CA-18

INSPECTION OF PLANTS FOR MELON THRIPS AND SILVERLEAF WHITEFLY

NUMBER       CA-18               VERSION 4.0

AUTHORISED BY Manager, Plant Product Integrity & Standards

AUTHORISED DATE 18/06/2019       EFFECTIVE DATE 18/06/2019

ISSUED BY Primary Industries, Biosecurity and Food Safety

REVISION HISTORY

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>AMENDMENTS</th>
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<tr>
<td>1</td>
<td>27/10/2014</td>
<td>New Procedure</td>
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<td>2</td>
<td>23/06/2017</td>
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<td>3</td>
<td>18/10/2018</td>
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<td>30/05/2019</td>
<td>Attachment 6</td>
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SECTION DETAILS
changes made to align with the Biosecurity Act 2015. Updated definitions, removed details for accreditation, auditing procedures, sanctions policy and charging, and replaced the application form and PHAC. Updated NSW Department of Primary Industries contact details.

Sample details for submission of samples. Replaced Attachment 6 Insect Identification Request form with new version. Sample details section replaced ‘What type of plant is affected’ with ‘Host (plant, animal, other)’.

NEXT REVIEW DATE: 19/10/2021
Disclaimers

The information contained in this Procedure is based on knowledge and understanding at the time of writing (May 2019). 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.
### PROCEDURE

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Valid on day of printing: 19/06/2019  
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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 inspection of plants for melon thrips and silverleaf whitefly, under a Certification Assurance (CA) arrangement.

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

Pest: Melon Thrips (*Thrips palmi*) and Silverleaf Whitefly (*Bemisia tabaci* (biotype B)).

Product: Plants includes nursery stock, cut flowers and foliage, un-rooted cuttings, and bare rooted plants.

Location: New South Wales ICA-29 accredited facilities not known to be infested with Melon Thrip.

The scope of this Procedure is limited to the certification of plants to be consigned to Western Australia (WA) from Businesses operating under this CA arrangement.

*Euphorbia pulcherrima* (Poinsettia), *E. leucocephala* (Snowflake), *Hibiscus spp.*, *Abelmoschus spp.*, *Talipariti spp.* and *Duranta spp.* must be defoliated prior to inspection.

Whole plant vegetables including compact leafy vegetables or parts thereof, such as lettuces, cabbage, broccoli, broccolini, cauliflower and bitter melon, snake beans, long beans, okra and luffa are excluded and are not to be certified under this Procedure.

Certification of plants under this Procedure is for WA only and will not be accepted for quarantine entry for any other intrastate or interstate markets. It is the responsibility of the Business consigning plants and plant products to ensure compliance with all applicable quarantine requirements. Information on intrastate and interstate quarantine requirements can be obtained by phoning 1800 084 881 or accessing [http://www.interstatequarantine.org.au/](http://www.interstatequarantine.org.au/).

3. REFERENCES

*Biosecurity Act 2015*


   - Accreditation of Biosecurity Certifiers
   - Biosecurity Audit Frequency


   - WI-01 – ‘Guidelines for Completion of Plant Health Assurance Certificates’

4. DEFINITIONS
In this Procedure:

*Act* means the *Biosecurity Act 2015*

*APVMA* means the *Australian Pesticides and Veterinary Medicines Authority.*
**Authorised Inspection Person** means a person authorised to conduct inspection on behalf of the Business:
- having been trained in the detection and recognition of melon thrips and silverleaf whitefly; and
- having their name and signature on a register of Authorised Inspection Persons maintained by the Business.

**Authorised Person** means an authorised officer under 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 is notified to the Secretary as a person who can issue a biosecurity certificate on behalf of the Business.

**Business** means the legal entity accredited as a biosecurity certifier under the Act.

**Certification Assurance Arrangement** means a CA Arrangement that enables a Business or a person authorised under a corresponding law of a State or Territory, to issue a Plant Health Assurance Certificate that meets certain plant health quarantine conditions for trade within the State or between the State and other States and Territories.

