



# Interstate Certification Assurance Inspection of Polyphagous Shot-Hole Borer Host Plants – Operational Procedure

Version 1.0 – February 2025

# ICA-68

## Revision Register

Issue Number	Date of Issue	Amendments
1.0	10/02/2025	New procedure

## Important disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

Copyright © Department of Primary Industries and Regional Development, 2025

Uncontrolled copies of this document are not subject to amendment or revision.

Holders of uncontrolled copies should contact the Quality Assurance Officer to obtain a current version of this document

## Contact

Department of Primary Industries and Regional Development

Quarantine WA  
Locked Bag 69  
Welshpool DC WA 6986

Quality Assurance Office  
**t** +61 (0)8 9334 1800  
**e** [qwa.qualityassurance@dpiird.wa.gov.au](mailto:qwa.qualityassurance@dpiird.wa.gov.au)  
**w** [dpiird.wa.gov.au](http://dpiird.wa.gov.au)

# Contents

1	PURPOSE.....	3
2	SCOPE.....	3
3	REFERENCES.....	3
4	DEFINITIONS.....	3
5	RESPONSIBILITY.....	4
6	REQUIREMENT.....	5
7	PROCEDURE.....	5
7.1	Accreditation.....	5
7.2	Facility Plan.....	6
7.3	Inspection Facility and Equipment.....	6
7.4	Inspection of PSHB host plants.....	7
7.5	Action Following Detection of Plants Suspected to be Infested with Borer.....	8
7.6	Pest identification.....	9
7.7	Confirmation of PSHB.....	9
7.8	Identification and Traceability of Inspected plants.....	9
7.9	Certification.....	9
7.10	ICA System Records and Documentation.....	10
8	NON-CONFORMANCES AND SANCTIONS.....	10
8.1	Non-conformances.....	10
8.2	Incident Reports.....	10
8.3	Suspension and Cancellation.....	10
9	CHARGING POLICY.....	10
10	ATTACHMENTS.....	11

---

# 1 PURPOSE

The purpose of this procedure is to describe:

- (a) the principles of operation and standards required; and
- (b) the responsibilities and practices of personnel;

that apply to the inspection of polyphagous shot-hole borer (PSHB) host plants under an Interstate Certification Assurance (ICA) arrangement.

---

# 2 SCOPE

This procedure covers the certification where required by the importing state or territory, for inspection of polyphagous shot-hole borer host plants by a business operating under this Interstate Certification Assurance (ICA) arrangement.

Specified pest      Polyphagous shot-hole borer (*Euwallacea fornicatus*).

Product:              PSHB host plants with woody stems greater than 2 cm in diameter.

Location:             PSHB Quarantine area within Western Australia.

Certification of PSHB host plants under this Operational Procedure may not be an accepted quarantine entry condition for all interstate markets.

Some interstate markets may require additional certification for other pests as a condition of entry.

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

---

# 3 REFERENCES

WI-QA015              *Work Instructions Guidelines for the Completion of Plant Health Assurance Certificates (PHAC)*

---

# 4 DEFINITIONS

Accredit                means to authorise nominated staff within a business to issue Plant Health Assurance Certificates.

Accrediting Authority    means the government department responsible for accrediting a business under this operational 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.

Approved Training      means a training course for the inspection of PSHB host plants for the detection and identification of signs and symptoms of borer infestation approved by the accrediting authority for the training and assessment of an Authorised Inspection Person.

Authorised Inspection Person    means a person who has completed a training course approved by the accrediting authority in the inspection of PSHB host plants for the detection and identification of signs and symptoms of borer infestation and who is authorised to conduct inspections on behalf of the Business by having their name and signature on a register of authorised inspection persons maintained by the Business.

