

ICA-37: Hot Water Treatment of Grapevines

REVISION REGISTER

Date of issue	Amendment details
20/06/2000	Version 1.0
09/08/2000	Version 2.0: All Pages
01/03/2001	Version 3.0: All Pages
19/06/2001	Version 3.1: Page 9
18/07/2001	Version 4.0: All Pages
02/04/2002	Version 5.0: All Pages
23/05/2003	Version 6.0: All Pages
26/04/2004	Version 7.0: All Pages Review and Formatting
11/10/2004	Version 7.1: update 7.2.2
10/06/2005	Version 7.2: updated 6.3
04/05/2006	Version 7.3: Updating of PHAC
17/07/2007	Version 7.4: update 6.11.2
31/12/2020	Version 7.5: update procedure to new format; update of Act (3); update of DPI to Agriculture Victoria
12/05/2023	Version 7.6: update of departmental name; update of reference (3) change name of PSW-02 to SOP; addition of charging policy 9.5

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 978-1-76090-590-3 (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	5
5	Responsibility	6
6	Requirement	7
7	Procedure - Part A – Hot Water Treatment	8
7.1	Facility Plan	8
7.2	Hot Water Tank	8
7.3	Temperature Sensors and Recording Equipment	8
7.3.1	Strip Chart Recorder Display Standards	8
7.3.2	Data Logger Display Standards	9
7.3.3	Mini Data Logger Display Standards	9
7.4	Calibration	9
7.4.1	Reference Thermometer	9
7.4.2	Hot Water Tank	9
7.4.3	Calibration Method	10
7.4.4	Calibration Records	10
7.5	Hot Water Treatment	10
7.5.1	Sensor Placement	11
7.5.2	Verification of Hot Water Treatment Method	11
7.6	Treatment Records	11
7.7	Hot Water Treatment Declaration	12
8	Procedure - Part B - Receival, packing and certification	13
8.1	Vine Material Receival	13
8.1.1	Receival of Grapevine Material Treated by Another Business	13
8.2	Packing	13
8.2.1	Identification During Packing	13
8.2.2	Identification After Packing	13
8.3	Packing Records	14
8.4	Post-Treatment Security	14
8.5	Dispatch	14
8.5.1	Package Identification	14
8.5.2	Assurance Certificates	14
8.5.3	Assurance Certificate Distribution	15

9	Accreditation	15
9.1	Application for Accreditation	15
9.2	Audit Process	15
9.2.1	Initial Audit	15
9.2.2	Compliance Audits	15
9.2.3	Re-Accreditation	16
9.3	Certificate of Accreditation	16
9.4	Nonconformances and Sanctions	16
9.4.1	Nonconformances	16
9.4.2	Incident Reports	16
9.4.3	Suspension and Cancellation	16
9.4.4	Prosecution	17
10	Records and Document Control	17
10.1	ICA System Records	17
10.2	ICA System Documentation	17
11	Attachments	18

1 Purpose

The purpose of this procedure is to describe the:

- principles of operation, design features and standards required for hot water treatment; and
- responsibilities and actions of personnel

that applies to the certification of hot water treatment (HWT) of grapevine material for phylloxera under an Interstate Certification Assurance (ICA) arrangement.

2 Scope

This procedure covers certification of hot water treatment of grapevine material by a business operating under an ICA arrangement.

Certification of hot water treatment under this procedure may not be an accepted quarantine entry condition for all product to all intrastate and interstate markets.

Grapevine material from a Phylloxera Infested Zone (PIZ) cannot be certified under this procedure.

All grapevine material consigned to South Australia must originate from a Phylloxera Exclusion Zone (PEZ) and undergo hot water treatment in accordance with this procedure.

Some intrastate or interstate markets may require additional quarantine certification as a condition of entry. It is the responsibility of the business consigning the product to ensure compliance with all applicable quarantine requirements.

Information on intrastate quarantine requirements can be obtained from a local Agriculture Victoria Inspector.