**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 Industry - Office of Primary Industries.

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

**growing unit** means a pot, cell, tube or other unit for growing plants.

**homogeneous** means produce that is all of the same or similar kind or nature.

**in-line inspection** means the process by which a representative sample of packed product is drawn from a lot and inspected during the processing and packing of the produce.

**inspection** means the act of inspecting produce to determine if the entry conditions or requirements of the importing state or Territory have been met.

**ICA Scheme** means a scheme developed by the States and Territories to meet their respective plant quarantine requirements under the Memorandum of Understanding on Interstate Certification Assurance dated 6 August 1999.

**lot** means a quantity of homogeneous product assembled for inspection at one place at one time. A lot could consist of product from one or more growers/blocks/properties.

**melon thrips** means all stages of *Thrips palmi* including egg, nymph and adult.

**melon thrips host produce** means plants and plant products but excludes whole plant vegetables including head lettuce, cabbage, fennel, spring onions leeks, Brussels sprouts, bok choy, choi sum, witlof, artichokes, bitter melons, snake beans, long beans, okra and luffa.

**non-conformance** means a failure to fulfil a specified requirement.
package means the final outer covering in which certified produce is consigned and may include a box, carton, bin, bundle or other packaging unit.

packed product means host produce that has been packed into its final package that may be from one or many lots. For live plants, this means a growing unit or a plant(s) that is bare rooted.

PHAC means a document known as a Plant Health Assurance Certificate that is issued in accordance with the requirements of a Certification Assurance Arrangement.

plant means living plants and parts of plants but excludes seeds, fruit, underground parts and dried or processed plant materials.

plant products means that it is wholly or partly derived from a plant and includes nursery stock, cut flowers and foliage, un-rooted cuttings, and bare rooted plants.

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.

secure conditions means certified plants or plant products stored more than 10 metres from infested plants and plant products, and meeting one of the following conditions:

(a) unvented packages; or
(b) vented packages with the vents secured with gauze/mesh with a maximum aperture of 1.0 mm; or
(c) fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.0 mm; or
(d) fully enclosed or screened buildings, rooms, vehicles or other facilities free from gaps or other entry points greater than 1.0 mm.

silverleaf whitefly (SLW) means all stages of *Bemisia tabaci* (biotype B) including egg, nymph and adult.

silverleaf whitefly host produce means plants and plant products (including leafy vegetables), *Euphorbia pulcherrima* (Poinsettia), *E. leucocephala* (Snowflake), *Hibiscus spp.*, *Abelmoschus spp.*, *Talipariti spp.* and *Duranta spp.* must be defoliated prior to inspection.

thrips means all stages of thrips species including egg, nymph and adult.

unit means a single pot plant, head/floret, un-rooted cutting, bare rooted plant, stem or bunch of leaves.

5. RESPONSIBILITY

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

The **Certification Controller** is responsible for:

- representing the Business during audits and other matters relevant to the CA Procedure;
- training staff in their duties and responsibilities under this CA Procedure;
- ensuring the Business and staff comply with their responsibilities and duties;
ensuring all certification of host produce is carried out in accordance with this Procedure;
ensuring the Business holds current accreditation under this CA Procedure;
maintaining a Register of Authorised Inspection Officers;
maintaining the required inspection facilities and equipment;
advising the Authorised Inspection Officer of the type of inspection to be undertaken for each consignment or lot;
ensuring the Business rejects and segregates produce in accordance with this Procedure;
reporting any detection of melon thrips to the Department within 24 hours of the detection; and
forwarding samples of suspected melon thrips to the Department for identification.

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

- maintaining inspection facilities and equipment;
- sampling and inspecting at the required rate for the presence of melon thrips or silverleaf whitefly prior to certification under this Procedure;
- immediately advising the Certification Controller of any detection of melon thrips or silverleaf whitefly;
- identifying and segregating packages following detection of suspect pests; and
- maintaining the inspection records.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages covered by a PHAC are identified; and
- maintaining copies of each PHAC issued.

The **Authorised Signatory** is responsible for:

- signing and issuing the PHAC; and
- ensuring that host produce certified under the PHAC has been inspected in accordance with this CA Procedure and that the details on the certificate are true and correct in every particular.

