



Reconsigning Whole or Split Consignments and Transporting of Certified Produce (ICA-17)

Revision Register

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1	6-7-00	All Pages
2	20-1-04	Updated plus attachments / GSC
3	9-06-05	Logo altered. Typo correction 7.1.3. Requirement to keep copy in 7.2.
4	1-06-07	Amended to affirm Accreditation required to consign or split-consign.
4.1	1-08-11	Biosecurity SA change, Authority (GSC)
5.0	30-06-14	Updated Procedure / inclusion of Reconciliation Records(RE)

Document Control

Authorised....

Manager, Market Access & Systems, Biosecurity SA - Plant Health

Holders of uncontrolled copies of this document will not be automatically advised of future amendments or revisions. They should contact Primary Industries and Resources, State Quarantine Inspection Services to obtain a current version of this document.



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1. PURPOSE

The purpose of this procedure is to describe –

- the requirements; and
- the responsibilities and practices of personnel;

that apply to the reconsigning and transporting of original whole or split consignments of produce covered by a valid Plant Health or Plant Health Assurance Certificate.

2. SCOPE

This procedure covers all splitting of consignments and reconsigning of original consignments of certified produce by a Business operating under this ICA arrangement in South Australia.

It also covers the splitting of consignments for the purpose of transporting sub-consignments on different vehicles or via different transport methods.

“Certified Produce” means any produce covered by one or more of the following Certificates:-

- (a) a certificate issued by an Inspector or any other authorised officer (Plant Health Certificate); or**
- (b) a certificate issued by a Business operating under an ICA Arrangement (Plant Health Assurance Certificate)**

This procedure is not intended for use by the business which prepared the produce. If the business that prepared the produce is deciding on the destination of parts of a consignment, separate certificates must be issued at the time of certification.

It is the responsibility of the business reconsigning the produce to ensure compliance with all applicable quarantine requirements of both South Australia and interstate destinations. Information on interstate quarantine restrictions must be obtained from the authority in the intended destination state. Entry conditions and contact details for all jurisdictions can be found at <http://www.pir.sa.gov.au/biosecuritysa/planthealth/exporters>.

3. REFERENCES

WI-02 Guidelines for Completion of Plant Health Assurance Certificates

4. DEFINITIONS

Accredit	means to accredit persons to issue Assurance Certificates
Application for Accreditation	means an <i>Application for Accreditation of a Business for a Plant Health Interstate Certification Assurance (ICA) Arrangement</i> .
Assurance Certificate	means a Plant Health Assurance Certificate issued by an authorised signatory.



Authorised Signatory	means an officer of an ICA accredited Business whose name and specimen signature is provided as an authorised signatory with the Business's Application for Accreditation.
Biosecurity SA	means Biosecurity SA – Plant Health
Business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed in the Business's Application for Accreditation.
Certification Assurance	means a voluntary arrangement between Biosecurity SA 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 produce covered by a valid Plant Health Certificate.
Consignor	means the person or business responsible for deciding the first destination of the produce after it leaves the place of certification.
Consignee	means the person or business to whom the fruit is initially consigned following certification and who will be responsible for deciding the next destination of the fruit if it is reconsigned.
Facility	means the location where splitting consignments will be undertaken under the ICA arrangement.
ICA	means Interstate Certification Assurance.
Inspector	means an inspector authorised under the <i>Plant Health Act 2009</i> .
Interstate Certification Assurance	means a system of Certification Assurance developed to meet the requirements of State and Territory governments for the certification of produce for interstate and intrastate quarantine purposes.
Original Consignment	means the whole or intact consignment as it left the place of certification.
Plant Health Certificate	Includes: (a) an Inspector's Certificate (b) an Assurance Certificate (c) A Declaration issued by a Business for the purpose of demonstrating conformance with an intrastate or interstate quarantine requirement.
Prepared	means subjected to a chemical or physical disinfestation treatment or graded to meet a condition requirement.
Quarantine Area	means pest quarantine area declared under a relevant state Act.
Quarantining State	means a State or Territory of the Commonwealth that requires Plant Health Certification as a quarantine condition of entry to the whole or part of its jurisdiction.



