ICA-15

Mature Green Condition of Passionfruit, Tahitian Limes and Black Sapotes

Revision Register

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Authorised by: Strategy Leader, Plant Biosecurity Operations  Date: 26 July 2011

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1. PURPOSE
The purpose of this procedure is to describe:

- The principles of operation and standards required; and
- The responsibilities and practices of personnel;

that apply to the certification of mature green condition of passionfruit, Tahitian limes and black sapotes for Queensland fruit fly under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE
This procedure covers all certification of mature green condition of passionfruit, Tahitian limes and black sapotes from Businesses operation under an ICA arrangement in New South Wales.

**Disease:** Queensland Fruit Fly (QFF)

**Product:** Passionfruit, Tahitian limes and Black sapotes

This procedure covers only passionfruit of a cultivar of the species *Passiflora edulis*, or of a hybrid between it and *Passiflora edulis f. flavicarpa* that has a dark purple skin and a leathery rind. Approved cultivars include XXXXXoriginal ICA different to Qld ICA and protocol – what do you want used Bev?

This procedure does not cover passionfruit that are cultivars of *passiflora edulis f. flavicarpa* including Panama red, Panama gold, Marsh and Red ambrosia. These cultivars have a lighter coloured pink to purple or yellow skinned fruit, a more acid, aromatic and golden flesh, and a softer rink that is susceptible to QFF infestation.

- Certification of mature green condition of passionfruit, Tahitian limes and black sapotes under this procedure may not be an accepted quarantine entry condition for all interstate and intrastate markets.
- Some interstate and intrastate markets may require additional certification for pests and diseases other than QFF as a condition of entry.
- It is the responsibility of the Business consigning the host fruit material to ensure compliance with all applicable quarantine requirements. Information on intra- and interstate quarantine requirements can be obtained from the Department of Primary Industries, Plant Biosecurity unit on (02) 6391 3575.

3. REFERENCES
WI-01 Guidelines for Completion of Plant Health Assurance Certificates

4. DEFINITIONS

- **accredit** means to accredit persons to issue Plant Health Declarations
- **Act** means the *Plant Disease Act 1924.*
- **Application for Accreditation** means an application for Accreditation of a Business
- **Authorised Person** means an inspector or a person authorised pursuant to section 11(3) of the Act.
- **Authorised Signatory** means a person whose name and specimen signature is provided as an Authorised Signatory.
- **broken skin** means any pre-harvest crack, puncture, pulled stem or other break of the skin that penetrates through to the flesh and has not healed with callus tissue.
- **Business** means the legal entity responsible for the operation of the facility and Interstate Certification Assurance arrangement.
Certification Assurance means a voluntary arrangement between the Department and a business that demonstrates effective in-house quality management and provides assurance through documented procedures and records that produce meets specified requirements.

certified/certification means a Plant Health Certificate issued by a State or Territory government department or a Plant Health Assurance Certificate issued by an accredited Business.

consignment means a discrete quantity of packages consigned to one business at one location at one time.

Department means the Department of Primary Industries.

facility means the location where the grading and packing operations covered by the Interstate Certification Assurance arrangement.

host fruit means fruit of the species Diospyros ebenaster (black sapote); or means a cultivar of the species Passiflora edulis, (passionfruit) or a hybrid between it and Passiflora edulis f. flavicarpa that has a dark purple skin and a leathery rind; means fruit of the species Citrus latifolia (Tahitian lime).

inspector means an inspector appointed under the Act.

Interstate Certification Assurance means a system of Certification Assurance developed to meet the requirements of State and Territory governments for the certification of product for interstate and intrastate quarantine purposes.

mature green condition means for passionfruit, with skin free from any wrinkling, for Tahitian limes, with skin free from any yellow colouring and for black sapotes, with skin free from any black colouring.

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 the host fruit in packages following grading and packing and ready for marketing.

Plant Health Assurance Certificate (PHAC) means certification issued by an Authorised Signatory of an accredited business.

Queensland fruit fly (QFF) means the pest Bactocera tryoni.

skin means the outer layer(s) of the host fruit that encloses the flesh.

Unbroken skin means the skin has no pre-harvest crack, puncture, pulled stem or other break that penetrates through to the flesh and has not healed with callus tissue.