Information on interstate quarantine requirements can be obtained from the plant quarantine service in the destination state.

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

3 References

Plant Biosecurity Act 2010

Standard Operating Procedure - Completion of Plant Health Assurance Certificates

4 Definitions

Act means the Plant Biosecurity Act 2010 (the Act).

Application for Accreditation means an Application for Accreditation of a business.

Authorised Signatory	means a person whose name and signature is provided as an Authorised Signatory.
Batch	means the total number of cuttings or rootlings covered by one hot water treatment.
Business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed in the business's Application for Accreditation.
Certification Assurance	means a voluntary arrangement between the Accrediting Authority and a Business that demonstrates effective in-house quality management and provides assurance through documented procedures and records that product meets specified requirements.
Certified/Certification	means covered by a valid Plant Health Assurance Certificate or a Plant Health Certificate.
Consignment	means a discrete quantity of product transported to a single consignee at one time.
Facility	means the location of the hot water treatment operation.
Inspector	means a person authorised as an inspector under the Act.
Interstate Certification Assurance (ICA)	means a system of certification developed to meet State and Territory governments quarantine requirements.
Phylloxera	means all stages of the species <i>Daktulosphaira vitifolii</i>

5 Responsibility

These position titles have been used to reflect the responsibilities of staff under the ICA arrangement. These positions may not be present in all Businesses, or different titles may be used for staff who carry out these responsibilities. One person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for:

- 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 and staff comply with their responsibilities under this procedure;

PART A (covering Hot Water Treatment)

- ensuring the business has current accreditation for Part A of this procedure; and
- ensuring hot water tanks and temperature sensing and recording equipment conform to the requirements of this procedure.

PART B (covering vine receipt, packing and certification)

- ensuring the business has current accreditation for Part B of this procedure;

- ensuring all grapevine material received for certification is sourced from a business accredited under Part A and if applicable, is accompanied by a valid Hot Water Treatment Declaration;
- overseeing the packing of grapevine material; and
- maintaining packing records for all certified grapevine material that allowing traceback to the original treatment lot and treatment record or Hot Water Treatment Declaration.

The **Treatment Operator** is responsible for:

- calibrating temperature sensors and recording equipment;
- ensuring the correct equipment is being used;
- maintaining temperature equipment calibration records;
- loading the hot water tank, placement of temperature sensors and oversight of hot water treatment and temperature recording; and
- maintaining hot water treatment records.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages covered by a Plant Health Assurance Certificate are identified; and
- maintaining copies of all Assurance Certificates issued.

The **Authorised Signatories** are responsible for:

- ensuring, prior to signing and issuing an Assurance Certificate, that product has been prepared in accordance with this procedure.

6 Requirement

General Grapevine material certified under this procedure must be subjected to hot water treatment in accordance with one of the following treatment schedules:

- 54 °C ± 1 °C for 5 minutes; or
- 50 °C ± 1 °C for 30 minutes.

This procedure sets out the steps required for compliance with the relevant law(s) or regulatory standards. Before following this procedure, you should:

- assess the effects of treatment on small quantities of plants or plant product to eliminate the risk of any damage to plant or plant product; and
- ensure all personal protection and safety measures are in place to prevent injury to person(s) carrying out the treatments.

When carrying out treatments, you will be responsible for ensuring compliance with the procedure, taking into account each applicable standard, manufacturing guideline or recommended operating procedure, all workplace health and safety requirements, and compliance with each applicable interstate or national requirement.

Agriculture Victoria will not be responsible for any damage to plant or plant product or any personal injury that may result from your use or application of treatments.

For further information contact the Customer Service Centre on or visit www.agriculture.vic.gov.au.

7 Procedure - Part A – Hot Water Treatment

7.1 Facility Plan

The Certification Controller shall maintain a plan of the facility that details:

- road access including street name/s;
- internal roadways within the facility providing access to the hot water treatment tanks;
- the location and identification of buildings at the facility; and
- the location and size (m³) of each hot water tank and the hot water tank number or other code that uniquely identifies each hot water tank at the facility.