6. **REQUIREMENT**

All host produce certified under this Procedure shall be inspected in accordance with the following requirements:

(a) All host produce is to be inspected at the sampling rate of the following rate and found free of melon thrips and silverleaf whitefly:

<table>
<thead>
<tr>
<th>Number in consignment</th>
<th>Number to be inspected</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 1000 units of a single genus</td>
<td>600 plants</td>
</tr>
<tr>
<td>450-999 units</td>
<td>450 plants</td>
</tr>
<tr>
<td>&lt;450 units</td>
<td>100%</td>
</tr>
</tbody>
</table>

and

(b) for melon thrips host produce, plants and parts of plants excludes whole plant vegetables including head lettuce, cabbage, fennel, spring onions leeks, Brussels sprouts, bok choy, choi sum, witlof, artichokes, bitter melons, snake beans, long beans, okra and luffa; and

(i) for silverleaf whitefly host produce, nursery stock of the species *Euphorbia pulcherrima* (Poinsettia), *E. leucocephala* (Snowflake), *Hibiscus spp.*, *Abelmoschus spp.*, *Talipariti spp.* and *Duranta spp.* must be defoliated prior to inspection; and

(c) after inspection, consignments are to be maintained under secure conditions at all times to prevent reinfestation.
The Department maintains the right to inspect, at any time, certified host produce and to refuse to accept a certificate where the host produce is found not to conform to specified requirements.

7. PROCEDURE

7.1 Facility plan
The Certification Controller must maintain a Facility Plan (Attachment 2) for the accredited Business.

The Facility Plan must include a diagram of the facility layout and clearly show all areas associated with the receival, inspection, segregation, storage and consignment of host produce. These areas include:

(a) the location and identification of buildings and facilities (i.e. loading docks, host produce receival areas, inspection areas and segregated storage areas); and
(b) for each location identified on the plan, the name of the location or location code used to identify the location; and
(c) road access including street names; and
(d) internal roadways.

A copy of the Facility Plan must be included with the Business’ Application for Accreditation (Attachment 1).

If any changes occur to the facility plan information, a new Facility Plan must be submitted to ICA Records Management.

7.2 Authorised Inspection Person
One or more Authorised Inspection Persons shall be trained in the detection and recognition of melon thrips and silverleaf whitefly. Following training, these persons can be registered as an Authorised Inspection Person.

A register of Authorised Inspection Persons which records the name, date of training and specimen signature of each Authorised Inspection Person must be maintained by the Business (Attachment 3).

Only persons currently on the register are permitted to conduct melon thrips and silverleaf whitefly inspections for the Business under this Procedure.

All detection and recognition training will be provided by the Department or by a Department approved and authorised training provider.

7.3 Sourcing and receiving produce from another property
The Business may source plants and plant products from other properties for inspection under this Procedure. The Certification Controller shall keep a register of all properties supplying plants and plant products for certification under this Procedure.

The register shall record:

(a) the property/owner’s name; and
(b) contact details; and
(c) the property location/address; and
(d) plants and plant product type and variety; and
(e) name and signature of Certification Controller.

The Certification Controller shall maintain a Receival and Pack-out log sheet and ensure plants and plant products are clearly identified throughout the packing process (Attachment 4).

The record shall include the following about the plants and plant products:

(a) the source property or block identity; and
(b) date of receipt; and
(c) quantity received; and
(d) produce type and variety; and
(e) quantity packed; and
where it was consigned to; and
(name and signature of Certification Controller.

The identification of the plants and plant products and supporting documentation shall be maintained from receipt through to certification and dispatch.