Reconsign	means forwarding original consignments or sub-consignments on to another person or business..
Reconsignee	Means the person or business to which certified produce is next consigned after the original consignment.
Splitting a Consignment	means the act of dividing an original consignment into sub-consignments for the purpose of: (a) sending the sub-consignments to a different consignee; or (b) transporting the sub-consignments to the same consignee on different vehicles or via different transport methods.
Sub-consignment	means the part of the original consignment that is being split from the rest of the consignment.
Sub-consignment Certificate	means an Assurance Certificate for a sub-consignment issued by a Business accredited under this Operational Procedure.

5. RESPONSIBILITY

These position titles have been used to describe the responsibilities of the staff under the ICA arrangement. These positions may not be present in all businesses, or in some businesses one person may carry out the responsibilities of more than one these positions.

The **Certification Controller** is responsible for –

- Representing the Business during audits and other matters relevant to ICA accreditation.
- ensuring accreditation remains current and has not expired;
- ensuring certificates for certified produce being endorsed meet the entry requirements for the destination State;
- training staff in their responsibilities and duties under this Operational Procedure;
- ensuring the Business and its staff comply with their responsibilities and duties under this Operational Procedure;
- maintaining all original Plant Health Certificates and copies of sub-consignment certificates for all split consignments in accordance with 7.5 ICA System Records.

The **Authorised Signatory** is responsible for-

- ensuring, prior to signing and issuing an Assurance Certificate that produce covered by the certificate has been split or reconsigned in accordance with the Business's ICA arrangement;
- ensuring that the details on the certificate are true and correct in every particular (refer 7.4 and 7.5);
- ensuring produce being split or re-consigned and transported meets the destination states quarantine entry requirements; and
- ensuring consignment reconciliation records are maintained



6. REQUIREMENT

Re-endorsements of certificates for consignments under this arrangement must not be completed unless the accredited Business has verified that;

(c) The original certificate meets the entry requirements of the intended destination State, and

(d) There are no additional or further entry requirements that need to be met.

Penalties can be incurred for sending contrary to the receiving State's entry requirements.

6.1 Original Consignments

Only a Business accredited for an ICA arrangement under this Operational Procedure can re consign an entire original consignment without further approval by an Inspector.

6.2 Splitting Consignments

Only a Business which has been accredited for an ICA arrangement under this Operational Procedure may split a consignment of certified produce and issue sub-consignment certificates for movement into interstate markets requiring quarantine certification.

6.3 Transporting Certified Consignments

Only a Business accredited for an ICA arrangement under this Operational Procedure can split an original consignment of certified produce and issue sub-consignment certificates to travel on different vehicles or via different transport methods.

Sub-consignments (parts of the original consignment) must be accompanied by a sub-consignment certificate issued by an Authorised Signatory of an ICA accredited Business in accordance with the procedures detailed in 7.3 Splitting Consignments.

Normally businesses such as transport operators or wholesalers who are redirecting produce to different consignees or destinations will be eligible for accreditation under this Operational Procedure.



7. PROCEDURE

7.1 Accreditation Process

Application for Accreditation

A Business seeking accreditation for an ICA arrangement under this Operational Procedure shall make Application for Accreditation at least ten (10) working days prior to the intended date of commencement of certification of produce under this Procedure.

Prior to being granted accreditation an initial audit shall be conducted (see 7.2 Audit Process).

Re-Accreditation

Accredited Businesses are required to re-apply for accreditation each year the business seeks to operate under the ICA arrangement. Businesses 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.

7.2 Audit Process

Initial Audit

Prior to accrediting a Business, an initial audit is carried out to verify the Business has adequately trained staff so as to be capable of operating in accordance with the requirements of the Operational Procedure. The system and training must be effective in ensuring compliance with the specified requirements of the ICA arrangement.

On completion of a successful initial audit, applicants will be granted accreditation and provided a Certificate of Accreditation for the current season, up to a maximum of twelve months from the date of the initial audit. (refer 7.3 Certificate of Accreditation).

