Pre-harvest monitoring and Post-harvest inspection of fruit fly host produce from within an Area of Low Pest Prevalence

Revision Register

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<td>0</td>
<td>July 2014</td>
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<td>1.1</td>
<td>December 2014</td>
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Authorised by: Manager Plant Product Integrity and Standards  Date: 21 January 2015

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Disclaimers
The information contained in this Procedure is based on knowledge and understanding at the time of writing (December 2014). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up-to-date and to check currency of the information with the appropriate officer of the Department or the user’s independent adviser.

Some of the chemical use patterns quoted in this Procedure are approved under Permits issued by the Australian Pesticides and Veterinary Medicines Authority (APVMA) and in force at the time the Procedure was prepared. Persons wishing to use a chemical in a manner approved under Permits should obtain a copy of the relevant Permit from the APVMA and must read all the details, conditions and limitations relevant to that Permit, and must comply with the details, conditions and limitations prior to use.

Warning
ALWAYS READ THE LABEL

Users of agricultural (or veterinary) chemical products must always read the label and any Permit before using the product and strictly comply with the directions on the label and the conditions of any Permit. Users are not absolved from compliance with the directions of the label or the conditions of the Permit by reason of any statement made or omitted to be made in this Procedure.
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1. PURPOSE

The purpose of this Procedure is to describe:

(a) the operation and principles; and
(b) the responsibilities and actions of personnel;

that applies to the pre-harvest monitoring, harvest inspection, bait spraying, post-harvest inspection, certification and consignment of host produce from an Area of Low Pest Prevalence under a Certification Assurance (CA) arrangement.

2. SCOPE

This Procedure covers all certification of host from a Business operating under a CA arrangement in New South Wales.

Pest: Queensland Fruit Fly
Product: Winter citrus including Valencia, Navel and Blood Orange, lemons and limes
Harvest Period: 1st May to 31st October inclusive
Location: Accredited Businesses in the Carathool, Murrumbidgee, Griffith, Leeton and Narrandera Shire Councils

This Procedure is separated into two (2) sections:
- Part A covering grower activities, and
- Part B covering packer activities.

Certification under this Procedure may not fulfil all quarantine entry conditions for all produce to interstate markets. It is the responsibility of the consigning Business to ensure compliance with all applicable quarantine requirements.

Information on intra- and interstate quarantine requirements can be obtained from the Department, Plant Biosecurity Branch on 02 6391 3685.

3. REFERENCES

WI-01 Guidelines for Completion of Plant Health Assurance Certificates
Proposal to establish Area of Low Pest Prevalence - Riverina Winter Citrus
WI –RES2014/04/1 Third party fruit fly monitoring for certification assurance arrangements

4. DEFINITIONS

In this Procedure:

*Act* means the *Plant Diseases Act 1924*.

*APVMA* means the Australian Pesticides and Veterinary Medicines Authority.

*Area of Low Pest Prevalence (ALPP)* means an area identified by the Department, in which a specific pest occurs at low levels and which is subject to effective surveillance, control or eradication measures.

*Authorised Person* means an inspector or a person authorised pursuant to section 11(3) of the Act; or a person authorised under a law of another State or Territory that relates to plant biosecurity.

*Authorised Signatory* means a person whose name and specimen signature is provided as an
Pre-harvest monitoring and Post-harvest inspection of fruit fly host produce from within an Area of Low Pest Prevalence

Authorised Signatory on the Business’ Application for Accreditation.

**block**
means an identifiable area of land on which produce is grown and pre-harvest treated as a unit and that is detailed on the property plan.

**Business**
means the legal entity responsible for the operation of the facility and Interstate Certification Assurance arrangement detailed in the Business’ Application for Accreditation.

**Certification Assurance (CA)**
means an arrangement approved by the Department which enables a Business accredited under the arrangement to certify that certain quarantine requirements have been satisfied for the movement of produce to interstate and/or intrastate markets.

*Note*: An example of an approved Certification Assurance Arrangement is a Compliance Agreement, or the Interstate Certification Assurance (ICA) Scheme.

**consignment**
means a discrete quantity of plants transported to a single consignee at one (1) time covered by a single PHAC.

**Department**
means the NSW Department of Trade and Investment, Regional Infrastructure and Services – Office of Primary Industries.

**facility**
means a location where produce is assembled, inspected, securely stored, certified and dispatched.

**host produce**
means early and late varieties of Navel Citrus produced in the Riverina of NSW between May and October annually.

**host plants**
means any plant that produces host produce.

**Interstate Certification Assurance (ICA)**
means Interstate Certification Assurance, a system of Certification Assurance developed to meet the requirements of State and Territory governments for the certification of produce for interstate and intrastate quarantine purposes.

**lot**
means a quantify of homogenous product assembled for inspection at one (1) place and at one (1) time. A lot could consist of product from one or more growers/blocks/properties.

**lot identification**
means any coding or marking method used to identify a lot (e.g., date, date code or block code).

**MAT**
means Male Annihilation Technique.

**monitoring officer**
means a person nominated by the Business, which may be a staff member, a Department registered monitoring consultant, or a Department registered person from the accredited Business.

**MSDS**
means Material Safety Data Sheet, a Procedure for handling or working with chemicals in a safe manner, and includes information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling Procedures.

**non-conformance**
means a failure to fulfil a specified requirement.

**package**
means the complete outer covering or container used to transport and market the product.

**packed product**
means host produce in packages following grading and packing and ready for marketing.

**Plant Health Assurance Certificate (PHAC)**
means a document (known as a Plant Health Assurance Certificate) issued by a Business under a Certification Assurance Arrangement.

**production facility**
means a the location where the production, assembly, inspection, secure storage, certification and dispatch operations covered by the Certification Assurance arrangement take place.
Assurance arrangement are carried out.

**property** means one (1) or more contiguous parcels of land (lots on plan), owned or leased by a Business, that are managed as a unit and isolated from any other parcel of land owned or leased by the same Business.

**Queensland fruit fly (QFF)** means the pest *Bactrocera tryoni* (Froggatt).

**Riverina** means the Local Government Areas of Carrathool, Griffith, Leeton, Murrumbidgee and Narrandera.

**secure conditions** means:

(a) unvented packages; or

(b) vented packages with the vents secured with gauze / mesh with a maximum aperture of 1.6 mm; or

(c) fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.6 mm; or

(d) shrink wrapped and sealed as a palletised unit; or

(e) fully enclosed or screened buildings, cool rooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm; or

(f) for bulk consignments – handled, stored and transported in commercial cool storage at less than 10°C

**the Code** means the current Code of Practice for Management of Queensland Fruit Fly.

**trap** means a fruit fly lure trap approved by the Department, often being a Lynfield trap, which is a non-sticky disposable pot type trap for adult male flies, usually consisting of:

- a modified clear one (1) litre container with a 100 mm base, a 90 mm diameter top and depth of 115 mm; and
- four (4) entry holes 25 mm in diameter evenly spaced 15 mm below the lip of the trap; and
- cotton wicks containing liquid fruit fly lure held together with a wire clip and hung from a wire loop under the lid of the trap; and
- the hook holding the wick extends for 25 cm through the trap lid so that the trap can be attached to the branch of a tree, allowing the trap to hang freely; and
- a poison and information label placed onto the trap body.

**unit** means a single piece of host produce or punnet of berry fruit.

### 5. RESPONSIBILITY

Position titles have been created to reflect the responsibilities which must be met by the Business under the Certified Assurance (CA) arrangement. These positions must be assigned to trained staff. One (1) person may carry out the responsibilities of more than one (1) position.

The **Certification Controller** is responsible for:

- representing the Business during audits and other matters relevant to the CA arrangement; and
- training staff in their duties and responsibilities under this CA arrangement; and
- ensuring the Business and staff comply with their responsibilities and duties; and
- ensuring actions taken by the Business following the detection of non-conformance are in accordance with this CA arrangement; and
ensuring the requirements of the Work Health and Safety Regulation 2011 or the Work Health and Safety Act 2011 are addressed; and

ensuring staff have current training qualifications in the use of chemicals under the requirements of the Pesticides Regulation 2009 of the Pesticides Act 1999, including access to the Material Safety Data Sheets (MSDS); and

maintaining a register of trap monitoring persons.

UNDER PART A

ensuring the Business has current accreditation for a CA under PART A of this Procedure; and

maintaining a property plan for each property on which the host produce is to be grown for certification under this Procedure; and

once the Area of Low Pest Prevalence (ALPP) threshold has been breached, ensuring all source blocks of host produce to be harvested have undergone pre-harvest treatment as per this Procedure; and

instigating action following detection of suspected live QFF infestation at harvest; and

ensuring a ‘Pre-harvest Treatment and Inspection Declaration’ is completed.

UNDER PART B

ensuring the Business has current accreditation for an CA under PART B of this Procedure; and

ensuring all host produce received for post-harvest packing and inspection and certification under PART B of this Procedure are sourced from a Business accredited under PART A of this Procedure and are accompanied by a valid ‘Pre-harvest Treatment and Inspection Declaration’; and

taking corrective action following detection of suspected QFF infestation during grading and packing or packed product inspection; or

ensuring all host produce is graded and packed under secure conditions.

The Monitoring Officer is responsible for:

undertaking the surveillance / monitoring activities; and

maintaining records of the surveillance / monitoring activities.

The Harvest Supervisor is responsible for:

observing for evidence of fruit fly in host produce during harvesting; and

sampling and inspecting host produce for visible symptoms of fruit fly infestation; and

taking corrective action following identification of non-conforming host produce in any sample package; and

maintaining ‘Harvest Inspection Records’ of host produce; and

disposing of discarded / reject host produce more than 500 m from the Business accredited under this Procedure.