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 the Business has current accreditation for an ICA under this procedure;
ensuring all preparation of host fruit for certification of mature green condition is carried out in accordance with this procedure;

- ensuring sorters and packers are able to identify mature green condition of passionfruit, Tahitian limes and/or black sapotes;
- overseeing and supervising the sorting and packing process;
- investigating and rectifying any problems following detection of a non-conformity in packed product by the Packed Product Controller; and
- instigating corrective action following rejection of packed product.

The **Sorters and Packers** are responsible for:

- ensuring all host fruit packed for certification of mature green condition meet the requirements detailed in section 6. Requirements; and
- ensuring all non-conforming host fruit are identified and controlled to prevent mixing with conforming host fruit.

The **Packed Product Controller** is responsible for:

- sampling and inspecting at least one (1) in every fifty (50) packages for conformance with the requirements of section 6. Requirements;
- identifying all sample packages;
- taking corrective action following identification of non-conforming host fruit in any sample package; and
- maintaining records of packed product inspection.

The **Authorized Dispatcher** is responsible for:

- ensuring all packages covered by a Plant Health Assurance Certificate (PHAC) are identified; and
- maintaining copies of all PHACs issued.

The **Authorized Signatory** is responsible for:

- signing and issuing the PHAC;
- ensuring that the host fruit certified under the PHAC has been treated in accordance with this procedure and that the details on the certificate are true and correct in every particular.

6. **Requirements**

Host fruit certificated for mature green condition under this procedure must comply with the following two requirements:

(a) **Mature green condition**

(i) in the case of Tahitian limes, with skin free from any yellow colouring;

(ii) in the case of black sapotes, with skin free from any black colouring;

(iii) in the case of passionfruit, with skin free from any wrinkling.

(b) **Unbroken skin** means the skin has no pre-harvest crack, puncture, pulled stem or other break that penetrates through to the flesh and has not healed with callus tissue.

The Department of Primary Industries and interstate quarantine authorities maintain the right to inspect certified host fruit and to refuse to accept a certificate where host fruit is found not to conform to specified requirements.
7. **PROCEDURE**

7.1 **Sorting**

The Business must implement sorting systems during the grading and packing process to ensure host fruit certified for mature green condition meets the requirements specified in section 6. Requirements.

Sorters must inspect each host fruit for colour and unbroken skin.

Any host fruit that does not conform to the requirements specified in section 6. Requirements must be regarded as non-conforming and must be rejected for certification under this procedure.

The Certification Controller must supervise the sorting operation to ensure that any host fruit that does not conform to these specified requirements is clearly identified and segregated to prevent mixing with conforming host fruit.

7.1.1 **Identification and Control of Nonconforming Host Fruit at Sorting**

The Business must ensure that no mixing of conforming and non-conforming host fruit can occur during the sorting and packing operation.

All host fruit that are found to be non-conforming (ie. do not meet the requirements listed in section 6. Requirements must be segregated to prevent mixing with conforming host fruit.

Examples of acceptable methods of identifying conforming and non-conforming host fruit during sorting include:

(a) locating non-conforming host fruit in a defined and separate area to conforming host fruit and maintaining separation until the conforming host fruit is graded and packed; or

(b) placing non-conforming host fruit in reject bins or other containers which are clearly marked or significantly different in appearance to distinguish from conforming host fruit.

Other methods may be used provided they clearly identify non-conforming host fruit from conforming host fruit.

7.2 **Packing**

A Business which packs both conforming and non-conforming host fruit must implement systems to identify the condition status of host fruit after packing to prevent mixing of conforming and non-conforming host fruit.

7.2.1 **Identification of Conforming and Non-conforming Host Fruit after Packing**

Examples of acceptable methods of identifying the condition status of conforming and non-conforming host fruit after packing include:

(a) Using packaging that differs significantly in appearance; or

(b) Immediately marking each package of conforming host fruit in a manner that clearly identifies the host fruit as conforming to the requirements specified under this procedure.

7.3 **Packed Product Inspection**

The Packed Product Controller must continually monitor the sorting 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 so that corrective action can be implemented.

Packed Product Inspection may be carried out as:

(a) in-line inspection during sorting and packing or a consignment; or

(b) end-line inspection following assembly of a consignment.
The Packed Product Controller must ensure that packed product is stacked in an orderly fashion so that
the host fruit packed since the last sample package can be easily identified.

7.3.1 Sample Selection
The Packed Product Controller must select a minimum of one (1) package in every fifty (50) packages or
part thereof of packed product for inspection.
For, in-line inspection samples must be selected at random from the final packed product as it leaves the
packing line.
For, end-point inspection samples must be selected at random from the consignment following
consignment assembly.