Compliance Audits

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 system is operating.

A compliance audit is conducted within four weeks of the successful initial audit or the first re-consignment undertaken under this arrangement to ensure compliance with the requirements.

A compliance audit is conducted within 12 weeks of renewal and again between six and nine months after the date of accreditation for an ICA arrangement if operating for more than six months of the year.



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 examine ICA system records or ICA system documentation.

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

7.3 Certificate of Accreditation

An accredited Business will receive a *Certificate of Accreditation for an Interstate Certification Assurance Arrangement* 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.

A business must not commence or continue certification of produce under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation

The Business must maintain a copy of the current Certificate of Accreditation and make it available to an Inspector on request.

7.4 Reconsigning Original Consignments

Before reconsigning, the certificates accompanying the produce are to be checked against the packages intended for certification under this procedure to verify date code, package markings and to ensure certificate completion is accurate (See Attachments 4 & 5 for examples).

When reconsigning an entire original consignment, make a photocopy of the Plant Health Certificate or Plant Health Assurance Certificate and file the original.

Make any amendments and endorsements on the photocopy as indicated below and make a copy for audit purposes. The amended copy (the one which has been physically stamped and endorsed by the Certification Controller or Authorised Signatory) must accompany the consignment.

The following labelling (lower case letters in brackets) indicates the appropriate section of the blank example certificates shown in Attachments 2 & 3

(e) Reconsigned to

- For a Plant Health Certificate issued by an Inspector:
 - cross out the original destination State and place new destination State next to it.
 - cross out the original consignee's address and place new consignee's (reconsignee's) address next to it.
- For a Plant Health Assurance Certificate issued by an ICA Accredited business, insert the name and address of new consignee (reconsignee) in box provided.



(f) Apply Reconsignment Stamp

Affix (stamp) an Authority to Reconsign stamp to Certificate which must include the following details of the ICA-17 accredited Business reconsigning the produce as they appear on the Certificate of Accreditation. Letters must be legible and no less than 5mm in height; (See example stamp);

- Reconsignment,
- the **Name** of the accredited business,
- the **IP #** of the accredited business,
- the **Locality Address** of the Facility, and
- the words "Meets ICA-17", and
- a space for an Authorised Signatory of the of the accredited business, and
- the reconsignment **Date**.

RECONSIGNMENT
BEST TOMATO AGENTS S 9999
Adelaide Produce Markets,
Pooraka, SA 5095
MEETS ICA-17
Authorised: _____
Date: _____

- Authorised Signatory must **sign and date** the stamp imprint on the certificate.
- **Copy** amended certificate and keep for at least 12 months for auditing.

The amended photocopy of the Plant Health Certificate must accompany the consignment and be available on arrival at interstate barriers or markets requiring quarantine certification.

7.5 Splitting Consignments

This procedure is not intended for use by the business that prepared the produce. If the business that prepared the produce is deciding on the destination of parts of a consignment, separate Plant Health Certificates must be issued at the time of certification.

Before splitting a consignment, the certificates accompanying the produce are to be checked against the packages intended for certification under this procedure to verify date code, package markings and to ensure certificate completion is accurate (See Attachments 4 & 5 for examples).

A valid reason must be needed for a business to split a consignment, such as-

- sending parts of an original consignment to different consignees; or
- transporting sub-consignments on different vehicles or via different transport methods to the same consignee.

When splitting consignments it is necessary to copy the original certificate to be able to prepare one or more **Sub-consignment Certificates**.

Each **Sub-consignment Certificate** must then be amended and endorsed as follows-

The following labelling (lower case letters in brackets) indicates the appropriate section of the blank example certificates shown in Attachments 6 & 7

(a) Reconsigned to

- In the case of the Plant Health Certificate issued by an Inspector,
 - cross out the original destination state and place the new destination (reconsignee's) State next to it.



- cross out the original consignee's name and address and place the new consignee's (reconsignee's) address next to it.
- In the case of a Plant Health Assurance Certificate issued by an ICA accredited Business, insert the name and address of the new consignee (reconsignee) in the box provided.

