ICA-47

Inspection of fresh fruits and vegetables for freedom from Fruit Fly

Revision Register

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<td>29 October 2012</td>
<td>All</td>
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<td>New ICA procedure</td>
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Authorised by: Strategy Leader, Plant Biosecurity Operations  Date: 12 November 2012

Controlled: ☐  Uncontrolled: ☑

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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 fresh fruits and vegetables under an Interstate Certification Assurance (ICA) arrangement.

2. **SCOPE**

This procedure covers all certification of fresh fruit and vegetables from a Business operating under an ICA arrangement in New South Wales.

**Disease:** Queensland Fruit Fly

**Product:** Fresh Fruit and Vegetables

**Location:** Movement into Victoria and NSW FFEZ

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

Information on intra- and interstate quarantine requirements can be obtained from the Department, Plant Biosecurity branch on (02) 6938 1976.

3. **REFERENCES**

WI-01 Guidelines for Completion of Plant Health Assurance Certificates

WI-10 Conducting an Inspection of Fresh Fruit and Vegetables for Freedom of Fruit Fly

4. **DEFINITIONS**

In this procedure:

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

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

**Authorised Signatory** means a person whose name and specimen signature is provided as an Authorised Signatory on the Business’s Application for Accreditation.

**Berry Fruit** includes blackberries, blueberries, boysenberries, gooseberries, grapes, loganberries, raspberries and strawberries

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

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

**Certification Assurance (CA)** means an arrangement approved by the Department which enables a business accredited under the arrangement to certify that certain quarantine requirements have been satisfied for the movement of fresh fruit and vegetables 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 time covered by a single PHAC.

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

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

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

host produce means fruit or vegetables which are susceptible to infestation by Queensland fruit fly.

inspection means the act of inspecting produce to determine if the entry conditions or fruit fly freedom requirements of the importing State or Territory have been met.

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.

Authorised Inspection Person means a person authorised to conduct inspection on behalf of the Business:
• having been trained in the detection and recognition of fruit fly; and
• having their name and signature on a register of Authorised Inspection Persons maintained by the Business.

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

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

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

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 in packages following grading and packing and ready for marketing.

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

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

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

unit means a single whole fruit or vegetable, or in the case of Berry Fruit means a collective unit (e.g. punnet or bunch).
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 produce is carried out in accordance with this procedure;
- maintaining a Register of Approved Inspection Persons
- maintaining the required inspection facilities and equipment advising the Authorised Inspection Person of the type of inspection to be undertaken for each consignment or lot;
- ensuring the Business rejects and segregates produce in accordance with this Operational Procedure;
- forwarding samples of suspected fruit fly for identification
- reporting any detection of fruit fly to the ICA Coordinator for the district within 24 hours of the detection
- ensuring the requirements of the Occupational Health and Safety Regulation 2001 or the Occupational Health and Safety Act 2000 are addressed.

The Authorised Inspection Person is responsible for:
- maintaining inspection facilities and equipment
- sampling and inspecting 2% or 600 units, whichever is greater, for the presence of fruit fly prior to certification under this Operational Procedure
- immediately advising the Certification Controller of any detection of fruit fly
- identifying and segregating packages following detection of suspect fruit fly;
- maintaining fruit fly inspection records

The Authorised Signatory is responsible for:
- signing and issuing the PHAC;
- ensuring that host produce certified under the PHAC 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 host produce covered by a PHAC issued by the Business are identified; and
- maintaining duplicate copies of all PHACs issued by the Business under the procedure.

6. REQUIREMENTS

Produce certified under this ICA procedure must be inspected and found free from Queensland fruit fly.

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

7.1 **Authorised Inspection Person**

One or more Authorised Inspection Persons shall be trained in the detection and recognition of Queensland fruit fly.

A register of Authorised Inspection Persons which records the name, date of training and specimen signature of each Authorised Inspection Person must be maintained (Attachment 2). Only persons currently on the register are permitted to conduct fruit fly inspections for the Business under this Procedure.