Authorised Signatory	means a person whose name and specimen signature are included as an Authorised Signatory on the business's application for accreditation.
Business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed in the business's application for accreditation.
Certificate	means a Plant Health Assurance Certificate issued by an Authorised Signatory under an ICA arrangement stating that the plant or other thing described on the certificate meets a specified treatment, condition, pest or area freedom or other requirement.
Certified/certification	means covered by a valid Assurance Certificate (Plant Health Assurance Certificate (PHAC)).
Consignment	means a quantity of plants described on a Plant Health Assurance Certificate by a single consignee.
End-point inspection	means the process by which a sample is drawn at the required rate of 600 units or 2%, whichever is greater, and inspected from the finalised consignment prior to certification.
Facility	means the location where inspection of PSHB host plants is carried out under the ICA arrangement.
ICA	means Interstate Certification Assurance.
In-line inspection	means the process by which a sample of plants are drawn at the required rate of 600 units or 2%, whichever is greater, from a consignment and inspected during the packing or loading of the host plants.
Inspector	means an inspector appointed under <i>the Biosecurity and Agriculture Management Act 2007</i> .
Plant Health Assurance Certificate	means a certificate issued by an Authorised Signatory under an ICA arrangement stating that the plant or other thing described on the certificate meets a specified treatment, condition, pest or area freedom or other requirement.
Plants	means PSHB host plants with woody stems greater than 2 cm in diameter.
Polyphagous shot-hole borer	means the pest <i>Euwallacea fornicatus</i> .
PSHB	means polyphagous shot-hole borer.
Specified Pests	Polyphagous shot-hole borer ( <i>Euwallacea fornicatus</i> )

---

## 5 RESPONSIBILITY

These position titles have been used to reflect the responsibilities of staff under this ICA arrangement. These positions may not be present in all Businesses. In some Businesses 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;
- ensuring the Business has current accreditation for an ICA arrangement under this Operational Procedure;
- training staff in their duties and responsibilities under this Operational Procedure;
- ensuring the Business and its staff comply with their responsibilities and duties under this Operational Procedure;

- ensuring that all inspection of PSHB host plants carried out is certified under the Business's ICA arrangement and is carried out in accordance with this Operational Procedure.

The **Authorised Inspection Person** is responsible for -

- preparing all PSHB host plants for inspection.
- ensuring all PSHB host plants are accessible to undertake the inspection;
- ensuring all inspections are conducted within the designated quarantine area;
- ensuring all PSHB host plants covered by a Certificate issued by the Business under this Operational Procedure are identified (refer 7.10);
- maintaining copies of all Certificates issued by the business under the ICA arrangement (refer 7.11)

**Authorised Signatories** are responsible for -

- Ensuring, prior to signing and issuing a Certificate, that all PSHB host plants covered by the certificate have been inspected in accordance with the Business's ICA arrangement, and the details on the certificate are true and correct in every particular.

---

## 6 REQUIREMENT

Prior to dispatch, all PSHB host plants certified under this arrangement must be:

- 1) inspected and found to be visibly free from all signs and symptoms of borer infestation,
- AND
- 2) consigned within the relevant period of time following inspection as specified by the importing jurisdiction.

---

## 7 PROCEDURE

### 7.1 Accreditation

#### 7.1.1 Application for Accreditation

A Business seeking accreditation for an ICA arrangement under this Operational Procedure shall make application for accreditation at least 10 working days prior to the intended date of commencement of operation under the ICA arrangement.

#### 7.1.2 Audit Process

##### Initial Audit

Prior to accrediting a Business, an initial audit of the Business is carried out 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 provided a Certificate of Accreditation (refer 7.1.3 Certificate of Accreditation).

##### Compliance Audits

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

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

A compliance audit is conducted within four weeks of the commencement of certification under the ICA arrangement by the Business.

On completion of a successful compliance audit, annual accreditation is granted up to a maximum of twelve months from the date of provisional accreditation, and a new Certificate of Accreditation issued (refer 7.1.3 Certificate of Accreditation).

Compliance audits are also conducted biannually for a Business that operates for more than 6 months of an accreditation year.

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 such as ICA system records or ICA system documentation.

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

## **Re-Accreditation**

Accredited Businesses are required to re-apply for accreditation each year the business seeks to operate under the 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 PSHB host plants under the ICA arrangement.

A compliance audit is conducted within twelve weeks of the commencement of certification under the ICA arrangement by the Business each year.