(g) Number of Packages

- On each certificate cross out the number of packages in the original consignment.
- Insert the number of packages in the sub-consignment under the crossed-out number of packages in the original consignment.

(h) Authorisation for Split/Reconsignment

- Affix (stamp) an imprint of the Authority to Reconsign stamp to Certificate which must include the following details of the ICA-17 accredited Business reconsigning the produce, as they appear on the Certificate of Accreditation. Letters must be legible and no less than 5mm in height;
- (See example stamp);
 - Reconsignment,
 - the **Name** of the accredited business,
 - the **IP #** of the accredited business,
 - the **Locality Address** of the Facility, and
 - the words "Meets ICA-17",
 - a space for an Authorised Signatory of the of the accredited business, and
 - the reconsignment **Date**.
- Authorised Signatory must **sign and date** the stamp imprint on the certificate. Sub-consignment certificates may only be signed by an Authorised Signatory of the accredited Business.
- Photocopy each completed sub-consignment certificate with the amended details for each sub-consignment and maintain along with the **original** certificate for auditing purposes.
- The following must be retained and filed by the Business together with copies of each sub-consignment certificate so that movement of the original consignment can be traced and reconciled for audit purposes (refer 7.7 ICA System Records).
 - The **original** certificate
 - Photocopy of each amended Sub-consignment Certificate.

<p>RECONSIGNMENT BEST TOMATO AGENTS S 9999 Adelaide Produce Markets, Pooraka, SA 5095 MEETS ICA-17 Authorised: _____ Date: _____</p>

The original *amended* copies of the Plant Health Certificate must accompany the consignment and be available on arrival at interstate barriers or markets requiring quarantine certification.

7.6 Consignment Reconciliation Records



A business accredited under this arrangement must maintain a Consignment Reconciliation Record or keep records which capture the same information.

The reconciliation record is used to record and verify the information on the Plant Health Certificate or Plant Health Assurance Certificate on receipt of produce at the accredited business prior to re-consignment and to record any follow-up action required.

The reconciliation record must identify:

- the Plant Health Certificate or Plant Health Assurance Certificate Number accompanying the consignment;
- verification that the date code on packages is recorded and matches the date or date code on the certificate;
- if applicable, verification the certification is sufficient to meet plant quarantine entry conditions for the intended destination state;
- verification results and follow-up action by the Authorised Signatory;
- the number of withdrawn or rejected packages;
- the Authorised Signatory's name and signature.

Biosecurity SA and receiving interstate quarantine authorities maintain the right to, at any time, inspect certified produce and to refuse to accept a certificate where produce is found not to conform to specified requirements.

7.7 Secondary Wholesalers

Secondary wholesalers who purchase part of an original consignment from another wholesaler for on-sale to a market requiring certification should obtain a sub-consignment certificate from the original consignee (the first wholesaler) addressed to them (the secondary wholesaler) as the re-consignee (refer 7.5).

When reconsigning or splitting the sub-consignment, the sub-consignment certificate supplied by the original consignee shall be treated as an original certificate and the procedures detailed in 7.4 and 7.5 apply.

Place the re-consignee's name and address and the authorising stamp and signature in any vacant area on the form as close as possible to the alteration.

7.8 ICA System Records

The Business shall maintain the following records –

- (a) The original Plant Health Certificate or Plant Health Assurance Certificates for all reconsignments
- (b) The original Plant Health Certificate or Plant Health Assurance Certificate for all split and sub consignments (refer 7.5);
- (c) A copy of each reconsignment and sub-consignment certificate issued (refer 7.5);
- (d) Consignment reconciliation records (refer 7.4)

ICA system records shall be maintained for a period of not less than 12 months from completion and shall be made available on request by an Inspector.

7.9 ICA System Documentation

The Business shall maintain the following documentation –

- (a) A copy of the Business's current Application for Accreditation;



- (b) A current copy of this Operational Procedure;
- (c) A current Certificate of Accreditation for a Plant Health Interstate Certification Assurance Arrangement.