7.2 **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 a well lit and ventilated 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 fruit fly; and
(c) reference illustrations and photographs for identification of Queensland fruit fly; and
(d) sealable plastic bags for collecting specimens of infested produce; and
(e) sealable specimen bottles for suspect fruit fly; and
(f) labels to uniquely number specimen bottles when multiple specimens are collected; and
(g) a fine paint brush for collecting samples of suspect fruit fly; and
(h) preservative material i.e. methylated spirits or 70% ethanol for preserving samples for identification; and
(i) a pocket knife or similar item for cutting produce to further investigate for the presence of fruit fly.

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.

7.2.1 **Segregation of Produce**

The Business shall maintain an area within the facility for produce which has ‘passed’ inspection. The Business shall also identify by signage an area within the facility for segregating produce which has ‘failed’ an inspection for freedom from fruit fly.

Produce that has failed inspection due to suspect fruit fly and that is awaiting sample results must be segregated from all other fruit fly host produce until the sample result has been returned to the Business.

Examples of acceptable methods of identifying the status of produce include:

- locating fruit fly host produce (including produce that is awaiting sample results or has failed inspection) in a clearly identified and segregated area to produce that has passed inspection; and
- marking each package of inspected and ‘passed’ produce in a manner that clearly identifies the produce as conforming to the requirements specified under this Operational Procedure.
**7.3 Inspection Procedure**

All produce examinations must be carried out by an Authorised Inspection Person.

Fruits and vegetables shall be inspected in accordance with ICA Work Instruction *Guidelines for conducting an inspection of fresh fruit and vegetables for fruit fly* [ICA-WI-10] at a rate of 2% or 600 units, whichever is greater**.

**Berry Fruit will be inspected at a rate of 2%.

**

**7.3.1 Pre-inspection**

Prior to the commencement of an inspection, the Authorised Inspection Person must partially complete the Fruit fly inspection Record (Attachment 3) to capture the following details:

(a) produce type; and

(b) date of inspection; and

(c) place of inspection; and

(d) IP Number; and

(e) type of inspection (end point or in line); and

(f) name of Authorised Inspection Person; and

(g) for end point inspection, the total number of packages in the consignment; and

(h) for in-line inspections, the time the initial sample was taken; and

(i) any unique details on the packages within the consignment which identifies the consignment i.e. name and address of grower and or packer.

Inspection records shall be in the form of a Fruit fly inspection Record (Attachment 3) or similar record which captures the same information.

The Authorised Inspection Person must ensure fruits and vegetables are inspected as close as practicable and not more than 48 hours prior to the time of dispatch from the facility. Fruits and vegetables must be inspected individually (as a unit) after packing as packed product.

The Authorised Inspection Person must ensure that the samples taken for inspection are representative samples of the whole consignment or lot as described on the Fruit fly inspection Record.

Additionally, the Authorised Inspection Person must consider additional factors when selecting a sample from a mixed consignment or lot (refer ICA Work Instruction *Guidelines for conducting an inspection of fresh fruit and vegetables for fruit fly* [ICA-WI-10].

All fruits and vegetables in a consignment of certified produce shall be sampled by end point or in line inspection.

**7.3.2 End-point Inspection**

Prior to selecting a sample for an end-point inspection, the Authorised Inspection Person must ensure that the entire amount of produce within the consignment or lot is available for inspection. Each consignment of fruits and vegetables to be certified must be sampled at the rate of 2% or 600 units.

Packages must be selected at random from within the consignment. A minimum of three (3) packages must be selected for inspection.

**7.3.3 In-Line Inspection**

In-line inspections may only be performed at facilities where the fruits and vegetables intended for certification are being packed.

For in-line inspections, the Authorised Inspection Person must be able to identify when the packed product was packed to adequately determine what product has been packed since the last inspection sample.
Examples of acceptable methods of identifying when product was packed include:

- locating packed product in clearly identified and separate areas that represent the inspection interval; or
- marking each package or pallet of product in a manner that clearly identifies when the product was packed.

The in-line inspection must 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 2% or 600 units, and be selected at random from the final product as it leaves the packing line in the packing shed for consolidation.

