# ICA-21

## PRE-HARVEST TREATMENT & POST-HARVEST INSPECTION OF APPROVED HOST PRODUCE

<table>
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<tr>
<th>NUMBER</th>
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<td>Acting Manager, Plant Product Integrity and Standards</td>
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<tr>
<td>AUTHORISED DATE</td>
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<tr>
<td>ISSUED BY</td>
<td>Primary Industries, Biosecurity &amp; Food Safety</td>
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### REVISION HISTORY

<table>
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<tr>
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<th>AMENDMENTS</th>
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**NEXT REVIEW DATE:** 15/10/2018
Disclaimers

The information contained in this Procedure is based on knowledge and understanding at the time of writing (September 2015). 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.
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 treatment and post-harvest inspection of approved host produce for Queensland Fruit Fly (QFF) under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This Procedure covers all certification of pre-harvest treatment and inspection of approved host produce from a Business operating under an ICA arrangement in New South Wales.

This Procedure is applicable where the requirements specified in section 6 are a specified condition of entry of an interstate quarantine authority for QFF.

**Pest:** Queensland fruit fly (QFF)

**Produce:** Blueberries, persimmons, pome and stonefruit.

**Location:** This Procedure is separated into two sections:
- Part A covering grower activities, and
- Part B covering packer activities.

**IMPORTANT**

Suspension of Dimethoate and Fenthion

The Australian Pesticides and Veterinary Medicines Authority (APVMA) have suspended certain use patterns for Dimethoate and Fenthion. Treatment of some host produce previously eligible for treatment are no longer permitted. Check the APVMA website at [www.apvma.gov.au](http://www.apvma.gov.au) for further details.

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.

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

Information on intrastate and interstate quarantine requirements can be obtained from your local Department Authorised Person.

3. REFERENCES

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

4. DEFINITIONS

In this Procedure:

- **Act** means the *Plant Diseases Act 1924*.
- **APVMA** means the Australian Pesticides and Veterinary Medicines Authority.
**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 Authorised Signatory on the Application for Accreditation of a Business.

**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.

**blueberries** means all commercial varieties of *Vaccinium* spp.

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

**Certification Assurance** 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 host 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 Industry, Skills & Regional Development – Office of Primary Industries.

**end-point inspection** means the process by which a representative sample is drawn and inspected from the consignment prior to certification.

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

**host produce** means stonefruit, blueberries, persimmons and pome fruit.

**in-line inspection** means the process by which a representative sample is drawn during the processing and packaging of the goods.

**Inspector** see Authorised Person.

**Interstate Certification Assurance (ICA)** means 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 quantity 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 (for example, date, date code or block code).

**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.

**persimmon** means commercially produced fruit from the species *Diospyros kaki.*
5. RESPONSIBILITY

Position titles have been created to reflect the responsibilities which must be met by the Business under the ICA 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 ICA Procedure;
- training staff in their duties and responsibilities under this ICA 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 staff have current training qualifications in the use of chemicals under the requirements of the Pesticides Regulation 2009 of the Pesticide Act 1999, including access to the MSDS; and
- ensuring the requirements of the Work Health and Safety Regulation 2011 or the Work Health and Safety Act 2011 are addressed.

UNDER PART A

- Ensuring the Business has current accreditation for an ICA arrangement under PART A of this Procedure;
- maintaining a Property Plan for each property on which the host produce is to be grown for certification under this Procedure;
- ensuring all source blocks of host produce to be harvested have undergone pre-harvest treatment as per this Procedure;
- ensuring treated produce is identified and segregated from untreated produce to avoid mixing;
- instigating action following detection of suspected live QFF infestation at harvest; and
- ensuring a ‘Pre-harvest Treatment Declaration’ is completed.

UNDER PART B

- Ensuring the Business has current accreditation for an ICA arrangement under PART B of this Procedure;
- 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 Declaration’;
• ensuring treated and untreated produce are identified and controlled to prevent mixing during grading and packaging; and
• taking corrective action following detection of a QFF infestation during grading and packing or packed product inspection.

The **Treatment Operator** is responsible for:
• reading the label and/or Permit, and MSDS for the chemical product in use;
• preparing and applying pre-harvest chemical treatments to all source blocks certified under this Procedure;
• conducting pre-harvest spray application calibration tests on pre-harvest treatment equipment;
• maintaining pre-harvest spray application calibration test records;
• maintaining pre-harvest spray equipment; and
• maintaining pre-harvest spray mixture preparation and treatment records.

The **Harvest Supervisor** is responsible for:
• undertaking produce inspection;
• all harvest activities, including identification of treated and untreated blocks and produce;
• advising of any infestations found and segregating infested produce;
• maintaining ‘Harvest Inspection Records’; and
• completion of ‘Pre-Harvest Treatment and Inspection Declaration’.

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
• ensuring all host produce grown by another Business is accompanied by a completed ‘Pre-harvest Treatment 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 produce.

