

Import Verification Compliance Arrangement (IVCA)

(CA-01)

Operational Procedure, version 7.0

Information current as of 29 July 2021

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The locations of current fruit fly outbreaks in South Australia are specified on the PIRSA website at <http://pir.sa.gov.au/fruitfly>.

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IVCA OPERATIONAL PROCEDURE FOR INSPECTION AND VERIFICATION OF IMPORTED PLANT AND PLANT RELATED MATERIAL

Table 1: Revision register

Revision No.	Date Issued	Amendment Details
1.0	18/11/2003	Original / R C
2.0	March 2009	New Act / GSC / IC
3.0	09/04/2009	Edits re new Act / GSC
4.0	15/03/2012	Edits / logo, BioSA / GSC
5.0	21/03/2014	Edits / Logo / RE
5.1	25/03/2014	Edits / Corrections / RE
5.2	04/07/2014	Edits / Inspection Rates added / RE
5.3.1	11/10/2018	Machinery Checklist added, minor edits // RE
5.4	05/03/2020	Used FF Host Bins / Procedure for clearing and handling ICA-57 / Edits // RE / MC
6.0	22/01/2021	Modified Inspection rates / corrections and edits // RE
7.0	29/07/2021	Ministerial Notice related amendments / Style, logo and structure edits // SMK

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INTRODUCTION

The *Plant Health Act 2009* (“the Act”) and the *Plant Quarantine Standard South Australia* (“PQS”) provide the legal requirements for introducing or importing plant and plant related material into South Australia. The objective of these requirements is to minimise the risk of the introduction of plant pests and disease and protect South Australia’s horticultural industries.

Department of Primary Industries and Regions (“PIRSA”) is responsible for administering and enforcing the Act and the PQS.

The options to verify compliance with SA entry conditions are either:

- Direct Inspection of imported produce, where PIRSA must check imported consignments prior to their release, at the cost of the importer, or
- Importer Verification Compliance Arrangement (“IVCA”), where the importer assesses and records compliance, and PIRSA audits compliance by the company, at the cost of the importer.

IVCA is an option that provides flexibility, and is cost effective for business, whilst managing the quarantine risk associated with imported produce. This would normally be the preferred and most economical option for businesses that routinely import horticultural produce.

Version 7 of the IVCA Operational Procedure supersedes all previous versions of the procedure and is in effect and legally enforceable as of 12:01AM 29 July 2021.

1. Purpose

The purpose of this IVCA Operational Procedure is to describe the:

- a) principles of operation and standards required; and
- b) responsibilities and practices of accredited business and their personnel;

required in verifying that any plants or plant related products brought into the state meet the conditions of the PQS and the Act.

2. Scope

This procedure applies to any regulated plant and plant related product brought into the state which requires certification under the Act and is covered under a condition of the PQS.

3. References

Table 2: Reference lists

Item	Source
WI-01: Guidelines for the completion of plant health assurance certificates	https://www.pir.sa.gov.au/_data/assets/pdf_file/0004/72625/ICA-WI-01-Completing-PHACs.pdf
Plant Health Act, 2009	http://www.legislation.sa.gov.au/LZ/C/R/PLANT%20HEALTH%20REGULATIONS%202009.aspx



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Table 2: Reference lists

Item	Source
Plant Quarantine Standards South Australia	https://www.pir.sa.gov.au/_data/assets/pdf_file/0008/362285/plant-quarantine-standard-south-australia-v-17.2.pdf
Interstate Certification Assurance (ICA) & Compliance Arrangements (CA's) Approved for entry into South Australia	https://pir.sa.gov.au/biosecurity/plant_health/importing_commercial_plants_and_plant_products_into_south_australia/approved_ica_and_ca_operational_procedures .
Importing plant and plant products into SA	https://pir.sa.gov.au/importing-plants

A list of Declared Pests and Quarantine Areas can be found at <https://www.pir.sa.gov.au/planthealth> under Ministerial Notices Annex 1 and 2 which support the PQS.

4. Definitions

Table: 3: Definition of terms and phrases

Phrase	Definition
Accredited Business	Means a business accredited under the <i>Plant Health Act 2009</i> to operate an Interstate Verification Compliance Arrangement (IVCA)
Biosecure HACCP Biosecurity Certificate (BHBC)	Biosecure HACCP Biosecurity Certificate issued under the Biosecure HACCP Scheme administered by Greenlife Industry Australia (previously the Nursery and Garden Industry Australia)
Biosecurity SA- Plant Health	A service area within the Department of Primary Industries and Regions (PIRSA) tasked to prevent threats, respond to outbreaks, lead eradication and recovery from plant pests and diseases that threaten plant industries, the environment, and human health in South Australia.
Certificate	A Biosecure HACCP Biosecurity Certificate, Plant Health Assurance Certificate, Plant Health Certificate or Phytosanitary Certificate.
Consignment	A quantity of plants or plant related products covered by one certificate
Corresponding law	The law of another State or Territory equivalent to the Act.
Declaration	A document, signed by the person consigning the plant or plant related product to SA, attesting it is from a particular location not known to be affected by a pest or disease declared under Section 4 of the <i>Plant Health Act 2009</i> .
Designated Quarantine Area	An area where produce can be secured and segregated from all other conforming or host produce.
ICA	The Interstate Certification Assurance Scheme



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Table: 3: Definition of terms and phrases

Phrase	Definition
Inspector	means an inspector appointed under Part 5 Division 2 of the Act
IVCA	Import Verification Compliance Arrangement (CA01)
Non-Conformance	A failure to comply with the requirements of the IVCA Operational Procedure.
Pest	A pest or disease declared under Section 4 of the <i>Plant Health Act 2009</i> .
Phytosanitary Certificate	An official paper document or its official electronic equivalent, consistent with the model certificates of the International Plant Protection Convention, attesting that an international import meets phytosanitary import requirements as prescribed by the federal Department of Agriculture for entry into Australia.
PIRSA	Department of Primary Industries and Regions
Phylloxera Infested Zone (PIZ)	An area in which at least one vineyard known to be infested with phylloxera or known to have been infested with grape phylloxera (<i>Daktulosphaira vitifoliae</i>) is known to exist
Phylloxera Interim Buffer Zone (PIBZ)	A zone of 5km radius around a new detection of phylloxera in Australia, as officially notified by the Chief Plant Health Manager in the jurisdiction in which the detection has been made, as an interim measure pending declaration of a new amended PIZ in that jurisdiction
Phylloxera Risk Zone (PRZ)	An area of unknown grape phylloxera (<i>Daktulosphaira vitifoliae</i>) status.
Phylloxera Exclusion Zone (PEZ)	A whole state or part thereof, recognised as not being infested with grape phylloxera (<i>Daktulosphaira vitifoliae</i>)
Plant Health Assurance Certificate (PHAC)	An assurance certificate issued by an accredited person under Part 4, Division 2 of the <i>Plant Health Act 2009</i> or a certificate corresponding to an assurance certificate issued under a corresponding law.
Plant Health Certificate (PHC)	A plant health certificate issued by an inspector under Part 5 Division 2 of the <i>Plant Health Act 2009</i> or a certificate corresponding to a plant health certificate issued under a corresponding law (See Appendix 2)
Plant Health Import Certificate (PHIC)	A certificate issued by an inspector or the Chief Inspector providing alternative conditions for the importation of regulated plant or plant material into the State or registering a person as an importer pursuant to section 27 of the Act. (See Appendix 6)
PQS	The <i>Plant Quarantine Standard South Australia</i> as in force from time to time and published by PIRSA under Section 59 the <i>Plant Health Act 2009</i> .



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Table: 3: Definition of terms and phrases

Phrase	Definition
Plant or Plant Related Product	Item referred to as Plant or Plant Related Product under Section 3 – Interpretations of the <i>Plant Health Act 2009</i> .
Quarantine Direction Order (QDO)	A direction by an inspector under Section 43(1)(r) of the <i>Plant Health Act 2009</i> placing produce under quarantine or instructing the person in charge of the produce to take a particular course of action.
Reconsign	Forwarding either entire or part of an original consignment to another person or business.
Responsible Person(s)	An authorised person or person(s) named in the accreditation to complete the verification process
Riverland Pest Free Area	Means the area Gazetted under Section 8 of the Act for the purposes of excluding fruit flies from the Riverland of South Australia.
The Act	Means the <i>Plant Health Act 2009</i> .
The Minister	Means Minister for Primary Industries and Regional Development
Verification	Means activities undertaken by a Responsible Person of the business to determine the imported plant or plant related material is compliant and endorsing documentation accordingly.

5. Responsibilities

These position titles have been used to reflect the responsibilities of staff under the IVCA Operational Procedure. In some businesses, one person may carry out the responsibilities of more than one position.

Both the Certification Controller and Backup Certification Controller also fulfil the role as Responsible Person under this Operational Procedure.

The **Certification Controller** is responsible for –

- acting as a principal contact with Biosecurity;
- attending audits as required and matters relevant to IVCA Accreditation;
- ensuring the businesses accreditation is current (accreditation has not expired);
- ensuring the business has on hand or has easy access to the latest copy of the PQS
- training staff in their duties and responsibilities under this Operational Procedure;
- ensuring the Business and its staff comply with their responsibilities under this Operational Procedure; and
- maintaining a register of key personnel and notifying PIRSA of any changes;

The **Backup Certification Controller** is responsible for –



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- acting as the Certification Controller if the Certification Controller is not present or otherwise unable to fulfil their duties.

Responsible Persons are required to:

- ensure consignments are inspected and verified;
- record, collect and file records;
- ensure that incorrectly certified or uncertified produce is declared to PIRSA;
- ensure that all unlabelled or incorrectly labelled packages are declared to PIRSA;
- ensure that produce containing any pest or disease is held for identification by PIRSA;
- ensuring produce is inspected at the rates prescribed in section 7.1 and subsections of the IVCA Operational Procedure to check for the presence of any pests or diseases;
- in consultation with PIRSA, ensure produce that cannot be verified as conforming is returned or re-directed interstate to markets and proof (such as a cart note) kept for audit purposes;
- oversee the release of conforming produce;
- represent the business during audits and in other matters relevant to the IVCA; and
- Follow directions of any QDO and not release product until it has been signed as “rectified”.