7.4 Inspection facilities and equipment

The Business shall maintain the following inspection facilities and equipment:

(a) an inspection bench or table in an area protected from adverse weather conditions which is:
   (i) constructed of stable, rigid and durable material, i.e. steel, timber or plastic; and
   (ii) of a reasonable size and height; and
   (iii) painted in a light colour or covered in a durable light coloured material; and
   (iv) placed in an appropriately ventilated and lit area on a flat, sealed and durable surface, i.e. concrete; and
(b) a hand lens, microscope or other device that provides at least X10 magnification for the observation of suspected pests; and
(c) reference illustrations and photographs for recognition of melon thrips and silverleaf whitefly; and
(d) sealable plastic bags for collecting specimens of infested produce; and
(e) sealable specimen jars for suspect pests; and
(f) labels to uniquely number specimen jars when multiple specimens are collected; and
(g) a fine paint brush for collecting samples of suspect pests; and
(h) a preservative material for preserving samples for identification.

The Authorised Inspection Person shall carry out regular checks of the inspection facilities and equipment to ensure it continues to operate effectively and remains free from damage or excessive wear.

7.5 Segregation of plants and plant products

The Business shall maintain an area within the facility for plants and plant products that have ‘passed’ inspection. Marking each package as ‘passed’ will enable rapid identification and segregation.

The Business shall also identify by signage an area within the facility for segregating plants and plant products which has ‘failed’ an inspection for freedom from the pests. Plants and plant products that have failed inspection due to suspect infestation and are awaiting sample results must be segregated from all other host plants and plant products until the sample result has been returned to the Business.

7.6 Inspection procedure for melon thrips and silverleaf whitefly

All produce in a consignment of certified produce shall be sampled in accordance with plants and plant products selected for inspection shall be brought to the inspection facility. Each plant or plant product must be thoroughly inspected on both sides of the leaves, flowers and stems by an Approved Inspection Person and found free of any visible symptoms of thrips or whitefly infestation including adult, nymph or egg.

7.6.1 Pre-inspection

Prior to the commencement of an inspection, the Authorised Inspection Person shall ascertain from the Certification Controller the type of inspection and the rate of inspection. The Authorised Inspection Person shall then partially complete the Inspection Record (Attachment 5) to capture the following details:

(a) any unique details on the packages within the consignment which identifies the consignment, i.e. name and address of grower and/or packer; and
(b) produce type; and
(c) date of inspection; and  
(d) place of inspection; and  
(e) type of inspection (end-point or in-line); and  
(f) rate of inspection (sampling rate); and  
(g) name of Authorised Inspection Person; and  
(h) for end point inspection – the total number of packages in the consignment; and  
(i) for in-line inspections – the time the initial sample was taken.

Inspection records shall be in the form of an Inspection Record (Attachment 4) or records which capture the same information.

The Authorised Inspection Person shall ensure that plants and plant products are inspected as close as practicable and not more than 48 hours prior to the time of dispatch from the facility. All plants and plant products shall be inspected individually as a unit after packing as packed product.

The Authorised Inspection Person shall ensure that the samples taken for inspection are a representative sample of the whole consignment or lot.

### 7.6.2 Sampling rate for inspection

Live plants shall be inspected individually prior to packing or as packed product.

Each consignment of produce to be certified shall be sampled at the rate of the following sample table:

<table>
<thead>
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<th>Number in consignment</th>
<th>Number to be inspected</th>
</tr>
</thead>
<tbody>
<tr>
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<td>600 plants</td>
</tr>
<tr>
<td>450-999 units</td>
<td>450 plants</td>
</tr>
<tr>
<td>&lt;450 units</td>
<td>100%</td>
</tr>
</tbody>
</table>

All plants in a consignment of certified produce shall be sampled in accordance with the following:

#### 7.6.2.1 Sampling for end-point inspection

End-point inspection must be conducted after the consignment has been consolidated but prior to certification and dispatch. Each consignment of plants and plant products to be certified shall be sampled. Packages shall be selected at random from within the consignment. A minimum of three (3) packages shall be selected for inspection.

#### 7.6.2.2 Sampling for in-line inspection

In-line inspection may only be carried out by the Business that packs the plants and plant products for certification under this Procedure.

In-line inspections can only be performed at facilities where live plants are being packed. The in-line inspection method is only available at the first point of packing of the plants and plant products.

The in-line inspection shall involve selection of a sample of packed product from a lot, packed on the one day for certification under this Procedure. Packed produce shall be sampled at the rate of 600 units and be selected at random from the final packed product as it leaves the packing line for consolidation.