The **Packed Product Controller** is responsible for:
• sampling and inspecting for freedom from visible symptoms of QFF infestation;
• identifying all sample packages;
• taking corrective action following the identification of non-conforming host produce in any sample package; and
• maintaining records of packed produce inspection

The **Authorised Signatory** is responsible for:
• signing and issuing the PHAC; and
• ensuring that the product certified under the PHAC or ‘Pre-harvest Treatment Declaration’ has been completed in accordance with this ICA 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 packages covered by a PHAC or a ‘Pre-harvest Treatment Declaration’ issued by the Business are identified; and
• maintaining duplicate copies of all PHACs or ‘Pre-harvest Treatment Declarations’ 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 ICA Procedure.

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

All source plants on the property must be treated with a pre-harvest cover spray for stonefruit, blueberries, persimmons and pome fruit:

(a) with a product containing 500 g/L Trichlorfon as the only active constituent; and
   (i) applied at intervals of seven (7) to 10 days; and
   (ii) commencing at least 28 days prior to harvest; and
   (iii) in accordance with all label or APVMA Permit requirements, or

(b) with a Maldison mixture applied in high volume application containing either:
   (i) 140 mL of 440 g/L product per 100 L water; or
   (ii) 60 mL of 1000 g/L per 100 L water; or
   (iii) 55 mL of 1150 g/L per 100 L water; and
   (iv) at a maximum of three (3) applications per season; and
   (v) applied at intervals of every three (3) to seven (7) days; and
   (vi) commencing at least 28 days prior to harvest; and
   (vii) in accordance with all label or APVMA Permit requirements; or

(c) with a product containing 500 g/L Clothianidin as the only active constituent; and
   (i) 40 g product per 100 L water; and
   (ii) organosilicone surfactant at 50 mL/100 L water; and
   (iii) applied at a maximum of two (2) applications per season; and
   (iv) at intervals of every seven (7) to 10 days; and
   (v) in accordance with all label or APVMA Permit requirements; or

(d) a combination of Trichlorfon, Maldison and Clothianidin applied in accordance with all the requirements of (a), (b) and (c) above.

Blueberries

(e) all source plants on the property must be treated with a pre-harvest cover spray of:
   (i) 75 mL of concentrate containing 400 g/L Dimethoate per 100 L spray mix or 750 mL/ha; and
   (ii) make at least one (1) application before harvest and continue until the end of harvest. A maximum number of seven (7) sprays can be applied per crop with a minimum 21 day and a maximum 25 day interval between application in accordance with all label or APVMA Permit requirements; or
   (iii) a combination of Dimethoate, Trichlorfon, Maldison and Clothianidin applied in accordance with all the requirements of (a), (b), (c), (e)(i) and (e)(ii) above; and

(f) post-harvest inspected and found free of QFF infestation; and
(g) post-harvest inspected for broken skins (stonefruit only.)

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 host produce is found not to conform to specified requirements.

7. PROCEDURE – PART A

Part A – Covers grower activities.

7.1 Property Plan

A Property Plan must be provided with the application for accreditation of a Business for each block/land holding on which the host produce is grown and pre-harvest treated (see Attachment 2 – ‘Property Plan’) for certification under this Procedure.

The Property Plan must include the following:

(a) location of all the blocks on which the host produce is grown; and
(b) Block Reference Code or Number used to identify each block; and
(c) the type of host produce grown on each block; and
(d) variety and number of host produce trees planted in the block; and
(e) road access including street name/s; and
(f) internal roadways within the property; and
(g) location and identification of buildings (for example, house, packing shed, equipment sheds); and
(h) whether it is intended to certify host produce harvested from the block under the ICA arrangement.

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

7.2 Treatment – pre-harvest cover spray

All host produce certified under this Procedure must have been pre-harvest treated for fruit fly with an approved program of cover sprays.

7.2.1 Spray equipment calibration and maintenance

The Treatment Operator must carry out:

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

Records of spray equipment calibration tests must be maintained by the Treatment Operator. The ‘Equipment Application Calibration Test Record’ (Attachment 3) shall identify the:

(a) name of the person conducting the test;
(b) date of testing;
(c) number of nozzles;
(d) output for individual nozzles (L/minute/nozzle);
(e) effective spray width (metres);
(f) calibration run (metres);
(g) litres used in run (L/run); and
(h) application rate (L/ha).

Results of testing must include the full calculations used to determine the application rate of the spray equipment.

7.2.3 Cover spray mixture preparation

The Treatment Operator must prepare the chemical mixture at least daily or more frequently as required.

Using a clean graduate measuring vessel, measure the amount of concentrate required for the required volume of mixture. Suitable measuring vessels include graduate 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 chemical is 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 in the water.

Spray equipment must have a means of continuous mixing of the spray mixture in the spray tank throughout the spray operation to avoid settling or separation on 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.

The spray mixture may contain a fungicide or other chemical provided it is approved for use and known to be compatible with the concentrate used.

7.2.4 Cover spray preparation and treatment records

The Treatment Operator must record details of all cover spray mixture preparation and pre-harvest treatment using a ‘Preparation and Treatment Record’ (see Attachment 4).