6. Requirements

A business accredited for IVCA is required to verify that imported plant and plant related material received at the accredited facility meets all of the necessary entry requirements stipulated in the PQS prior to release by;

- appointing and training one or more Responsible Persons to undertake the verifications in accordance with this Manual;
- nominating one person as the Certification Controller who shall take responsibility for the arrangement and act as the contact person;
- if not a sole operator, nominating and training a person as Backup Certification Controller;
- verifying a valid certificate arrives with each consignment where necessary;
- verifying that certificates accurately describe the consignment;
- verifying that certificates stipulate the necessary conditions required for entry of the consignment;
- verifying that packaging and labelling meet all entry requirements specified in the PQS;
- verifying and inspecting consignments at the rates described in section 7.1 and relevant subsections;
- applying corrective action in regard to consignments that are not compliant and/or subject to a QDO;
- where required; ensuring proof of any returns or redirections (Plant Health Import Certificate) is obtained, recorded and maintained for audit purposes;



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- notifying PIRSA when necessary;
- maintaining files and completing records for audit purposes;
- ensuring Responsible Persons and necessary records are made available for audits;
- submitting annual returns prior to the due date; and
- paying all PIRSA fees and charges associated with IVCA;
- A business accredited for IVCA is also required to;
- maintain records that enable both backward and forward traceability of consignments of imported plant and plant related material it receives; and
- ensure consignments/produce are able to be and will be recalled for PIRSA in the case of a post-entry quarantine risk being identified.

PIRSA will make any required amendments to the IVCA manual and PQS and make them available at <https://www.pir.sa.gov.au/importing-plants>.

The website should be regularly accessed by the all staff responsible for verifying produce under this arrangement to check for changes to import requirements, host lists, treatment conditions and the most current IVCA procedure manual.

6.1 Movement of Produce into the Riverland Pest Free Area

After clearance under this procedure, businesses must ensure that any produce being sent into in the Riverland Pest Free Area has been treated and consigned under one of the treatments prescribed below.

The movement of produce which **does not** meet one of the specified conditions stated below is **strictly prohibited** into the Riverland Pest Free Area.

Table 4. Entry Conditions and equivalent ICA Codes accepted for entry into the Riverland Fruit Fly Quarantine Area

Entry Condition as specified in the Standard	Description	Equivalent ICA Code(s)
Condition 9	Area Freedom from Fruit Flies / Secure Transportation	ICA23
Condition 10	Hard green or similar condition for Fruit Fly (<u>excluding</u> tomatoes, papaws, passionfruit and achachairu)	ICA06, ICA08, ICA13, ICA15, ICA16 & ICA30
Condition 11	Disinfestation by Cold Storage	ICA07
Condition 12	Disinfestation using Dimethoate – Queensland Fruit Fly	ICA01 or ICA02
Condition 12E	Wine grapes – Secure Transportation (Queensland Fruit Fly and Mediterranean Fruit Fly – Systems Approach	ICA33
Condition 13	Disinfestation by Methyl Bromide fumigation	ICA-04
Condition 14	Disinfestation by Irradiation	ICA55



Please refer to the Standard to confirm which types of fruit fly host produce are covered by the relevant entry conditions and ICA arrangements stated in the table above.

6.2 Training Register

Businesses must maintain a training register (See Appendix 9) which must be kept up to date. All staff undertaking activities under this procedure must be listed along with the details of any training they have completed. The Training Register must include:

- the name of the business;
- the nature of the training completed;
- date training was complete;
- signature of the employee undertaking the training; and
- signature of the person conducting the training;

The form must then be signed by the Certification Controller as proof training has been completed. A PIRSA Inspector will verify training has been completed at audit and that all persons listed are competent in their role.

Any changes to the training register must be provided to PIRSA by emailing a copy to PIRSA.PlantHealthMarketAccess@sa.gov.au

7. Procedure

7.1 Verification of Interstate Consignments at Receipt

Before releasing consignments received from either interstate or a fruit fly suspension area within South Australia, a nominated **Responsible Person** must conduct the following verifications before produce can be released for sale.

See Appendix 11 for a flowchart summarising the inspection and quarantine process which is to be followed when conducting all steps under this section.

An up-to-date copy of the PQS is available at <http://www.pir.sa.gov.au/planthealth>. This is always the most current version of South Australia's entry conditions and is considered the master copy. It should be checked regularly for any updates and any printed copies regarded as a backup in case the web version cannot be easily accessed.

Before physically inspecting consignments, the responsible person must verify whether a consignment is subject to any Quarantine Direction Order(s) (QDO) and rectify any non-conformance(s) before the produce can be inspected and released.

Until a responsible person has verified consignments are not subject to a QDO the consignment is regarded as being quarantined under section 43 of the Act 2009.

Should a consignment arrive under a Quarantine Direction Order the directions issued on the order must be strictly followed. Fines apply for disobeying a QDO and not following the directions can also be grounds for cancellation or suspension of IVCA accreditation and/or prosecution.



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If a consignment arrives under a QDO the Responsible Person must, before releasing the consignment; ensure the requirements of the QDO are fully met (call PIRSA for advice should there be any doubt about how to deal with the QDO):

- complete the bottom section of the QDO form and sign in the required space to attest the requirements have been fully met,
- enter the details of the QDO and remedy in the Incident Log, and
- Advise PIRSA as soon as practicable. Please note that if PIRSA are not advised within 24 hours, costs incurred in follow-up activity can be recovered.
- file the completed QDO form with the relevant PHC/PHAC for future auditing.
- fax a copy of the QDO to PIRSA on 08 8207 7844 or scan and email to PIRSA.PlantHealthMarketAccess@sa.gov.au;

7.1.1 Verify presence of plant or plant related material

Verify whether consignment contains any Plant or Plant Related Product listed in PQS Index (**See Section 3 References**) and therefore requires a valid Certificate, Declaration or other proof of origin.

Certain entry conditions of the PQS also require a Plant Health Import Certificate (obtained by the consignor prior to entry into SA) along with a valid Declaration, Certificate or Plant Health Import Certificate.

7.1.2 Verify consignment re-entering SA

Verify any consignment of South Australian produce that arrives (re-enters) from interstate is accompanied with a Plant Health Import Certificate if required.

Refer any concerns to a PIRSA Plant Health Inspector and record on "Produce Incident Record".

7.1.3 Verify presence, authenticity and validity of plant health certification

Verify consignment is accompanied by an original and uniquely numbered Certificate and verify its accuracy and completeness (**Appendices 2 and 3**). Each certificate must contain the following details;

- consignor's name and physical address;
- consignee's name and physical address;
- produce type and quantity;
- grower's name and physical address;
- interstate Produce Number (if applicable/PHAC);
- ICA Procedure code (PHAC) or entry condition (PHC) being certified;
- date packed / dispatched or date code (if applicable/PHAC);



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- treatment dates are present and correct (if applicable) and
- the signature of the Inspector (PHC) or authorised signatory (PHAC).
- the business issuing the PHAC is currently accredited and is not currently suspended or their accreditation has not expired.

Certificates must;

- have been issued prior to entry of the consignment into SA;
- accompany the consignment whilst in transit unless otherwise authorised by an Inspector;
- be retained for at least 12 months after the date of verification or arrival; and
- Be presented to an Inspector immediately upon request.

Verification of Re-consignment Certification (Original or Split) under ICA17 or Plant Health Certificate issued by Inspector

7.1.4 Re-consignments

The Responsible Person shall verify the consignment certification is altered and endorsed correctly by a Government Authorised Officer and stamped or by an ICA-17 accredited business with:

- name and address of the re-consignee;
- signature of the authorised signatory, date of re-consignment and stamp on the certificate. The stamp must include; name of the accredited business, address of the facility, IP number of ICA-17 accredited business and the words "ICA-17" and "RE-CONSIGNMENT".

All alterations and endorsements shall be in original imprint. A faxed copy of endorsed re-consignment certification is not acceptable unless properly authenticated.

7.1.5 Split consignments

The Responsible Person shall verify the consignment certification is consistent with the requirement that the accredited person has photocopied the original certificate and prepared a split consignment certificate(s). The amended photocopy should show the following split consignment details:

- name and address of the re-consignee;
- number of packages of the split consignment with the original number of packages crossed out;
- signature of the authorised signatory, date of re-consignment and stamp on the photocopy. The stamp must include; name of the accredited business, address of the facility, IP number of the accredited business and the words "RE-CONSIGNMENT".



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All alterations shown on the photocopy must be in original imprint. A faxed copy of split consignment certification is not acceptable. (See **Appendices 4 - Plant Health Certificate and 5 - Plant Health Assurance Certificate**).

7.1.6 Verification of produce repacked and certified under ICA-57 (Repacking of Certified Produce)

Only produce previously certified under a PHAC, PHC or on an international phytosanitary certificate accepted under the PQS for treatment against Mediterranean fruit fly, Queensland fruit fly or/and Melon Thrips, or which has been fumigated at a rate meeting the entry conditions specified in the Plant Quarantine Standard South Australia may be certified under ICA-57 for entry into SA.

The Responsible Person must verify that the entry condition or ICA code stated on a Certificate meets the entry conditions of the PQS.

This box should contain the particular ICA Code or entry condition of the PQS, the listed produce meets, along with the State or Territory code in brackets.

Valid state codes are listed in the table below.

Table 5: Valid State/Territory Codes			
State or Territory	Code	State or Territory	Code
Victoria	(V)	New South Wales and Australian Capital Territory	(N)
Tasmania	(T)	Queensland	(Q)
South Australia	(S)	Northern Territory	(A)
Western Australia	(W)	Phytosanitary Cert	(P)

If the produce originally arrived on a phytosanitary certificate, the phytosanitary certificate number and the words 'see attached Phytosanitary Certificate' must be included. This is a true and accurate copy' should be entered in the additional certification box of the ICA57 Certificate.

If a PHAC or PHC cannot be obtained within 24 hours, the produce must remain quarantined and PIRSA contacted for further directions.