The Treatment Operator is responsible for:

reading the label and/or permit and MSDS for the chemical product in use; and

preparing and applying pre-harvest chemical treatments to all source blocks certified under this Procedure; and

conducting pre-harvest spray application calibration tests on pre-harvest treatment equipment; and

maintaining pre-harvest spray application calibration test records; and

maintaining pre-harvest spray equipment; and
• maintaining pre-harvest spray mixture preparation and treatment records; and
• ensuring MAT devices are placed on the perimeter of the source property at not more than 20 m apart; and
• ensuring that the MAT devices are renewed every three (3) months; and
• maintaining MAT program records.

The **Produce Receival Officer** is responsible for:
• ensuring all host produce received for grading, packing and certification under PART B of this Procedure are sourced from a Business accredited under PART A of this Procedure; and
• maintaining current copies of source property Certificates of Accreditation; and
• ensuring all host produce grown by another Business is accompanied by a completed ‘Pre-harvest Treatment and Inspection Declaration’.

The **Grader/Packer** is responsible for:
• ensuring all host produce packed for certification under PART B of this Procedure is free from visible symptoms of QFF infestation; and
• ensuring all non-conforming host produce is identified and controlled to prevent mixing with conforming host produce.

The **Packed Product Controller** is responsible for:
• ensuring host produce received for packing and certification is from approved source properties; and
• maintaining Property Freedom Certification records; and
• ensuring conforming host produce intended for certification under the arrangement is segregated from receipt to dispatch; and
• maintaining inspection facilities and equipment; and
• sampling and inspecting for the presence of fruit fly prior to certification; and
• immediately advising the Certification Controller of any detection of fruit fly; and
• identifying and segregating packages following detection of a suspect fruit fly; and
• maintaining ‘Packed Product Inspection Records’.

The **Authorised Signatory** is responsible for:
• verifying all host produce in a consignment has been sourced from properties with current approval for property freedom; and
• signing and issuing the ‘Pre-harvest Treatment and Inspection Declaration’ or PHAC; and
• ensuring that host produce certified under the PHAC or ‘Pre-harvest Treatment and Inspection Declaration’ has been completed in accordance with this CA Procedure and that the details on the certificate or declaration are true and correct in every particular.

The **Authorised Dispatcher** is responsible for:
• ensuring all host produce covered by a PHAC or a ‘Pre-harvest Treatment and Inspection Declaration’ issued by the Business are identified; and
• ensuring that host produce certified under the PHAC is segregated and stored under secure conditions prior to consignment; and
• ensuring all host produce is labelled correctly; and
ensuring the consignment will be transported under secure conditions direct to its destination; and

- maintaining duplicate copies of all PHACs or ‘Pre-harvest Treatment and Inspection Declaration’ issued by the Business under the Procedure.

6. REQUIREMENTS

**Pesticides Act 1999**

There may be additional requirements, including records which must be kept, that a Business must meet under the Pesticides Regulation 2009 of the Pesticides Act 1999 that are not specified in this CA Procedure.

Host produce certified under this CA Procedure must comply with the following:

(a) **sourced from a Business with a current Certification of Accreditation** and located within an ALPP; and

(b) **pre-harvest monitored**: A program of fortnightly fruit fly trapping and monitoring consistent with the endorsed and accepted ALPP verification document; and

(c) **inspected during harvest and post-harvest and found free from live fruit fly infestation**; and

(d) if the ALPP threshold is breached, the corrective action for the source block will be-

(i) commence clearing the fruit fly monitoring traps at the rate of twice every seven (7) days; and

(ii) all host produce harvested from the source property, including any host produce which has been packed for certification must be contained under secure conditions and must be consigned to a non sensitive fruit fly market, or for post-harvest treatment; and

(iii) all host produce from the source block/s shall be rejected for certification under this CA until the following has been completed;

(A) treated with a program of two (2) bait sprays (not counting repeat spraying if rain occurs within two (2) hours of spraying) to all host fruit trees;

1. a mixture containing 2 L yeast autolysate protein; and

   a. 435 mL of 1150 g/L Maldison per 100 L of water; or

   b. a mixture containing 15.4 L of 0.24 g/L Spinosad per 100 L of water; and

   in accordance with all label and APVMA Permit directions for the control of QFF; and

   c. at least 14 days have elapsed since the first bait spray was applied, and

   d. the withholding period for the product has elapsed; and

2. no live fruit fly has been detected in a sample of 600 fruit from the source block/s during inspection for the presence of fruit fly either at the source property, or in the packing shed; and

3. less than two (2) male flies over 14 days have been trapped on the accredited Business; and

(e) if the ALPP threshold is breached, the corrective action for the packhouse will be:

(i) commence clearing the fruit fly monitoring traps at the rate of twice every seven (7) days; and

(ii) all host produce received from the source property for grading and packing, inspection, certification and dispatch must be contained under secure conditions; and

(iii) all host produce from the source block/s shall be graded, packed, inspected, certified and dispatched-

(A) under secure conditions; or
(B) until the following corrective action has been completed-
   1. treated with a program of two (2) bait sprays (not counting repeat spraying if rain occurs within two (2) hours of spraying) to all host fruit trees;
      a. a mixture containing 2 L yeast autolysate protein; and
         i. 435 mL of 1150 g/L Maldison per 100 L of water; or
         ii. a mixture containing 15.4 L of Spinosad per 100 L of water; and
      in accordance with all label and APVMA Permit directions for the control of QFF; or
   (C) treated with a program of Male Annihilation Technique (MAT) devices;
      1. placed on the perimeter of the source property at not more than 20 m apart,
         using available vegetation (for example, trees and woody shrubs) or artificial structures; and
      2. renewed every three (3) months; and
   (D) less than two (2) male flies over 14 days have been trapped on the accredited Business, or
   (E) discontinue certification under the arrangement; and

(f) **Consigned under secure conditions.**

The Business must use products in accordance with the instructions included on the product’s approved permit and label, including any first aid, safety, protection, and storage and disposal directions.

Some produce may be damaged by chemical treatments. Businesses applying chemical treatments should check with experienced persons for any available information. Testing of small quantities is recommended.

Following the treatment requirements in this Procedure does not absolve the Business from the responsibility of ensuring that any pesticide run-off is fully contained and managed within the property.

The Department maintains the right to inspect at any time certified produce and to refuse to accept a certificate where the produce is found not to conform to specified requirements.

7. **PART A PROCEDURE**

**Part A – Covers grower activities**

7.1 **Accreditation for an Area of Low Pest Prevalence**

A Business may not be accredited under this CA until an ALPP has had its ALPP proposal endorsed by the importing jurisdiction.

7.2 **Property Plan**

A property plan must be provided with the Business’ application for accreditation for each block/land holding on which host produce is grown (see Attachment 2) for certification under this Procedure.

(a) the location and boundaries of all blocks/areas where host fruit is grown or located; and
(b) the reference number, code or other identification used to identify the blocks/area; and
(c) road access including street names; and
(d) internal roadways within the property; and
(e) the location and identification of buildings on the property (e.g., glasshouse, facility, packing shed or area, equipment sheds, treatment facility, etc); and
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(f) areas designated for processing host produce (including packing, storage and dispatch) as above; and

(g) the location of all surveillance traps within the accredited Business associated with the ALPP.

If any changes occur to the property plan information, a new property plan must be submitted to the Certification Assurance Records Officer.

7.3 Surveillance operations by the Business

Surveillance traps are to be installed and monitored in accordance with the Work Instruction, ‘Third party fruit fly monitoring for Certification Assurance arrangements’.

7.4 Training

Trap Monitoring Officers shall be approved by the Certification Controller, and must meet the following criteria:

(a) be trained in the use of Work Instruction, ‘Third party fruit fly monitoring for Certification Assurance arrangements’; and

(b) read and understand the requirements of this Procedure; and

(c) understand the contents of the relevant MSDS; and

(d) have the knowledge and facilities needed to maintain traps and submit trapped samples for identification.

The Certification Controller shall maintain a ‘Register of Trap Monitoring Persons’ (Attachment 3) which records trap monitoring training for all staff performing trap installation, servicing and monitoring, inspection and sample submission functions under this Procedure.

Only persons currently on the register shall carry out trap monitoring and servicing. The ‘Register of Trap Monitoring Persons’ must include the following information:

(a) date of training; and

(b) trainee name; and

(c) specimen signature of Trap Monitoring Person; and

(d) Certification Controller name; and

(e) approval by signature of Certification Controller.

The Certification Controller must review the register when a new staff member is employed or made responsible for a key role under the Procedure. The register must be reviewed against current staff at least annually and this review recorded on the register.

7.4.1 Surveillance Trap Installation

A surveillance trapping grid must be implemented and monitored by the Trap Monitoring Officer in accordance with the requirements of the endorsed ALPP proposal.

The property shall be trapped and monitored for fruit fly commencing in April until the last harvest of host produce for the season.

Trap installation and servicing shall be carried out by the Trap Monitoring Officer.

7.4.2 Surveillance Trap Monitoring

The Trap Monitoring Officer must ensure trap inspection routines, trap servicing and reporting is conducted in accordance with the below:

(a) all traps are inspected in accordance with the requirements of the endorsed ALPP proposal; and

(b) a copy of all trap monitoring records are maintained on-site by the Business.

The trap monitoring records (Attachment 4) must include the following details:

(a) the trap identification code; and
(b) the date of any action (cleaning or servicing); and
(c) the monitoring officers name and signature; and
(d) the number of flies taken from the trap, or the service undertaken; and
(e) posting date of specimens for diagnosis; and
(f) diagnostic results.

7.5 Area of Low Pest Prevalence Threshold Criteria

The criteria for the breach of an ALPP threshold resulting in the application of the corrective action is:
- detection of two (2) male flies over 14 days within 1 km of each other.

7.6 Area of Low Pest Prevalence Suspension Criteria

The criteria for the suspension of an ALPP is as per the Code:
- five (5) male flies trapped within 1 km within a two (2) week period;
- the detection of one (1) gravid female or one (1) larva.