7.3.2 Examination of the Sample
The Packed Product Controller must carry out 100% inspection of the host fruit from each sample
package (punnet, tray or carton) for compliance with the requirements in section 6. Requirements.
Each host fruit in the sample package must be removed and examined for mature green condition and
unbroken skin.
Mature green in the case of Tahitian limes, means with skin free from any yellow colouration indicating
ripening.
Mature green in the case of black sapotes, means with skin free from any black colouration indicating
ripening.
Mature green in the case of passionfruit, means with skin free from any wrinkling.
Broken skin includes any pre-harvest crack, puncture, pulled stem or other break of the skin that
penetrates through to the flesh and has not healed with callus tissue.

7.3.3 Identification of Sample Packages
Samples packages must be sequentially numbered during the day of packing.
The Packed Product Controller must 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 identified the sequential sample number and their initials.
Where consignments are palletised, the sample packages examined by the Packed Product Controller
must be stacked on the pallet with the PPS No. visible on the outside of each pallet packed for
certification under this procedure.
An example of a PPS No. stamp or sticker is shown as Attachment 3.

7.3.4 Detection of Non-conforming Packed Product
The Certification Controller must be notified of any rejection of packed product. The Certification
Controller must advise the sorting and packing staff of the non-conformance and conduct an investigation
to identify the cause.
If any sample package contains a host fruit that does not meet the requirements specified in section 6.
Requirements, the Packed Product Controller must:
(c) in-line inspection:
   (i) reject the sample package;
   (ii) withdraw and isolate all host fruit packed since the previous sample package was selected; and
   (iii) stop the packing line.
Once any problems have been identified and rectified, sorting and packing may recommence.
The Packed Product Controller must note in the “Comments” section of the Mature Green Condition Packed Product Inspection Record next to the entry for the sample package which failed inspection, the reason for failure and the number of withdrawn packages.

Following resumption of sorting and packing, the Packed Product Controller must select an additional three (3) sample packages from the withdrawn packages.

The Packed Produce Controller must carry out 100% inspection of the host fruit in the additional sample packages for conformance with the requirements specified in section 6. Requirements.

Additional sample packages must be given the next three Packed Product Sample (PPS) numbers after the package that initially failed inspection. The inspection results must be entered on the Mature Green Condition Packed Product Inspection Record.

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

If any of the additional sample packages contain a non-conforming host fruit, all withdrawn packages shall be rejected.

(d) end-point inspection

If any sample package contains a host fruit that does not meet the requirements specified in section 6. Requirements the entire consignment must be rejected.

The Packed Product Controller must note in the “Comments” section of the Mature Green Condition Packed Product Inspection Record next to the entry for any sample package which failed inspection, the reason for failure and the number of packages in the rejected consignment.

7.3.5 Rejected Product

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

All rejected packages must be resorted, repacked and reinspected in accordance with this section prior to certification of mature green condition and unbroken skin under this procedure.

Alternatively, rejected packages must be treated and certified in accordance with an alternative quarantine entry condition, or consigned to markets that do not require certification of mature green condition and unbroken skin.

7.3.6 Packed Product Inspection Records

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

Packed product inspection records must be in the form of a Mature Green Condition Packed Product Inspection Record (Attachment 2) or a record which captures the same information.

Packed product inspection records must include:

(a) the Interstate Produce (IP) Number of the Business that operates the approved facility in which the host fruit was packed;
(b) the date of inspection of the sample package;
(c) the sample package sequential number (PPS No.);
(d) the inspection results for the sample package;
(e) details of defects or problems detected during inspection;
(f) the number of any withdrawn or rejected packages;
(g) the inspection results and follow-up action following rejection; and
(h) the Packed Product Controller’s name and signature
7.4 Dispatch

7.4.1 Product Identification

The Authorised Dispatcher must ensure that each package 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 produce was packed;

(b) the words “Meets ICA-15”, and

(c) the date (or date code) on which the host fruit was packed;

prior to the issuance of an Assurance Certificate by the Business under this procedure.

Any packages containing host fruit that has not been inspected in accordance with the requirements of this procedure must not be marked as stated above.

7.4.2 Plant Health Assurance Certificate

The Authorised Dispatcher must ensure a PHAC 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 host fruit;

(b) in the ‘Grower or Packer’ section, the name and address of the Accredited Business that was responsible for packing the host fruit. Where the consignment contains host fruit grown by a number of growers the words “VARIOUS” must be used;

(c) for mature green condition:

(i) “Met mature green condition at the time of packing”.

