

# ICA-57: Repacking of Certified Fruit Fly and Melon Thrips Host Produce

## REVISION REGISTER

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26/09/2014	Version 1.1: minor amendment to security conditions prior to packing (7.2); addition of random audits (8.2.2)
20/07/2020	Version 2.0: Updated to new format and replaced Departmental references with “authorising authority”. Include instructions for repacking produce certified with a phytosanitary certificate (7.3 and 7.7) and repacking certified melon thrips host produce.
27/07/2020	Version 2.1: Amend Purpose and Scope to include Fruit Fly and Melon Thrips
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01/07/2024	Version 2.4: removal of source property form, and removal of Property Freedom approval as an option for security against fruit fly (7.4.4) and Attachments.

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## TABLE OF CONTENTS

1	Purpose	5
2	Scope	5
3	References	6
4	Definitions	6
5	Responsibility	8
6	Requirement	9
7	Procedure	9
7.1	Facility Plan	9
7.2	Security Prior to Packing	10
7.3	Consignment Verification on Receipt	10
	7.3.1 Noncompliance in Verification of Consignment	11
	7.3.2 Produce Receipt Record	11
7.4	Repacking	11
	7.4.1 Maintaining Traceability during Repacking	11
	7.4.2 Security against Fruit Fly Infestation	12
	7.4.3 Repacking under Cold Climate Conditions – Tasmania Only	12
	7.4.4 Repacking in Low Air Temperature Conditions	12
	7.4.5 Repacking under Secure Conditions	13
	7.4.6 Temperature Sensing and Recording Equipment	13
	7.4.7 Sensor Calibration	13
	7.4.8 Air Temperature Record	14
7.5	Post Repacking Security	14
7.6	Repacking and Dispatch Record	14
7.7	Certification	15
	7.7.1 Plant Health Assurance Certificate (PHAC) Distribution	16
7.8	Identification and Traceability of Certified Produce	16
8	Accreditation	16
8.1	Application for Accreditation	16
8.2	Audit Process	17
	8.2.1 Initial Audit	17
	8.2.2 Compliance Audits	17
	8.2.3 Re-Accreditation	17
8.3	Certificate of Accreditation	17
8.4	Non-conformances and Sanctions	18
	8.4.1 Non-conformances	18

8.4.2	Incident Reports	18
8.4.3	Suspension and Cancellation	18
8.4.4	Prosecution	18
8.5	Charging Policy	18
9	Records and document control	19
9.1	ICA System Records	19
9.2	ICA System Documentation	19
10	Attachments	19

# 1 Purpose

The purpose of this procedure is to describe:

- the principles of operation, design features and standards required for repacking of certified Fruit Fly and Melon Thrips host produce; and
- the responsibilities and practices of personnel;

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

This procedure does not allow for repacking of uncertified produce. This procedure does not allow for repacking of produce already certified under ICA-57 nor does it allow for repacking of repackaged produce certified on a PHC. Produce sourced from an area free of either Queensland fruit fly (QFF), Mediterranean fruit fly (MFF) or Melon Thrips (MT) that is uncertified for these pests, must not be repacked and certified under the operational procedure.

# 2 Scope

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

Pest(s): Queensland fruit fly (QFF) (*Bactrocera tryoni*)  
Mediterranean fruit fly (MFF) (*Ceratitis capitata*)  
Melon Thrips (MT) (*Thrips palmi*)

Produce: Queensland fruit fly (QFF), Mediterranean fruit fly (MFF) and Melon Thrips (MT) susceptible host fruits

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

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

Information on 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 produce and to refuse to accept a certificate where produce 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