7.6.1 Action following trapping of flies

The Trap Monitoring Officer must ensure all trapped flies are submitted to a qualified Entomologist approved by the Department within 24 hrs (during business hours) or the first available working day. The accredited Business will be notified of the diagnostic results on the same day the results are made available.

(a) Where more than three (3) flies have been trapped within 1 km within a two (2) week period, no host produce may be certified under the Procedure until a negative diagnosis is advised by the Department.

(b) Where fruit fly detections meet the pest freedom suspension criteria, the Business’ accreditation will be discontinued immediately by the Department, until the ALPP is re-established.

7.6.2 Action following notification of a fruit fly

If the ALPP threshold criteria is breached, the Certification Controller shall take the following actions;

(a) commence clearing the fruit fly monitoring traps at the rate of twice every seven (7) days; and

(b) all host produce harvested from the source property, including any host produce which has been packed for certification, must be contained under secure conditions and must be consigned to a non sensitive fruit fly market, or for post-harvest treatment; and

(c) all host produce from the source block/s shall be rejected for certification under this CA until the following has been completed;

(i) treated with a program of two (2) bait sprays (not counting repeat spraying if rain occurs within two (2) hours of spraying) to all host fruit trees;

(A) a mixture containing 2 L yeast autolysate protein; and

1. 435 mL of 1150 g/L Maldison per 100 L of water; or

2. a mixture containing 15.4 L of Spinosad per 100 L of water; and

in accordance with all label and APVMA Permit directions for the control of QFF; and

(ii) no live fruit fly has been detected in a sample of 600 fruit from the source block/s during inspection for the presence of fruit fly either at the source property, or in the packing shed; and

(iii) less than two (2) male flies over 14 days have been trapped on the accredited Business; or

(iv) discontinue certification under the arrangement.
Where fruit fly detections meet the ALPP suspension criteria, the Business’ accreditation will be discontinued immediately by the Department.

7.7 Corrective action – pre-harvest bait spraying

7.7.1 Bait spraying equipment calibration and maintenance

The Treatment Operator must carry out:

(a) regular checks of baiting equipment to ensure it continues to operate effectively and remains free from malfunction, blockages, damage or excessive wear; and

(b) calibration tests on baiting equipment to determine the bait application rate prior to commencement of the harvest season each year and within four (4) weeks of commencement of treatment.

Application rate calibration tests may be carried out by using the following methods:

(a) Spot baiting

• Fill the bait tank with water. With pump operating at the pressure selected to produce a coarse stream, collect and record the output from the equipment using an accurate timer and measuring cylinder.

• Measure the time (seconds) required to discharge 1 litre from the baiting equipment.

• Divide this figure by 10 to give the time required to apply 100 mL of bait mixture.

• Divide this figure by 2 to give the time required to apply 50 mL of bait mixture.

• Record these times as a guide to the time required to apply the recommended quantity of bait mixture to each target.

(b) Continuous baiting

• Fill the bait tank with water. With pump operating at the pressure selected to produce a coarse stream, collect and record the output from the equipment using an accurate timer and measuring cylinder.

• Measure the time (seconds) required to discharge 1 litre from the baiting equipment (A).

• Measure the distance travelled (metres) by the baiting equipment in 10 seconds at normal operating speed (B).

• Record the average distance (metres) between rows in the block (C).

• To calculate the number of litres applied per hectare use the following calculation: 100,000 ÷ (A) ÷ (B) ÷ (C) = L/ha

An Equipment Calibration Record (Attachment 7 or 8) or similar record containing the same information, must be maintained by the Treatment Operator.

7.8 Pre-harvest bait spray – mixture preparation and application

7.8.1 Bait mixture preparation and treatment records

The Treatment Operator must record details of all bait spray mixture preparation and pre-harvest bait spray using a ‘Bait Mixture Preparation and Treatment Record’ (refer Attachment 9) or similar record which captures the same information.

(a) the name and Interstate Produce (IP) Number of the accredited Business; and

(b) Date and time of preparation; and

(c) Volume/weight of concentration (mL of g); and

(d) Volume of mixture (L); and

(e) Trade name of concentrate; and

(f) Other adjuvants, and
(g) Calibrated; and  
(h) Treatment equipment used; and  
(i) Type of produce treated; and  
(j) Number of blocks/hectares treated; and  
(k) Treatment Operators name; and  
(l) Signature.

7.8.2 Bait spray mix preparation

The Treatment Operator must prepare the chemical mixture within 24 hours of application, or more frequently as required.

Using a clean graduated measuring vessel, measure the required amount of concentrate for the required volume of mixture. Suitable measuring vessels include graduated plastic or glass measuring cylinders.

Add the required amount of concentrate to the spray tank in accordance with the manufacturer’s directions on the label.

Fill the spray supply tank with clean water to the incremental volume mark or maximum mixture level mark.

Ensure that the chemicals are completely diluted in all of the water by mixing the tank for a minimum of two (2) minutes before commencing the spray operation. Some equipment may require extended periods of mixing to fully dilute the chemical and yeast autolysate in the water.

For Naturalure® bait spray, first add water equivalent to the volume of Naturalure® Concentrate to be mixed to the tank and start the agitation system. Then add the full amount of Naturalure® Concentrate followed by the remaining amount of water. Allow agitation system to operate for at least five (5) minutes before applying the mixture. Once mixed, constant agitation of the spray solution is recommended to ensure uniformity of spray mixture. Once prepared, the spray solution must be used within 24 hours.

Spray equipment, other than hand-held equipment such as knapsack or backpack sprayers, must have a means of continuous agitation of the spray mixture in the spray tank throughout the spray operation to avoid settling or separation of the concentrate. This can be achieved by mechanical mixing devices in the spray tank, or agitation from spray mixture returned via a by-pass from the spray pump.

7.8.3 Bait spray application

The Treatment Operator must ensure that:

(a) bait spraying begins once the ALPP threshold has been breached and continues while the breach of threshold occurs; and  
(b) bait spray is applied at least every seven (7) days and in accordance with the label or APVMA Permit directions; and  
(c) bait spray is reapplied if it rains sufficient to cause run-off within two (2) hours of application.

The Treatment Operator must carry out regular checks of spraying equipment to ensure it continues to operate effectively and remains free from malfunction, blockages, damage or excessive wear.

7.9 Harvest

The Harvest Supervisor shall oversee the harvest process to ensure only conforming host produce is harvested for certification under this Procedure. Host produce which is soft or showing symptoms of fruit fly infestation shall be isolated in identified reject bins. Rejected host produce shall be cut across any damaged areas showing symptoms of fruit fly infestation and examined with x10 or greater magnification.

All discarded/reject host produce must not be disposed of within 500 m of a Business accredited under this Procedure to minimise the risk of introducing fruit fly.
7.9.1 *Action following identification of non-conforming host produce*

The presence of moving white larvae in the flesh shall indicate fruit fly infestation. If any host produce is found to be infested with fruit fly, the following actions must be taken:

(a) all host produce harvested from the source property, including any host produce which has been packed for certification must be contained under secure conditions and must be rejected for certification under this Procedure; and

(b) the Business must contact the Department to report the interception within 24 hrs (during business hours) or first available working day; and

(c) no host produce from the source property may be certified under the Procedure until a negative diagnosis is advised by the Department; and

(d) where fruit fly detections meet the ALPP suspension criteria, the Business’ accreditation will be discontinued immediately by the Department.

7.9.2 *Fruit fly identification*

If suspect fruit fly eggs or larvae are found, the Certification Controller shall submit the suspect samples within 24 hrs (during business hours) or the first available working day to a qualified Entomologist approved by the Department for identification.

The accredited Business will be notified of the diagnostic results on the same day the results are made available.

7.9.3 *Harvest inspection records*

The Harvest Supervisor shall maintain records of suspect host produce inspections (Attachment 5). Inspection records must include:

(a) the name and IP Number of the Business that grew the host produce; and

(b) the date of inspection; and

(c) the identity of the block in which the host produce was harvested; and

(d) the number of and type of containers harvested from that block on that day; and

(e) the number of host produce cut and examined; and

(f) the presence or absence of fruit fly; and

(g) the Harvest Supervisor’s name and signature.

7.10 *Pre-harvest treatment and inspection declaration*

Businesses who supply host produce to be packed by another Business for certification must supply a ‘Pre-Harvest Treatment and Inspection Declaration’ (Attachment 6) with each delivery of host produce. The declaration must identify:

(a) the name and Interstate Produce (IP) Number of the accredited Business that grew the host produce; and

(b) the identity of the block from which the host produce were grown; and

(c) a statement that the Business is accredited under Part A of this Procedure for the source property or properties; and

(d) the number and type of packages supplied from that block on that day; and

(e) a statement that the host produce has been inspected during harvest and found free from suspect live fruit fly infestation.

If the property has commenced bait spraying as a result of exceeding the ALPP threshold criteria, the ‘Pre-Harvest Treatment and Inspection Declaration’ must also identify:

(a) details of the last pre-harvest treatment applied to the source block or blocks in which the host produce was grown; and
(b) the identity of the block and the date or dates of the last treatment of the source block or blocks in which the host produce was grown.

7.11 Transportation

Host produce that is moved through an area or another property that is not an ALPP for QFF, shall be transported under secure conditions which prevents infestation by that pest.

Secure conditions include:

- unvented packages;
- vented packages with the vents secured with mesh with a maximum aperture of 1.6 mm;
- fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.6 mm;
- shrink-wrapped and sealed as a palletised unit;
- fully enclosed or screened buildings, cold rooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm;
- sealed plastic liners (e.g., inside cartons); and
- for bulk consignments – handled, stored and transported in commercial cool storage at less than 10°C.

8. PART B PROCEDURE

Part B – Covers host produce receipt, grading and packing, inspection and certification

8.1 Facility plan

The Certification Controller must maintain a Facility Plan (Attachment 10) for the accredited business.