7.1.7 Verify any alterations on certification are endorsed

Verify that any alteration of details on a certificate is endorsed with the date and signature of a Government Authorised Officer or an authorised signatory of the accredited business that issued the certificate.

Certificates with details altered by a person other than the original signatory or not endorsed shall be noted on the "Produce Incident Record" and the reason followed up with the exporter.

7.1.8 Verify consignment contents, package conditions and package marking



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Verify the quantity of packages and the produce type matches the consignment details stated on the certification.

7.1.9 Verify certified treatments/conditions meet entry conditions

Verify that treatments or conditions stated on the accompanying certificate meet those required in the PQS. Businesses importing directly into the Riverland Pest Free Area must the requirements as specified under Requirements 6.1 above. Untreated and uncertified material will not be accepted for treatment on arrival.

7.1.10 Verify packaging and product labelling

Verify packaging and labelling matches that indicated on the PHC/PHAC **and** complies with the provisions of the PQS, namely –

- New, or if used, free of soil, plant residues and other organic matter and any objectionable odour ; and
- Marked legibly and indelibly in English and in letters no less than 5 mm high on the packaging itself or an attached identification tag with following;

For packaging associated with ICA and PHAC;

- the Interstate Produce (IP) number of the accredited business that certified the consignment:
- the relevant ICA-# (e.g. ICA-01) and Facility #; and
- the date or date code on which the produce was packed.

For packaging associated with a PHC or other than ICA;

- the name and address including the State or Territory, of the grower and the packer or other person who dispatched such fruit, vegetables, or products;
- a brief description of the contents of the package; and
- the date or date code on which the produce was packed.

7.1.11 Verify pest freedom

Inspect and verify consignment is not apparently affected by any pests or diseases and contact PIRSA if any are found or suspected.

Inspections must be conducted at the following rates unless a different rate is specified in the PQS or as directed by PIRSA:

7.1.12 Small package inspection rates

Small packages includes items such as, but not limited to cartons, trays, boxes, bags and any other single package generally 50kg or less. All sub-packages such as punnets or bags enclosed within a small package must be emptied and 100% inspected if enclosed within the sampled small packaging.

Table 6: Small package inspection rates



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Number of Packages	Inspection Rate
1 – 5	100% of one package, or equivalent (e.g. 50% of two packages)
6 – 10	100% of two packages, or equivalent
11 – 150	100% of three packages, or equivalent
> 150	100% of one (1) in fifty (50) packages, or equivalent

100% of produce in each inspected package must be checked. This includes the contents of any sub-packages, for example, fruit in punnets such as strawberries or blueberries which may necessitate opening each punnet and tipping the contents out to check and inspect effectively.

7.1.13 Large package inspection rates

Large package inspection rates apply to items such as grape tippers, bins of produce and any other method which is generally used to transport plant or plant related product in bulk quantities. Large packages are generally over 50kg.

Some examples include, but are not limited to items such as one or ½ ton bins of bulk unpackaged apples, bins of water melon or pumpkin or bins of wine grapes for transport to a winery. Large packages (bins etc.) are generally used to move large quantities of produce for repacking, processing or selling either wholesale or retail in bulk.

Table 7: Large package inspection Rate

Number of Bins / Bulk Packages	Inspection Rate
1 – 5	100% of one (1) package, or equivalent
6 – 10	100% of two (2) packages , or equivalent
>11 to 150	100% of three (3) packages, or equivalent
>150	Either one (1) in 50 or inspect sufficient number of individual pieces of produce in each bulk bin to achieve a rate equivalent to 2% inspection (see explanation below)

Equivalent 2% Inspection rate for Bins and other bulk methods of packaging

To achieve the 2% inspection rate for bins of unpackaged produce or other bulk methods of packaging, an equivalent number of individual pieces of plant or plant related product will need to be inspected to achieve the correct rate.

For example, if a business receives 100 one ton bins of watermelon, they could either inspect two full bins of watermelon in their entirety (every watermelon in those two bins), or if there were 50 melons per bin in a 100 bin consignment, look at an average of one randomly selected melon in every bin in order to satisfy the inspection verification requirement. Alternatively, they could look at 2 melons in 50 randomly selected bins and meet the requirement.

7.1.14 Fruit and vegetables



IVCA OPERATIONAL PROCEDURE FOR INSPECTION AND VERIFICATION OF IMPORTED PLANT AND PLANT RELATED MATERIAL

Consignments of Fruit and Vegetables are to be conducted in accordance with the inspection rates in Section 7.1.11 or 7.1.12, whichever is relevant.

Fruit in the sample showing symptoms of either fruit fly infestation or another pest or disease (ie. softening, spotted areas or showing bruising or breakdown) must be cut to expose the flesh. If any suspect fruit fly larvae or other symptoms of pest or disease found, the consignment must be immediately secured and quarantined in an area away from any other consignments, preferably in a separate cold room.

The Certification Controller shall be advised immediately on detection of live fruit fly larvae or any other signs of pest or disease. PIRSA must be contacted immediately for direction.

7.1.15 Wine grapes

All wine grapes must be crushed within 24 hours of arrival at the winery.

Wine grapes must be inspected in accordance with section 7.1.12. Vehicles, trailers or trucks used to transport wine grapes must also be inspected for the presence of spilled wine grapes, soil or grape vine plant material. Areas to be checked include:

- The frame of all wine-grape bins to ensure there is no spilled vine material present
- The tray or trailer surface to ensure it is free of any soil, grapes, or grapevine material; and
- The underside of any truck, vehicle or trailer, concentrating on areas where soil, wine grapes or vine material could be present.

All bins, trays, trailers and any other area where soil, grapes or grapevine material could be present must be inspected before clearing the consignment for release. Upon release, grapes must be *crushed within 24 hours*, unless they are going to be held at cold temperatures for wine making purposes. If not being crushed within 24 hours, the following conditions must be met both in transit and at the destination for storage:

- The storage ambient temperature must be within -1.11 to 0.00 °C (30 – 32 °F).
- The temperature needs to be recorded with adequate number of data loggers that:
 - are capable of recording sensor temperatures at least once each hour
 - have an accuracy of ± 0.15 °C
 - are each capable of producing printouts
- In case of a power failure and exposure to temperatures above 0.00 °C degrees the grapes need to be crushed within 24 hours from the time of power failure.

7.1.16 Empty grape (from a PEZ) and produce bins

On arrival, inspect bins in accordance with the rates described in the table under section 7.1.11 or 7.1.12, whichever is relevant. All surfaces (internal and external) of the inspected bins or other empty containers must be checked. Ensure all surfaces are completely free of fruit, grapes, soil, or any other plant material.



IVCA OPERATIONAL PROCEDURE FOR INSPECTION AND VERIFICATION OF IMPORTED PLANT AND PLANT RELATED MATERIAL

See Annex 2 of the South Australian Plant Quarantine Standard for a list of declared fruit fly host material.

If fruit fly host produce is found during the inspection, the following steps must immediately be taken.

1. Commence a 100% inspection of all bins and remove any fruit fly host produce (fruit or grapes) found
2. Immediately place any fruit fly host produce into a tear resistant plastic bag which is placed completely within another tear resistant plastic bag
3. Once all fruit has been collected and bagged in this manner, seal the bag with a cable tie or other suitable seal and tighten to ensure there are no gaps larger than 1.6mm
4. Place the bagged fruit fly host material in your designated quarantine area;
5. Call PIRSA on 1300 666 010 for direction on the next steps
6. If directed by PIRSA to destroy the bagged fruit;
 - a. Destroy the bagged fruit by freezing at -18°C for 48 hours; or
 - b. bury the bagged fruit under a minimum of 1 metre of soil.
7. Record the incident in the Produce Incident Record (Appendix 10).

In any other non-conformances are detected, follow the directions as specified under this Operational Procedure.

7.1.17 Grape bins from a Phylloxera Infested Zone (PIZ), Phylloxera Interim Buffer Zone (PIBZ) or Phylloxera Risk Zone (PRZ)

Empty grape bins received from a PIZ, PIBZ or PRZ must be accompanied by a Certificate indicating they meet Condition 7, 3.2 (2) a) b) of the PQS

Empty grape bins must then be inspected in accordance with Condition 7 of the PQS before being verified and released for use.

7.1.18 Machinery

All vehicles, equipment and machinery including harvesters, tractors, excavation equipment and any other machine or earthmoving equipment used to manipulate the top-soil or in a horticultural or agricultural setting covered by an entry condition of the PQS must be inspected for the presence of soil or plant material prior to being cleared for release.

All parts of the machinery that could harbour soil or plant material must be checked to ensure they are clean and free of any plant material or soil.

Grape harvesters in particular must be checked thoroughly to ensure all gaps and areas grapes, soil or plant matter could collect are free of any material.

Any part of the machine that may hold or conceal any dirt, soil or plant material must be checked including, but not restricted to:



IVCA OPERATIONAL PROCEDURE FOR INSPECTION AND VERIFICATION OF IMPORTED PLANT AND PLANT RELATED MATERIAL

- Beaters, blades, combs, cutters, fingers, rods, , lifters and other part which has been in direct contact with plant material or soil,
- Any air filters where plant or soil material could be trapped;
- Radiators;
- Engine bays;
- Air conditioners and filters;
- The cabin, including the seats,
- Any bins or storage areas;
- On, under and within conveyors / augers; and
- Wheels and wheel arches.

The checklist in Appendix 12 must be used for all machinery inspections. Once the inspection is finished, the completed checklist must be attached the PHC, PHAC or other certification which arrived with the machine.

7.1.19 Actions if suspected pests or diseases are found

If any suspected pest or disease is present, produce must be moved to the Designated Quarantine Area, secured and PIRSA notified immediately. PIRSA will then endeavour to identify the pest or disease and advise the Certification Controller of the result as soon as possible. If the pest or disease is regulated under Section 4 of the Act further action will be required, otherwise the consignment can be released after first gaining clearance from PIRSA.

In the event produce with pests present is released and distributed, PIRSA must be immediately informed and the business shall immediately commence steps to recall and recover the produce from those it supplied directly for destruction, return or treatment (Section 4.3 (3) of the Ministerial Notice of May, 2021) in consultation with PIRSA.