The cover spray mixture ‘Preparation and Treatment Record’ must identify:

(a) the name and Interstate Produce (IP) number of the accredited Business; and
(b) the date and time of cover spray mixture preparation and application; and
(c) volume/weight of concentrate used (millilitres or g) in the spray mixture; and
(d) the total volume (litres) of the made up spray mixture; and
(e) the trade name of the concentrate used; and
(f) any other pesticide or additives in the spray mixture (adjuvant); and
(g) calibration test record (Yes/No); and
(h) treatment equipment used; and
(i) type of host produce; and  
(j) the number of blocks treated; and  
(k) the identification of the Treatment Operator.

7.2.5 Cover spray application
The Treatment Operator must ensure that the spray mixture is applied with sufficient volume, and in a manner that provides sufficient penetration and distribution to ensure thorough coverage of all host produce.

Pre-harvest cover sprays must be reapplied if rain, sufficient to cause run-off, occurs within two (2) hours of spraying.

Produce from treated blocks should not be harvested until the specified withholding period has been complied with after the cover spray application.

7.3 Harvesting
The Certification Controller must oversee the harvest process to ensure only treated produce is harvested for certification under this Procedure.

7.3.1 Identification of blocks of produce
A Business with blocks of treated and untreated produce must identify the treatment status of blocks to prevent mixing of treated and untreated produce.

Example of acceptable methods of identifying treated and untreated blocks include:
(a) signs indicating both treated and untreated blocks; or  
(b) colour markers indicating treated and untreated blocks.

Other methods may be used provided they clearly identify treated and untreated blocks and are acceptable to the auditor.

7.3.2 Identification of treated and untreated produce at harvest
A Business that maintains treated and untreated blocks of host produce must identify the treatment status of harvested produce to prevent mixing of treated and untreated produce.

Examples of acceptable methods of identifying treated and untreated produce include:
(a) using picking bins / crates which differ in colour for treated and untreated produce; or  
(b) using picking bins / crates which differ significantly in appearance for treated and untreated produce.

Other methods may be used provided they clearly identify treated and untreated produce at harvest and are acceptable to the auditor.

7.4 Harvest inspection
Harvest inspection must be completed prior to the completion of a ‘Pre-harvest Treatment and Harvest Inspection Declaration’ and delivery to the packer (see Attachment 7 – ‘Pre-harvest Treatment and Harvest Inspection Declaration’).

7.4.1 Inspection equipment
The Business must maintain the following inspection equipment:
(a) adequate illumination; and  
(b) a hand lens, microscope or other device that provides at least X10 magnification; and  
(c) reference illustrations and photographs for identification of QFF and symptoms of QFF infestations (see Attachment 5 – ‘Inspection for Queensland Fruit Fly information sheet’); and
(d) sealable plastic bags and labels for collecting specimens of infested produce; and
(e) pocket knife or similar to cut produce to further investigate for the presence of QFF.

7.4.2 Inspection procedure

**Pickers** shall remain alert for evidence of QFF infestation in treated produce harvested for certification under this Procedure. Any produce showing symptoms of QFF infestation (i.e., softened areas, spotted areas, weeping or showing bruising or breakdown) must be rejected and retained in suitably marked reject bins or other receptacles for inspection by the Harvest Supervisor.

The **Harvest Supervisor** must complete the inspection of host produce as follows:

(a) Rejected produce shall be broken open to expose the flesh and examined by the Harvest Supervisor for the presence of live QFF infestation. Symptoms of QFF infestation (see Attachment 5 – ‘Inspection for Queensland Fruit Fly information sheet’) include:

   (i) split, discoloured, deformed, blemished or deteriorating produce; or

   (ii) characteristic QFF ‘sting marks’ that appear to be pin pricks. Sting marks are a puncture mark caused when a female QFF punctures the skin with its ovipositor and positions eggs within the host produce. Once the eggs hatch the larvae burrow towards the centre of the host produce; or

   (iii) softness under the skin. Cut the symptomatic produce in half. Larvae may be found, or the host produce will appear discoloured in the centre and the flesh will have begun to turn brown and mushy at sites where larvae are present; or

   (iv) mature QFF larvae are creamy white and up to 9 mm long, with a slightly conical shaped body and 11 segments. When examined under a hand lens the thin head has small black mouth parts. There are three (3) pairs of spiracles (small raised structures used for breathing) grouped together at the thick end of the larvae. When disturbed, and especially if exposed to sunlight, they can draw their body in to an ‘n’ shape and ‘flick’ themselves up to 10 cm in any direction. This is a dispersal mechanism of the mature QFF larvae and is diagnostic for the species.

The Harvest Supervisor must immediately advise the Certification Controller on detection of live QFF larvae.

7.4.3 Harvest inspection records

The **Harvest Supervisor** must maintain a record of harvest inspection of host produce. Harvest inspection records shall be in the form of a Harvest Inspection Record (see Attachment 6 – Harvest Inspection Record) or records which capture the same information.