A copy of the facility plan shall be included with the Application for Accreditation if accreditation for Part A is required (refer 9).

7.2 Hot Water Tank

Hot water tanks in which treatment is to occur shall:

- be purpose built;
- be constructed from inert material;
- have a means of circulating and heating water so as to maintain a consistent uniform temperature; and
- have appropriate uniquely identified temperature measurement and recording equipment.

An open mesh cage, or similar device, for immersion of grapevine material in the tank, shall:

- be constructed from an inert material;
- allow adequate circulation of hot water around the grapevine material;
- have a nominal 150mm clearance from the tank on all sides; and
- have a mesh lid or other device to ensure all material remains fully immersed during treatment.

7.3 Temperature Sensors and Recording Equipment

Temperature sensing and recording systems shall have a combined overall accuracy of not more than $\pm 0.5^{\circ}\text{C}$ in the range of $50\text{--}55^{\circ}\text{C}$ and a resolution of up to 0.2°C (ie. the combined sensing and data recording systems must be accurate to within 0.5°C of the true temperature and must be able to be read in increments of 0.2°C or less).

Low-resolution mini data loggers may be used which have an overall accuracy of not more than $\pm 0.5^{\circ}\text{C}$ and a resolution of up to 0.5°C . Where mini data loggers are used, certification shall be based on the temperature that is 0.5°C above the maximum temperature recorded during the treatment period.

7.3.1 Strip Chart Recorder Display Standards

The scale deflection for strip chart recorders shall not be less than 5mm for each degree Celsius. A print interval of 1 minute for the 5-minute treatment and 5 minutes for the 30-minute treatment and a chart speed of approximately 500mm per hour shall be used.

The chart scale shall be graduated with major scale marks at every degree Celsius and minor scale marks at every 0.2°C. Temperature values for each sensor shall be printed at least once every minute for the 5-minute treatment and at least once every 5 minutes for the 30-minute treatment.

Each symbol on the wheel shall correspond to and identify the sensor it represents. The chart shall be of sufficient length to display a complete treatment record.

7.3.2 Data Logger Display Standards

For each sensor the temperature value shall be sampled at least once every minute for the 5- minute treatment and once every 5 minutes for the 30-minute treatment. Each reading shall be displayed on the data log sheet and contain a clear, fully informative record including the sensor identity/location, the temperature reading to a resolution of at least 0.2°C, and the date and time of sampling.

7.3.3 Mini Data Logger Display Standards

For mini data loggers, temperature records shall be downloaded onto a personal computer at completion of the treatment period. At conclusion of the treatment, the Treatment Operator shall obtain print outs of the treatment temperatures throughout the treatment period and date and sign these data log sheets as the treatment record (refer 7.6)

For each sensor the temperature value shall be sampled at least once every minute for the 5- minute treatment and once every 5 minutes for the 30-minute treatment. Each reading shall be displayed on the data log sheet and contain a clear, fully informative record including the sensor identity/location, the temperature reading to a resolution of at least 0.2°C (or 0.5°C for low resolution data loggers), and the date and time of sampling.

7.4 Calibration

7.4.1 Reference Thermometer

The business shall maintain a reference thermometer, which is:

- uniquely identified;
- calibrated annually by a NATA accreditation calibration authority, or as specified on the calibration certificate issued by the calibration authority; and
- accurate to $\pm 0.1^\circ\text{C}$ at 50°C .

7.4.2 Hot Water Tank

The business shall ensure that before initial accreditation:

- the tank is checked by a NATA accredited calibration authority;
- the Reference Thermometer is calibrated by NATA or an accredited calibration authority;
- a certificate of compliance with AS2853 "Enclosures - temperature controlled - performance testing and grading" is provided.