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

### **7.1.3 Certificate of Accreditation**

An accredited Business will receive a Certificate of Accreditation for an Interstate Certification Assurance Arrangement detailing the scope of the arrangement including –

- the facility location;
- the Operational Procedure;
- any restrictions on the accreditation such as the pest covered; and
- the 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 PSHB host plants under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the facility and procedure covered by the Assurance Certificate.

## **7.2 Facility Plan**

A facility plan must be maintained by the Business for the facility where PSHB host plants are inspected under this Operational Procedure.

The facility plan must include the following details:

- road access including street names, and internal roadways within the facility providing access to any designated inspection areas;
- location of any designated inspection area at the facility;
- location of storage areas for:
  - PSHB host plants that have been inspected, if applicable;
  - PSHB host plants inspected if not at designated inspection site;
  - securing rejected PSHB host plants not intended for certification under this procedure;
- location and identification of other buildings and facilities on the property, (e.g. house, production area, packing shed/area, equipment sheds etc.); and
- loading areas for receipt and dispatch.

A copy of the facility plan must be included with the Business's Application for Accreditation.

## **7.3 Inspection Facility and Equipment**

Businesses accredited under this protocol shall maintain the following inspection equipment:

- inspections must take place under conditions where lighting is at least 500 – 1000 lux;
- magnification equipment that provides a minimum of 10x magnification for the observation of signs and symptoms of borer infestation;
- callipers for measuring stems and branches of plants/trees;
- a torch for use when lighting conditions may not be ideal.
- reference photographs for identification of signs and symptoms of borer infestation.

In addition, the business shall also provide a means of:

- identifying plants that have been inspected and found free of signs or symptoms of borer infestation.
- isolating and securing non-conforming plants from all other host plants, where the plant has not passed inspection, either due to suspect or confirmed presence of borer infestation.

## 7.4 Inspection of PSHB host plants

Referencing the Facility Plan, a system must be implemented for the identification and segregation of PSHB host plants that

- are awaiting inspection under this procedure.
- have been inspected and awaiting certification.
- has been inspected and certified and ready for despatch.

Inspections may only be conducted by an **Authorised Inspection Person**.

The **Authorised Inspection Person** must conduct an inspection of the PSHB host plants to verify freedom from signs and symptoms of borer infestation within 10 days (48 hours for export to Qld) prior to dispatch.

The **Authorised Inspection Person** must inspect PSHB host plants using reference photographs of signs and symptoms of PSHB infestation ([Attachment 4](#)).

### 7.4.1 Authorised Inspection Person

The Authorised Inspection Person must have successfully completed the approved training in the inspection of PSHB host plants for signs and symptoms of borer infestation

The names, specimen signatures and date of demonstrated competency of each Authorised Inspection Person must be recorded on a Register of Authorised Inspection Persons maintained by the accredited business.

### 7.4.2 Inspection Procedure

The Authorised Inspection Person shall visually inspect host plants as follows:

- inspections to be carried out under conditions where lighting is at least 500-1000 lux.
- inspect all host plants with trunks, woody stems or other stems greater than 2 cm in diameter.
- use magnification equipment that provides a minimum 10x magnification for examination of the host plants.
- thoroughly inspect host plants looking for signs of entrance holes (holes are perfectly round and approximately 1 mm in diameter – about the size of a ballpoint pen tip). Refer to reference photos in Attachment 4 of this document for guidance.

Other signs to look for include:

- lesions/staining – discolouration of the trunk can be caused by the Fusarium fungus cultivated by PSHB.
  - sugar volcanoes - crystalline foam may be exuded from the entry/exit holes (eg. avocado).
  - frass – or noodles may be present extruding from the host plants (indicates high infestation).
  - dieback symptoms.
- identify plants that have been inspected.
  - Each consignment to be certified must be inspected at the rate of a minimum of 600 units (see below table) or 2%, whichever is greater.