Consignment Reconciliation Records (See Attachment 8)

ICA system documentation shall be made available on request by an Inspector.

8. Attachments

- Attachment 1 Application for Accreditation of a Business for a Plant Health Certification Assurance (CA) Arrangement
- Attachment 2 Plant Health Assurance Certificate (Blank)
- Attachment 3 Plant Health Certificate for Interstate Movement of Plant Material from South Australia (Blank)

Completed Examples for Reconsignments

- Attachment 4 Plant Health Assurance Certificate (Reconsignment)
- Attachment 5 Plant Health Certificate for Interstate Movement of Plant Material from South Australia (Reconsignment)

Complete Examples for Split Consignments

- Attachment 6 Plant Health Assurance Certificate (Split Consignment)
- Attachment 7 Plant Health Certificate for Interstate movement of Plant Material from South Australia (Split Consignment)

Consignment Reconciliation Record

- Attachment 8 Consignment Reconciliation Record (Blank)
- Attachment 9 Consignment Reconciliation Record (Example)

**APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)**

Complete clearly and return to Biosecurity SA - Plant Health Operations, 33 Flemington St, Glenside SA, 5065.
(Please print. See Conditions / 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 Interstate Produce (IP) Number (& Facility number).

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

ICA/CA/IR Number

Title of Arrangement Operational Procedure or Registration *

ICA 17

Reconsigning Whole or Split Consignments and Transporting of
Certified Produce (ICA-17)**Applicant Details.**

Type of Ownership of Business. (Tick or mark one)

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

Individual Name:

Business Name:

Postal Address Line 1:

Suburb:

Partner 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
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.

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

Certification is attached ☐

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:	Hundred:
Phone:	Mobile:
Fax:	Email:
Line 2:	
State:	Postcode:

Persons Permitted to Sign or Verify Plant Health Certification

Role	Last Name	Given Name(s)	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 & vegetable types, machinery,
grapevines or nursery stock)

Seasonal Operator: (tick or Y = Yes)

NO YES If yes, indicate operating months

Importing Details

Consignments per year

States of Origin: (tick or Y = Yes)

Nursery Membership Y= Yes / N= No		NGISA	NIASA	AGCAS
QLD	VIC	WA	NSW	NT
		TAS	Overseas	

ENSURE YOU ALSO COMPLETE AND SIGN SECOND PAGE

APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)

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

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.

*Name of Partner / Director (print)	Designation	Signature	Date	
			/ /	<input type="checkbox"/>
			/ /	
			/ /	
			/ /	

Note: Where applicants are members of a partnership, each partner must sign the application.
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.

- ☐ You, All Partners or Director 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				<input type="checkbox"/>
Alternate record-keeping granted Yes <input type="checkbox"/> No				<input type="checkbox"/>
.....	 / /		<input type="checkbox"/>
Name of Desk Auditor (please print)	Signature of Officer	Date	PIRSA STAMP	<input type="checkbox"/>

Conditions of Accreditation S16 / Registration S26

For the purposes of this accreditation / registration the following conditions may 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 the 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

APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)**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. Partnerships require all partners to sign.

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. (You may make application for both CA01/(IVCA) and IR01 by ticking the YES box)

Applicant Details

- **Type of Ownership** shall be either – Individual, Partnership, 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**; physical address of business is required
- **Partner Names**; all partners names 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 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.

Authorising / Signing

The Applicant (individual, all partners or company director/senior manager) 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.](#)

Gary Cox,

Manager, Market Access & Systems, Biosecurity SA - Plant Health.