The business shall ensure that calibration of the tank, including temperature sensors and recording systems is:

- conducted at the beginning of each season, and at monthly intervals during each season;
- performed in accordance with the method described below; and
- monitored by the authorised Treatment Operator or performed by a calibration authority approved by Agriculture Victoria.

7.4.3 Calibration Method

The tank shall be set up by:

- filling the tank with water;
- placing the temperature sensors in the tank (refer 7.5.1); and
- heating to 50°C and allowing to stabilise.

The tank shall be calibrated by:

- checking the temperature of the water immediately adjacent to each temperature sensor with the reference thermometer;
- repeating the check twice more at 5-minute intervals.

All readings from the reference thermometer and each temperature sensor shall be recorded on the Sensor Calibration Record (Attachment 7).

The tank shall be considered operational if:

- no individual reading from each temperature sensor varies by more than $\pm 0.5^{\circ}\text{C}$ from the certified reference thermometer reading; and
- all readings of the reference thermometer are within $\pm 0.5^{\circ}\text{C}$ of 50°C .

Where a temperature sensor fails to meet the above criteria, the sensor:

- may be adjusted to read the same temperature as the reference thermometer, where the temperature recording equipment provides an adjustment function, and calibration repeated; or
- replaced, and calibration repeated; or
- is disposed of, or identified, to prevent inadvertent use.

Where the temperature of the reference thermometer fails to meet the above criteria:

- the tank shall not be used for the purposes of this procedure; and
- in the case of tank repair or re-design, be recalibrated by a NATA accredited calibration authority (as above).

7.4.4 Calibration Records

The Treatment Operator shall maintain:

- calibration certificates for reference thermometers and hot water tanks; and
- a Sensor Calibration Record of tank verifications (Attachment 7) or similar record which keeps the same information.

7.5 Hot Water Treatment

All grapevine material certified under this procedure must have been treated for Phylloxera in an approved Hot Water Treatment facility in accordance with an appropriate temperature/time schedule. Access to facilities during treatment shall be restricted to essential personnel.

7.5.1 Sensor Placement

A minimum of three (3) sensors shall be used for each tank. One sensor should be located at a depth of 100mm from the base of the tank, another at 100mm from the surface and the other inserted into the centre of the load mass.

Each sensor shall be uniquely identified in a manner such as a tag attached to the sensor or on the adjacent wall or container. Sensors shall be matched to a specific data recorder.

A plan indicating the location and identity of each sensor shall be kept with the data-recording instrument. A blank Sensor Placement Plan is provided as Attachment 6.

7.5.2 Verification of Hot Water Treatment Method

Treatment Method

- the tank must be filled with clean water and be free from any soil residue.
- raise the temperature of the bath to the upper limit allowable.

Option 1: 5-minute treatment, upper limit is 55 °C.

Option 2: 30-minute treatment, upper limit is 51 °C.

- heat must be applied uniformly and at sufficient distance from the material to prevent localised hot spots.
- immerse the material fully (in appropriate dipping containers). Do not plunge the material repeatedly as this has an evaporative cooling effect with excessive temperature loss. The temperature of the product should recover to the minimum allowable within the specified time limit (if recovery is not being achieved then reduce the amount of material being processed in each batch).

Option 1: 5-minute treatment, should recover to 54 °C within 1 minute.

Option 2: 30-minute treatment, should recover to 50 °C within 2 minutes.

- agitation of water in the heating tank is essential to eliminate the temperature differential within the tank and to aid the heat transfer process between the material and the body of water. An electric pump with sufficient capacity to circulate the entire volume of the tank within 15 minutes is required (eg. a 5,000 litre tank would require circulation at a rate of 330 litres per minute).
- temperatures at each sensor must remain at the target temperature during the entire treatment period.

If water temperature during treatment falls more than 1.0 °C below the target temperature at any time during the treatment period, the temperature must be raised to the target and the treatment recommenced. Alternatively, treatment may be continued at a lower target temperature and corresponding treatment period (ie. recommence under Option 2).

A timing device capable of measuring time to the second shall be used for the duration of treatment.