The Facility Plan must include a diagram of the facility layout and clearly show all areas associated with the receival, segregation, storage, quality inspection and consignment of packed produce, including non-conforming packed product. These areas include:

(a) the location and identification of buildings and facilities (i.e., loading docks, packed product receival areas, segregated storage areas, produce grader, sorting/packing lines, secure quality inspection areas and cool rooms); and
(b) if required, the location of temperature sensors; and
(c) for each location identified on the plan, the name of the location or location code used to identify the location; and
(d) road access including street names; and
(e) internal roadways; and
(f) the location of all surveillance traps within the accredited Business associated with the ALPP.

A copy of the Facility Plan must be included with the Business’ Application for Accreditation.

If any changes occur to the property plan information, a new Facility Plan must be submitted to the Certification Assurance Records Officer.

8.2 Host produce receival

All host produce packed for certification under this Procedure must be supplied by a grower accredited under Part A.

Where the host produce is graded and packed by a different Business from the Business that pre-harvest monitored and harvest inspected the host produce, the Produce Receival Officer shall ensure that:

(a) all host produce received for certification is from a source property accredited under an ALPP; and
(b) a copy of each ALPP certificate of accreditation for each source property is obtained prior to sourcing host produce for certification. The current status of the property must be checked by referring to the period of approval; and

(c) each delivery of host produce supplied by another Business for certification under this Procedure is accompanied by a ‘Pre-Harvest Treatment and Inspection Declaration’.

The Business shall maintain copies of all ALPP certificates of accreditation and ‘Pre-Harvest Treatment and Inspection Declarations’ received from growers whose host produce they pack and certify under this Procedure.

8.3 In-process identification and traceability

Where the Business receives and packs host produce grown by more than one Business, the grower identification shall be maintained for all host produce received and certified under this Procedure from receival to certification and dispatch.

8.4 Grading and packing

Graders/Packers must be alert for evidence of fruit fly infestation. All host produce graded and packed for certification must be inspected for evidence of fruit fly infestation during the normal grading and packing process.

All discarded/reject host produce must not be disposed of within 500 m of a Business accredited under this Procedure to minimise the risk of introducing fruit fly.

Host produce packed for certification must be inspected for evidence of fruit fly infestation prior to certification and dispatch.

8.4.1 Packed product inspection

The Packed Product Controller shall implement a system of packed product inspection to verify fruit fly freedom.

The Business shall select a minimum of 600 units or a minimum of 2% of the carton count (one (1) in every 50 packages) from randomly selected packages from each lot of host produce destined for certification from the accredited Business each day.

Where the Business intends to combine host produce from two (2) or more growers to make up a consignment, at least one (1) package shall be inspected from each grower’s product making up the consignment.

Packed product inspection may be carried out as an –

- in-line inspection following grading and packing; or
- end-point inspection following assembly of a consignment for dispatch.

The Packed Product Controller shall maintain records of the results of packed product inspection (Attachment 11) which shall include:

- the Interstate Produce (IP) Number of the Business that operates the accredited business in which the host produce was packed and inspected; and
- the date of inspection of the sample package; and
- sampling rate (600 units or 2%); and
- details of defects or problems detected during inspection; and
- the corrective action taken upon detection of a non-conformance; and
- the inspection result for the sample package; and
- the packed product sample (PPS) number; and
- the Packed Product Controller’s name and signature.
Sampled packages must be labelled with the letters “PPS” followed by sequential numbers during the day of packing (Attachment 12).

8.4.2 Examination of samples

This inspection shall be performed at an inspection bench with a minimum of 600 lux lighting. The Business shall maintain inspection equipment that provides X10 or greater magnification for examination of suspect host produce. Particular attention is to be paid to split, discoloured, deformed or deteriorating host produce.

Any host produce showing symptoms of fruit fly infestation (i.e., sting marks, soft spotted areas, weeping, bruising or breakdown), the symptomatic produce is cut open and inspected by a person skilled to inspect for symptoms for the presence of either fruit fly eggs or fruit fly larvae.

8.4.3 Fruit fly identification

If suspect fruit fly eggs or larvae are found, the Business shall submit the suspect samples within 24 hrs (during business hours) or the first available working day to a qualified Entomologist approved by the Department for identification.

The accredited Business will be notified of the diagnostic results on the same day the results are made available.

8.4.4 Action following identification of non-conforming packed product

If any host produce is found to be infested with fruit fly, the following actions must be taken:

(a) all host produce harvested from the source property, including any host produce which has been packed for certification, must be contained under secure conditions and must be rejected for certification under this Procedure; and

(b) the Business must contact the Department to report the interception within 24 hrs (during business hours) or first available working day; and

(c) no host produce from the source property may be certified under the Procedure until advised by the Department.

8.5 Surveillance operations by the business

Surveillance traps are to be installed and monitored in accordance with Work Instruction, ‘Third party fruit fly monitoring for certification assurance arrangements’.

8.6 Training

Trap Monitoring Officers shall be approved by the Certification Controller, and must meet the following criteria:

(a) trained in the use of Work Instruction, ‘Third party fruit fly monitoring for certification assurance arrangements’; and

(b) read and understand the requirements of this Procedure; and

(c) understand the contents of the relevant Material Safety Data Sheets (MSDS); and

(d) have the knowledge and facilities needed to maintain traps and submit trapped samples for identification.

The Business shall maintain a ‘Register of Trap Monitoring Persons’ (Attachment 3) which records trap monitoring training for all staff performing trap installation, servicing and monitoring, inspection and sample submission functions under this Procedure.

Only persons currently on the register shall carry out trap monitoring and servicing. The ‘Register of Trap Monitoring Persons’ must include the following information:

(a) the name and Interstate Produce (IP) Number of the accredited Business; and

(b) date of training; and

(c) trainee name; and
(d) specimen signature of Trap Monitoring Person; and
(e) Certification Controller name; and
(f) approval by signature of Certification Controller.

The Certification Controller must review the register when a new staff member is employed or made responsible for a key role under the Procedure. The register must be reviewed against current staff at least annually and this review recorded on the register.

8.6.1 Surveillance trap installation

A surveillance trapping grid must be implemented and monitored by the Trap Monitoring Officer in accordance with the requirements of the endorsed ALPP proposal.

The property shall be trapped and monitored for fruit fly commencing in April until the last harvest of host produce for the season.

Trap installation and servicing shall be carried out by the Trap Monitoring Officer.

8.6.2 Surveillance trap monitoring

The Trap Monitoring Officer must ensure trap inspection routines, trap servicing and reporting is conducted in accordance with the below:

(a) all traps are inspected in accordance with the requirements of the endorsed ALPP proposal; and
(b) a copy of all trap monitoring records are maintained on-site by the Business.

The trap monitoring records (Attachment 4) must include the following details:

(a) the name and Interstate Produce (IP) Number of the accredited Business; and
(b) type of produce; and
(c) the trap identification code; and
(d) the date of any action (cleaning or servicing); and
(e) the Trap Monitoring Officer’s name and signature; and
(f) the number of flies taken from the trap, or the service undertaken; and
(g) posting date of specimens for diagnosis; and
(h) diagnostic results.

8.7 Area of Low Pest Prevalence threshold criteria

The criteria for the breach of an ALPP threshold resulting in the application of the corrective action is:

• detection of two (2) male flies over 14 days within 1 km of each other.

8.8 Area of Low Pest Prevalence suspension criteria

The criteria for the suspension of an ALPP is as per the Code:

• five (5) male flies trapped within 1 km within a two (2) week period;
• the detection of one (1) gravid female or one (1) larva.

8.8.1 Action following trapping of flies

The Trap Monitoring Officer must ensure all trapped flies are submitted to a qualified Entomologist approved by the Department within 24 hrs (during business hours) or the first available working day.

The accredited Business will be notified of the diagnostic results on the same day the results are made available.

(a) Where more than three (3) flies have been trapped within 1 km within a two (2) week period, no host produce may be certified under the Procedure until a negative diagnosis is advised by the Department.
(b) Where fruit fly detections meet the pest freedom suspension criteria, the Business’ accreditation will be discontinued immediately by the Department, until the ALPP is re-established.

8.8.2 Action following notification of a fruit fly

If the ALPP threshold criteria are breached, the Certification Controller shall take the following actions:

(a) commence clearing the fruit fly monitoring traps at the rate of twice every seven (7) days; and

(b) all host produce received from the source property for grading and packing, inspection, certification and dispatch must be contained under secure conditions; and

(c) all host produce from the source block/s shall be graded, packed, inspected, certified and dispatched;

   (i) under secure conditions; or

   (ii) until the following corrective action has been completed -

   (A) treated with a program of two (2) bait sprays (not counting repeat spraying if rain occurs within two (2) hours of spraying) to all host fruit trees -

      1. a mixture containing 2 L yeast autolysate protein; and

      a. 435 mL of 1150 g/L Maldison per 100 L of water; or

      b. a mixture containing 15.4 L of Spinosad per 100 L of water; and

   in accordance with all label and APVMA Permit directions for the control of QFF; or

   (B) treated with a program of Male Annihilation Technique (MAT) devices -

      1. placed on the perimeter of the source property at not more than 20 metres apart, using available vegetation (for example, trees and woody shrubs) or artificial structures; and

      2. renewed every three (3) months; and

   (C) less than two (2) male flies over 14 days have been trapped on the accredited Business, or

   (D) discontinue certification under the arrangement.

If the Part B accredited Business cannot meet the requirements of secure conditions, where fruit fly detections meet the ALPP suspension criteria, the Business’ accreditation will be discontinued immediately by the Department.

8.9 Secure conditions during grading and packing, inspection, certification and dispatch

If the ALPP threshold criteria are breached, all host produce must be handled, stored and repacked in secure conditions. For the purposes of grading and packing, inspection, certification and dispatch, secure conditions includes an environment that ensures the host produce is not exposed to air temperature greater than 16°C where at risk of infestation by QFF.