### 7.3.4 Finalising Inspection Record

Following the inspection, the Authorised Inspection Person must record the following details on the Fruit fly inspection Record (Attachment 3) or similar record which captures the same information:

(a) number of packages sampled; and  
(b) number of units sampled in each package; and  
(c) total number of units sampled; and  
(d) time when the samples were taken (in-line only); and  
(e) total number of packages (in-line inspection only) in the lot; and  
(f) the inspection result (pass or fail); and  
(g) the signature of the Authorised Inspection Person; and  
(h) actions taken resulting from the detection of suspect fruit fly.

### 7.4 Action Following Detection during Inspection

If suspect Queensland fruit fly are detected during inspection, the Authorised Inspection Person must immediately advise the Certification Controller of any detection. The Authorised Inspection Person must record the detection of suspect fruit fly on the Fruit fly inspection Record (Attachment 3) or similar record which captures the same information.

#### 7.4.1 Detection of Suspect Fruit Fly at End Point Inspection

The Certification Controller must reject and segregate all produce in the consignment that has been presented for inspection.

#### 7.4.2 Detection of Suspect Fruit Fly at In-line Inspection

The Certification Controller shall reject the entire lot represented by the sample including all packed product that has been consolidated from that lot and uninspected product still on the packing line.

#### 7.4.3 Rejected Product

All rejected packages must be isolated and clearly identified to prevent mixing with conforming product. Rejected product may be:

(a) held in an identified area until sample analysis of the suspect fruit fly is conducted and results provided; or  
(b) consigned to a market that does not require certification of freedom from fruit fly; or  
(c) treated in accordance with an alternative quarantine entry requirement for the control of fruit fly (i.e. fumigation).
7.4.4 Fruit Fly Identification

Where eggs or larvae are suspected of being Queensland fruit fly, the suspects must be submitted to the Department using the Insect Identification Request form (Attachment 4).

If the suspect fruit fly is subsequently confirmed not to be Queensland fruit fly, all segregated and rejected product in the consignment/lot may be reconsidered for certification provided all requirements of this Operational Procedure have been met.

If Queensland fruit fly is confirmed, all produce in the consignment/lot shall be rejected for certification under the Operational Procedure.

7.4.5 Handling Suspect Fruit Fly Specimens

Suspect fruit fly samples must be handled, stored and dispatched in accordance with ICA Work Instruction Guidelines for conducting an inspection of fresh fruit and vegetables for fruit fly [ICA-WI-10]

The Authorised Inspection Person must record the following details on the Insect Identification Request form (Attachment 4):

(a) name of the Authorised Inspection Person taking the sample; and
(b) name and address of the grower and packer; and
(c) type of produce and quantity of produce from which the sample was taken; and
(d) date the sample was taken; and
(e) date the sample was submitted; and
(f) contact telephone number and e-mail and fax contact of the Authorised Inspection Person; and
(g) type of sample, diagnosis request and sample details.

The Authorised Inspection Person must seal the specimen bottle into a sealable plastic bag with the sample submission form, and then forward the sample by secured means within 24 hours of taking the sample.

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

Where a suspect fruit fly is captured and contained on produce, the produce or part of the produce with the suspect pest must be wrapped in damp paper towel and placed into a plastic bag or container without a preservative material i.e. methylated spirits.

Where suspect fruit fly is subsequently confirmed to be Queensland fruit fly the Certification Controller of the accredited Business shall obtain written notification of the sample result. Where suspect fruit fly cannot be positively identified, the produce will be rejected for certification under the Operational Procedure.

7.5 Dispatch

7.5.1 Package Identification

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

- the Interstate (IP) number of the Business that operates the approved facility in which the produce was packed;
- the words “Meets ICA-47”;
- the date (or date code) on which the produce was packed; and
- the Interstate Produce number or other identifier of the grower of the 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 prepared in accordance with the requirements of this procedure must not be marked as stated above.

7.5.2 Plant Health Assurance Certificates

The Authorised Dispatcher must ensure a PHAC (Attachment 5) 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 host produce; and
(b) in the ‘Grower’ section, the name and address of the property on which the host produce was grown. Where the consignment contains host produce from a number of growers the word “VARIOUS” must be used; and
(c) in the ‘Consignment Details’ section,
(i) the number and type of packages in the consignment; and
(ii) in the ‘Produce Type’ column, a description of the host produce.