7.6 Treatment Records

The Treatment Operator shall maintain records of each hot water treatment. Records must include a Treatment Record (refer Attachment 3) for each treatment lot and a strip chart, continuous data log sheet or manual data log sheet for each hot water treatment.

Strip charts, continuous data log sheets or manual data log sheets shall be maintained with the Treatment Record to which they relate.

For mini data loggers, records may be downloaded onto a computer at completion of the treatment period. At conclusion of the treatment, the Treatment Operator shall obtain printed data log sheets of the treatment temperatures throughout the treatment period.

Treatment Records must identify:

- batch number;
- date and time of temperature sampling;
- the sensor identification to which the temperature reading relates; and
- maximum, minimum and average temperature.

The Treatment Operator shall date and sign the treatment record at the conclusion of the treatment as verification of the accuracy of the record.

Any alterations to treatment temperature or time schedules must be noted on the relevant treatment temperature record with an explanation for the alterations and the date and initials of the Treatment Operator.

7.7 Hot Water Treatment Declaration

A business that hot water treats material to be packed by another business for certification must be accredited for an ICA arrangement under Part A of this procedure.

The business shall supply a Hot Water Treatment Declaration (refer Attachment 4) with each delivery of grapevine material.

A declaration is not required where the business that hot water treats the grapevine material is the same business that packs and certifies the grapevine material under this procedure.

The Hot Water Treatment Declaration must identify:

- the name and Interstate Produce (IP) Number of the accredited business that hot water treats the grapevine material;
- a statement that the business is accredited under Part A of this procedure;
- the identity of the facility in which the grapevine material was treated;
- identification of the batch number and the type and quantity of grapevine material from the treatment lot in the delivery covered by the declaration; and
- details of hot water treatment of each treatment lot covered by the declaration including the date of treatment, and the treatment temperature.

8 Procedure - Part B - Receival, packing and certification

8.1 Vine Material Receival

The Certification Controller shall ensure that all grapevine material received for certification:

- are hot water treated by a business accredited under Part A;
- each container is identified with the batch number of the lot in which it was treated.

Any container that is not clearly identified with the batch number shall be regarded as untreated for the purpose of this procedure.

8.1.1 Receival of Grapevine Material Treated by Another Business

A business that packs and certifies grapevine material that has been hot water treated by another business shall ensure:

- each delivery received is accompanied by a Hot Water Treatment Declaration;
- vine material supplied for certification has undergone a hot water treatment regime; and
- the batch number and hot water treatment details are maintained for all product from receival through to certification and dispatch.

The business shall maintain copies of each Hot Water Treatment Declaration received for treated grapevine material packed and certified under this procedure.

8.2 Packing

A business that packs both treated and untreated material shall implement systems to identify the treatment status of material to prevent mixing of treated and untreated material.

8.2.1 Identification During Packing

Examples of acceptable methods of identifying treated and untreated grapevine material during packing include:

- packing treated grapevine material at different times to untreated grapevine material and clearing lines before changing over; or
- packing treated and untreated grapevine material on different packing lines.

Other methods may be used provided they clearly identify and segregate treated and untreated grapevine material.

8.2.2 Identification After Packing

Examples of acceptable methods of identifying the treatment status of conforming and nonconforming grapevine material after packing include:

- using packaging that differs significantly in appearance; or
- immediately marking each package of treated material in a manner that clearly identifies the material as conforming to the requirements specified in this procedure (refer 8.5.1).

8.3 Packing Records

The Certification Controller shall maintain packing records for each consignment of certified product. The record shall be in the form of a Packing Record (Attachment 5) or similar record which keeps the same information.

8.4 Post-Treatment Security

Once treated, the material is considered sterile and appropriate precautions must be taken to prevent contamination. This includes the following practices:

- keeping soil away from treated material; and
- covering material with clean covers that have not been in contact with untreated material or soil.