<b>Accredit</b>	means to accredit persons to issue Assurance Certificates under the Plant Biosecurity Act 2010 (the Act).
<b>Accrediting Authority</b>	means the governing jurisdiction with whom the business is accredited with.
<b>Application for Accreditation</b>	means an Application for Accreditation of a business for an Interstate Certification Assurance (ICA) arrangement.
<b>Assurance Certificate</b>	means a Plant Health Assurance Certificate (PHAC).
<b>Audit</b>	mean an activity undertaken to evaluate conformance or non-conformance with accreditation requirements.
<b>Authenticated Copy</b>	means a copy of a certificate provided where the original has been lost. The PHAC must be signed and dated by the Authorised Signatory and endorsed with the words "This is a true copy of the original". A PHC must be faxed from an interstate department of agriculture office (with the fax header indicating the sender).
<b>Authorised Signatory</b>	means an employee of an ICA accredited business whose name and specimen signature are provided on the business's Authorised Signatory form.
<b>Authorised Inspector</b>	means a person authorised as an inspector under the Act.
<b>Business</b>	means the legal entity responsible for the operation of the facility and arrangement detailed in the Application for Accreditation.
<b>Certification</b>	means: <ul style="list-style-type: none"> <li>• a Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement, or</li> <li>• a Phytosanitary Certificate which verifies that the consignment meets Australia's import requirements.</li> </ul>
<b>Consignment</b>	means a discrete quantity of produce transport to a single consignee at one time.
<b>Destination State</b>	means the state or territory to which the produce shall be consigned following repacking of certified produce.

<b>Facility</b>	means the approved location where produce is repacked and where certification operations covered by the ICA arrangement are conducted.
<b>Fruit Fly</b>	means Queensland fruit fly, species <i>Bactrocera tryoni</i> (Frogatt) and Mediterranean fruit fly, species <i>Ceratitis capitata</i> (Wiedemann).
<b>Fruit fly Free Area</b>	means an area or property within a state or territory recognised as being free of MFF or QFF by the accrediting authority.
<b>Importing State</b>	means the state or territory receiving produce certified under the repacking ICA procedure.
<b>Mediterranean Fruit Fly (MFF)</b>	means all stages of the species <i>Ceratitis capitata</i> (Wiedemann).
<b>Mediterranean Fruit Fly (MFF) Host Produce</b>	means any plant part specified as a host of Mediterranean fruit fly (MFF) by an importing state quarantine authority.
<b>Melon Thrips (MT)</b>	means thrips palmi.
<b>Melon Thrips Host Produce</b>	means any plant part specified as a host of melon thrips by an importing state quarantine authority.  Note: Commonly, melon thrips host produce includes melons, beans, capsicum, chilli, cucurbits, choko, cucumber, eggplant, okra, peas, pumpkin, silver beet, squash, tobacco, tomato and zucchini.
<b>Non-conformance</b>	means a nonfulfillment of a specified requirement.
<b>Package</b>	means an article in which produce is, or has been, contained, wrapped or packed, and includes bulk containers.
<b>Phytosanitary Certificate (PC)</b>	means (ISPM5 definition) an official paper document or its official electronic equivalent, consistent with the model certificates of the International Plant Protection Convention, attesting that a consignment meets phytosanitary import requirements.
<b>Plant Health Assurance Certificate (PHAC)</b>	means certification issued by an Authorised Signatory of an ICA accredited business.
<b>Plant Health Certificate (PHC)</b>	means certification issued by an authorised officer in another state or territory.
<b>Queensland Fruit Fly (QFF)</b>	means all life stages of the species <i>Bactrocera tryoni</i> (Frogatt).
<b>Queensland Fruit Fly (QFF) Host Produce</b>	means any plant part specified as a host of Queensland fruit fly (QFF) by an importing state quarantine authority.
<b>Repacking</b>	means the process of unpacking certified produce and repacking the produce into new packages.

## 5 Responsibility

The position titles used reflect the responsibilities of staff under the arrangement. These positions may not be present in all businesses, or different titles may be used for staff that carry out these responsibilities. One person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for -

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

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

- ensuring consignments are secured against QFF, MFF and MT pest infestation upon receipt (as required);
- verifying consignments for certification and labelling;
- ensuring a PC, PHC or PHAC is received with each delivery of host produce;
- keeping original PC, PHC or PHAC for received produce;
- ensuring produce received for repacking and certification is in original packages with original labelling;
- ensuring identification, traceability and segregation of conforming and non-conforming produce;
- completing the Produce Receipt Record.

The **Product Controller** is responsible for -

- ensuring all produce is handled, stored and repacked in fruit fly and melon thrips secure conditions and remains segregated and identifiable at all times;
- ensuring all temperature sensors and their associated recording equipment (where applicable) are calibrated and records of calibration are maintained;
- complying with the Cold Climate Repacking requirements (if applicable);
- maintaining the Air Temperature Record (if applicable);
- maintaining the Repacking and Dispatch Record.