#### 7.6.3 Inspecting plants

For thrips, host produce shall be shaken over a white coloured tray or other surface to dislodge thrips. This surface shall then be examined for the presence of thrips.

For silverleaf whitefly, live plants must be free of any visible symptoms of silverleaf whitefly, including white flocculence from egg laying, or the presence of eggs, nymphs or adult whiteflies, whether living or dead.

All host produce examinations shall be carried out by an Authorised Inspection Officer.
7.6.4 Inspecting plant products

Items selected for inspection shall be brought to the inspection facility. Each item shall be examined by an Approved Inspection Person and found free of any visible symptoms of thrips or whitefly infestation including adult, nymph or egg.

Each item in the sample shall receive 100 percent inspection.

For thrips, young leaves, leaf axils and flowers shall be carefully examined for thrips or thrips damage. Bunches, stems or leaves shall be shaken over a white coloured tray or other surface to dislodge thrips. This surface shall then be examined for the presence of thrips.

For silverleaf whitefly, cut flowers, foliage and parts of plants for propagation must be free of any visible symptoms of silverleaf whitefly, including white flocculence from egg laying, or the presence of eggs, nymphs or adult whiteflies, whether living or dead.

Items may include bunches, stems, leaves or cuttings for loose material, or cartons or other packages for packed product.

Items in the sample shall be selected at random from each category in the consignment or lot.

7.6.5 Finalising inspection records

Following the inspection, the Authorised Inspection Person shall complete the following details on the Inspection Record (Attachment 5) or records which capture the same information:

(a) any unique details on the packages within the consignment which identifies the consignment i.e. name and address of grower and or packer; and
(b) produce type; and
(c) date of inspection; and
(d) place of inspection; and
(e) type of inspection (end-point or in-line); and
(f) rate of inspection (sampling rate); and
(g) the number of packages sampled; and
(h) the number of units sampled in each package; and
(i) total number of units sampled; and
(j) the time when the samples were taken (in-line only); and
(k) total number of packages (in-line inspection only) in the lot; and
(l) the inspection results (pass or fail); and
(m) name of Authorised Inspection Person; and
(n) the signature of the Authorised Inspection Person; and
(o) actions taken resulting from the detection of suspect thrips.

7.7 Action following detection of suspect melon thrips and/or silverleaf whiteflies in inspected produce

The Authorised Inspection Person shall immediately advise the Certification Controller of any detection of thrips identified during the melon thrips inspection.

The Certification Controller shall advise the Department of the suspect detection within 24 hours.

7.7.1 Detection of suspect melon thrips and/or silverleaf whiteflies at inspection

If suspect melon thrips and/or silverleaf whiteflies are detected during end-point inspection the Certification Controller shall then reject and segregate all produce in the consignment that has been presented for inspection.

Product that has been consolidated and found free of suspect melon thrips and/or silverleaf whiteflies prior to the last inspection interval may be considered for certification provided all requirements of the Procedure have been met.

Packed product that is rejected for certification is to be:
(a) held in an identified area until sample analysis of the suspect melon thrips is conducted and negative results provided; or  
(b) withdraw the consignment from export to WA; or  
(c) treated in accordance with an alternative quarantine entry requirement for the control of melon thrips and/or silverleaf whitefly.

The Authorised Inspection Person shall record the detection of suspect melon thrips and/or silverleaf whiteflies on the Inspection Record (Attachment 5) or records which capture the same information.

### 7.7.2 Identification of suspect melon thrips

Thrips are very small and difficult to distinguish between species and require specialist identification. Therefore, any suspect thrips must be submitted to the Department for identification, prior to certification. If the suspect thrips are not melon thrips, all segregated and rejected product in the lot may be reconsidered for certification provided all requirements of this Procedure have been met.

If the suspect thrips are melon thrips, all the plants and plant products in the consignment, shall be rejected for certification under this Procedure, and consigned to a non-sensitive market.

As soon as practical, and not more than 24 working hours from the time of the receipt of the positive sample result, the result shall be reported to the Department so an investigation can be carried out to determine the cause and rectify any problems.