7.2 Release and certifying release of verified consignments

If the consignment has the correct certification and the consigning business (if a PHAC) is currently accredited and has met all the verifications in 7.1 within 24 hours of receipt, prior to releasing the consignment the Responsible Person must;

- Certify/verify on the reverse side of the accompanying verified certificate by;
 - stamping (or writing) "Inspected and Verified",
 - stamping or writing the date, and
 - signing.

The verified certificates must then be filed at the business facility in date order for audit purposes.

A consignment that fails the IVCA verification process described under section 7.1 and its sub sections must be considered NON-CONFORMING.



7.3 Non-conforming consignments

Consignments will be regarded as non-conforming and unable to be released if:

- the accompanying certification is not a valid PHC or PHAC;
- certification cannot be obtained for the consignment or part consignment;
- the certification is incorrectly completed;
- the composition of the consignment differs from that stated in the certification;
- any package in the consignment is unlabelled or wrongly labelled;
- any package in the consignment is not new or it is identified as containing soil, plant debris or organic matter;
- pests are present or suspected;
- the business which consigned the produce is currently suspended from sending produce into South Australia.

If pests or diseases are suspected or found to be present, the consignment must be held in a secure area physically segregated from other consignments and PIRSA informed immediately.

7.3.1 Control of non-conforming produce

If the original certificate is not provided with the consignment at the time of receipt or the certificate is defective, the Responsible Person shall;

- secure the non-conforming produce in a Designated Quarantine Area and ensure that it not be re-packed, distributed or sold;
- record the relevant details on the "Produce Incident Record" noting any irregularities with certification or consignments in the comments column; and
- attempt to obtain the correct certification by the end of the next working day to enable release of the produce.

7.4 Corrective action regarding non-conforming Certification (first 24 Hours)

If correct certification can be obtained by the end of the next working day the Responsible Person;

- shall stamp, date and sign on the reverse side of the certification and file in date order for audit purposes;
- can release the consignment.
- If correct certification cannot be obtained, the Responsible Person shall;
- leave the produce in the Designated Quarantine Area and contact PIRSA to discuss options in relation to the non-conforming produce; and
- record the relevant details on the "Produce Incident Record" (**Appendix 10**).



7.5 Corrective action – no certification arrives in 24 Hrs.

Where a non-conformance cannot be rectified after 24 hours, the Responsible Person must;

- retain non-conforming produce in the designated quarantine area and label it “Quarantined”;
- enter the details on the Produce Incident Record; and
- notify PIRSA of the non-conforming produce by the end of that working day.

Upon notification, an Inspector will confirm the non-conformity, determine appropriate action and issue a Certificate of Non-Compliance or Quarantine Direction Order.

NOTE: In the event non-conforming produce is found to have been released, the business must, at its expense, recall all of the consignment for presentation to PIRSA. Such release can also incur penalty or prosecution.

PIRSA may also seek to recover costs incurred from any follow-up activity such as investigations or destruction of the pest affected produce.

7.5.1 Produce recall

In the event non-conforming produce is found to have been released, the business must, at its expense, recall all of the consignment for presentation to PIRSA. Such release can also incur penalty or prosecution. The certificate holder has prime responsibility for implementing a recall. The accredited business that released a non-conforming product needs to take the following actions:

- (a) Immediately (no later than 24 hours) notify PIRSA of the release of a non-conforming produce.
- (b) provide PIRSA with a list of the entities within the supply chain that have received a consignment that includes a non-conforming produce.
- (c) prepare and submit to PIRSA a recall strategy that removes the produce from the supply chain.
- (d) retrieve all the non-conforming produce from consignees on the certification list as well as from consumers if the produce has reached retail stores.
- (e) Submit regular progress reports to PIRSA to update the department on how the recall effort is progressing.

PIRSA may also seek to recover costs incurred from any follow-up activity such as investigations or destruction of the pest affected produce.

7.6 Product traceability

The business shall keep records of receivals and those whom they have directly distributed produce to that will enable it to conduct any necessary quarantine withdrawal. As a minimum the record of an accreditation holder must contain:

- What certificate was sent out
- Type of produce sent out



- Quantity of produce sent out (including consignment details)
- Date and time produce was sent out
- Which wholesalers/retailers were the intended recipients?

7.7 Authenticated copies of PHC's or PHAC's

An *authenticated copy* of a PHAC or PHC may be provided as a means of verifying the quarantine status of plant or plant related product in situations where the original is absent or lost.

The copy must be signed, dated and endorsed with "This is a true and correct copy of the original" at the top of the certificate by the inspector who wrote the original PHC or the Certification Controller, Backup Certification Controller or person who issued the original PHAC at the accredited business.

NOTE: An unauthenticated fax copy sent from an interstate agent/wholesaler is not a valid certificate.

7.8 Amendments

PIRSA will notify accredited businesses of changes to the IVCA manual.

The PIRSA website should be regularly accessed by the Responsible Person(s) to check for changes to import requirements, host lists (Annex 2 of the PQS), treatment conditions (Section 4.3 (3) of the Ministerial Notice of May 2021) and the most current IVCA manual. Please see <http://www.pir.sa.gov.au/importers>

Additional clarification or advice is available from PIRSA on (08) 8207 7814.

8. Accreditation

PIRSA may accredit a business to implement an IVCA provided that the business complies with the requirements of this IVCA manual.

8.1 Application for accreditation

To attain accreditation the importer shall apply and submit an application to PIRSA at least ten working days before the accreditation is required.

The importer shall nominate in the application the name and contact details of the Certification Controller and Responsible Person(s).

One person may fulfil several roles. The Certification Controller and Backup Certification Controller are also considered Responsible Persons under this arrangement.

A business is required to submit an annual return to PIRSA at completion of each accreditation year. Each accredited business will receive a reminder indicating the due date of their Annual Return. If the accreditation is not renewed on or before the expiry, a late fee will apply.

Businesses have 14 days to renew a lapsed accreditation from the date of notice. After this period accreditation will be suspended until accreditation is renewed and any outstanding fees paid. If after three months, the accreditation has still not been renewed, accreditation will be cancelled.



8.1.1 Certificate of accreditation

An accredited Business will receive a Certificate of Accreditation for an Import Verification Compliance Arrangement (IVCA) detailing the facility location, Operational Procedure, scope (type of produce and chemical covered) and period of accreditation.

The Business must maintain a current Certificate of Accreditation and make this available on request by an Inspector.

A Business must not commence or continue certification of produce under the IVCA arrangement unless it is in possession of a valid and current IVCA.

8.2 Audit process

8.2.1 Initial audit

Prior to accrediting a Business, an Inspector carries out an initial audit of the Business to verify the IVCA system is in place 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 IVCA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and posted a Certificate of Accreditation (see Section 8.1.1).

8.2.2 Compliance audits

Compliance audits are conducted to verify that the IVCA system continues to operate in accordance with the requirements of the Operational Procedure.

Compliance audits are, wherever practical, conducted when the IVCA system is operating.

A compliance audit is conducted within four weeks of the initial audit or issue of the first Plant Health Certificate.

On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of twelve months from the date of provisional accreditation, and a new Certificate of Accreditation issued (refer 7.1.3 Certificate of Accreditation).

A compliance audit is conducted between six and nine months after the date of accreditation for an IVCA arrangement that operates for more than six months of the year.

8.2.3 Random audits

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 treatment mixtures, certified produce, IVCA system records or IVCA system documentation.

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



8.3 Non-conformance and sanctions

8.3.1 Non-conformances

The above audits are intended to evaluate the business against the Requirements (Section 6.0) and Procedures (Section 7.0) to ascertain the business is effectively implementing the IV

CA. If the auditor detects failure to meet one or more requirements needed for accreditation, the auditor must raise a non-conformance report (NCR). If the NCR report indicates the integrity of the accreditation has been significantly compromised, the NCR may provide grounds for suspension or cancellation of the accreditation of the business.

8.3.2 Types of non-conformances

Non-conformities are categorised as minor, major or critical.

A minor non-conformance is one which does not compromise the effectiveness of the operational or assurance procedures but which varies sufficiently or is omitted from the documented procedure so as to be regarded as irregular. One example would be an occasional failure by the business to keep accurate records.

A major non-conformance is one, which compromises the integrity of the system and is likely to increase the risk of a breakdown in procedures. One example would be inadequate verification and record keeping procedures.

A critical non-conformance relates to the failure by the business to carry out operational and documentation procedures that are crucial to the effectiveness of the system. Examples include deliberate and/or repeated failures to collect and verify certification-accompanying consignments or to knowingly clear or sell uncertified host produce, or knowingly selling produce which was infested with a pest.

8.3.3 Actions following detection of non-conformances

Minor non-conformances

Repeated minor non-conformances of a similar nature may result in the issue of a major non-conformity at subsequent audit.

Major non-conformances

Detection of a major non-conformity will result in a follow up audit and may lead to temporary suspension of the IVCA until the problem is investigated and rectified. If the problem is not rectified the non-conformity may be termed critical. The issue of a major non-conformity may lead to an investigation and possible prosecution of the Business for being in breach of legislation.

Critical non-conformances

The confirmation of a critical non-conformity may result in very intensive auditing of the IVCA, or suspension or cancellation of accreditation, or the instigation of other verification



IVCA OPERATIONAL PROCEDURE FOR INSPECTION AND VERIFICATION OF IMPORTED PLANT AND PLANT RELATED MATERIAL

arrangements as determined by PIRSA. It may lead to an investigation and possible prosecution where a breach of the legislation can be confirmed.

Physical or verbal abuse or aggressive behaviour towards an Inspector, or otherwise hindering the audit process is an offence under the Act and may also incur a critical non-conformance and / or result in immediate cancellation of the IVCA.

8.3.4 Incident reports

Incident reports may be raised by the business, or by the intra or interstate quarantine authorities. An investigation into the incident is carried out by the Department and the findings are reported back to the originator. The outcome of the investigation may also lead to grounds for suspension or cancellation of the accreditation.