Secure conditions are not required where the accredited facility meets the requirements for an ALPP. A Business must maintain a current ALPP accreditation certificate and make this certificate, monitoring records and corrective action records available on request by an authorised person.

8.9.1 Grading and packing, inspection, certification and dispatch in low air temperature conditions

Businesses intending to handle, grade and pack, inspect, certify and dispatch host produce in an environment that ensures produce is not exposed to air temperatures greater than 16°C where at risk of infestation by QFF, must install and maintain appropriate temperature sensing and recording equipment.

Air temperatures must be measured using temperature sensors protected by a meteorological screen or be located in an area which is shaded and sheltered from breezes. At least one (1) temperature sensor must...
be used in each area in which host produce will be handled, stored and repacked for certification under the protocol.

### 8.9.2 Temperature record

Each sensor and associated recording equipment must keep a ‘Temperature Record’ (refer Attachment 13), including the following details:

(a) the name and Interstate Produce (IP) Number of the accredited Business; and  
(b) be uniquely identified; and  
(c) be accurate within ±0.5°C at 0°C at the maximum allowable temperature; and  
(d) have a maximum incremental resolution of 0.5°C; and  
(e) be able to record the temperature at a maximum of five (5) minute intervals; and  
(f) where the record is on paper, the corresponding unique identification of the sensor.

### 8.9.3 Sensor calibration

All manual, electronic or automatic temperature sensors and their associated recording equipment (where applicable) must be calibrated:

(a) at least annually and in accordance with the manufacturer’s requirements; and  
(b) by the manufacturer, manufacturer’s representative or a NATA accredited calibration authority.

The Business must obtain a record of temperature sensor calibration (refer Attachment 14) issued by the calibrating authority, which includes:

(a) the name and Interstate Produce (IP) Number of the accredited Business; and  
(b) the unique identification of the sensor; and  
(c) the date of calibration; and  
(d) the calibration result; and  
(e) the identity of the person conducting the calibration.

### 8.10 Corrective action – bait spraying

#### 8.10.1 Bait spraying equipment calibration and maintenance

The Treatment Operator must carry out:

(a) regular checks of baiting equipment to ensure it continues to operate effectively and remains free from malfunction, blockages, damage or excessive wear; and  
(b) calibration tests on baiting equipment to determine the bait application rate prior to commencement of the harvest season each year and within four (4) weeks of commencement of treatment.

Application rate calibration tests may be carried out by using the following methods:

(a) **Spot Baiting**

- Fill the bait tank with water. With pump operating at the pressure selected to produce a coarse stream, collect and record the output from the equipment using an accurate timer and measuring cylinder.
- Measure the time (seconds) required to discharge 1 litre from the baiting equipment.
- Divide this figure by 10 to give the time required to apply 100 mL of bait mixture.
- Divide this figure by 2 to give the time required to apply 50 mL of bait mixture.
- Record these times as a guide to the time required to apply the recommended quantity of bait mixture to each target.
(b) **Continuous Baiting**

- Fill the bait tank with water. With pump operating at the pressure selected to produce a coarse stream, collect and record the output from the equipment using an accurate timer and measuring cylinder.
- Measure the time (seconds) required to discharge 1 litre from the baiting equipment (A).
- Measure the distance travelled (metres) by the baiting equipment in 10 seconds at normal operating speed (B).
- Record the average distance (metres) between rows in the block (C).
- To calculate the number of litres applied per hectare use the following calculation:
  \[ \frac{100,000}{(A) \div (B) \div (C)} = \text{L/ha} \]

An ‘Equipment Calibration Record’ (Attachment 7 or 8) or similar record containing the same information must be maintained by the Treatment Operator.

8.10.2 **Pre-harvest bait spray – mixture preparation and application**

8.10.2.1 **Bait mixture preparation and treatment records**

The Treatment Operator must record details of all bait spray mixture preparation and pre-harvest bait spray using a ‘Bait Mixture Preparation and Treatment Record’ (refer Attachment 9) or similar record which captures the same information:

(a) The name and IP number of the accredited Business; and
(b) date and time of preparation; and
(c) volume/weight of concentration (mL of g); and
(d) volume of mixture (L); and
(e) trade name of concentrate; and
(f) other adjuvants; and
(g) calibrated; and
(h) treatment equipment used; and
(i) type of produce treated; and
(j) number of blocks/hectares treated; and
(k) Treatment Operators name; and
(l) signature.

8.10.2.2 **Bait spray mix preparation**

The Treatment Operator must prepare the chemical mixture within 24 hours of application, or more frequently, as required.

Using a clean graduated measuring vessel, measure the required amount of concentrate for the required volume of mixture. Suitable measuring vessels include graduated plastic or glass measuring cylinders.

Add the required amount of concentrate to the spray tank in accordance with the manufacturer’s directions on the label.

Fill the spray supply tank with clean water to the incremental volume mark or maximum mixture level mark.

Ensure that the chemicals are completely diluted in all of the water by mixing the tank for a minimum of two (2) minutes before commencing the spray operation. Some equipment may require extended periods of mixing to fully dilute the chemical and yeast autolysate in the water.

For Naturalure® bait spray, first add water equivalent to the volume of Naturalure® Concentrate to be mixed to the tank and start the agitation system. Then add the full amount of Naturalure® Concentrate
followed by the remaining amount of water. Allow agitation system to operate for at least five (5) minutes before applying the mixture. Once mixed, constant agitation of the spray solution is recommended to ensure uniformity of spray mixture. Once prepared, the spray solution must be used within 24 hours.

Spray equipment, other than hand-held equipment such as knapsack or backpack sprayers, must have a means of continuous agitation of the spray mixture in the spray tank throughout the spray operation to avoid settling or separation of the concentrate. This can be achieved by mechanical mixing devices in the spray tank, or agitation from spray mixture returned via a by-pass from the spray pump.

8.10.2.3 Bait spray application

The Treatment Operator must ensure that:

(a) bait spraying begins once the ALPP threshold has been breached and continues while the breach of threshold occurs;
(b) bait spray is applied at least every seven (7) days and in accordance with the label or APVMA permit directions; and
(c) bait spray is reapplied if it rains sufficient to cause run-off within two (2) hours of application.

The Treatment Operator must carry out regular checks of spraying equipment to ensure it continues to operate effectively and remains free from malfunction, blockages, damage or excessive wear.

8.11 Corrective action – male annihilation technique (MAT)

8.11.1 MAT device placement

MAT devices shall be placed on the perimeter of the property at not more than 20 metres apart, using available vegetation (for example, trees and woody shrubs) or artificial structures.

8.11.2 MAT device placement frequency

The MAT devices shall be placed when the ALPP threshold criteria are breached, and renewed every three (3) months.

8.11.3 MAT program records

The Treatment Operator must record details of the MAT program on the ‘Male Annihilation Technique Program Record’ (refer Attachment 15) or records which capture the same information.

The MAT program records must include:

(a) the name and Interstate Produce (IP) Number of the accredited Business; and
(b) the MAT device identification or code; and
(c) the date of placement of MAT devices; and
(d) the distance of the perimeter of the property treated; and
(e) the number of devices placed around the property; and
(f) trap ID code; and
(g) how the devices have been placed (i.e. vegetation or artificial structures); and
(h) proposed date/s of renewal of MAT devices; and
(i) the name and signature of the Treatment Operator.

8.12 Dispatch

8.12.1 Package identification

The Authorised Dispatcher must ensure that, prior to issuing a PHAC, each package intended for certification under this Procedure is marked on an outermost side or end surface in indelible, legible and visible characters of at least 5 mm, with:
the Interstate Produce (IP) number of the Business that operates the accredited business in which the produce was packed; and

• the words “Meets CA-15”; and

• the date (or date code) on which the produce was packed; and

• the IP number or other identifier of the grower of the produce, where the grower is a different Business to the packer.

Any packages containing produce that has not been prepared in accordance with the requirements of this Procedure must not be marked as stated above.

8.12.2 Plant Health Assurance Certificates

The Authorised Dispatcher must ensure a PHAC (Attachment 16) is completed and signed by an Authorised Signatory prior to consignment being dispatched.

Assurance Certificates must be completed, issued and distributed in accordance with the Work Instruction WI-01 Guidelines for the completion of Plant Health Assurance Certificates.

Assurance Certificates must include:

(a) in the ‘Accredited Business that Prepared the Produce’ section, the name and address of the Accredited Business that packed and inspected the host produce; and

(b) in the ‘Grower’ section, the name and address of the property on which the host produce was grown, pre-harvest monitored and harvest inspected. Where the consignment contains host produce from a number of growers the word “VARIOUS” must be used; and

(c) in the ‘Consignment Details’ section,

(i) the number and type of packages in the consignment; and

(ii) in the ‘Produce Type’ column, a description of the host produce; and

(d) in the ‘Additional Certification’ section the statement “Meets CA-15”.

The Business must not issue a PHAC for host owned by another Business. An individual PHAC must be issued to cover each consignment to avoid splitting of consignments.

Books of pre-printed PHACs are available from Plant Biosecurity, NSW Department of Primary Industries.

Upon suspension, cancellation or withdrawal of accreditation, the PHAC book must be returned to the Department.

8.12.3 PHAC distribution

The original (yellow copy) must accompany the consignment.

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

8.12.4 Consignment under secure conditions

The Authorised Dispatcher shall ensure all host produce is maintained under conditions which prevent infestation by fruit fly. Secure conditions means conditions that will prevent infestation by fruit fly and includes:

• unvented packages; or

• shrink wrapped and sealed as a palletised unit; or

• vented packages with the vents secured with gauze/mesh with a maximum aperture of 1.6 mm; or

• fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.6 mm; or
fully enclosed or screened buildings, cool rooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm; or

for bulk consignments – handled, stored and transported in commercial cool storage at less than 10°C.