Harvest inspection records must include:

(a) the date of inspection; and

(b) the Interstate Produce (IP) number of the Business that grew and pre-harvest treated the host produce; and

(c) the block/s from which the host produce was harvested; and

(d) the number of bins/crates harvested; and

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

(f) the presence or absence of QFF; and

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

7.4.4 Detection of non-conforming host produce at harvest

Where produce has been inspected and is suspected of being infested with QFF, the **Certification Controller** must take the following actions:
(a) all host produce harvested from the source block, must be segregated, clearly identified and held under secure conditions within the pack house to avoid mixing with non-conforming produce; and

(b) all host produce from the source block (including any produce which has already been packed for certification) must not be certified or consigned under this ICA Procedure; and

(c) the detection must be reported to the Department within 24 hours (during business hours) or the first available working day, so an investigation of the cause may be carried out and any problems rectified; and

(d) no produce from the source property may be certified under the Procedure until the Department has confirmed the identity of the larvae.

7.4.5 Rejected produce
Rejected produce may be:

(a) treated and certified in accordance with an alternative quarantine entry condition; or

(b) consigned to markets that do not require certification of treatment and/or inspection for QFF.

7.5 Pre-harvest Treatment and Harvest Inspection Declaration
A Business which pre-harvest treats produce that is to be packed and certified by another Business must be accredited under PART A of this Procedure.

The accredited Business must provide the packing Business accredited under PART B of this ICA Procedure with a completed ‘Pre-harvest Treatment and Harvest Inspection Declaration’ (see Attachment 7) with each delivery (lot) of host produce supplied for certification under this Procedure.

The ‘Pre-harvest Treatment and Harvest Inspection Declaration’ must identify;

(a) the name and Interstate Produce (IP) number of the accredited Business that grew and pre-harvest treated the host produce; and

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

(c) details of the last pre-harvest treatment applied to the source block or blocks in which the host produce was grown; and

(d) 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; and

(e) a statement that the host produce has been inspected during harvest and found free of live QFF.

A declaration is not required where the Business that grows, pre-harvest treats and harvest inspects the host produce is the same Business that packs, inspects and certifies the host produce under this Procedure.

8. PROCEDURE – PART B
Part B – Covers the packer activities of produce receiveal, grading and packing, post-harvest inspection and certification.

8.1 Receival of Produce
The Produce Receival Officer must ensure the following:

(a) All host produce received for certification under this Procedure is supplied by a grower accredited under Part A; and

(b) where the Business receives treated and untreated produce, the treatment status of the host produce is clearly identified at receival by the packing facility to prevent mixing of treated and untreated produce; and
(c) each delivery of host produce supplied by another Business is accompanied by a ‘Pre-harvest Treatment and Harvest Inspection Declaration’ (see Attachment 7). A declaration is required for each day for each lot of host produce supplied for certification under this Procedure; and

(d) produce supplied for certification has undergone pre-harvest treatment in accordance with Part A of this Procedure; and

(e) grower identification and pre-harvest treatment details are maintained for all host produce received and certified under this Procedure; and

(f) produce is segregated or secured upon arrival to ensure produce does not mix with untreated produce; and

(g) a ‘Record of Receipt’ (see Attachment 8), or similar record which captures the same information, is maintained by the Business. The record must include the following information;
   (i) the name and Interstate Produce (IP) number of the accredited Business that grew and pre-harvest treated the host produce; and
   (ii) the record number; and
   (iii) PHAC numbers; and
   (iv) ‘Pre-harvest Treatment and Inspection Declaration’ received; and
   (v) date of receipt; and
   (vi) produce type; and
   (vii) quantity; and
   (viii) Produce Reception Officer name and signature.

Any produce received that is not clearly identified as treated must be regarded as non-treated, and rejected and managed as untreated produce for the purpose of this Procedure.

The Business must maintain copies of all declarations received from growers whose produce is packed and certified under this Procedure.

8.2 Grading and packing

The Certification Controller must supervise the sorting and packing operations to ensure that any host produce that do not conform to these requirements are clearly identified and segregated to prevent mixing with conforming product.

The Business must implement sorting systems during the grading and packing process to ensure all host produce certified for pre-harvest treatment and inspection is free from visible symptoms of QFF infestation.

8.2.1 Identification during grading and packing

Where both treated and untreated produce are packed, the Business must implement systems to identify the treatment status of host produce during grading and packing to prevent mixing of treated and untreated produce.

Example of acceptable methods of identifying treated and untreated produce during grading and packing include:

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

Other methods may be used provided they clearly identify and segregate treated and untreated produce and are acceptable to the auditor.
8.2.2 Identification after packing

A Business which grades and packs treated and untreated produce must implement systems to identify the treatment status of the host produce after packing and before they leave the packing system to prevent mixing of treated and untreated produce.

Examples of acceptable methods of identifying treated and untreated produce after packing include:

- using packaging which differs significantly in appearance; or
- marking each package of treated produce in a manner that clearly identifies the host produce as treated in accordance with this Procedure.

Other methods may be used provided they clearly identify treated and untreated produce and are acceptable to the auditor.

8.3 Packed product inspection

Samples must be selected at random from packed product as an in-line inspection or end-point inspection.

The **Packed Product Controller** must continually monitor the grading and packing process by selecting a sample for examination from the packed product.

The Packed Product Controller must advise the Certification Controller of any problems or potential problems detected in these samples (for example, contain suspect QFF eggs or larvae) so that corrective action can be implemented.