8.3.5 Suspensions and cancellations

The Department may suspend or cancel an accreditation of a business if it found that the business has:

- failed to rectify an NCR
- provided false or misleading information during audits
- failed to meet accreditation requirements to move produce under this IVCA
- failed to pay fees owed to the Department

See Section 24 of the Act for a complete list of grounds for cancellation. Business may also voluntarily surrender their accreditation. All outstanding fees owed to the Department must be settled.

8.3.6 Charging policy and prosecutions

The Department will charge fees (set by the Department) to the business for all audits and investigations carried out by its staff and/or contractors. Businesses are required to settle their account in a timely manner (within 14 days of notice – See Section 21 of the Act). The Department is entitled to recover fees and fines through prosecution. See Section 25 of the Act for offences related to accreditations.

8.4 Re-accreditation

Accredited Businesses are required to re-apply for accreditation each year the business seeks to operate under the IVCA arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing, or if accreditation has lapsed, prior to commencing further treatment and certification of produce under the IVCA arrangement.

A compliance audit is conducted each year within twelve weeks of the Business commencing treatment of produce following re-accreditation. Re-accreditations after suspension or cancellation will also be preceded by audits.

An accredited Business will receive a Certificate of Accreditation for an IVCA detailing the scope of the arrangement including;



- the facility location;
- the Operational Procedure;
- any restrictions on the accreditation such as the type of produce covered;
- the period of accreditation.
- The Business must maintain a current Certificate of Accreditation and make this available on request by an Inspector.
- A Business may not commence or continue certification of produce under the IVCA arrangement unless it is in possession of a valid and current IVCA for the procedure and produce type covered by the Compliance Arrangement.

9. IVCA system records and document control

9.1 Documents and References

The Certification Controller shall retain and have easy access to the following documents:

- the Certificate of Accreditation;
- a copy of the latest Application for Accreditation form;
- a copy of the most current IVCA Operational Procedure;
- access to or a copy of the PQS
- a copy of the current SA list of Approved Operational Procedures; and
- a copy of the updated Register of Key Personnel

9.2 IVCA system Records

The following records must be filed by the Responsible Person and held in a secure area for at least 12 months;

- copies of all certificates (Appendices 2, 3, 4, 5 & 6),
- Register of Key Personnel (Appendix 9),
- Produce Incident Records (Appendix 10), and
- PIRSA Quarantine Direction Order forms.

10. Appendices

Table 8: List of appendices

Appendix	Title
Appendix 1	Application Form: Blank
Appendix 2	Plant Health Certificate (PHC) : Example
Appendix 3	Plant Health Assurance Certificate (PHAC): Example



IVCA OPERATIONAL PROCEDURE FOR INSPECTION AND VERIFICATION OF IMPORTED PLANT AND PLANT RELATED MATERIAL

Table 8: List of appendices

Appendix	Title
Appendix 4	Spilt Consignment (for PHC): Example
Appendix 5	Split Consignment (for PHAC): Example
Appendix 6	Plant Health Import Certificate: Example
Appendix 7	Plant Health Import Certificate: Blank
Appendix 8	PIRSA Audit Flow Chart
Appendix 9	Register of Key Personnel
Appendix 10	Produce Incident Record
Appendix 11	Procedural Chart
Appendix 12	Machinery Checklist

The above list of Appendices form part of the IVCA Operational Procedure and must be read and used in conjunction with all sections as listed above. The format of any of the appendices may be subject to change by PIRSA at any time.

This IVCA manual, and accurate up to date associated information and subsequent updated versions and associated documentation (Act, PQS etc.) may be accessed on the PIRSA website at www.pir.sa.gov.au/ica or www.pir.sa.gov.au/planthealth

Additional clarification or advice is available from PIRSA on (08) 8207 7814.



ANNUAL RETURN
FOR A COMPLIANCE AGREEMENT

Review / complete clearly and return to PIRSA Biosecurity SA, 33 Flemington Street Glenside SA, 5065. Or email scanned completed copy to pirsa.planthealthmarketaccess@sa.gov.au

(Please print. See Conditions and Application Instructions on pages 2 and 3 of this Application.)

Type of application being made (Tick or mark one): ☐ Annual Return ☐ New ☐ Amendment

NOTE: This application can only cover one Procedure (Arrangement) at one Facility

Has Business previously been registered for movement of produce? ☐ Yes ☐ No

If yes, provide the Interstate Produce (IP) Number (& Facility number).

Operational Procedure / Arrangement (# Arrangement details must be included - see note on page 3)

ICA/CA/IR Number

Title of Arrangement, Operational Procedure or Registration *

CA01

Compliance Agreement - Import Verification (IVCA)

Tick box if you wish this application to apply to both CA01 / (IVCA) and IR01 ? ☐ yes

Applicant Details.

Type of Ownership of Business.

☐ Individual ☐ Partnership ☐ Incorporated Company ☐ Cooperative Association ☐ Trust ☐ Government

Individual Name:

Business Name:

Postal Address Line 1:

Suburb:

Partners Names:

(Provide additional partners
on a separate sheet)

Other Trading Names:

ABN / ACN Number:

Last Name	First Name
Line 2:	
State:	Postcode:
Last Name	First Name
Last Name	First Name

Have you, any Partner or Director of the Business or anyone in a Management role been convicted of an indictable offence or other offence involving dishonesty in the past five years? (answer by circling / marking appropriate box).

Yes No

A Company must attach a copy of *Certification of Incorporation* with new applications.

Certification is attached ☐

A Co-operative Association must attach a copy of *Certificate or Registration* to new applications

Facility / Accreditation Details

Facility Address Line 1:

Suburb:

Accreditation Contact:

Position:

Property Valuation No.:

Contact Details:

Postal Address

Postal Suburb

Line 2:	
State:	Postcode:
Last Name	First Name
Section:	
Section:	Hundred:
Phone:	Mobile:
Fax:	Email:
Line 2:	
State:	Postcode:

Persons Permitted to Sign or Verify Plant Health Certification

Role	Last Name, First Name	Specimen Signature
Certification Controller / Responsible Person		
Backup Cert Controller / Responsible Person		
Authorised Signatory / Responsible Person		
Authorised Signatory / Responsible Person		

Products Certified / Imported:

(List all fruit and vegetable types, machinery, grapevines or nursey stock)

Seasonal Operator: (tick or Y = Yes)

NO	YES
----	-----

Importing Details

Consignments per year:

States of Origin: (tick or Y = Yes)

Nursery Membership (tick or Y = Yes)				NGISA	NIASA	AGCAS
QLD	VIC	WA	NSW	NT	TAS	Overseas

ENSURE YOU ALSO COMPLETE AND SIGN SECOND PAGE

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Product / Certification Assurance Records and Methodology

The business must carry out the necessary responsibilities and duties, and maintain records strictly in accordance with the applicable Operational Procedure unless permission to use different records/methods is requested below and is granted and endorsed by Biosecurity SA - Plant and Food Standards on this form.

I hereby request to use the following alternative or additional records/methods detailed below.

	Granted by PIRSA <input type="checkbox"/>
	Inspector Initials / Stamp

PIRSA
STAMP

I / We the undersigned applicant(s) do hereby declare that the information provided herein is accurate to the best of my/our knowledge and belief and make this application on my behalf, or on behalf of the above-mentioned business as a representative appointed to do so.

*Partner, Director / Approved Representative	Designation	Signature	Date
			/ /
			/ /
			/ /
			/ /

For corporations/associations a Director, Company Secretary or Manager with legal authority to sign for the company must sign.

Use the following checklist to ensure you have provided key information to enable the application to be processed.

- ☐ Parties have signed above. ☐ All Responsible Persons have signed page 1. ☐ ABN is provided.
☐ Type of ownership indicated. ☐ Copy of Company Certification attached (new applicants).

Applicants must provide an Annual Return on the prescribed form each year they are accredited.

Incomplete applications will delay processing as they will need to be returned

Please direct any queries regarding this application or the Accreditation/Registration to the Market Access Officer on 8207 7814.

Office Use Only

DESK AUDIT <input type="checkbox"/> Passed <input type="checkbox"/> Not Passed because			
Alternate record-keeping granted	Yes <input type="checkbox"/> No <input type="checkbox"/>	
..... / /	PIRSA STAMP
Name of Desk Auditor (please print)	Signature of Officer	Date	

Conditions of Accreditation S16 / Registration S26

For the purposes of this accreditation / registration the following conditions shall apply:

- The applicant must operate in full accordance with the Act and for ICA/CA Arrangements with the applicable Operational Procedure, which includes maintenance and provision of prescribed records for regular audit.
- The applicant is responsible to ensure that staff undertaking responsibilities required of this accreditation are adequately trained to do so.
- The frequency and number of audits will be determined by the Minister and carried out by persons authorised by the Minister.
- All fees for audits and inspections will be set by the Minister and the costs borne by the accredited person or business.
- The applicant will receive a Certificate of Accreditation / Registration which must be prominently displayed at the Business Facility.
- Restrictions may be imposed on the type of product an importer may bring into South Australia.

A copy of the relevant Operation Procedure or Act can be viewed or downloaded from - www.pir.sa.gov.au/ica

Issue of Assurance Certificates / Registration of Importers / Verification of Product

The Plant Health Act 2009 requires any person issuing a Plant Health Assurance Certificate (PHAC) to be accredited to do so. Penalties apply. (see section 25).

The Plant Health Act 2009 requires any person bringing or introducing plant or plant related products into SA to be registered (section 26) and imported products require verification. It is an offence to import without being registered or to fail to have imported product verified. Penalties apply (see sections 7, 25 and 33).

Only an accredited person may issue an assurance certificate (PHAC) or verify imported products (ie verify that an assurance certificate or other document relating to a plant or plant related product under a corresponding law complies with the requirements of the corresponding law). It is an offence to issue a Plant Health Assurance Certificate or verify imported product without being accredited. Penalties apply (see sections 7, 25 and 33).

ENSURE YOU ALSO READ PAGE 3

ANNUAL RETURN
FOR A COMPLIANCE AGREEMENT

Application Notes

The form must be fully completed by an Applicant on their behalf or on behalf of a legal entity/business that they have authority to represent.