8.5 Dispatch

8.5.1 Package Identification

The Authorised Dispatcher shall ensure that, after treating and packing, each package is marked in indelible and legible characters of at least 5mm, with the:

- IP number of the business that operates the facility in which the product was packed;
- words “MEETS ICA-37”; and
- date (or date code) on which the material was treated

prior to the issuance of an Assurance Certificate by the business under this procedure. Any packages containing material that has been treated and meets the requirements of this procedure shall be marked as stated above.

8.5.2 Assurance Certificates

The Authorised Dispatcher shall ensure a Plant Health Assurance Certificate is completed and signed by an Authorised Signatory of the business prior to dispatch of the consignment from the facility to a market requiring certification of hot water treatment for Phylloxera.

Plant Health Assurance Certificates shall include-

- in the “Consignment Details” section -
 - the name and address of the business that consigned the grapevine material;
- in the “Accredited Business that prepared the produce” section -
 - the name and address of the business that treated the grapevine material;
- in the “Treatment details” section -
 - in the Treatment column, the words ‘Hot Water’;
 - in the Duration and Temperature column, “XX minutes at ##°C where XX is the number of minutes in treatment and ##°C is the minimum temperature reached during treatment.

Individual Assurance Certificates shall be issued to cover each consignment.

Assurance Certificates shall be completed, issued and distributed in accordance with the Standard Operating Procedure - Completion of Plant Health Assurance Certificates.

8.5.3 Assurance Certificate Distribution

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

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

9 Accreditation

9.1 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 treatment of product.

If the business hot water treats grapevine material for packing and certification by another Business, then Part A is indicated on the application.

If the business only packs and certifies grapevine material treated by other businesses, then Part B is indicated on the application.

If the business hot water treats, packs and certifies grapevine material then Part A and Part B are indicated on the application.

9.2 Audit Process

9.2.1 Initial Audit

Prior to accrediting a business, an Inspector carries out an initial audit of the business to verify the ICA system is in place 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 ICA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and issued a Certificate of Accreditation (refer 9.3).

9.2.2 Compliance Audits

Compliance audits are conducted to verify that the ICA system continues to operate in accordance with the requirements of the 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 or issue of the first PHAC; 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.

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 treatment mixtures, certified product, ICA system records or ICA system documentation.

Unscheduled compliance audits may be conducted at any time to investigate reported or suspected nonconformances.

9.2.3 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.

9.3 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation for an ICA Arrangement detailing the facility location, procedure, scope (type of product and chemical 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 product under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation.

9.4 Nonconformances and Sanctions

9.4.1 Nonconformances

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 Nonconformance Report (NCR). Actions required to address the nonconformance shall be discussed and recorded on the NCR.

If the integrity of the accreditation has been significantly compromised, the nonconformance may provide grounds for the suspension or cancellation of the accreditation, and prosecution.

9.4.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a nonconformance 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.

9.4.3 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 nonconformance.

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.

9.4.4 Prosecution

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

9.5 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.

10 Records and Document Control

10.1 ICA System Records

The Business shall maintain the following records:

PART A

- Facility Plan (refer 7.2);
- Treatment Records (refer 7.6);
- Hot Water Treatment Sensor Placement Plan (refer 7.5.1);
- Hot Water Treatment Calibration Test Records (refer 7.4);
- Hot Water Treatment Temperature Records (strip charts, data log sheets etc.) (refer 7.6);
- Reference Thermometer Test Certificate.

PART B

- If applicable, a copy of each Hot Water Treatment Declaration received (refer 7.7);
- Packing Records (refer 8.3); and
- copies of Plant Health Assurance Certificate (refer Attachment 1)

ICA system records shall be made available when requested by an Inspector.

10.2 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 current endorsed Authorised Signatory forms;
- a current copy of this procedure; and
- a current Certificate of Accreditation.

ICA system documentation shall be made available when requested by an Inspector.