9. ACCREDITATION

In order to become accredited, the Application for Accreditation of a Business for a Certification Assurance (CA) Arrangement provided with this Procedure must be signed and returned. The application form includes the terms and conditions applying to this arrangement.

9.1 Application for Accreditation

A Business seeking accreditation for a CA arrangement under this Procedure must make an application for accreditation at least 10 working days prior to the intended date of commencement of certification of host produce.

9.1.1 Required application documents

A Business may apply for accreditation by lodging a completed application package which must include the following documents:

(a) a fully completed Application for Accreditation form (Attachment 1); and

(b) proof of Business registration; and

(c) a complete property plan and / or facility plan (Section 7.2 and 8.1).

Failure to provide any of the above documentation may result in delays to your application for accreditation.

9.1.2 Submission of application package

Application packages must be submitted in hardcopy to:

Certification Assurance Records Officer
Plant Product Integrity & Standards
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800

With prior approval from the Certification Assurance Records Officer, a copy of the application package (inclusive of all documents) forms may be faxed to 02 6391 3206. The original application documents must be received by this office within 10 working days from receipt of the faxed documents.

Submission of the original documents to the auditor during an initial audit only (generally conducted within four (4) weeks of initial application) will be considered as received by this office.

9.2 Audit Process

9.2.1 Initial audit

Prior to accrediting a Business, an authorised person will carry out an initial audit of the Business to verify the CA system is implemented and capable of operating in accordance with the requirements of the CA arrangement, and the system is effective in ensuring compliance with the specified requirements of the CA arrangement.

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

A decision may be made to refuse accreditations under certain circumstances, including:

• incomplete knowledge of the CA arrangement;

• insufficient management or control to operate the CA arrangement;
• staff had poor awareness and knowledge of the CA arrangement; and
• record keeping was deficient.

Where accreditation is refused the applicant will be given written notice stating the reasons for the decision. The Business will be provided the opportunity to appeal the decision by providing, in writing, the grounds for reconsidering the decision to:

Manager
Plant Product Integrity & Standards
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800

9.2.2 Compliance audit

Compliance audits are conducted to verify that the CA system continues to operate in accordance with the requirements of the CA arrangement.

Compliance audits are, wherever practical, conducted when the CA arrangement is in operation.

A compliance audit is conducted:
• within four (4) weeks of the initial audit and accreditation or issue of the first PHAC; and
• within 12 weeks of the Business applying for re-accreditation; and
• in the case of a Business operating for more than six (6) months of a year, between six (6) and nine (9) months after accreditation or re-accreditation.

On completion of a successful initial compliance audit, accreditation is granted up to a maximum of 12 months from the date of provisional accreditation.

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 host produce, CA system records or CA system documentation.

Trap seeding audits (audit fly) may occur as part of the audit process. Traps may be artificially seeded with an audit fly to ensure compliance with the Procedure. This type of audit may occur multiple times a year and is unannounced.

A Business failing to report the capture of an audit fly may have their accreditation suspended or cancelled. Unscheduled compliance audits may be conducted at any time to investigate reported or suspected non-conformances.

9.3 Certificate of Accreditation

An accredited Business will receive a Certificate of Accreditation for a Certification Assurance Arrangement detailing the facility location, Operational Procedure, scope and period of accreditation.

A Business must maintain a current Certificate of Accreditation and make this available on request by an authorised person.

A Business may not commence or continue certification of host produce under the CA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the Procedure, host produce type and treatments covered.

9.4 Re-accreditation

Accredited Businesses are required to re-apply for accreditation each year the Business seeks to operate under the CA arrangement.

A Business seeking re-accreditation must lodge a renewal application package prior to accreditation lapsing, or if accreditation has lapsed, prior to commencing further certification of host produce under the CA arrangement.
10. RECORDS AND DOCUMENT CONTROL

10.1 CA system records
The Business must maintain the following records, or similar which record the same information:

PART A
(a) ‘Property plan’; and
(b) ‘Register of trap monitoring persons’; and
(c) ‘Monitoring and trapping data records’; and
(d) ‘Certificate of accreditation’ and
(e) ‘Harvest Inspection Records’; and
(f) ‘Pre-Harvest Treatment and Inspection Declaration’ (if applicable); and
(g) for bait spraying (if applicable) -
   (i) ‘Bait Equipment Calibration Record (Spot Application)’; or
   (ii) ‘Bait Equipment Calibration Record (Continuous Spray Application)’.

PART B
(a) ‘Source property certificates of accreditation’ (if applicable); and
(b) ‘Pre-Harvest Treatment and Inspection Declaration’ (if applicable); and
(c) ‘Facility plan’; and
(d) ‘Register of trap monitoring persons’; and
(e) monitoring and trapping data records; and
(f) ‘Packed Product Inspection Record’; and
(g) ‘Temperature Sensor Calibration Record’ (if applicable); and
(h) ‘Temperature record’ (if applicable); and
(i) ‘Male Annihilation Technique Program Record’ (if applicable); and
(j) for bait spraying (if applicable) -
   (i) ‘Bait Equipment Calibration Record (Spot Application)’; or
   (ii) ‘Bait Equipment Calibration Record (Continuous Application)’; and
(k) a copy of each assurance certificate issued under the Procedure.

Records must be retained for at least 12 months from completion or until the next compliance audit, whichever is the latter.

Records shall be made available on request to an Authorised Person.

10.2 CA system documentation
The Business must maintain the following documentation:
(a) a copy of the current endorsed Application for Accreditation; and
(b) a current copy of the CA arrangement; and
(c) a current Certificate of Accreditation.

Documentation must be made available on request to an Authorised Person.
11. **AUDITING PROCEDURES**

11.1 **CA system audits**

The Department reserves the right to audit an accredited Business on all or part of the Procedure. At each audit the auditor will check the following:

- the Business has current copies of the Application for Accreditation and CA arrangement;
- the Certification Controller and staff understand their responsibilities and have a good knowledge of certification specifications;
- the current signatories have been authorised by the Department;
- all records associated with this CA arrangement have been kept; and
- the CA arrangement is being operated effectively.

11.2 **Non-conformances and Corrective Action Requests**

Audits are regularly undertaken to evaluate the effectiveness of implementation of CA requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one (1) 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 (refer Section 12 – Sanctions Policy and Charging).

If a non-conformance is detected during an audit one of the following actions will be taken:

(a) If a **critical** non-conformance is detected at audit the CA arrangement can be immediately suspended and state and territory authorities will be informed.

(b) If a **major** non-conformance is detected a written NCR will be issued and a follow-up audit will be re-scheduled. The CA Arrangement may be suspended if the problem is not rectified.

(c) If a **minor** non-conformance is detected, the Business will be issued with a written NCR which must be rectified by the next scheduled audit.

Separate from this audit process the Department can, under certain other circumstances, issue to a Business a notice of suspension, cancellation, or amendment of a CA arrangement (refer Section 12 – Sanctions Policy and Charging).

11.3 **Audit reports**

The Business will be provided with an Audit Report for all audits performed. This report will summarise the audit findings and will include any non-conformities detected. Reference to appropriate NCRs will also be included in this report.

12. **SANCTIONS POLICY AND CHARGING**

12.1 **Notice of Suspension or Cancellation of Accreditation**

The Department 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 Department;
- not submitted a completed application form;
- contravened a requirement that compromises the integrity of the CA arrangement; or
• not rectified a non-conformance.

If the Department decides action needs to be taken it will write to the Business at its postal address:
(a) stating the proposed action and grounds for the proposed action;
(b) outlining the facts and circumstances forming the basis for the grounds;
(c) if the proposed action is to suspend or cancel the accreditation; and
(d) invite the Business to show, within 21 days, why the proposed action should not be taken.

If, following consideration of all representations, the Department decides to suspend or cancel the CA arrangement the Business will receive a written notice stating:
(a) the decision; and
(b) the reason for the decision; and
(c) that the Business may provide in writing the reasons why the decision should be reconsidered, to:

Manager
Plant Product Integrity & Standards
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800

12.2 Immediate suspension

An immediate suspension of the CA arrangement is normally only issued at an audit where a critical non-conformance is judged to have occurred.

A critical non-conformance is one which has, or will, compromise the effectiveness of the CA arrangement.

The auditor at the exit meeting will give notice to the Business in writing that a critical non-conformance has been detected and consequently an immediate suspension will apply. However, before this action can be taken by an auditor, the findings of the audit have to be considered by a senior officer of the Department and authority given by that officer for an immediate suspension of the Business.

Where a decision is made to immediately suspend the Business the auditor will issue the Business with a Notice of Immediate Suspension of a Certification Assurance (CA) Arrangement, which details the reasons for the immediate suspension of the Business.

Immediate suspension requires the Business to immediately cease consigning host under the CA arrangement.

The Business may appeal this decision by stating the reasons the Business believes are relevant for the reinstatement of accreditation in writing to:

Manager
Plant Product Integrity & Standards
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800

12.3 Notice of Suspension, Cancellation and Amendment of a Certified Assurance Arrangement

If the Department suspends, cancels or amends a CA arrangement, the Business will receive a written notice to that effect.

12.4 Charging policy

The Business will be charged for all audit and investigation activities. These charges will be based on the fee-for-service rates that are applied by the Department for other regulatory services.
The Business will also be charged an administration or renewal fee. Further information on costs is available from the Certification Assurance Records Officer on 02 6391 3732.

