this ICA arrangement. An investigation into the incident shall 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, and prosecution.

11.4.3 Suspension and Cancellation

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

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

11.4.4 Prosecution

Businesses found to be operating contrary to the Act may be liable for prosecution.

11.5 Charging Policy

The business will be charged an annual accreditation fee.

A fee will be charged for all scheduled audits conducted. Unannounced audits will not be charged. Agriculture Victoria can be contacted for a schedule of fees.

12 Records and Document Control

12.1 ICA System Records

The business shall maintain the following records:

- for reconsignment of whole consignments:
 - a copy of the amended original PHC or PHAC and any attachments (if applicable);
- for reconsignment of sub-consignments:
 - the original certificate from which the reconsignment certificates were made and any attachments (if applicable); and
 - copies of each of the completed reconsignment certificates issued against the original certificate;
- for reconsignments of whole or sub-consignments certified with a new PHAC:
 - the original certificate and any attachments (if applicable); and
 - a copy of the new PHAC;
- a Consignment Reconciliation Record.

ICA system records shall be maintained for a period of not less than 24 months from completion or the next compliance audit, whichever is the later. ICA system records shall be made available on request by an Authorised Inspector.

12.2 ICA System Documentation

The business shall maintain the following documentation:

- a copy of the business's current endorsed Application for Accreditation;
- a copy of the business's current endorsed Authorised Signatory forms;
- a current copy of this Operational Procedure;
- a current copy of the Standard Operating Procedure - Completion of Plant Health Assurance Certificates; and
- a current Certificate of Accreditation for the ICA Arrangement.

ICA system documentation shall be made available on request by an Authorised Inspector.

13 Attachments

- Attachment 1 Plant Health Assurance Certificate, Sub-Consignments (PSE-009, example)
- Attachment 2 Plant Health Certificate Sub-Consignments (PSE-011, example)
- Attachment 3 Plant Health Assurance Certificate, Reconsigning Consignment (PSE-010, example)
- Attachment 4 Plant Health Certificate Reconsigning Consignment (PSE-012, example)
- Attachment 5 Consignment Reconciliation Record (PSF-421)
- Attachment 6 Plant Health Assurance Certificate, new certificate (PSE-059, example)

Plant Health Assurance Certificate

Certificate number
XXXXXXXX

Consignment details (please print)

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

Consignee	
Name	MARKET PRODUCE
Address	MELBOURNE MARKET, VIC 3000

Reconsigned to (splitting consignments or reconsigning whole consignments)	
Name	PRODUCE PEOPLE
Address	SOMEWHERE ROAD, ADELAIDE, SA

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-02

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

Grower or Packer	
Name	ABC PTY LTD
Address	STREET ROAD, MELBOURNE VIC 3000

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
30	Trays	Apple	SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 Meets ICA17 Authorised: A Sign Date:27/08/2020
10			

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature
17/08/2020	Flood Spray	Dimethoate	400ppm spray for 10sec then wet for 60sec

Additional certification / Codes	

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
A.Signature	A.Sign	25 / 08 / 2020

Plant Health Certificate

For Movement of Specified Items in Australia

Certificate number
A99999


This is to certify that the item(s) described below are considered to conform with the following entry condition(s) of the plant health legislation of(insert state/territory).

Description of consignment

Consignor / exporter (please print)	
Name	Joe's Fruit Pty Ltd
Address	Street Road, Queensland 4000

Consignee / importer or receiver (please print)	
Name	Market Produce Fred's Fruit
Address	Melbourne Market, Victoria 3000 Devonport, Tasmania 7000

Means of conveyance: Road

Item, quantity and package type	Name of grower / packer AND location and state where grown or packed	Entry condition(s)
1584 Cartons Bananas 288	Joe's Fruit Pty Ltd Street Road Queensland 4000	Banana's in a hard green condition with unbroken skin
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 <u>Meets ICA17</u></p> <p>Authorised: _ A Sign Date: 28/6/03</p> </div>		
Issuing Officer (print name)	Designation	
A Officer	Authorised Officer	
Signature	Place certified Date	
A Officer	Brisbane Market 26 / 06 / 03	

Plant Health Assurance Certificate

Certificate number
XXXXXXXX

Consignment details (please print)

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

Consignee	
Name	MARKET PRODUCE
Address	MELBOURNE MARKET, VIC 3000

Reconsigned to (splitting consignments or reconsigning whole consignments)	
Name	PRODUCE PEOPLE
Address	SOMEWHERE ROAD, ADELAIDE, SA

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-02

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

Grower or Packer	
Name	ABC PTY LTD
Address	STREET ROAD, MELBOURNE VIC 3000

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
30	Trays	Apple	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 Meets ICA17 Authorised: A Sign Date:27/08/2020 </div>

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature
17/08/2020	Flood Spray	Dimethoate	400ppm spray for 10sec then wet for 60sec

Additional certification / Codes
MFF01, PHY01

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
A.Signature	A.Sign	25 / 08 / 2020

Plant Health Certificate

For Movement of Specified Items in Australia

Certificate number
A99999


This is to certify that the item(s) described below are considered to conform with the following entry condition(s) of the plant health legislation of(insert state/territory).

Description of consignment

Consignor / exporter (please print)	
Name	Joe's Fruit Pty Ltd
Address	Street Road, Queensland 4000

Consignee / importer or receiver (please print)	
Name	Market Produce Fred's Fruit
Address	Melbourne Market, Victoria 3000 Devonport, Tasmania 7000

Means of conveyance: Road

Item, quantity and package type	Name of grower / packer AND location and state where grown or packed	Entry condition(s)
1584 Cartons Bananas	Joe's Fruit Pty Ltd Street Road Queensland 4000	Banana's in a hard green condition with unbroken skin
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 <u>Meets ICA17</u></p> <p>Authorised: <u> </u> A Sign Date: 28/6/03</p> </div>		
Issuing Officer (print name)	Designation	Official stamp 
A Officer	Authorised Officer	
Signature	Place certified Date	
A Officer	Brisbane Market 26 / 06 / 03	

Consignment Reconciliation Record

Business name:						V			Record no.			
PHC or PHAC no.(s)	Date code on package matches certificate Y/N	Consignment meets destination state quarantine entry conditions Y/N	Follow up by Authorised Signatory					Number rejected or withdrawn packages	Name of Authorised Signatory	Signature of Authorised Signatory		

Plant Health Assurance Certificate

Certificate number
XXXXXXXX**Consignment details** (please print)

Consignor	
Name	XXXXXXX
Address	XXXXXXX

Consignee	
Name	XXXXXXX
Address	XXXXXXX

Reconsigned to (splitting consignments or reconsigning whole consignments)	
Name	PRODUCE PEOPLE
Address	SOMEWHERE ROAD, ADELAIDE, SA

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-17

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

Grower or Packer	
Name	XXXXXX
Address	XXXXXX

Other facilities supplying produce	

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

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
3	Boxes	Oranges	
2	Bags	Apples	

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature

Additional certification / Codes		
see attached certificate number 123456		
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.		
Authorised Signatory (print name) A.Signature	Signature A.Sign	Date 28 / 04 / 2023