Lot Size (Units)	Sample Size Required (Units)	Lot Size (Units)	Sample Size Required (Units)
10	10	500	349
20	20	600	379
30	30	700	402
40	40	800	421
50	50	900	437



Lot Size (Units)	Sample Size Required (Units)	Lot Size (Units)	Sample Size Required (Units)
60	60	1,000	450
70	70	1,200	471
80	80	1,400	487
90	90	1,600	499
100	100	1,800	509
120	120	2,000	517
140	139	3,000	542
160	157	4,000	556
180	174	5,000	564
200	190	6,000	569
250	228	7,000	573
300	260	8,000	576
350	387	9,000	579
400	311	10,000	581
450	331	10,000+	600

### 7.4.3 Key Inspection Points

- pruning points
- branch collars
- dying back branches
- upper side of branches

### 7.4.4 Plant Inspection Records

The **Authorised Inspection Person** must maintain records of all inspections carried out.

Inspection records must be in the form of a Plant Inspection Record or a similar record which captures the same information.

The following information must be included;

- the Interstate Produce (IP) number of the business that operates the approved facility in which the plants were grown and/or stored;
- the date of inspection;
- name and signature of the Authorised Inspection Person
- the inspection results;
- details of any problems detected during inspection;
- the inspection results and follow-up action by the Certification Controller following withdrawal of suspected infested plants;
- the date plants were despatched after inspection.

## 7.5 Action Following Detection of Plants Suspected to be Infested with Borer

The Authorised Inspection Person must immediately advise the Certification Controller of any detection of plants showing signs or symptoms of borer infestation identified during inspection.

Any host plants that have not passed inspection, either due to suspect or confirmed presence of borer infestation must be isolated and secured.

If suspect borer infestation is detected during inspection, all plants in the consignment cannot be certified under this arrangement until the identification is confirmed to not be PSHB by a reference entomologist approved by the Accrediting Authority.



Where confirmed as not infested with PSHB, plants are suitable for certifying in accordance with this protocol provided all requirements of this arrangement have been met (i.e. inspection is completed in accordance with the Operational Procedure that plants are found free from borer signs or symptoms, and all other conditions have been met).

## **7.6 Pest identification**

Where a plant is identified to show signs and symptoms of borer infestation the Authorised Inspection Person must ensure that all host plant/s in that consignment are isolated and secured.

The Authorised Inspection Person must notify the Certification Controller who must notify the Accrediting Authority. The Accrediting Authority to arrange formal identification by a reference entomologist and advise the business of procedures and actions to be taken.

## **7.7 Confirmation of PSHB**

Where suspected borer infestation is confirmed as PSHB, the Certification Controller of the accredited business shall obtain written notification from the entomologist to this effect.

All host plants in the consignment must be rejected for certification under the Operational Procedure. Confirmation of PSHB must be reported to the Accrediting Authority within 24 hours by the accredited business.

Details of the rejected product must also be included on the Plant Inspection Record

## **7.8 Identification and Traceability of Inspected plants**

All plants that are prepared in accordance with the procedure shall be marked with visible, legible and indelible markings of at least 5 mm on the packages that identify -

- the Interstate Produce Number of the accredited business that packed the plants;
- "Meets ICA-68"; and
- the date (or date code) on which the produce was inspected.

If the plants are consigned loose, the plants must conform to one of the following:

- the above information is written on the consignment note or invoice accompanying the plants and signed and dated by an Authorised Signatory of the Business certifying the plants; or
- each plant has a tag or label securely attached to it that includes the above information; or
- the plants are sealed in an enclosed vehicle or container and the seal number is included in the Brand Name or Identifying Marks section of the Plant Health Assurance Certificate accompanying the consignment.
- All plants that are rejected following identification of PSHB infestation must not be marked as described above.

## **7.9 Certification**

A Plant Health Assurance Certificate must be completed by an Authorised Signatory of the accredited business. A certificate must accompany each consignment, signed and dated by an Authorised Signatory of the accredited business.

The Plant Health Assurance Certificate must be completed in accordance with the accrediting authority's work instruction for completion of Plant Health Assurance Certificates.

The Plant Health Assurance Certificate must be completed prior to consignment and the original copy must accompany the consignment during transit. The duplicate copy must be retained by the business.

Where required by the importing jurisdiction, a copy of the Plant Health Assurance Certificate must be emailed to the Quarantine Authority according to the importing state or territory requirements.

Where there is insufficient room to list each plant the words 'see attachment' are to be used and the Attachment Sheet must be securely attached to each copy of the Plant Health Assurance Certificate.