The **Authorised Dispatcher** is responsible for -

- ensuring all packages covered by a PHAC are identified (refer 7.8);
- certified produce is transported in secure conditions;
- maintaining copies of all PHAC issued by the business under this procedure.



The **Authorised Signatory** is responsible for -

- ensuring, prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with this procedure and that the details on the certificate are true and correct in every particular;
- ensuring that all quarantine entry conditions of the interstate or intrastate market have been complied with.

## 6 Requirement

Fruit fly and melon thrips host produce intended for repacking under this procedure must comply with the following two (2) requirements:

- Received with a Phytosanitary Certificate (PC), Plant Health Assurance Certificate (PHAC) or a Plant Health Certificate (PHC), which certifies that the produce:
  - has been treated for fruit fly or melon thrips in a manner approved by the intended destination state; or
  - is from an area free from QFF and/or MFF and/or melon thrips; and
- QFF and MFF host produce must be received, stored, repacked and consigned under conditions which prevent infestation by QFF and MFF.

Produce received with certification issued under ICA-57 must not be repacked under this procedure. 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.

## 7 Procedure

### 7.1 Facility Plan

The Certification Controller shall maintain a Facility Plan (Attachment 3) for each facility used for repacking. The Facility Plan shall include the following details:

- the location where certified produce is stored prior to repacking; and
- if applicable, the location of the secure packing area; and
- the location where repacked produce is stored prior to consignment; and
- areas identified for holding and storing non-conforming produce at the site; and
- if applicable, temperature sensor locations (refer 7.4.4).

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

## 7.2 Security Prior to Packing

Any QFF or MFF host produce must be handled, stored and transported continuously and securely for the duration of transit to the consignor from its point of origin when not originating, transporting through and received in a continuous fruit fly free area. Secure conditions include:

- unvented packages; or
- vented packages with the vents secured with mesh with a maximum aperture of 1.6mm; or
- vented packages enclosing a liner bag or liner sheets that obscure vent holes; or
- packages, bins or palletised units fully enclosed under plastic wrap, tarpaulins, hessian, mesh or other coverings which provide a maximum aperture of 1.6mm; or
- enclosed in taut-liners which are in sound condition free of holes and tears and not transported with unsecure non-certified fruit fly host material; or
- for bulk consignments - handled, stored and transported in commercial cool storage at less than 10°C.

## 7.3 Consignment Verification on Receipt

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

- ensure a certified copy or original Phytosanitary Certificate (PC), or an original Plant Health Assurance Certificate (PHAC) or Plant Health Certificate (PHC) accompanies the consignment; and
- verify the certificate details have not been altered without appropriate endorsement and authorisation. Alterations must be endorsed by the person who originally signed the certificate, or, for produce re-consigned or split under *Re-consigning Whole or Sub-Consignments and Transporting of Certified Product* [ICA-17], by an ICA-17 accredited business;
  - Where an original certificate or an appropriately endorsed re-consigned or split consigned certificate does not accompany the consignment, the consignment must be segregated and held until an authenticated copy of the original certificate is received.
  - Where the required certification is not obtainable, the consignment must be rejected for repacking under this operational procedure; and
- ensure all certification details are correct and completed in accordance with the exporting state or territory work instruction ([www.interstatequarantine.org.au](http://www.interstatequarantine.org.au)) for the completion of Plant Health Assurance or Plant Health Certification; and
- ensure the quantity of packages and type of produce in the consignment match the details provided on the certificate; and
- if applicable, ensure packages are labelled as per Interstate Certification Assurance (ICA) requirements; and
- if applicable, verify the date code marked on packages is identical to the date code(s) specified on the certificate; and
- verify that consignments have been received in accordance with this procedure and security against infestation conditions have been met; and
- mark the certificate with the word "Verified", sign and the date the certificate and maintain for audit purposes; and
- record the consignment on the Produce Receipt Record (refer 7.3.2) or similar record that records the same information; and
- retain all certification for a period of no less than 24 months and make it available to an Authorised Inspector upon request.

### 7.3.1 Noncompliance in Verification of Consignment

The Produce Receipt Person shall ensure that consignments that fail the verification process (refer 7.3) are isolated, clearly identified to prevent mixing with conforming produce and rejected for certification under this operational procedure.