### 7.7.3 Handling suspect melon thrips specimens

Suspect melon thrips samples shall be handled, stored and dispatched in accordance with this Procedure.

The Authorised Inspection Person shall record the following details on the Insect Identification Request form (Attachment 6):

- (a) the name of the Authorised Inspection Person taking the sample; and  
- (b) the Interstate Produce (IP No.) number of the accredited Business inspecting the produce; and  
- (c) the name and address of the grower and packer or Interstate Produce (IP No.) number of the source property; and  
- (d) the type and quantity of plants and plant product from which the sample was taken; and  
- (e) the date the sample was taken; and  
- (f) the date the sample was submitted; and  
- (g) the contact telephone number and e-mail and fax contact of the Authorised Inspection Person; and  
- (h) the type of sample, diagnosis request and sample details.

The Authorised Inspection Person shall seal the specimen jar and place it into a sealable plastic bag with the Insect Identification Request form, then forward the sample within 24 hours to:

**Attention: Biosecurity Collections**

Orange Agricultural Institute  
1447 Forest Road  
Orange NSW 2800  
Phone: 02 6391 3800  
Fax: 02 6391 3899

Please note that methylated spirits is considered a hazardous material and is illegal to mail or courier without proper packaging and certification.

Where a suspect melon thrips is captured and contained on plants or plant products, the unit with the suspect pest must be wrapped in damp paper towel and placed into a sealable plastic bag.

Where suspect thrips are confirmed to be melon thrips by the Department, the Certification Controller of the accredited Business shall obtain the report from the Department. The report with the results recorded must be maintained by the Business and made available to the Department during audit.
Where suspect thrips cannot be positively identified the plants and plant products must be rejected for Certification under this Procedure.

7.8 Rejected plants or plant products

The Business shall identify by signage an area within the facility for segregating plants and plant products which has ‘failed’ an inspection for freedom from the pests. Plants and plant products that have failed inspection due to suspect infestation, and that is awaiting sample results, must be segregated from all other host plants and plant products until the sample result has been returned to the Business.

All rejected plants and plant products must be moved from the inspection area and clearly identified to prevent mixing with conforming produce.

7.9 Post inspection security and identification

7.9.1 Security

The Business shall ensure certified plants and plant products are securely packaged during transport to the consignee to prevent reinestation of silverleaf whitefly.

Plants and plant products must be maintained in secure conditions immediately following inspection until dispatched from the facility.

Secure conditions must be more than 10 metres from infested plants and plant products and meet one of the following conditions:

(a) unvented packages; or
(b) vented packages with the vents secured with gauze/mesh with a maximum aperture of 1.0 mm; or
(c) fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.0 mm; or
(d) fully enclosed or screened buildings, rooms, vehicles or other facilities free from gaps or other entry points greater than 1.0 mm.

7.9.2 Identification

Each inspected lot shall be identified with a lot number affixed to all individual plant containers in the lot or a sign placed at entry points to the designated inspection area immediately after inspection is completed.

7.10 Dispatch

The Authorised Dispatcher shall ensure that host produce that has been inspected under this Procedure is clearly identified and can be referenced to the Inspection Record (Attachment 5).

The Authorised Dispatcher shall ensure that only host produce that meets the requirements has been certified.

7.10.1 Package identification

The Authorised Dispatcher shall ensure that, prior to issuing a PHAC, each package is marked on an outermost side or end surface in indelible and legible characters of at least 5 mm high, with:

(a) the Interstate Produce (IP) number of the accredited Business; and
(b) the words “MEETS CA-18”; and
(c) the date (or date code) on which the host produce was packed; and
(d) description of the contents indicating Genus and species.

Any packages containing host produce that have not been inspected and meet the requirements specified in this Procedure shall not be marked as stated above.

Plants consigned loose shall be identified by one of the following methods:
(a) the above information is written on the consignment note or the invoice accompanying the plants and signed and dated by an Authorised Signatory; or
(b) each plant has a tag securely attached that includes the above information; or
(c) sealed in an enclosed vehicle or container and the seal number is included in the ‘Brand Name or Identifying Marks’ section of the PHAC accompanying the consignment.