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

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

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

7.5.3 PHAC Distribution

The original (yellow copy) must accompany the consignment.

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

8. 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 agreement.

8.1 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.

8.1.1 Required application documents

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

- A fully completed Application for Accreditation form (Attachment 1);
- Proof of business registration;
Failure to provide any of the above documentation may result in delays to your application for accreditation.

8.1.2 Submission of application package

Application packages must be submitted in hardcopy to:

Certification Records Officer, Plant Biosecurity
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 4 weeks of initial application) will be considered as received by this office.

8.2 Audit Process

8.2.1 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;
- staff had poor awareness and knowledge of the ICA Procedure; and
- record keeping was deficient.

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

Strategy Leader, Plant Biosecurity
NSW Department of Primary Industries
Locked Bag 21, Orange NSW 2800

8.2.2 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 4 weeks of the initial audit and accreditation or issue of the first PHAC; and
(b) within 12 weeks of the business applying for reaccreditation; and
(c) in the case of a Business operating for more than 6 months of a year, between 6 and 9 months after accreditation or reaccreditation.
On completion of a successful initial compliance audit, accreditation is granted up to a maximum of twelve months from the date of provisional accreditation.

Random audits are conducted on a selected number of accredited Businesses each year. Random audits may take the form of a full compliance audit, or audits of limited scope to sample certified host produce, ICA system records or ICA system documentation.

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

8.3 Certificate of Accreditation

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

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

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

8.4 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 host produce under the ICA arrangement.

9. RECORDS AND DOCUMENT CONTROL

9.1 ICA System Records

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

(a) Register of Authorised Inspection Persons; and
(b) Fruit fly inspection Record; and
(c) 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.

9.2 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.
10. AUDITING PROCEDURES

10.1 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 and staff understand their responsibilities and have a good knowledge of certification specifications;
(c) the Authorised Inspection 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.

10.2 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 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.

10.3 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 nonconformities detected. Reference to appropriate non-conformance reports will also be included in this report.

11. SANCTIONS POLICY AND CHARGING

11.1 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:

(a) Obtained accreditation through the provision of false or misleading information;
(b) Not paid fees owing to the Department;
(c) Not submitted a completed application form;
(d) Contravened a requirement that compromises the integrity of the ICA arrangement; or
(e) 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 the decision and the reason for the decision and that the Business may provide in writing the reasons why the decision should be reconsidered, to:

Strategy Leader, Plant Biosecurity
NSW Department of Primary Industries
Locked Bag 21, Orange NSW 2800

11.2 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 host 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:

Strategy Leader, Plant Biosecurity
NSW Department of Primary Industries
Locked Bag 21, Orange NSW 2800

11.3 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.

11.4 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.
12. ATTACHMENTS

Attachment 1  Application for Accreditation of a Business for an ICA Arrangement
Attachment 2  Register of Authorised Inspection Persons
Attachment 3  Fruit fly inspection Record
Attachment 4  Insect Identification Request
Attachment 5  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

(a) Type of Ownership of Business

☐ Individual  ☐ Incorporated Company  ☐ Other

☐ Partnership  ☐ Cooperative Association

(b) Name of Applicant/s

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

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.

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

(d) Postal address of the Business

(e) Has the business been registered previously for the interstate movement of produce?

☐ No ☐ Yes  If yes, give the business’s Interstate Produce (IP) Number

(f) Does the business intend to operate this ICA for more than 6 months of this accreditation year?

☐ Yes ☐ No

2. Operational Procedure and Facility Details

Lot/DP Number

(a) Operational Procedure used in this ICA arrangement

Reference No.  ICA

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.

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

Title of Operational Procedure

Telephone  (   )

Facsimile  (   )

Mobile

3. Responsible Personnel

Family Name  Given Name/s  Specimen Signature

Certification Controller

Back-Up Certification Controller

Authorised Signatory

Additional Authorised Signatories

Attachment 1
4. Types of Produce to be Prepared Under the ICA Arrangement

(if insufficient space, attach a list)

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” means 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.