13. ATTACHMENTS

Attachment 1  Application for Accreditation of a Business for a CA Arrangement
Attachment 2  Property Plan CA-15
Attachment 3  Register of Trap Monitoring Persons
Attachment 4  Trap Monitoring Record
Attachment 5  Harvest Inspection Record
Attachment 6  Pre-Harvest Treatment and Inspection Declaration
Attachment 7  Bait Equipment Calibration Record (Spot Application)
Attachment 8  Bait Equipment Calibration Record (Continuous Spray Application)
Attachment 9  Bait Mixture Preparation and Treatment Record
Attachment 10  Facility Plan CA-15
Attachment 11  Packed Product Inspection Record
Attachment 12  Example of a Packed Product Sample Number
Attachment 13  Temperature Record
Attachment 14  Temperature Sensor Calibration Record
Attachment 15  Male Annihilation Technique Program Record
Attachment 16  Plant Health Assurance Certificate
Application for Accreditation of a Business for a Certification Assurance (CA) Arrangement

Indicate the type of application being made

- [ ] New
- [ ] Renewal
- [ ] Amendment

1. Business Details

(a) **Type of Ownership of Business**

- [ ] Individual
- [ ] Incorporated Company
- [ ] Partnership
- [ ] Cooperative Association
- [ ] Other

(b) **Name of Applicant/s**

(Please print your full name including any given names. For partnerships, print the full name of each partner in their normal order. For incorporated companies and cooperatives, print the full registered name of the organisation.)

<table>
<thead>
<tr>
<th>Australian Company Number or Australian Registered Body Number</th>
<th>ACN</th>
<th>ARBN</th>
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</thead>
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(c) **Trading Name/s of the business** (as shown on packages sent to market)

<table>
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<tr>
<th>ABN</th>
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</table>

(d) **Postal address of the Business**

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Facsimile</th>
<th>Mobile</th>
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(e) **Has the business been registered previously for the interstate movement of produce?**

- [ ] No
- [ ] Yes

If yes, give the business’s Interstate Produce (IP) Number

<table>
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<th>CN</th>
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(f) **Does the business intend to operate this CA for more than 6 months of this accreditation year?**

- [ ] Yes
- [ ] No

2. Operational Procedure and Facility Details

(a) **Operational Procedure used in this CA Arrangement** (refer to list of Operational Procedures)

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>CA</th>
</tr>
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</table>

Tick only Part A where there are no parts to the Operational Procedure.

If the Operational Procedure is documented in two or three parts, indicate the part or parts for which you are seeking accreditation.

- [ ] Part A
- [ ] Part B

<table>
<thead>
<tr>
<th>Title of Operational Procedure</th>
</tr>
</thead>
</table>

(b) **Street address of the facility**

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<tr>
<th>Telephone</th>
<th>Facsimile</th>
<th>Mobile</th>
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<tr>
<th>Postcode</th>
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3. Responsible Personnel

<table>
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<tr>
<th>Family Name</th>
<th>Given Name/s</th>
<th>Specimen Signature</th>
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<tr>
<td>Certification Controller</td>
<td></td>
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<tr>
<td>Back-Up Certification Controller</td>
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<tr>
<td>Authorised Signatory</td>
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<tr>
<td>Additional Authorised Signatories</td>
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</tbody>
</table>

Tick each box that describes your business and the CA arrangement and provide specific details where required. Only one CA arrangement, that is, one Operational Procedure at one facility, may be covered in one application.

**ALL parts of this form must be completed. Failure to complete any section may result in delay to accreditation.**

Companies must provide proof of incorporation by attaching a copy of their Certificate of Incorporation or similar document from the Australian Securities Commission. Cooperative associations must provide a copy of their Certificate of Registration or registration search from the Department of Justice.

(Please print your full name including any given names. For partnerships, print the full name of each partner in their normal order. For incorporated companies and cooperatives, print the full registered name of the organisation.)

ATTACHMENT 1
4. Types of Produce to be Prepared Under the CA Arrangement

(if insufficient space, attach a list)

5. Certification Assurance Arrangement System Records

What records do you maintain to verify that the business is carrying out its responsibilities and duties under the Operational Procedure nominated in Section 2(a)?

☐ We maintain all our records in accordance with the examples provided in the Operational Procedure in Section 2(a).

or ☐ We have developed alternative or additional records to those provided in the Operational Procedure in Section 2(a).

List the alternative or additional records you intend to use and attach a copy to this application.

6. Accreditation Conditions

1. For the purpose of this agreement the following definitions shall apply:-

"applicant" means the person, corporation, or other legal entity who is accredited under this agreement.

“inspector” means an inspector appointed under the Plant Diseases Act 1924.

"Department" means the New South Wales Department of Primary Industries.

“Certificate Assurance Arrangement system” means the processes, equipment personnel and resources used to implement the Operational Procedure nominated in Section 2(a).

“You” the applicant/s named in the front of this form.

2. You agree:

(a) that you have read the Operations Procedure for the CA nominated in Section 2(a) of this form, and agree to comply with all the requirements contained therein;

(b) to operate the Certification Assurance Arrangement system in accordance with the Operational Procedure as nominated in Section 2(a), and maintain the records specified in Section 5;

(c) that you will upon request, allow an inspector to enter any premises where produce certified under the agreement is treated or dispatched, or where any produce, equipment, chemicals, documents or records are stored;

(d) to allow an inspector to inspect or take samples of any relevant item present on the premises;

(e) to take all steps to assist an inspector in the conduct of audits including allowing the inspector to interview any employee of the applicant/s in relation to the implementation of the interstate certification assurance system;

(f) to allow the person/s listed in Section 3 of this application to issue certificates on my behalf;

(g) that NSW Department of Primary Industries may inform the regulatory authority of the importing state of the details of any non-conformities in the operation of the CA and withdrawal of your accreditation;

(h) if your accreditation is cancelled or suspended you must, if requested by NSW Department of Primary Industries, return within 14 days, your certificate or accreditation and any unused Plant Health Assurance Certificates in your possession.

(i) to pay to the NSW Department of Primary Industries any costs associated with the conduct of audits by an inspector. The applicant will be notified of these costs at the time of accreditation.

You agree to abide by the accreditation conditions above and understand that NSW Department of Primary Industries may withdraw your accreditation according to, the conditions set out in the Sanctions Policy and Charging section of the Operational Procedure, if it reasonably believes that any of the above conditions have been breached.

You agree that all of the information contained in this application is true and correct.

Signature/s

Date/s

Signature/s

Date/s

☐ Individual ☐ Partner ☐ Company Director ☐ Sole Director & Company Secretary

☐ Partner ☐ Company Director ☐ Company Secretary

Note: Where the applicant is a corporation, the application must be signed by two Directors of the company; or a Director and a Company Secretary of the company; or in the case of a proprietary company that has a sole Director who is also the Company Secretary, that Director. Where the applicants are members of a partnership, each of the partners must sign the declaration.

Privacy Notice under Privacy and Personal Information Protection Act 1998

The information provided by your business herewith is being collected by NSW Department of Primary Industries for the purpose of management of the NSW Certified assurance arrangement Scheme. It will be used by NSW Department of Primary Industries for accreditation, management and audit of the scheme and may be provided to State and Territory accreditation authorities. You agree the information has been provided voluntarily and is being held on a secure Departmental database. You may access or correct your personal information by contacting the ICA Clerk on telephone number (02) 6391 3732 or by writing to Certification Assurance Records Officer, NSW Dept of Primary Industries, Locked Bag 21, Orange NSW 2800.

Office Use Only

Table:

| Desk Audit | ☐ Passed |
| Name (PRINT) | .................................................. |
| Signature | .................................................. |

| ACTION |
| Initial Audit | ☐ Date .......... Provisonal | ☐ Date .......... |
| Compliance Audit | ☐ Date .......... Active | ☐ Date .......... |
| Name (PRINT) | Signature | .................................................. |

ATTACHMENT 1
Property Plan – CA-15

The property plan is to include the following:
(a) location of all the blocks on which the produce is grown;
(b) Block Reference Code or Number used to identify the block;
(c) the cultivar and the number of plants in the block;
(d) road access including street name/s;
(e) internal roadways within the property;
(f) the location and identification of buildings (eg. house, packing shed, equipment sheds); and
(g) whether it is intended to certify produce harvested from the block under the CA arrangement.

NOTE: A property plan (overleaf) must be included for each property covered by the Businesses CA arrangement.

<table>
<thead>
<tr>
<th>Reference Code or No. on Plan</th>
<th>Host Produce</th>
<th>Hectares</th>
<th>For certification (Y/N)</th>
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Property Plan – CA-15

Indicate North
# REGISTER OF TRAP MONITORING PERSONS

<table>
<thead>
<tr>
<th>Accredited Business Name</th>
<th>IP Number: N</th>
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<tbody>
<tr>
<td>Date of training</td>
<td>Review date</td>
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<table>
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<tr>
<th>Trap Monitoring Person</th>
<th>Approval by Certification Controller</th>
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<tbody>
<tr>
<td>Printed Name</td>
<td>Signature</td>
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<td>Printed Name</td>
<td>Signature</td>
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</table>
# TRAP MONITORING RECORD

<table>
<thead>
<tr>
<th>Business Name</th>
<th>IP Number</th>
<th>N</th>
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<tbody>
<tr>
<td><strong>Produce Type</strong></td>
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<tr>
<th>Trap ID Code</th>
<th>Date of Action</th>
<th>Monitoring Officer’s Name</th>
<th>Monitoring Officer’s Signature</th>
<th>Trap service* (see below)</th>
<th>No. of Fruit Fly Cleared</th>
<th>Posting date of specimens for diagnosis</th>
<th>Confirmed No. of Queensland Fruit Fly</th>
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* Key for Trap service codes: NT – New Trap NWL – New wick and lure M – Missing RL - Relocated
# HARVEST INSPECTION RECORD

<table>
<thead>
<tr>
<th>Business Name</th>
<th>IP Number: N</th>
<th>Host Produce Type</th>
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<tr>
<th>Date of Picking</th>
<th>Source Block</th>
<th>No. &amp; type of containers harvested from block</th>
<th>No. of host produce cut &amp; inspected</th>
<th>Free of live fruit fly</th>
<th>Yes</th>
<th>No</th>
<th>Inspection Officer</th>
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Printed Name
Signature
PRE-HARVEST TREATMENT & INSPECTION DECLARATION

A Pre-Harvest Treatment and Inspection Declaration must be provided with each consignment to a New South Wales packer accredited under Part A of the CA-15 Procedure.