8.3.1 Sample selection

The Packed Product Controller must select a minimum of one (1) package in every 50 packages or part thereof.

(a) **In-line inspection:**

(i) in-line inspection must only be carried out by the Business that packs the host produce for certification under this Procedure; and

(ii) in-line inspection must be performed at facilities where the host produce is being packed; and

(iii) the in-line inspection method is only available at the first point of packing the host produce; or

(iv) the in-line inspection must involve the selection of a sample of packed product from all host produce in the same category of host produce, packed on the one (1) day for certification under this Procedure; and

(v) packed produce must be selected at random from the final packed product as it leaves the packing line in the packing shed for consolidation.

or

(b) **End-point inspection:**

(i) end-point inspection must be conducted after the consignment has been consolidated but prior to certification and dispatch; and

(ii) the sample must be selected at random from the final packed product.

8.3.2 Inspection equipment

The Business must maintain the following inspection equipment:

(a) adequate illumination; and

(b) a hand lens, microscope or other device that provides at least X10 magnification; and

(c) reference illustrations and photographs for identification of QFF and symptoms of QFF infestations (see Attachment 5 – ‘Inspection for Queensland Fruit Fly information sheet’); and
(d) sealable plastic bags and labels for collecting specimens of infested produce; and

(e) pocket knife or similar to cut produce to further investigate for the presence of QFF.

8.3.3 Inspection procedure

The Packed Product Controller must carry out 100% inspection of the host produce as follows:

(a) each piece of host produce in the sample package must be removed from the package and all surfaces examined for evidence of QFF and broken skins. Symptoms of QFF infestation (see Attachment 5) include:

(i) split, discoloured, deformed, blemished or deteriorating produce; or

(ii) characteristic QFF ‘sting marks’ that appear to be pin pricks. Sting marks are a puncture mark caused when a female QFF punctures the skin with its ovipositor and positions eggs within the host produce. Once the eggs hatch the larvae burrow towards the centre of the host produce; or

(iii) softness under the skin. Cut the symptomatic produce in half. Larvae may be found, or the host produce will appear discoloured in the centre and the flesh will have begun to turn brown and mushy at sites where larvae are present; or

(iv) mature QFF larvae are creamy white and up to 9 mm long, with a slightly conical shaped body and 11 segments. When examined under a hand lens the thin head has small black mouth parts. There are three (3) pairs of spiracles (small raised structures used for breathing) grouped together at the thick end of the larvae. When disturbed, and especially if exposed to sunlight, they can draw their body in to an ‘n’ shape and ‘flick’ themselves up to 10 cm in any direction. This is a dispersal mechanism of the mature QFF larvae and is diagnostic for the species; or

(v) (for stonefruit only) broken skin includes any crack, split, puncture or other break of the skin that penetrates through to the flesh that occurred prior to grading and packing.

8.3.4 Identification of sample packages

Sample packages must be sequentially numbered during the day of packing.

(a) Identify each sample package with a Packed Product Sample (PPS) number by placing either a stamp or sticker bearing the lettering “PPS No.” on the exposed end of the package, then marking on or below the identifier the sequential sample number and their initials (see Attachment 9 – ‘Example of a Packed Product Sample Number’).

(b) For palletised consignments, the sample packages must be stacked on the pallet with the “PPS No.” visible on the outside of each pallet packed for certification under this Procedure.

8.3.5 Action following detection of non-conforming packed product

The Packed Product Controller must take the following actions on the detection of non-conforming packed product.

8.3.5.1 Detection of live QFF larvae

If live QFF Larvae are detected, the Packed Product Controller must immediately advise the Certification Controller if any produce is found infested with live QFF.

The Certification Controller must take the following actions:

(a) all host produce harvested from the source block/s, including any produce which has been packed for certification but which remains on the premises, must be rejected for certification under this Procedure; and

(b) the detection must be reported to the Department within 24 working hours of detection, (during business hours) or the first available working day, so an investigation of the cause may be carried out and any problems rectified.
8.3.5.2 Detection of produce with broken skin

If any sample package contains produce with broken skin, the Packed Product Controller must:

In-line inspection:

(a) reject the sample package; and
(b) withdraw and isolate all product packed since the previous sample package was selected; and
(c) stop the packing line; and
(d) note in the “Comments” section of the ‘Packed Product Inspection Record’ (see Attachment 10) next to the entry for the sample package which failed inspection, the reason for failure and the number of withdrawn packages.

(e) following resumption of grading and packing, the Packed Product Controller must:
   (i) select an additional three (3) sample packages from the withdrawn packages; and
   (ii) carry out 100% inspection of the host produce in the additional sample packages for conformance with the requirements specified in Section 6; and
   (iii) give additional sample packages the next three (3) Packed Product Sample (PPS) numbers after the package that initially failed inspection. The inspection results must be entered on the ‘Packed Product Inspection Record’.

(f) If all three (3) additional sample packages are found to conform, the withdrawn packages and the three (3) sample packages may be passed for certification and returned to the product assembly point.