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

### 7.3.2 Produce Receipt Record

The Produce Receipt Person shall maintain a Produce Receipt Record (Attachment 1), or a similar record which captures the same information, for all consignments received for repacking and certification under this procedure. The Produce Receipt Record shall include the following details:

- the name and Interstate Produce (IP) number of the business operating under the procedure; and
- the consignment receipt date; and
- the original certificate (PC/PHAC/PHC) number received with the consignment; and
- the state of origin; and
- if applicable, the IP number of the business providing the original certification for produce; and
- the condition or treatment status of the produce (e.g. ICA-21, 6A-Vic); and
- the produce type and quantity; and
- the package type; and
- any applicable comments (e.g. consignment passed or rejected, any problems or discrepancies).

## 7.4 Repacking

### 7.4.1 Maintaining Traceability during Repacking

The Product Controller shall ensure all produce intended for repacking:

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

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

The following measures may be implemented to maintain traceability:

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

## 7.4.2 Security against Fruit Fly Infestation

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

The three options for security against fruit fly infestation are:

- Cold Climate (Tasmania only) (refer 7.4.3); or
- Low Air Temperatures (refer 7.4.4); or
- Facility secured against entry by fruit fly (refer 7.4.5).

## 7.4.3 Repacking under Cold Climate Conditions – Tasmania Only

Tasmania recognises a cool-season period that provides for fruit fly security for QFF host produce repacked in specific regions of Victoria.

During the period of 1<sup>st</sup> May to 31<sup>st</sup> October inclusive, conditions of security against QFF infestation are not required during the handling, storage and repacking of produce destined for Tasmanian markets. Additionally, produce does not require post packing security against infestation when being consigned directly to Tasmania from within the recognised cool climate area.

To be considered eligible to repack consignments under cold climate conditions, an accredited facility must be located:

- south of 37° south latitude (near Seymour); and
- west of 147° 30' east longitude (near Seacombe).

Where a business operates under cold climate conditions for Tasmania, the Authorised Signatory must ensure the code TCC01 is written in the additional certification section of the PHAC (refer 7.7).

The above conditions are not valid if a Mediterranean fruit fly outbreak impacts businesses within the described region.

## 7.4.4 Repacking in Low Air Temperature Conditions

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

- 13°C for greater than 60 minutes for MFF; and/or
- 16°C for QFF.

The Product Controller shall ensure that at least one temperature sensor is installed in each immediate area in which produce will be handled, stored and repacked for certification under the protocol. This may include the receipt area, holding facilities, packing line and areas where the consignment is stored. The location of each temperature sensor must be included in the Facility Plan (refer 7.1).

Temperature sensing and recording equipment shall be calibrated and meet the minimum requirements as specified in section 7.4.6 Temperature Sensing and Recording Equipment.

### 7.4.5 Repacking under Secure Conditions

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

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

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

### 7.4.6 Temperature Sensing and Recording Equipment

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

At least one temperature sensor must be used in each area in which produce will be handled, stored and repacked for certification under the protocol.

Each sensor and associated recording equipment must:

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

### 7.4.7 Sensor Calibration

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

- at least annually and in accordance with the manufacturer's requirements; and
- by the manufacturer, manufacturer's representative or a National Association of Testing Authorities (NATA) accredited calibration authority.

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

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

### 7.4.8 Air Temperature Record

The Product Controller shall maintain an Air Temperature Record (Attachment 4) or a similar record which captures the same information for all produce handled in low air temperature. The Air Temperature Record shall include the following details:

- the name and Interstate Produce (IP) number of the business operating under the procedure; and
- date of repacking; and
- start and finish time of repacking; and
- unique sensor identification; and
- sensor readings at a maximum of 5 minute intervals; and
- comments (e.g. any problems or discrepancies); and
- Product Controller's signature.

### 7.5 Post Repacking Security

The Product Controller must ensure produce is handled, stored and transported in secure conditions after repacking. Post repacking security is not required where the business is repacking under Cold Climate Conditions – Tasmania only (refer 7.4.3).

Secure conditions include:

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

### 7.6 Repacking and Dispatch Record

The Product Controller shall maintain a Repacking and Dispatch Record (Attachment 2), or a similar record which captures the same information, for all consignments prepared for certification under this operational procedure.