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.

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.

7.4.3 PHAC Distribution

The original (yellow copy) must accompany the consignment.

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

8. ACCREDITATION

When the Department accepts your application, this ICA document becomes a binding contract between you and the Department of Primary Industries.

In order to become accredited, the Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement which accompanies this document must be signed. The application for accreditation includes the terms and conditions applying to this contract.
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 produce.

A Business may apply for accreditation by lodging a complete application form (Attachment 1) and submitting the original application form to:

Certification Assurance Records Officer, Plant Biosecurity
Department of Primary Industries
Locked Bag 21, Orange NSW 2800

A copy of the application form may be faxed to (02) 6391 3206 however the original application form must be submitted in hardcopy also to the above address.

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 Operational Procedure, and the system is effective in ensuring compliance with the specified requirements of the ICA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and 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 the Strategy Leader, Plant Biosecurity Operations, Department of Primary Industries or delegate.

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 Operational 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 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 (type of produce and chemical covered) 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 produce under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure, produce type and chemical 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 prior to accreditation lapsing, or if accreditation has lapsed, prior to commencing further certification of 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:

- Mature Green Condition Packed Product Inspection Record
- a copy of each Plant Health Assurance Certificate issued by the Business

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 copy of the current endorsed Application for Accreditation;
- A current copy of the Operational Procedure; and
- 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 the audit the auditor will check that:

- the Business has current copies of the Application for Accreditation and ICA Procedure;
- the Certification Controller, Authorised Signatory, Authorised Dispatcher Packed Product Controller, Sorters and Packers and staff understand their responsibilities and have a good knowledge of product specifications;
the current signatories have been authorised by the Department;
all records associated with this ICA Procedure have been kept, including such records relating to property inspections, treatments and consignment inspections; and
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 in accordance with Section 11 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 according to Section 11 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 11).

10.3 Audit reports

The Business shall be provided with an audit report for all audits performed. This report will summarise the audit findings and shall include any nonconformities detected. Reference to appropriate NCRs 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:

- 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:

- stating the proposed action;
- stating the grounds for the proposed action;
- outlining the facts and circumstances forming the basis for the grounds;
- if the proposed action is to suspend or cancel the accreditation; and
- 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;
- the reason for the decision; and
- that the Business may write to the Strategy Leader, Plant Biosecurity Operations, Department of Primary Industries giving the reasons why the decision should be reconsidered.

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 produce under the ICA arrangement.

The Business may appeal this decision by writing to the Strategy Leader, Plant Biosecurity Operations, Department of Primary Industries stating the reasons the Business believes are relevant for the reinstatement of accreditation.

11.3 Notice of 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 Prosecution

Businesses found to be operating contrary to the Act may be liable for prosecution.

11.5 Charging Policy

An administration fee will be charges for accreditation. Further information is available from http://www.dpi.nsw.gov.au/biosecurity/plant/ica

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 of Primary Industries for other regulatory services.

12. ATTACHMENTS

Attachment 1 Application for Accreditation
Attachment 2 Mature Green Condition Packed Product Inspection Record
Attachment 3 PPS No. stamp or sticker
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

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

ABN

(d) Postal address of the Business

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

- [ ] No
- [ ] Yes

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

(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
   (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.

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

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

Title of Operational Procedure

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

<table>
<thead>
<tr>
<th>Telephone (   )</th>
<th>Facsimile (   )</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
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” 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 Signature/s Date/s

☐ Individual ☑ Partner ☑ Company Director ☐ Sole 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

Desired Audit Date: / / 

Name (PRINT) ________________________________

Signature ________________________________ / / 

ACTION

Initial Audit ☐ Date: / / 

Compliance Audit ☐ Date: / / 

Name (PRINT) ________________________________

Signature ________________________________ / / 

Signature ________________________________ / / 

Office Use Only
### Mature Green Condition Packed Product Inspection Record

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Interstate Produce (IP) Number</th>
<th>N</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit Type:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>PPS No.</td>
<td>Mature Green colour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Comments**
(Note any defects or problems detected during inspection and the number of any withdrawn or rejected packages)

**Packed Product Controller**

- Printed Name
- Signature
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](image)

Completed Stamp or Sticker (Example Only)

![Completed Stamp or Sticker](image)