(g) If any of the additional sample packages contain non-conforming host produce, all withdrawn packages shall be rejected.

(h) Once any problems have been identified and rectified, grading and packing may recommence.

End-point Inspection:

(a) reject the entire consignment; and
(b) note in the “Comments” section of the ‘Packed Product Inspection Record’ next to the entry for any sample package which failed the inspection, the reason for failure and the number of packages in the rejected consignment.

8.3.6 Rejected product

All rejected packages must be isolated and clearly identified to prevent mixing with conforming packages.

Packages rejected for live QFF larvae must be either:

(a) certified in accordance with an alternative quarantine entry condition; or
(b) consigned to markets that do not require certification of treatment and/or inspection for QFF.

Packages rejected for broken skins (stonefruit only) must be either:

(a) re-graded, re-packed and re-inspected in accordance with this section prior to certification under this Procedure; or
(b) treated and certified in accordance with an alternative quarantine entry condition; or
(c) consigned to markets that do not require certification of treatment and/or inspection of QFF.

8.3.7 Packed Product Inspection Records

The Packed Product Controller must maintain records of the results of packed product inspection.

Packed product inspection records must be in the form of a ‘Packed Product Inspection Record’ (see Attachment 10), or a similar record which captures the same information.

‘Packed Product Inspection Records’ must include:
(a) Business name; and
(b) type of host produce; and
(c) the Interstate Produce (IP) number of the Business that operates the approved facility in which
the host produce was packed; and
(d) the date of inspection of the sample package; and
(e) PHAC number; and
(f) the sample package sequential number (PPS No.); and
(g) the inspection result for the sample package; and
(h) details of defects or problems detected during inspection; and
(i) the number of any withdrawn or rejected packages; and
(j) the inspection results and follow-up action by the Certification Controller following withdrawal;
and
(k) the Packed Product Controller’s name and signature.

8.4 Dispatch

8.4.1 Product identification

The Authorised Dispatcher must ensure that, prior to issuing a PHAC, each package intended for
certification under this Procedure is marked in indelible and legible characters of at least 5 mm with:

(a) the Interstate (IP) number of the Business that operates the approved facility in which the host
produce was packed; and
(b) the words “Meets ICA-21”; and
(c) the date (or date code) on which the host produce was packed; and
(d) the Interstate Produce number or other identifier of the grower of the host produce, where the
grower is a different Business to the packer.

Where the packer uses a different identifier to the IP number of the grower, the packer must
maintain a Grower Identifier Record that matches the grower identifier with the grower’s names or IP
number so that the grower can be easily identified if required.

Any packages containing produce that has not been pre-harvest treated and inspected in
accordance with the requirements of this Procedure must not be marked as stated above.

8.4.2 Plant Health Assurance Certificate (PHAC)

The Authorised Dispatcher must ensure a PHAC (see Attachment 11) is completed and signed by
an Authorised Signatory prior to the 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 the product; and
(b) in the ‘Grower’ section, the name and address of the Accredited Business that was
responsible for pre-harvest treatment of the host produce. Where the consignment contains
produce pre-harvest treated by a number of growers the words “VARIOUS” must be used; and
(c) in the “Additional Certification” section “Inspected and found free of QFF larvae and broken
skins” must be written.

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

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

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

9. **ACCREDITATION**

In order to become accredited, the *Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement* provided with this document 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 an ICA 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 (Attachment 2).

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 hard copy 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 ICA system is implemented and capable of operating in accordance with the requirements of the ICA Procedure, and the system is effective in ensuring compliance with the specified requirements of the ICA arrangement.
On completion of a successful initial audit, applicants will be granted provisional accreditation and issued a Certificate of Accreditation.

A decision may be made to refuse accreditations under certain circumstances, including:
- incomplete knowledge of the ICA Procedure;
- insufficient management or control to operate the ICA Procedure;
- poor awareness and knowledge of the ICA Procedure by staff; and
- deficient record keeping.

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 re-considering 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 ICA system continues to operate in accordance with the requirements of the ICA Procedure.

Compliance audits are, wherever practical, conducted when the ICA Procedure is in operation.

A compliance audit is conducted:

(a) within four (4) weeks of the initial audit and accreditation or issue of the first PHAC; and
(b) within 12 weeks of the Business applying for re-accreditation; and
(c) 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 produce, ICA system records or ICA system documentation.

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 an Interstate Certification Assurance Arrangement detailing the facility location, 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 ICA 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 ICA 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 produce under the ICA arrangement.
10. RECORDS AND DOCUMENT CONTROL

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

Under PART A
(a) current 'Property Plan' for each block/source property (Attachment 2); and
(b) 'Equipment Application Calibration Test Record' (Attachment 3); and
(c) 'Preparation and Treatment Record' (Attachment 4); and
(d) 'Harvest Inspection Record' (Attachment 6); and
(e) 'Pre-Harvest Treatment and Harvest Inspection Declaration' (Attachment 7); and

Under PART B
(a) a copy of each 'Pre-Harvest Treatment and Harvest Inspection Declaration' received (Attachment 7); and
(b) 'Record of Receipt' (Attachment 8); and
(c) 'Packed Product Inspection Record' (Attachment 10); and
(d) a copy of each PHAC issued under this 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 ICA 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 ICA Procedure; and
(c) a current Certificate of Accreditation.