7.11 Plant Health Assurance Certificates
The Authorised Dispatcher shall ensure a PHAC is completed and signed by an Authorised Signatory of the Business prior to the consignment of the host produce (see Attachment 7).

PHACs and shall include:

(a) in the ‘Accredited Business that Prepared the Produce’ section – the name and address of the Accredited Business that treated the host produce; and
(b) in the ‘IP No. of Accredited Business’ section – the IP No. of the Accredited Business that treated the plants; and
(c) in the ‘Type of Produce’ column, the full genus and species name.

The PHAC shall include a description of each category of host produce in the consignment including full Genus and species name and the number of lines in the category.

Where there is insufficient room to list each category of host produce, an attached list should be used and securely attached to each copy of the PHAC. Please ensure the certification section is signed and completed.

Books of pre-printed PHACs are available from ICA Records Management, Department of Primary Industries, phone 02 6552 3000.

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

7.11.1 PHAC distribution
The original (yellow copy) must accompany the consignment.

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

8. RECORDS AND DOCUMENT CONTROL

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

(a) a copy of each PHAC issued under this Procedure; and
(b) Register of Approved Inspection Persons; and
(c) Record of Source Properties; and
(d) Product Receival Records; and
(e) Inspection Records; and
(f) Insect identification reports.

Records must be retained for at least 4 years.

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

8.2 CA system documentation
The Business must maintain the following documentation:

(a) a current copy of the CA arrangement; and
(b) a current Certificate of Accreditation.

Documentation must be made available on request to an Authorised Person.
9. ATTACHMENTS

ATTACHMENT 1  Application for Accreditation as a Biosecurity Certifier
ATTACHMENT 2  Facility Plan
ATTACHMENT 3  Register of Authorised Inspection Persons
ATTACHMENT 4  Receival and Pack-out log
ATTACHMENT 5  Inspection Record
ATTACHMENT 6  Insect Identification Request
ATTACHMENT 7  Plant Health Assurance Certificate (PHAC)
Application for accreditation as a Biosecurity Certifier

A business seeking to become accredited or renew accreditation for an ICA or CA arrangement must complete and lodge an application for accreditation using the prescribed form and paying the application fee.

The application form can be accessed at: https://www.dpi.nsw.gov.au/biosecurity/plant under the heading Market access

Alternatively, contact ICA Records Management:
Phone: 02 6552 3000
Fax: 02 6552 7239
Email: bfs.admin@dpi.nsw.gov.au
FACILITY PLAN – CA-18

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</th>
</tr>
</thead>
<tbody>
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</table>

The facility plan is to include the following:

(a) the location and identification of buildings and facilities (i.e., loading docks, host produce receive areas, inspection areas and segregated storage areas); and
(b) for each location identified on the plan, the name of the location or location code used to identify the location; and
(c) road access including street names; and
(d) internal roadways.

Business Name: [Blank]

Property Address: [Blank]
# Register of Authorised Inspection Persons

<table>
<thead>
<tr>
<th>Accredited Business Name</th>
<th>IP Number:</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of training</td>
<td>Authorised Inspection Person</td>
<td>Authorisation by Certification Controller</td>
</tr>
<tr>
<td>Printed Name</td>
<td>Signature</td>
<td>Printed Name</td>
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</table>
## Receival and Pack-out log

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<tr>
<th>Business Name:</th>
<th></th>
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<th>Record No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source property or block</td>
<td>Date of Receipt</td>
<td>Quantity</td>
<td>Produce Type and Variety</td>
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</table>
### Inspection Record

<table>
<thead>
<tr>
<th>Package No.</th>
<th>Time sample taken (in-line only)</th>
<th>Number of Units</th>
<th>Total Number of Units</th>
<th>Comments/Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

**Actions resulting from a suspected detection of a quarantine pest**
Insect identification request

Use this form to request an insect identification or assessment by the Biosecurity Collections. This form is to be completed by the person requesting the service. Call 02 6391 3966 for advice on fees and sample packaging instructions.