The Repacking and Dispatch Record shall include the following details:

- the name and Interstate Produce (IP) number of the business performing the repacking; and
- the original certificate number (PC/PHAC/PHC) received with the produce destined for repacking; and
- the number of original packages used for repacking; and
- package type of the final repacked consignment; and
- the packed weight (kg) or final number of packages in repacked consignment; and
- the new PHAC number; and
- the date of repacking; and
- comments (e.g. consignment passed/rejected)

## 7.7 Certification

Prior to certification and dispatch, the Authorised Signatory must ensure the consignment will meet all current quarantine entry conditions of the state or territory to which the produce shall be consigned. Where online access is not available during certification, the business must keep up to date copies of entry conditions for each state or territory, for which they intend to supply certified repacked produce. The business must refer to current legislation or Plant Quarantine Manuals of the destination state to ensure entry conditions are being met.

The Authorised Signatory must complete and sign a Plant Health Assurance Certificate (Attachment 5) prior to dispatch of a consignment prepared in accordance with this procedure.

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

- passed consignment verification on receipt (refer 7.3); and
- been certified in accordance with quarantine entry requirements of the destination state.

Assurance Certificates shall include:

- in the 'Type of Produce' section:
  - the number and description of each type of produce in the consignment.
- in the 'Additional Certification' section:
  - a description of the produce and the associated treatment codes specific to the produce (e.g. cold sterilisation, ICA-07, ICA-21, ICA-56, or 6A - Vic);
  - for each produce type, list, in brackets, the corresponding state or territory of origin of the produce (Attachment 5). The state codes that must be used are as follows:

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

- for Phytosanitary certified produce, the Phytosanitary certificate number and the words 'see attached Phytosanitary Certificate. This is a true and accurate copy',
- when repacking under Cold Climate Conditions-Tasmania only (refer 7.4.3) the code TCC01
- For Phytosanitary certified produce, a copy of the PC must be securely attached to the relevant PHAC.

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

- the words 'Attachment Sheet';
- the name and address of the consignor;
- the PHAC number;
- the number and type of packages in the consignment;

- the type of produce in the package;
- the associated treatment codes specific to the produce;
- the associated state of origin or state code specific to the produce;
- the signature of the Authorised Signatory that signed the certificate; and
- the date of consignment.

The completion and issuance of PHACs shall be completed in accordance with Standard Operating Procedure - Completion of Plant Health Assurance Certificates.

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

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

### 7.7.1 Plant Health Assurance Certificate (PHAC) Distribution

- The original (yellow copy) must accompany the consignment.
- The duplicate (white copy) must be retained by the business.

## 7.8 Identification and Traceability of Certified Produce

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

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

During the consolidation of repacked produce, the produce's original identity must be maintained.

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

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

## 8 Accreditation

In order to become accredited, the Application for Accreditation must be completed, signed and returned. The application form includes the terms and conditions applying to this agreement.

### 8.1 Application for Accreditation

A business seeking accreditation under this procedure shall make an application for accreditation at least ten (10) working days prior to the intended date of commencement of certification of produce.



## 8.2 Audit Process

### 8.2.1 Initial Audit

Prior to accrediting a business, an Authorised Inspector shall conduct an initial audit of the business to verify the system is implemented and capable of operating in accordance with the requirements of this procedure, and the system is effective in ensuring compliance with the specified requirements of the arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and issued a Certificate of Accreditation (refer 8.3).

### 8.2.2 Compliance Audits

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

A compliance audit is conducted:

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

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

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 produce, ICA system records or ICA system documentation.

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

### 8.2.3 Re-Accreditation

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

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

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

## 8.3 Certificate of Accreditation

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

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

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

## 8.4 Non-conformances and Sanctions

### 8.4.1 Non-conformances

Audits are regularly undertaken to evaluate the effectiveness of implementation 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.

### 8.4.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in produce certified under this 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.

### 8.4.3 Suspension and Cancellation

The authorising authority may suspend or cancel an accreditation when an accredited business is found, for example, to have:

- obtained accreditation through the provision of false or misleading information;
- not paid fees owing to the authorising authority;
- contravened a requirement that compromises the integrity of the arrangement;
- not rectified a non-conformance.

Any action taken by the authorising authority 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.