Attach a separate page if there is insufficient space available for all required details. (Late fees apply for Annual Returns)

Operational Procedure / Arrangement

The ICA / CA / IR number and name you are seeking Accreditation/Registration for must be entered here.
E.g. ICA23, CA01 etc. Applications without these details will be delayed or not processed.

Applicant Details

- **Type of Ownership** shall be either - Individual, Partnership, Trust, Incorporated Company, Co-operative Association, Trust or other legal entity. (It may not be a Family Trust).
- **Name of the Legal Entity** either Individual, Business, Corporation, Association or Trust (if a Family Trust a trustee representing the Trust). Use attachment if insufficient room.
- **Address**; postal address of business is required.
- **Partners Names**; at least one partner representing the partnership must be provided.
- **Other Trading Name(s)**; List any other trading names used. Use attachment if insufficient room.
- **ABN / ACN Number**; ABN is the Australian Business Number.
- **Convictions**; Need to answer whether you, or any Director of the business or anyone in a Management role has been convicted of an indictable offence or offence involving dishonesty in the past five years ? This question must be answered. If it is not, the application will not be processed.

Facility / Accreditation Details

- **Facility Address / Location**; Clearly indicate the location or physical address details where product will be prepared/verified that will enable a PIRSA officer to easily locate the premises. (Usually the registered address of the business).
- **Contact**; Name and role of the principal contact to be used in regard to the accreditation/Registration.
- **Property Valuation Number and Section and Hundred**; Must clearly indicate the Property Valuation Number, Section and Hundred of the property. These are available from the Council rate notice.
- **Postal Address**; A mailing address may be provided for posting of all correspondence.

Persons Permitted To Sign or Verify Plant Health Certification

- **Role**; The role of the person able to verify product on behalf of the accredited business.
- **Names**; The full name and specimen signature of each of these persons.

Product Details

- **Products Certified / Imported**; Indicate the imported product / equipment / machinery you expect to certify/verify using this procedure.
- **Seasonal Operator**; Indicate whether seasonal operation will apply and if so what months.
- **Consignments per year**; Importers to provide estimate number of consignments per year
- **Nursery Membership**; Nurseries to provide membership details
- **States of Origin**; Provide a yes for States that product is expected to come from.

Product / Certification Assurance Records and Methodology

- Complete only if you wish to maintain records in alternate method to that specified in Procedure.

Authorisation / Signing

The Applicant (individual, all partners, trustee or company director) must sign acknowledging they represent the business seeking accreditation and the information is accurate. It is an offence under section 51 of the Plant Health Act 2009 to make a false or misleading statement (whether by reason of the inclusion or omission of a particular) in an application made or information provided. Penalties apply.

Separate applications are required for each accreditation / registration. (i.e. ICA, CA, IVCA, Importer etc)

see www.pir.sa.gov.au/ica

Please direct queries regarding this Application, Accreditation or Registration to the Market Access Officer on 8207 7814.

Manager, Market Access & Systems,
Delegate of the Minister for Primary Industries and Regional Development,
Department of Primary Industries and Regions - Biosecurity SA.



Government of South Australia
Department of Primary Industries
and Regions

PLANT HEALTH CERTIFICATE

Valid for 21 days from date of certification

Original White - Consignment Copy: Yellow - Client Copy: Blue - PHO Copy: Pink - Book Copy

APPENDIX 2

Certificate Number

102501

Name and Physical Address of Exporter:

Hoang Gia Thu Tomato Growers

Lot 88 Salty Rd Buckland Park

State:

S A

Poste Code:

5 1 2 0

Declared Name and Physical Address of Consignee:

Still Slaving Nominees

Melbourne Markets Footscray Road

State:

V I C

Post Code:

3 0 0 3

IP No. (if known)	Date Code (as marked on packaging)	Number of Packages	Package Type (e.g. carton, bin, tray)	Item	Name and Physical Address of Grower and / or Packer	Distinguishing Marks	Regulation / Treatment Details	Accreditation Code(s)
		<i>576</i>	<i>crates</i>	<i>tomatoes</i>	<i>Hoang Gia Thu Tomato Growers</i> <i>Lot 88 Salty Rd Buckland Park</i>		<i>Condition # 2</i> <i>QFF & MFF</i>	

Additional Declaration:
or
(Re-consignment /
Split Consignment Details)

NIL

This PHC has an Attachment ☐

Affix Authorisation Stamp to
Split / Re-consignee Here

Inspector Declaration: I have read and understood the import conditions of entry of the receiving state for the product(s) listed above

Name of Authorised Officer:

Jack Duffy SPHI

Place Certified:

Buckland Park SA

Signature:

Jack Duffy

Ph

1 3 0 0 6 6 6 0 1 0

Date Certified:

2 9 - 0 2 - 2 0 0 9





Government of South Australia
Department of Primary Industries
and Regions

PLANT HEALTH ASSURANCE CERTIFICATE

Original (yellow) - Consignment Copy / Duplicate (white) - Business Copy

Accreditation Details (all accreditation details must be completed)

Certificate Number **123520**

IP Number					Facility No.		Arrangement Code					Expiry Date
S	8	8	8	8	-	01	I	C	A	2	3	29/02/15

Consignment Details

(Please print clearly and initial any alterations)

Consignor

Name	Hoang Gia Thu Tomato Growers
Address	Lot 88 Salty Rd
	Buckland Park Sth. Aust

Consignee

Name	Still Slaving Nominees
Address	Melbourne Markets Footscray Rd
	West Melbourne Vic

Reconsigned To

(Splitting consignments or reconsigning whole consignments)

Name	
Address	

Method of Transport

(Provide details where known)

<input checked="" type="checkbox"/> Road	Vehicle Details Reg. No.
<input type="checkbox"/> Rail	Consignment no.
<input type="checkbox"/> Air	Airline/Flight no.

Certification Details

Accredited Business that Prepared Produce (as IP# above)

Name	Hoang Gia Thu Tomato Growers
Address	Lot 88 Salty Rd
	Buckland Park Sth. Aust

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

Name	Hoang Gia Thu Tomato Growers
Address	Lot 88 Salty Rd
	Buckland Park Sth. Aust

(for ICA23 each source property must have a current Property Approval)

Brand Name or Identifying Marks (as marked on packages)

HGT

Date Code(s) (as marked on packages)

04/03/2009

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Re-consignment
576	trays	tomato	
			(Apply ICA-17 Stamp here)

Date	Treatment	Chemical (Act/Ingredient)	Concentration	Duration and Temperature

Additional Certification

"Meets ICA-23 -- Grown and Packed in an Area free of Fruit Fly" (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)

Hoang Thu

Signature

Hoang Thu

Date

05/03/2014



Government of South Australia
Department of Primary Industries
and Regions

PLANT HEALTH CERTIFICATE

Valid for 21 days from date of certification

Original White - Consignment Copy: Yellow - Client Copy: Blue - PHO Copy: Pink - Book Copy

APPENDIX 4

Certificate Number

102501

Name and Physical Address of Exporter:

Hoang Gia Thu Tomato Growers

Lot 88 Salty Rd Buckland Park

State:

S A

Poste Code:

5 1 2 0

Declared Name and Physical Address of Consignee:

Still Slaving Nominees

Melbourne Markets Footscray Road

State:

V I C

Post Code:

3 0 0 3

IP No. (if known)	Date Code (as marked on packaging)	Number of Packages	Package Type (e.g. carton, bin, tray)	Item	Name and Physical Address of Grower and / or Packer	Distinguishing Marks	Regulation / Treatment Details	Accreditation Code(s)
		<i>576</i>	<i>crates</i>	<i>tomatoes</i>	<i>Hoang Gia Thu Tomato Growers</i>		<i>Condition # 2</i>	
		<i>192</i>			<i>Lot 88 Salty Rd Buckland Park</i>		<i>QFF & MFF</i>	

Additional Declaration:
or
(Re-consignment /
Split Consignment Details)

Better Tomato Agents

Sydney Mkts Homebush West

NSW

RECONSIGNMENT
Still Slaving Nominees V0888
Melbourne Markets
MEETS ICA-17
Authorised: Holly Day
Date 7/3/09

Inspector Declaration: I have read and understood the import conditions of entry of the receiving state for the product(s) listed above

Name of Authorised Officer:

Jack Duffy SPHI

Place Certified:

Buckland Park SA

Signature:

Jack Duffy

Ph

1 3 0 0 6 6 6 0 1 0

Date Certified:

2 9 - 0 2 - 2 0 1 4





Government of South Australia
Department of Primary Industries
and Regions

PLANT HEALTH ASSURANCE CERTIFICATE

Original (yellow) - Consignment Copy / Duplicate (white) - Business Copy

Accreditation Details

(all accreditation details must be completed)

Certificate Number

123520

IP Number	Facility No.	Arrangement Code	Expiry Date
S 8 8 8 8	- 0 1 -	I C A 2 3	29/02/15

Consignment Details

(Please print clearly and initial any alterations)

Consignor

Name	Hoang Gia Thu Tomato Growers
Address	Lot 88 Salty Rd
	Buckland Park Sth.Aust

Consignee

Name	Still Slaving Nominees
Address	Melbourne Markets Footscray Road
	West Melbourne Vic

Reconsigned To

(Splitting consignments or reconsigning whole consignments)

Name	Better Tomato Agents
Address	Sydney Mkts Homebush West
	NSW

Method of Transport

(Provide details where known)

<input checked="" type="checkbox"/> Road	Vehicle Details Reg. No.
<input type="checkbox"/> Rail	Consignment no.
<input type="checkbox"/> Air	Airline/Flight no.