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

11. AUDITING PROCEDURES

11.1 ICA 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:

(a) the Business has current copies of the Application for Accreditation and ICA Procedure;
(b) the Certification Controller, Treatment Operator, Harvest Supervisor, Produce Receival Officer, Graders, Packers, Packed Product Controller, Authorised Signatory, Authorised Dispatcher and staff understand their responsibilities and have a good knowledge of certification specifications;
(c) the Authorised Person holds current accreditation by the Department and has completed the required training;
(d) the current signatories have been authorised by the Department;
(e) all records associated with this ICA Procedure have been kept; and
(f) the ICA arrangement is being operated effectively.
11.2 Non-conformances and Corrective Action Requests

Audits are regularly undertaken to evaluate the effectiveness of implementation of ICA requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one (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.

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 ICA 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 ICA 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 an ICA 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 ICA 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 ICA 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:
12.2 Immediate Suspension

An immediate suspension of the ICA 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 ICA 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 an Interstate Certification Assurance (ICA) Arrangement, which details the reasons for the immediate suspension of the Business.

Immediate suspension requires the Business to immediately cease consigning produce under the ICA 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 an ICA Procedure

If the Department suspends, cancels or amends an ICA Procedure, 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 an ICA Arrangement
Attachment 2 Property Plan
Attachment 3 Equipment Application Calibration Test Record
Attachment 4 Preparation and Treatment Record
Attachment 5 Inspection for Queensland fruit fly Information Sheet
Attachment 6 Harvest Inspection Record
Attachment 7 Pre-harvest Treatment and Harvest Inspection Declaration
Attachment 8 Record of Receipt
Attachment 9 Example of a Packed Product Sample Number
Attachment 10  Packed Product Inspection Record
Attachment 11  Plant Health Assurance Certificate
**Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement**

Indicate the type of application being made
- [ ] New
- [ ] Renewal
- [ ] Amendment

### 1. Business Details

**Type of Ownership of Business**
- [ ] Individual
- [ ] Incorporated Company
- [ ] Other
- Partnership
- Cooperative Association

(please specify)

**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.)

**Australian Company Number or Australian Registered Body Number**

- [ ] ACN
- [ ] ARBN

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.

**Trading Name/s of the business (as shown on packages sent to market)**

- [ ] ABN

### 2. Operational Procedure and Facility Details

**Postal address of the Business**

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Telephone ( )</th>
<th>Facsimile ( )</th>
<th>Mobile</th>
</tr>
</thead>
</table>

**Has the business been registered previously for the interstate movement of produce?**
- [ ] No
- [ ] Yes

**Does the business intend to operate this ICA for more than 6 months of this accreditation year?**
- [ ] Yes
- [ ] No

#### Lot/DP Numbers

If insufficient space attach list

### Lot/DP number

#### Title of Operational Procedure

#### Reference No.

Tick only Part A where there are no parts to the Operational Procedure. If the Operational Procedure is documented in two parts, indicate the part or parts for which you are seeking accreditation.

- [ ] Part A
- [ ] Part B

#### Street address of the facility (Note: a separate ICA application is required for each facility, if more than one)

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Telephone ( )</th>
<th>Facsimile ( )</th>
<th>Mobile</th>
</tr>
</thead>
</table>

**3. Responsible Personnel**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name/s</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Controller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back-Up Certification Controller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorised Signatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Authorised Signatories</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Interstate Certification Assurance 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 applicable Operational Procedure (2a).

or

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

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 Department of Primary Industries.
   - "Interstate Certificate Assurance 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 ICA nominated in Section 2(a) of this form, and agree to comply with all the requirements contained therein;
   (b) to operate the Interstate Certification Assurance system in accordance with the Operational Procedure as nominated in Section 2(a), and maintain the records specified in the Operational Procedure;
   (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 the Department may inform the regulatory authority of the importing state of the details of any non-conformities in the operation of the ICA and withdrawal of your accreditation;
   (h) if your accreditation is cancelled or suspended you must, if requested by the Department, return within 14 days, your certificate or accreditation and any unused Plant Health Assurance Certificates in your possession;
   (i) to pay to the Department 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 the Department 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

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

/ / 

Signature/s Date/s

☐ Partner ☐ Company Director ☐ Company Secretary

/ / 

☐ Partner ☐ Company Director ☐ Company Secretary

/ / 

☐ Do you currently have a DPI maintained QFF trap on your property? (tick for yes)

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 the Department for the purpose of management of the National ICA Accreditation Scheme. It will be used by the Department 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 correct your information by contacting the ICA Records Management Officer on telephone number (02) 6391 3732 or by writing to ICA Records Management Officer, Department of Primary Industries, Plant Biosecurity Operations, Locked Bag 21, Orange NSW 2800.

Office Use Only

Desk Audit ☐ Passed

ACTION
Initial Audit ☐ Date / / 
Compliance Audit ☐ Date / / 
Provisional ☐ Date / / 
Active ☐ Date / / 

Name (Print) .................................................................
Signature .....................................................................