Name (PRINT)………………………………………………….…….. Compliance Audit
Signature……………………………………………..….../…..../…..…
Date ….../…...../…..…

Name (PRINT)………………………………………………….…….. Desk Audit
Signature……………………………………………..….../…..../…..…
Date ….../…...../…..…

Signature/s Date/s Signature/s Date/s
☐ Individual ☐ Partner ☐ Company Director ☐ Sole Director & Company Secretary
☐ Partner ☐ Company Director ☐ Company Secretary
☐ Partner ☐ Company Director ☐ Company Secretary
☐ Partner ☐ Company Director ☐ Company Secretary

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

Privacy Notice under Privacy and Personal Information Protection Act 1998

The information provided by your business herewith is being collected by 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 ….../…...../…..…
Name (PRINT)……………………………………………….. Signature………………………………………………..
ATTTACHMENT 1
# Register of Authorised Inspection Persons

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

<table>
<thead>
<tr>
<th>Date of training</th>
<th>Authorised Inspection Person</th>
<th>Authorisation by Certification Controller</th>
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<tbody>
<tr>
<td></td>
<td>Printed Name</td>
<td>Signature</td>
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</table>
# Fruit fly inspection Record

<table>
<thead>
<tr>
<th>Date of Inspection:</th>
<th>Package Identification</th>
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<tbody>
<tr>
<td>Place of Inspection:</td>
<td>IP Number: N</td>
</tr>
<tr>
<td>Name of Authorised Inspection Person:</td>
<td>PHAC No(s):</td>
</tr>
</tbody>
</table>

## Inspection Type
- [ ] In-line
- [ ] End-point

### Notes:

### Name & Address of Grower and or Packer:
(if multiple, list in comments/findings column)

### Produce Type:
(if multiple, list in comments/findings column)

### Total Number of Packages in Lot / Consignment:
(list separately if multiple commodities)

## Package No.

<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>
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### Pass Fail Signature of Authorised Inspection Person:

Actions resulting from a suspected detection of a quarantine pest
INSECT IDENTIFICATION REQUEST

SERVICE REQUIRED

☐ Assess for suspect exotic pest  ☐ Monitoring  ☐ Identification  ☐ ID with management advice

AUTHORISATION

I understand there is a fee for insect identifications and I agree to accept the charges. Please call 1800 675 821 for current prices or further information

Name (please print)

Signature Date

YOUR DETAILS

Name Company

Address Postcode

Phone Fax Email

☐ Phone ☐ Fax ☐ Email (Please tick preferred method of receiving report)

WBS (NSW DPI Staff only)

PROPERTY OWNER DETAILS (if different to above)

Name Company

Address Postcode

Phone Fax Email

SAMPLE DETAILS (please provide as much information as possible)

Date collected: Sample site e.g. under a log in orchard at 1 Brown Rd Browntown 2222

GPS Coordinates (decimal degrees preferred):

GPS System  ☐ WGS84  ☐ GDA94  ☐ Other

Describe the problem caused by the insect (if relevant)

Name the type of plant affected (if relevant)

Rate damage caused to plants  ☐ Low  ☐ Medium  ☐ High

Please send the completed form with sample to: Insect Enquiries, Orange Agricultural Institute, 1447 Forest Road, Orange NSW 2800.

Test results and findings may be provided to authorised staff and used for statistical, surveillance, extension, certification and regulatory purposes in accordance with Departmental policies. The information assists disease and residue control programs and underpins market access for agricultural products. The source of the information will remain confidential unless otherwise required by law or regulatory policies.
## Plant Health Assurance Certificate

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

### Consignment Details

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**Reconsigned to:** (Splitting consignments or reconsigning whole consignments)

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### Certification Details

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<th>IP Number</th>
<th>Facility Number</th>
<th>Procedure</th>
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**Accredited Business that prepared produce (As IP Number above)**

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

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<th>Name</th>
<th>Address</th>
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For ICA23 each source property must have current Property/Approval.

### Treatment Details

<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>
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**Treatment Date**

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<th>Chemical (Active Ingredient), Concentration, Duration, Temperature</th>
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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**

\ / \