11 Attachments

Attachment 1	Plant Health Assurance Certificate (PSE-049)
Attachment 2	Facility Plan (PSF-095)
Attachment 3	Treatment Record (PSF-102)
Attachment 4	Hot Water Treatment Declaration (PSF-108)
Attachment 5	Packing Record (PSF-070)
Attachment 6	Sensor Placement Plan (PSF-100)
Attachment 7	Sensor Calibration Test Record (PSF-101)

Plant Health Assurance Certificate

Certificate number
XXXXXXXX

Consignment details (please print)

Consignor	
Name	ABC PTY LTD
Address	STREET ROAD, MELBOURNE 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-37

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
20	Bundles	Vines	

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature
26/08/2020	Hot Water		54°C for 5 minutes

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

FACILITY PLAN

Facility plan details

The facility plan (overleaf) is to include the following:

1. road access including street name/s;
2. internal roadways within the facility providing access to the Facility;
3. the location and identification of buildings at the facility;
4. the location and size (m³) of each facility and the facility number or other code that uniquely identifies each facility on the plan.

Complete the following details for each facility shown on the plan:

Facility Reference Code or No.	Size (m ³)

Arrangement details

Applicant's Name *(as shown on the application form)*

Street Address of Facility *(as shown on the application form)*

Scope of arrangement

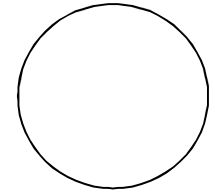
Application is made for accreditation

I *(full printed name)* the
(position in business) am authorised to sign on behalf of the business and I under that-

- (a) accreditation will only be granted for the facility nominated on the Facility Plan;
- (b) following accreditation, certification can only be issued in accordance with scope of accreditation detailed in the Certificate of Accreditation for an Interstate Certification Assurance (ICA) Arrangement covering the arrangement;
- (c) application must be made to amend any of the current details in the Application for Accreditation of a Business for an Interstate Certification Assurance Arrangement or this Facility Plan.

.....
Signature

/ /
Date



INDICATE NORTH

Hot Water / Dry Steam / Steam Treatment Record

Business details					
Business name			Interstate produce number		V
Facility			Page number		

Date of treatment	Equipment treated	Treatment temp. (°C)	Start time	Sensor ID	Sensor reading (°C)						Finish time	Batch/size treated	Treatment operator name	Signature

Hot Water Treatment Declaration

A Hot Water Treatment Declaration must be provided to the certifying/packer business to cover each delivery (lot) of vines delivered to the other business for certification under the Operational Procedure ICA-37.

I _____ (full printed name)

an Authorised Signatory of -

_____ (business name)

Interstate Produce (IP) No. **V**

--	--	--	--

hereby declare that the vine material

listed below and delivered to –

_____ (business name)

Interstate Produce (IP) No. **V**

--	--	--	--

on - / / (date)

for certification under the Operational Procedure *Hot Water Treatment of Grapevines* [ICA-37], were hot water treated as follows –

Batch Code or Number:	Variety & Material Type:	Number & Type of Packages:	Date of Treatment:	Duration of Treatment (minutes):	Maximum Temperature (°C):

Authorised Signatory: (print name)			
Signature:		Date: / /

There are penalties under the **Plant Biosecurity Act 2010**, for any person providing an Inspector with information that is false or misleading.

PACKAGE INSPECTION RECORD

Business Name _____

Interstate
Produce No.