The attachment sheet must include the words "Attachment Sheet", the name and address of the consignor, the Plant Health Assurance Certificate number, the signature of the Authorised Signatory that signed the certificate and the date.

## 7.10 ICA System Records and Documentation

### 7.10.1 ICA System Records

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

- Facility plan (refer 7.2);
- a register of Authorised Inspection Persons;
- Plant Inspection Record;
- if applicable, completed Identification Records from a referenced entomologist;
- a copy of each Plant Health Assurance Certificate issued by the Business.

### 7.10.2 ICA System Documentation

The business shall maintain the following ICA System Documentation:

- a copy of the current endorsed Application for Accreditation;
- a current copy of the Operational Procedure;
- a current Certificate of Accreditation.

---

## 8 NON-CONFORMANCES AND SANCTIONS

### 8.1 Non-conformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of ICA requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one or more accreditation requirements, the auditor may raise a Non-conformance Report (NCR). Actions required to address the non-conformance 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.

### 8.2 Incident Reports

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

### 8.3 Suspension and Cancellation

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

Any action taken by the accrediting 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.

---


## 9 CHARGING POLICY

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

---

## 10 ATTACHMENTS

Attachment 1	Plant Health Assurance Certificate	Example
Attachment 2	Plant Inspection Record	Example template
Attachment 3	Register of Authorised Inspection Persons	
Attachment 4	Reference photos	

 <p>Department of Primary Industries and Regional Development</p> <p>ORIGINAL (Yellow) – Consignment Copy DUPLICATE (Blue) – Quarantine WA Copy TRIPLICATE (White) – Business (Book) Copy</p>	OFFICIAL	<b>Certificate Number:</b> <input type="text"/>
	<b>Business Specific Information*</b>	
Dispatch Date: <input type="text"/> / <input type="text"/> / <input type="text"/>		Ref No: <input type="text"/>
Arrival Date: <input type="text"/> / <input type="text"/> / <input type="text"/>		PO No: <input type="text"/>
* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.		

## Plant Health Assurance Certificate

Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013  
All accreditation details must be completed. Please print clearly and initial any alterations

<b>Consignment Details</b>			<b>IP Number</b> <b>Facility Number</b> <b>Procedure</b>		
<b>Consignor</b>			<b>W 9999</b> <b>01</b> <b>ICA-93L</b>		
Name <i>A Tree Nursery</i>			<b>Accredited Business That Prepared The Produce</b>		
Address <i>Garden Road</i> <i>Perth WA 6000</i>			Name <i>A Tree Nursery</i>		
<b>Consignee</b>			Address <i>Garden Road</i> <i>Perth WA 6000</i>		
Name <i>A Garden Centre</i>			<b>Grower or Packer</b>		
Address <i>Somewhere Road</i> <i>Somewhere Qld</i>			Name <i>A Tree Nursery</i>		
<b>Re-consigned To</b> (Splitting consignments or re-consigning whole consignments).			Address <i>Garden Road</i> <i>Perth WA 6000</i>		
Name			<b>Other Facilities Supplying Produce</b>		
Address					

Certification Details					
Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Brand Name or Identifying marks (As marked on packages)	Date Code (As marked on packages)	Authorisation for Split Consignment
15	<i>Individual trees</i>	<i>Platanus x acerifolia</i>	N/A	<i>See invoice</i>	Affix Authorisation Stamp to Split / Re-consignee here

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

**Additional Certification / Codes**

**Declaration**

I, an authorised Signatory of the accredited business that prepared the plants or plant produce described above, hereby declare that the plants or plant produce have been prepared in the business's approved facilities in accordance with the business's Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013 to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)	Signature	Date
<i>TJ Signer</i>	<i>TJ Signer</i>	<i>01/02/2025</i>









Figure 1 PSHB holes and beetles





Figure 2 PSHB entrance holes





Figure 3 PSHB holes and frass





Figure 4 Frass or nodules extruding from infested tree





Figure 5 Thick resin or sap from PSHB holes





Figure 6 Sugar volcanoes





Figure 7 PSHB trails/galleries