Certification Details

Accredited Business that Prepared Produce (as IP# above)

Name	Hoang Gia Thu Tomato Growers
Address	Lot 88 Salty Rd
	Buckland Park Sth.Aust

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

Name	Hoang Gia Thu Tomato Growers
Address	Lot 88 Salty Rd
	Buckland Park Sth.Aust

(for ICA23 each source property must have a current Property Approval)

Brand Name or Identifying Marks (as marked on packages)

HGT

Date Code(s) (as marked on packages)

04/03/2009

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	
576	trays	tomato	
192			

RECONSIGNMENT
Still Slaving Nominees V0888
Melbourne Markets
MEETS ICA-17
Authorised: Holly Day
Date 7/3/09

Date	Treatment	Chemical (Act/Ingredient)	Concentration	Duration and Temperature

Additional Certification

"Meets ICA-23 -- Grown and Packed in an Area free of Fruit Fly" (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

Hoang Thu	Hoang Thu	5/03/2014
------------------	------------------	------------------



Biosecurity SA – Plant Health
Example Plant Health Import Certificate (Completed)

APPENDIX 6

Giving false or misleading information is a serious offence

Biosecurity SA is collecting the information on this form to enable a quarantine assessment of the product named to be undertaken and to determine if a Plant Health Import Certificate may be granted. Its collection is authorised under the *Plant Health Act 2009*. Please note that the information provided in this application may be provided to other agencies as authorised.

Wherever possible please complete this form electronically to expedite processing

Application for Return or Redirection of Produce

Biosecurity SA Ref./
Plant Health Import
Certificate No.

Tick whether this application applies to a Return ☒ or a Re-direction ☐

Is original PHC or PHAC attached to this application? Yes ☒ No ☐

Business or Individual Returning or Redirecting Produce to South Australia

Title Given name(s) Surname

Company name ABN Attention/Contact person
Freds Fresh Fruit & Veg 34 4564 3245 Fred Ricci

Corporation Name ACN Attention/Contact person

Address line 1 (Must be a physical or location address. P.O. Box will not be accepted.)

1 Fresh Crescent
PRODUCEVILLE

Address line 2 (Postal Address – must be provided)

PO B ox 6

Suburb State/Territory Postcode
PRODUCEVILLE VIC 3012

Email
f.ricci@fresh.com.au

Work phone Home phone Fax Mobile
03 9999 9994 03 9999 9995 0444 444 543

South Australian Business Receiving Returned or Redirected Produce

Title Given name(s) Surname

Company name Attention/Contact person
Roberts Farms Rob Williams

Address line 1 (Must be a physical or location address. P.O. Box will not be accepted.)

5 Glasshouse Lane
VIRGINIA

Address line 2 (Postal Address – must be provided)

PO Box 789

Suburb State/Territory Postcode
VIRGINIA S.A. 5120

Email
rob@robertsfarms.com.au

Work phone Home phone Fax Mobile
08 8654 5677 08 8564 7654 0412 345 876



Biosecurity SA – Plant Health
Example Plant Health Import Certificate (Completed)

Produce details			
Quantity	Type of Packaging	Produce Type	Copy of Original Certificate provided (yes/no)
144	Crates	Imperial Mandarins	No
72	Crates	Red Capsicums	Yes

Produce history
(Information on produce, where and how it has been stored; reasons for being returned / redirected)
Imperial Mandarins being returned due to oversupply at Distribution Centre. Red Capsicums are being returned due to quality issues (did not meet specification)

Transport details	
Mode of transport (e.g. road, rail, sea, air) Road	Estimated date of arrival (dd/mm/yyyy) 30/01/2014
Company name Terry's Freight and Transport	Attention/Contact person Terrance Mack
Address 99 Transport Road, Trucksville, VIC 3011	Work Phone 03 9999 9999
Email Address terrance@terrystransport.com.au	

Approved Import Permit
Please indicate your preference for the delivery of the Plant Health Import Certificate (please tick only one option): <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax

Importer Declaration	
I hereby apply for approval to return/redirect produce as detailed in this application. I declare that the produce will be presented in accordance with all quarantine restrictions and conditions as specified in any Plant Health Import Certificate that may be issued as a result of this application. I declare that the information that I have provided is true and accurate to the best of my knowledge.	
Name (given names and family name) Terrance Mack	Date (dd/mm/yyyy) 28/01/2014

**Applications for Plant Health Import Certificate must be submitted to Biosecurity SA, Plant Health Operations by email using the following address pirsa.planthealthmarketaccess@sa.gov.au.*

**Wherever possible please complete this form using Microsoft Word or another compatible program to expedite processing*

**All applications must be submitted and approved prior to the intended export date.
A tax invoice for \$24.00 plus administration costs (minimum charge \$76.50) for each Plant Health Import Certificate application will be posted to the applicant of this Import Certificate*



Plant Health Import Certificate

Plant Health Act 2009

Certificate No

R-02012014

Valid From

27/01/2014

Valid To

10/01/2014

You are authorised to Return and/or Redirect the following produce into SA under the listed conditions:

Produce Type & No. of Packages	Exporter's Details	Importer's Details
144 crates of Imperial Mandarins and 72 crates of Red Capsicums	Frank's Fresh Fruit & Veg, 1 Fresh Crescent, PRODUCEVILLE, VIC 4110	Roberts Farms 5 Glasshouse Lane VIRGINIA, SA 5120

Conditions

The produce as detailed in this application is to be accompanied by this Plant Health Import Certificate (PHIC) and the original copy of the Plant Health Certificate (PHC), Plant Health Assurance Certificate (PHAC) or alternate documents specified below.

The produce must be:

- Contained within its original packaging;
- Packaged true to label and original certification if provided or if not required other documentation supporting original movement;
- Must have been maintained in secure conditions whilst in VIC, and
- Be accompanied by copies of the original dispatch and the rejection/return form supplied with this Application.

Name of Authorised Officer

An Inspector

Signature

Anne Inspector

Date (dd/mm/yyyy)

27/01/2014

OFFICIAL
STAMP
Official
Stamp



IVCA OPERATIONAL PROCEDURE FOR INSPECTION AND VERIFICATION OF IMPORTED PLANT AND PLANT RELATED MATERIAL

Accreditation Details (all accreditation details must be completed)

Certificate Number **123520**

IP Number	Facility No.	Arrangement Code	Expiry Date
S 8 8 8 8	- 0 1	I C A 2 3	29/02/15

Consignment Details

(Please print clearly and initial any alterations)

Consignor

Name **Roberts Farm**
Address **5 Glasshouse Lane**
Virginia, SA 5120

Consignee

Name **Still Slaving Nominees**
Address **Melbourne Markets Footscray Rd**
West Melbourne Vic

Reconsigned To

(Splitting consignments or reconsigning whole consignments)

Name
Address

Method of Transport

(Provide details where known)

☒ Road Vehicle Details Reg. No.
☐ Rail Consignment no.
☐ Air Airline/Flight no.

Certification Details

Accredited Business that Prepared Produce (as IP# above)

Name **Roberts Farm**
Address **5 Glasshouse Lane**
Virginia, SA 5120

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

Name **Roberts Farm**
Address **5 Glasshouse Lane**
Virginia, SA 5120

(for ICA23 each source property must have a current Property Approval)

Brand Name or Identifying Marks (as marked on packages)

Rob's Farm Fresh

Date Code(s) (as marked on packages)

22012014

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Re-consignment
144	Cartons	Mandarin	
72	Cartons	Red Capsicums	<small>(Apply ICA-17 Stamp here)</small>

Date	Treatment	Chemical (Act/Ingredient)	Concentration	Duration and Temperature

Additional Certification

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)

Robert Williams

Signature

Thu R Williams

Date

23/01/2014

PIRSA - Plant Health Operations

08/12



BLANK EXAMPLE – PLANT HEALTH IMPORT CERTIFICATE

APPENDIX 7

Giving false or misleading information is a serious offence

Biosecurity SA is collecting the information on this form to enable a quarantine assessment of the product named to be undertaken and to determine if a Plant Health Import Certificate may be granted. Its collection is authorised under the *Plant Health Act 2009*. Please note that the information provided in this application may be provided to other agencies as authorised.

Wherever possible please complete this form electronically to expedite processing

Application for Return or Redirection of Produce

Biosecurity SA Ref./
Plant Health Import
Certificate No.

Tick whether this application applies to a Return ☐ or a Re-direction ☐

Is original PHC or PHAC attached to this application ? Yes ☐ No ☐

Business or Individual Returning or Redirecting Produce to South Australia

Title

Given name(s)

Surname

Company name

ABN

Attention/Contact person

Corporation Name

ACN

Attention/Contact person

Address line 1 (Must be a physical or location address. P.O. Box will not be accepted.)

Address line 2 (Postal Address – must be provided)

Suburb

State/Territory

Postcode

Email

Work phone

Home phone

Fax

Mobile

South Australian Business Receiving Returned or Redirected Produce

Title

Given name(s)

Surname

Company name

Attention/Contact person

Address line 1 (Must be a physical or location address. P.O. Box will not be accepted.)

Address line 2 (Postal Address – must be provided)

Suburb

State/Territory

Postcode

Email

Work phone

Home phone

Fax

Mobile

APPLICATION TO IMPORT – RETURN or RE-DIRECTION

Produce details			
Quantity	Type of Packaging	Produce Type	Copy of Original Certificate provided (yes/no)

Produce history
(Information on produce, where and how it has been stored; reasons for being returned / redirected)

Transport details	
Mode of transport (e.g. road, rail, sea, air)	Estimated date of arrival (dd/mm/yyyy)
Company name	Attention/Contact person
Address	Work Phone
Email Address	

Approved Import Permit
Please indicate your preference for the delivery of the Plant Health Import Certificate (please tick only one option):
<input type="checkbox"/> Email <input type="checkbox"/> Fax

Importer Declaration	
I hereby apply for approval to return/redirect produce as detailed in this application. I declare that the produce will be presented in accordance with all quarantine restrictions and conditions as specified in any Plant Health Import Certificate that may be issued as a result of this application. I declare that the information that I have provided is true and accurate to the best of my knowledge.	
Name (given names and family name)	Date (dd/mm/yyyy)

Applications for Plant Health Import Certificate must be submitted to Biosecurity SA, Plant Health Operations **by email using the following address pirsa.planthealthmarketaccess@sa.gov.au.*

**Wherever possible please complete this form using Microsoft Word or another compatible program to expedite processing*

**All applications must be submitted and approved prior to the intended export date.*

A tax invoice for \$24.00 plus administration costs (minimum charge \$76.50) for each Plant Health Import Certificate application will be posted to the applicant of this Import Certificate