Your details

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Last name</td>
</tr>
<tr>
<td>Business name</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

Are you a Local Land Services Officer?  [ ] Yes  [ ] No

Property owner details
(if different to above)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Last name</td>
</tr>
<tr>
<td>Business name</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

Sample details

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date collected</td>
</tr>
<tr>
<td>Where (e.g. 1 Brown St, Brown 2222, under log)</td>
</tr>
<tr>
<td>What is the problem</td>
</tr>
<tr>
<td>Host (plant, animal, other)</td>
</tr>
<tr>
<td>Rate of damage to host  [ ] Low  [ ] Medium  [ ] High</td>
</tr>
<tr>
<td>GPS coordinates</td>
</tr>
<tr>
<td>PIC Property Identification Code</td>
</tr>
</tbody>
</table>

Service options

Check one box only

- [ ] I would like to know the identification of the insect  [x] Fees apply (call 02 6391 3966)

- [ ] I would like to know if this is a new pest to Australia or NSW (no identification provided)  [x] Free service

Declaration

I declare that I am willing to accept the charges for the insect identification service

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Submitting the form

- Mail with the sample to Biosecurity Collections, Orange Agricultural Institute, 1447 Forest Road, Orange NSW 2800

Privacy notice: Information collected will not be given to any other third party except where required by law. All information provided will be held by the DPI Biosecurity and Food Safety branch of NSW Department of Primary Industries and will be managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998.

<table>
<thead>
<tr>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMW Submitter Code</td>
</tr>
<tr>
<td>SAP ByDesign Customer ID</td>
</tr>
<tr>
<td>Billing Account Code</td>
</tr>
</tbody>
</table>

This form can be accessed at https://www.dpi.nsw.gov.au/about-us/services/collections/collection-services under the heading Diagnostic services.
Plant Health Assurance Certificate

A biosecurity certificate issued under Part 13 of the NSW Biosecurity Act 2015

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

Certificate Number

<table>
<thead>
<tr>
<th>Business Specific Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch Date: / /</td>
</tr>
<tr>
<td>Ref No:</td>
</tr>
<tr>
<td>Arrival Date: / /</td>
</tr>
<tr>
<td>PO No:</td>
</tr>
</tbody>
</table>

* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.

Consignment Details

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

| State | Postcode |

Consignor

Certification Details

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

| N |

Accredited Business that prepared produce

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

| State | Postcode |

Consignee

Reconsigned to: (if applicable)

Splitting consignments, preparing composite lots or reconsigning whole consignments

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

| State | Postcode |

Grower(s) (If more than one grower – attach list)

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

| State | Postcode |

Number of Packages

<table>
<thead>
<tr>
<th>Type of Packages (e.g. trays, cartons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Produce</td>
</tr>
<tr>
<td>Brand Name or identifying marks (as marked on packages)</td>
</tr>
<tr>
<td>Date Code (as marked on packages)</td>
</tr>
<tr>
<td>Authorisation for reconsignment</td>
</tr>
</tbody>
</table>

| 1 |
| 2 |
| 3 |
| 4 |

| Treatment Details |
| Treatment Date |
| Treatment Chemical (Active Ingredient), Concentration, Duration, Temperature |

| 1 / / |
| 2 / / |
| 3 / / |
| 4 / / |

Additional Certification/Codes:

This certificate is valid for 21 days from date of certification

Declaration

I am a person authorised under the NSW Biosecurity Act 2015 to issue this biosecurity certificate and I hereby certify that the details shown above are true and correct and the procedure(s) listed above have been completed.

---

Note: A person who provides false or misleading information on a biosecurity certificate is guilty of an offence under the Act. Such action could result in a penalty infringement notice or prosecution. The maximum penalty for an individual is $1,100,000, and the maximum penalty for a corporation is $2,200,000. This information is collected by the collecting agency identified in this form in relation to its functions under the Biosecurity Act 2015. This agency’s and the NSW Department of Industry may use and disclose this information as reasonably necessary for the purpose of performing biosecurity risk functions under, or reasonably contemplated by, the Biosecurity Act 2015.

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ATTACHMENT 7