### 8.4.4 Prosecution

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

## 8.5 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.

## 9 Records and document control

### 9.1 ICA System Records

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

- Facility plan (Attachment 3);
- Produce Receipt Record (Attachment 1);
- original PCs/PHACs/PHCs for received produce;
- Repacking and Dispatch Record (Attachment 2);
- the duplicate copy of each PHAC issued (Attachment 5).

Where repacking in Low Air Temperatures (refer 7.4.4):

- Air Temperature Record (Attachment 4);
- Temperature Sensor calibration record issued by the calibrating business.

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

### 9.2 ICA System Documentation

The business shall maintain the following ICA System Documentation:

- up to date copies of fruit fly and melon thrips entry conditions for each state/territory to which they intend to supply certified repacked produce to (where online access is not available at certification);
- a copy of the current endorsed Application for Accreditation;
- a copy of the endorsed Authorised Signatory application forms;
- a current copy of the Operational Procedure;
- a current Certificate of Accreditation.

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

## 10 Attachments

Attachment 1	Produce Receipt Record (PSF-417)
Attachment 2	Repacking and Dispatch Record (PSF-418)
Attachment 3	Facility Plan (PSF-424)
Attachment 4	Air Temperature Record (PSF-416)
Attachment 5	Plant Health Assurance Certificate (PSE-024)

# Produce Receipt Record

Name of business:

Business IP number:

Record number:

Receival date	PHAC /PHC no.	Produce origin	IP no.	Treatment status	Produce type	Packages	Qty	Comments*
30/09/14	12343567	QLD	Q9999	ICA-16	Bananas	Bins	3	EXAMPLE ONLY

\* Column for recording problems and discrepancies, and relevant pest or disease (e.g. consignment passed or rejected).



# Repacking & Dispatch Record

Name of business:

Business IP number:

Record number:

Original PHAC /PHC no.	No. of original packages used for repacking	New package type	New package qty. or weight	PHAC no.	Date repacking	Comments*
12343567	1 bins	Crates	25	P26571	12/05/2014	EXAMPLE ONLY

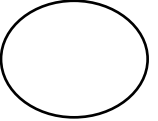
\* Column for recording problems and discrepancies, and relevant pest or disease (e.g. consignment passed or rejected).



OFFICIAL

# Property/Facility Plan



Indicate 

OFFICIAL

# Air Temperature Record

Name of business:

Business IP number:

Record number:

Date	Start time	Sensor ID	Sensor reading (degrees)	Finish time	Comments*	Product Controller signature

\* Column for recording problems and discrepancies



# Plant Health Assurance Certificate

Certificate number  
XXXXXXXX

## Consignment details (please print)

<b>Consignor</b>
Name <b>ABC PTY LTD</b>
Address <b>STREET ROAD, WEST MELBOURNE, VIC 3003</b>

<b>Consignee</b>
Name <b>FRESH PRODUCE</b>
Address <b>ADELAIDE PRODUCE MARKETS, POORAKA SA 5095</b>

<b>Reconsigned to</b> (splitting consignments or reconsigning whole consignments)
Name
Address

## Certificate details (please print)

<b>IP Number</b>	<b>Facility number</b>	<b>Procedure</b>
<b>V9999</b>	<b>01</b>	<b>PS-57</b>

<b>Accredited business that prepared the produce</b>
Name <b>ABC PTY LTD</b>
Address <b>STREET ROAD, WEST MELBOURNE 3003</b>

<b>Grower or Packer</b>
Name <b>ABC PTY LTD</b>
Address <b>STREET ROAD, WEST MELBOURNE 3003</b>

<b>Other facilities supplying produce</b>
<b>VARIOUS</b>

<b>Brand name OR identifying marks</b> (as marked on packages)	<b>Date OR date code</b> (as marked on packages)
<b>ABC PRODUCE</b>	<b>26/02/2020</b>

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
8	Crates	Oranges	
10	Crates	Apples	

**EXAMPLE ONLY**

## Treatment details

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

<b>Additional certification / Codes</b>		
<b>8 crates oranges – ICA-04 (V), 10 crates apples- ICA-07 (T)</b>		
<b>Declaration:</b> I, an Authorised Signatory of the accredited business that prepared the plants or plant products described above, hereby declare that the plants or plant products 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.		
<b>Authorised Signatory</b> (print name) <b>A. Signature</b>	<b>Signature</b> <b>A. Sign</b>	<b>Date</b> <b>15 / 08 / 2019</b>