Plant Health Import Certificate

Plant Health Act 2009

Certificate No

Valid From

Valid To

You are authorised to Return and/or Redirect the following produce into SA under the listed conditions:

Produce Type & No. of Packages	Exporter's Details	Importer's Details
<input type="text"/>	<input type="text"/>	<input type="text"/>

Conditions

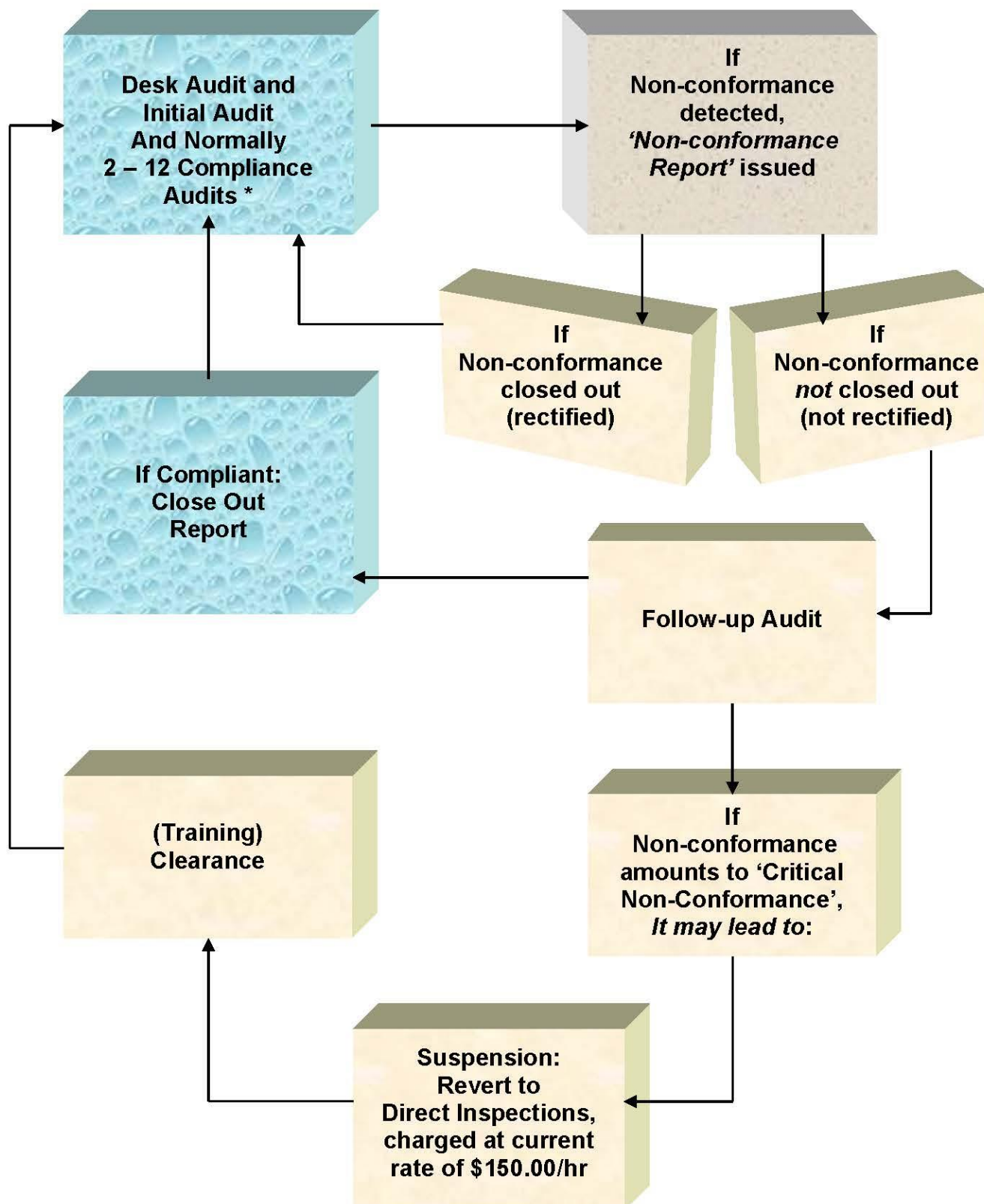
Name of Authorised Officer

Signature

Date (dd/mm/yyyy)

Official
Stamp

PIRSA - BSA – PLANT HEALTH AUDIT SCHEDULE



**Frequency of audits is determined by PIRSA - BSA dependent on risk factors i.e. season, volume, origin of import, consignment numbers and performance. (Some circumstances will require more than 12 audits).*



Training Register

IVCA Training Register

APPENDIX 9

Name Of Business.....

Compliance Agreement (IVCA) Number.....

Position	Full Name of Occupier	Describe the Nature of Training	Date Training Completed	Signature of Employee	Signature of Trainer	Checked by PIRSA Inspector
Certification Controller						
Back-up Certification Controller						
Responsible Person						
"						
"						
"						

Note: This form must be kept update by the Management Representative

To the best of my knowledge this form is correct and complete

Name: Signature: Date:



APPENDIX 10

PRODUCE INCIDENT RECORD

(Use to record details of produce not accompanied by required certification or defective certification)

Name of Business:

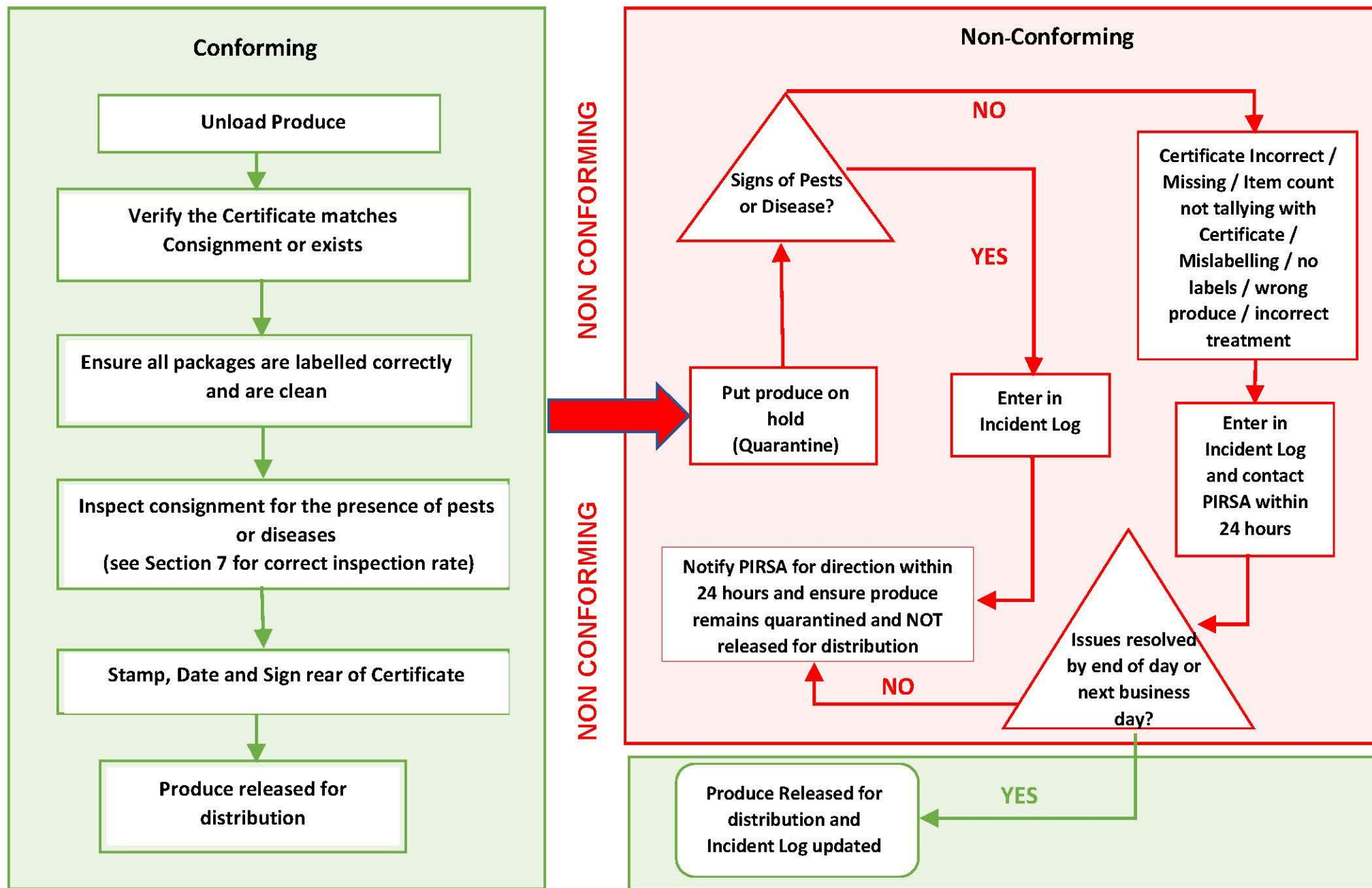
Sheet Number.....

Receival Date	Certificate Number (If available)	Grower / Packer	Origin of Produce	IP No.	Interstate Agent	Produce Type	Qty	Results *

* Column for noting omissions/discrepancies etc.



Procedural Import Verification Chart (IVCA)





Machinery Inspection Checklist

Before inspecting machinery, ensure any Certificates or permits have been completed correctly and meet South Australian entry conditions and the machinery has been certified as being cleaned or disinfested correctly.

Blades, combs, cutters, fingers, rods, beaters, lifters, or any other part used in the direct manipulation of soil or plants is free of any soil or plant material	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Areas behind belts and areas where plant material (grapes, other fruit, potato trash etc.) can accumulate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Air filters	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Radiators	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Engine Bays (including behind guard plates)	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Air conditioners and filters	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Cabin, including on and under the seats and mats	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Any bins or storage areas	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
On or inside augers / conveyors	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Wheels and wheel arches	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Behind tyres / inside rims	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Any part of the machinery where plant or soil could accumulate (angle struts, hollow tubes etc.)	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Any other part which could be contaminated with soil or plant material.	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>