I __________________________________________________________________________ (full printed name)

an Authorised Signatory of:

______________________________________________________________________________ (Business name)

Interstate Produce (IP) No. N□□□□□ hereby declare that the:

______________ (no. of packages) ________________ (type of packages - bins, crates, trays)
of ___________________________________________________________________ (type of host produce) identified by:

______________________________________________________________________________ (package identification)
delivered to:

______________________________________________________________________________ (Business name)

Interstate Produce (IP) No. N□□□□□ on: / / (date)

for grading and packing for certification:

1. The host produce was grown by the Business which is accredited for a CA arrangement under Part A of Operational Procedure CA-15.
2. The host produce was inspected at harvest and found free from live fruit fly.
3. The identity and date(s) of the latest pre-harvest treatment of the source block(s) is:

<table>
<thead>
<tr>
<th>Treatment</th>
<th>Block Reference Code, Name or Number</th>
<th>Date of Last Pre-harvest Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maldison</td>
<td></td>
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<tr>
<td></td>
<td>Naturalure</td>
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<td>Naturalure</td>
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<tr>
<td></td>
<td>Naturalure</td>
<td></td>
</tr>
</tbody>
</table>

I am authorised to sign on behalf of the Business. I declare the host produce listed above has been inspected for the presence of fruit fly larvae and the information given is to the best of my knowledge true and correct in every particular.

___________________________________________________________________________________________ / /

Name                                Signature                    Date
# Bait Equipment Calibration Record

(Spot Application)

<table>
<thead>
<tr>
<th>Date</th>
<th>Date of Calibration</th>
<th>/</th>
<th>/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Conduction Test</td>
<td>Name (print)</td>
<td>________________________________</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>__________________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## System 1: Directed Application per Tree

(usually hand-gun style applying one directed spot per tree)

<table>
<thead>
<tr>
<th>Target</th>
<th>Target Rate = 50-100 ml bait spray per tree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure</td>
<td>Seconds to spray 1 litre (1000ml) = ___________ (A)</td>
</tr>
<tr>
<td>Calculate</td>
<td>Seconds to spray 100 ml = ____________________</td>
</tr>
<tr>
<td></td>
<td>Seconds to spray 1 litre (A) ÷ 10 ___________ (B)</td>
</tr>
<tr>
<td>Calculate</td>
<td>Seconds to spray 50 ml = ____________________</td>
</tr>
<tr>
<td></td>
<td>Seconds to spray 100ml (B) ÷ 2 = ___________ (C)</td>
</tr>
</tbody>
</table>

**Example**

- Seconds to spray 1 litre (A) = 50 seconds
- Seconds to spray 100 ml (B) = 5 seconds
- Seconds to spray 50 ml (C) = 2.5 seconds

## Calculation of Number of Trees per Hectare

(for use in system 2 – Continuous Spray)

*Trees per hectare =

\[
\text{Average distance between rows (m) \times average distance between trees (m)} \times 10,000
\]

**Example**

- On the calculator –
  
  \[
  10,000 \div (7.3 \times 3.9) = 351 \text{ trees/hectare}
  \]

**Actual**

\[
10,000 \div ( _________ \div _________ ) = _________ \text{ tree/ha}
\]
**Bait Equipment Calibration Record**
(Continuous Spray Application)

<table>
<thead>
<tr>
<th>Date</th>
<th>Date of Calibration / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>Name (print) ___________________________</td>
</tr>
<tr>
<td>Conducting</td>
<td>Signature ___________________________</td>
</tr>
</tbody>
</table>

### System 2
Continuous Spray to One Side of Each Row
(usually bike mounted style with directed jet out each side)

<table>
<thead>
<tr>
<th>Target</th>
<th>Target Rate = 15-20 litres per hectare (l/ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure</td>
<td>Seconds to spray 1 litre ___________ seconds</td>
</tr>
<tr>
<td></td>
<td>(at standard operating pressure)</td>
</tr>
<tr>
<td>Measure</td>
<td>Metres travelled in 10 sec ___________ metres</td>
</tr>
<tr>
<td></td>
<td>(at normal operating speed)</td>
</tr>
<tr>
<td>Record</td>
<td>Av. distance between rows ___________ metres</td>
</tr>
</tbody>
</table>

#### Calculate
Litres applied per hectare =
100,000 divided by (D) divided by (E) divided by (F); or
100,000 ÷ (D) ÷ (E) ÷ (F) = l/ha

#### Example
(D) = 30 seconds to spray 1 litre
(E) = 28 metres travelled in 10 seconds
(F) = 7.3 metre average row spacing

**On the calculator** –
100,000 ÷ 30 ÷ 28 ÷ 7.3 = 16.3 l/ha

#### Actual
100,000 ÷ ________ ÷ ________ ÷ ________ = ________ l/ha

#### Convert
Litres per hectare to ml per tree =
litres/hectare times 1000 divided by trees/hectare*; or
l/ha X 1000 ÷ trees/ha = ml/tree

#### Example
On the calculator –
16.3 X 1000 ÷ 351 = 46.4 ml/tree

#### Actual
_________ X 1000 ÷ __________ = __________ ml/tree
# BAIT MIXTURE PREPARATION AND TREATMENT RECORD

<table>
<thead>
<tr>
<th>Business Name</th>
<th>IP Number:</th>
<th>N</th>
</tr>
</thead>
</table>

## MIXTURE PREPARATION

<table>
<thead>
<tr>
<th>Date and time of preparation and application</th>
<th>Volume/Weight of concentrate (mL of g)</th>
<th>Volume of mixture (L)</th>
<th>Trade name of concentrate</th>
<th>Other adjuvant</th>
<th>Calibrated (Y/N)</th>
</tr>
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<tbody>
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</table>

## TREATMENT APPLICATION

<table>
<thead>
<tr>
<th>Treatment Equipment used</th>
<th>Type of produce</th>
<th>Number treated (block or ha)</th>
<th>Baiter’s Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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</table>
Facility Plan – CA-15

The facility plan is to include the following:
(a) the location and identification of buildings and facilities including:
   (i) loading docks; and
   (ii) packed product receipt area; and
   (iii) segregated storage areas; and
   (iv) produce grader; and
   (v) sorting / packing lines; and
   (vi) quality inspection areas; and
   (vii) cool rooms; and
(b) if required, the location of temperature sensors; and
(c) for each location identified on the plan, the name of the location or location code used to identify the location; and
(d) road access including street names; and
(e) internal roadways; and
(f) the location of all surveillance traps within the accredited Business associated with the Area of Low Pest Prevalence.

Complete the following details for each location shown on the Facility Plan:

<table>
<thead>
<tr>
<th>Reference Code or No. on Plan</th>
<th>Location name (eg Coldroom)</th>
<th>Size</th>
<th>Secure (Y/N)</th>
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<tbody>
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</table>
# PACKED PRODUCT INSPECTION RECORD

<table>
<thead>
<tr>
<th>Business Name</th>
<th>IP Number: N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Produce Type</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>No of pieces or packages inspected</th>
<th>Comments (note any problems detected during inspection and the number of any withdrawn or rejected pieces or packages, and the corrective action)</th>
<th>PPS No.</th>
<th>Free of live fruit fly</th>
<th>Inspection Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Yes No</td>
<td>Printed Name</td>
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<td>Signature</td>
</tr>
</tbody>
</table>
EXAMPLE OF A PACKED PRODUCT SAMPLE NUMBER

Marking Sample Packages after Packed Product Inspection

Following inspection, the Packed Product Controller must:

(a) mark one end of each sample package by applying a stamp or sticker with the PPS Number (Packed Product Sample Number) and their initials as shown below; and

(b) ensure that the PPS Number stamp or sticker is visible on the exposed end of the package when the package is assembled on the pallet.

Stamp or Sticker Design (Example Only)

Completed Stamp or Sticker (Example Only)
# TEMPERATURE RECORD

<table>
<thead>
<tr>
<th>Sensor Identification</th>
<th>Time and Date</th>
<th>Temperature</th>
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<tbody>
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</tbody>
</table>

**Business Name:**

**IP Number:** N
# TEMPERATURE SENSOR CALIBRATION RECORD

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>IP Number:</th>
<th>N</th>
<th>Authorised Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Testing</td>
<td>Sensor Identification</td>
<td>Calibration result</td>
<td>Printed Name</td>
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</tbody>
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## MALE ANNIHILATION TECHNIQUE PROGRAM RECORD

<table>
<thead>
<tr>
<th>Business Name</th>
<th>IP Number</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property perimeter distance</strong></td>
<td><strong>No. MAT devices installed</strong></td>
<td></td>
</tr>
<tr>
<td>Trap ID Code</td>
<td>Date of Action</td>
<td>Treatment Officer’s Name</td>
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</table>

* Key for Trap service codes: ND – New Device NWL – MAT Device Renewal
# Plant Health Assurance Certificate

All accreditation details must be completed. Please print clearly and initial any alterations.

## Consignment Details

<table>
<thead>
<tr>
<th>Consignor</th>
<th>Consignee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
</tbody>
</table>

## Certification Details

<table>
<thead>
<tr>
<th>IP Number</th>
<th>Facility Number</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Accredited Business that prepared produce (As IP Number above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grower(s) (If more than one grower – attach list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

For ICA23 each source property must have current Property/Approval.

## Treatment Details

<table>
<thead>
<tr>
<th>Treatment Date</th>
<th>Treatment Chemical (Active Ingredient), Concentration, Duration, Temperature</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Additional Certification

(Apply ICA Stamp here)

## 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 Interstate Certification Assurance arrangement and that the details shown above are true and correct in every particular.

<table>
<thead>
<tr>
<th>Authorised Signatory's Name (Please print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/  /</td>
</tr>
</tbody>
</table>