V

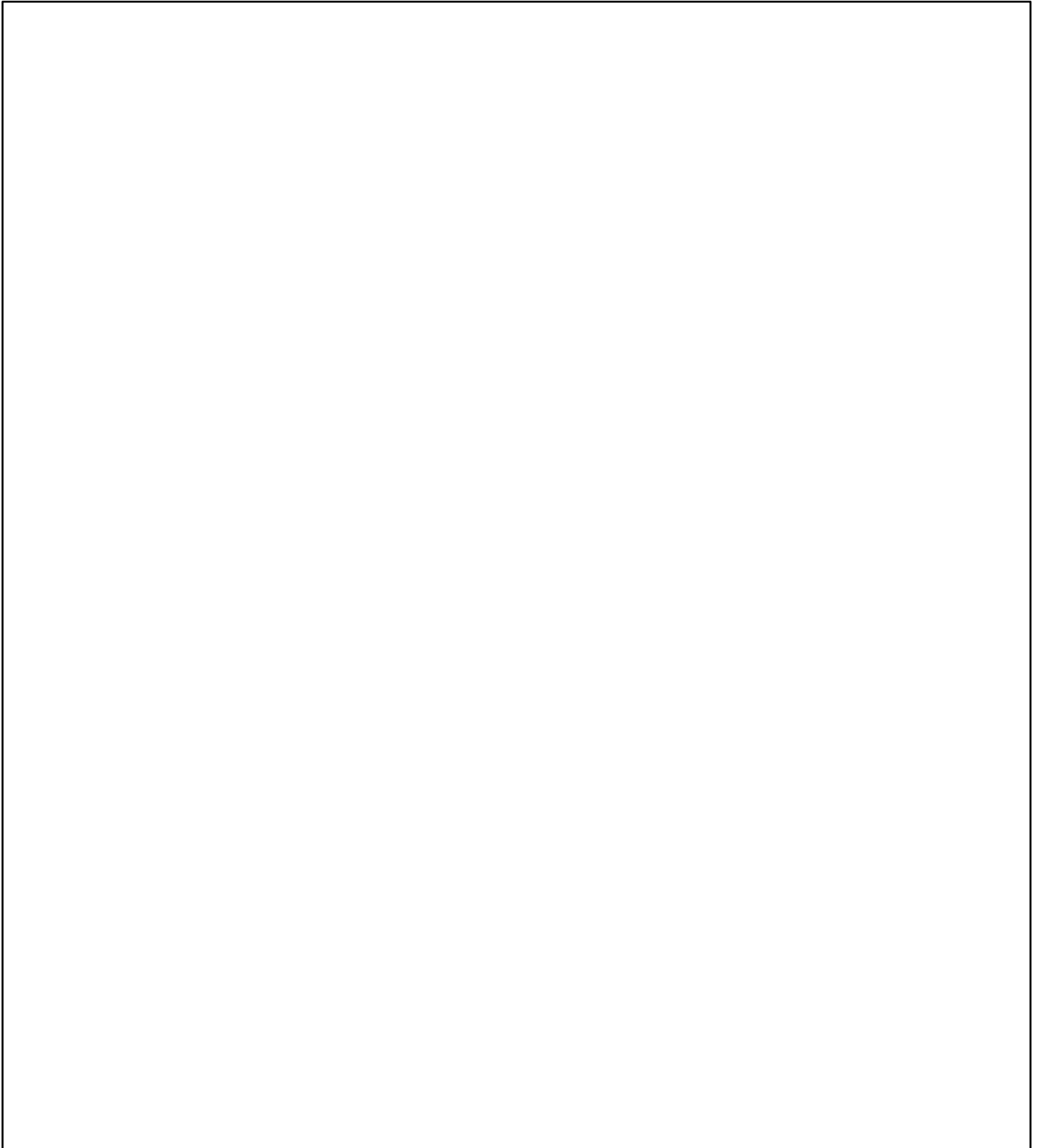
--	--	--	--

Date of Packing	Treatment Lot Code or Number	Produce Type & Variety/Cultivar being Packed	Number & Net Weight of Bulk Containers	Number and Count/Net Weight of Packages Packed	PHAC Number	Certification Controller's Initials



Sensor Placement Plan

The Sensor Placement Plan should comprise a diagram of the treatment vessel/room/area and include the location and identification of each temperature sensor.



SENSOR CALIBRATION TEST RECORD

Business details					
Business name			Data recoding instrument ID		
Place of Sensor			Interstate produce number	V	

Date of testing	Sensor identification	First reading	Second reading	Sensor correction value (\pm °C)	Batch/size treated	Authorised Inspector name	Signature