Name (Print) .................................................................
Signature .....................................................................
The Property Plan is to include the following:

(a) the location of all blocks on which host produce is planted;
(b) the block reference code or number used to identify each block;
(c) the type of host produce grown on each block;
(d) the cultivar and number of trees planted in the block;
(e) road access including street name/s;
(f) internal roadways within the property;
(g) the location and identification of buildings on the property (e.g., house, packing shed, equipment sheds, etc.).
(h) whether it is intended to certify host produce harvested from the block under the ICA arrangement.

Note: A Property Plan (overleaf) must be included for each property covered by the Business' Interstate Certification Assurance arrangement.

Complete the following details for each block shown on the Property Plan:

<table>
<thead>
<tr>
<th>Block Reference Code or No.</th>
<th>Name Used on Farm for the Block</th>
<th>Variety of host produce</th>
<th>Number of trees</th>
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</table>
# Equipment Application Calibration Test Record

<table>
<thead>
<tr>
<th>Date of Test</th>
<th>No. of Nozzles</th>
<th>Output for individual nozzles (L/min/nozzle)</th>
<th>Effective Spray Width (m)</th>
<th>Calibration run (m)</th>
<th>Litres used in run (L/run)</th>
<th>Application rate (L/ha)</th>
<th>Testing Officer’s Name</th>
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</table>
# Preparation and Treatment Record

<table>
<thead>
<tr>
<th>Date and time of preparation and application</th>
<th>Volume/Weight of concentrate (mL or g)</th>
<th>Volume of mixture (L)</th>
<th>Trade name of concentrate</th>
<th>Other adjuvant</th>
<th>Calibrated (Y/N)</th>
<th>Treatment Equipment used</th>
<th>Type of produce</th>
<th>Number treated (block or ha)</th>
<th>Treatment Operator’s Name</th>
<th>Signature</th>
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</tbody>
</table>
Inspection for Queensland Fruit Fly information sheet
(Images courtesy of Department of Environment and Primary Industries, Victoria)

Larvae and sting marks

Sting marks

Larvae
# Harvest Inspection Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Grower IP Number</th>
<th>Source Block/s</th>
<th>No. of Bins/Crates</th>
<th>No. of Fruit Cut &amp; Examined</th>
<th>Fruit Fly Present</th>
<th>Details</th>
<th>Certification Controller</th>
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<td>Yes</td>
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### Pre-Harvest Treatment and Harvest Inspection Declaration

A Pre-Harvest Treatment and Harvest Inspection Declaration must be provided with each consignment to a New South Wales packer accredited under Part A of the ICA-21 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 produce) identified by:

_________________________________________________________ (package identification)

delivered to:

______________________________________________________________ (Business name)

Interstate Produce (IP) No. N□□□□ on:-               /           /                   (date) for grading and packing for certification:

1. Grown by the Business which is accredited for an ICA arrangement under Part A of Procedure ICA-21.

2. 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>☐ Maldison</td>
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<td>☐ Dimethoate</td>
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<td>☐ Trichlorfon</td>
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3. The host produce was pre-harvest treated with a cover spray.

4. The host produce was inspected at harvest and found free from live fruit fly.

I am authorised to sign on behalf of the Business. I declare that the information given is to the best of my knowledge true and correct in every particular.

_________________________ __________________________        /         /  
Name Signature Date

ATTACHMENT 7
# Record of Receipt

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>N</th>
<th>Record No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAC Number(s)</td>
<td>Pre-Harvest Treatment and Inspection Declaration Y/N</td>
<td>Date of Receipt</td>
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ATTACHMENT 8
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)

![Stamp or Sticker Design](example)

Completed Stamp or Sticker (Example Only)

![Completed Stamp or Sticker](example)
# Packed product inspection record

<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>PHAC No.</th>
<th>PPS No.</th>
<th>Free of live fruit fly</th>
<th>Free from broken skins (Stonefruit only)</th>
<th>Comments (note any problems detected during inspection and the number of any withdrawn or rejected packages)</th>
<th>Packed Product Controller</th>
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**Printed Name**

**Signature**
Plant Health Assurance Certificate

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

<table>
<thead>
<tr>
<th>Consignment Details</th>
<th>Certification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consignor</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td><strong>IP Number</strong></td>
</tr>
<tr>
<td>Address</td>
<td><strong>Facility Number</strong></td>
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<td><strong>Procedure</strong></td>
</tr>
<tr>
<td><strong>Consignee</strong></td>
<td></td>
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<tr>
<td>Name</td>
<td>Acccredited Business that prepared produce (As IP Number above)</td>
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<td>Address</td>
<td>Name</td>
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<td>Address</td>
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<tr>
<td>Reconsigned to: (Split consignments or reconsigning whole consignments)</td>
<td>Grower(s) (If more than one grower – attach list)</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
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<tr>
<td>Address</td>
<td>Address</td>
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</tbody>
</table>

For ICA23 each source property must have current Property/Approval

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

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

Authorised Signatory’s Name (Please print)  Signature  Date

/ /