PLANT HEALTH ASSURANCE CERTIFICATE

Attachment 2

Certificate Number

12345

IP Number	Facility No.	Arrangement Code	Expiry Date
S			/ /

Consignment Details (Please Print)

Consignor

Name
Address

Consignee

Name
Address

Reconsigned To

(Splitting consignments or reconsigning whole consignments)

Name
Address

(a)

Method of Transport

(Provide details where known)

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

Certification Details (Please Print)

Accredited Business that Prepared the Produce

Name
Address

Grower

Name
Address

Brand Name or Identifying Marks (as marked on packages)

--

Date Code (as marked on packages)

--

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
(b)			(c)

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Dipping	Fenthion	412.5 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood spraying	Dimethoate	400 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Flood spraying	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Non-recirculated spray	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two Hours @ °C
	<input type="checkbox"/> Heat Treatment	Hot Air	Hot Water	Min @ °C

Additional Certification

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

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PLANT HEALTH CERTIFICATE (EXAMPLE)

ICA-17

Attachment 3



PLANT HEALTH CERTIFICATE

Certificate Number

Name and Physical Address of Exporter:				State:		Poste Code:		Declared Name and Physical Address of Consignee:				State:		Post Code:	
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)					

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

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: _____ Place Certified: _____

Signature: _____ Ph: _____ Date Certified: DD - MM - YYYY

Official Stamp

Valid for 21 days from date of certification
White Original – Consignment Copy: Yellow – Client Copy: Blue – PHO Copy: Pink – Book Copy
© PIRSA – Plant Health Operations, South Australia

PHO – 110322 V2



PLANT HEALTH ASSURANCE CERTIFICATE (Completed)

Attachment 4

Certificate Number **12345**

Certificate Number **999999**

Consignment Details (Please print)

Consignor

Consignee

Name Joe's Tomatoes Pty Ltd	Name Pooraka Tomato Agents
Address Somewhere Market	Address Adelaide Produce Market
SOMEWHERE 9999	PORAKA SA 5095

Reconsigned To (Splitting consignments or reconsigning whole consignments) Method of Transport (provide details where known)

Name Best Tomato Agents	<input checked="" type="checkbox"/> Road Vehicle Details reg. no.
Address Brisbane Markets	<input type="checkbox"/> Rail Consignment No.
ROCKLEA QLD 4106	<input type="checkbox"/> Air Airline/Flight No.

Certification Details (Please print)

Accredited Business that Prepared the Produce

Crower or Packer

Name Joe's Tomatoes Pty Ltd	Name Joe's Tomatoes Pty Ltd
Address Somewhere Market	Address 75 Farm Road
SOMEWHERE 9999	SOMEWHERE 9999

IP No. Of Acc. Business Brand Name or Identifying Marks (as marked on packages) Date Code (as marked on packages)

Q1111	Joe's Tomatoes	13-4-03
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No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
500	Cartons	Tomatoes	RECONSIGNMENT BEST TOMATO AGENTS S-9999 Adelaide Produce Markets, Pooraka, SA 5095 MEETS ICA-17 Authorised: George Best Date: 13/4/03

Date	Treatment	Chemical (Act. Ingredient)	Concentration	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Dipping	Fenthion	412.5ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood Spraying	Dimethoate	400ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Flood Spraying	Fenthion	412.5ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Non - recirculated Spray	Fenthion	412.5ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two hours @ °C
	<input type="checkbox"/> Heat Treatment	Hot Air Hot Water		min @ °C
13-4-03	ICA – 23 Area Freedom For Fruit Fly			

Additional Certification

Meets ICA-23

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

Joe Bluff	Joe Bluff	13-4-03
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PLANT HEALTH CERTIFICATE (EXAMPLE)

ICA-17

Attachment 5

DEPARTMENT of PRIMARY INDUSTRIES

PLANT HEALTH CERTIFICATE FOR INTERSTATE MOVEMENT OF PLANT MATERIAL IN AUSTRALIA

(Please Print Legibly)

THIS IS TO CERTIFY THAT the plant material described below is considered to conform with the requirements of the Plant Health legislation of (State/ Territory)

.....SOUTH AUSTRALIA.....NSW.....

DESCRIPTION OF CONSIGNMENT

Name and Address of Exporter	Joe's Tomatoes Farm Road, SOMEWHERE 9999		
Name and Address of Consignee	Best Tomato Agents APML POORAKA 5095		Freshmarket Produce Flemington Market SYDNEY NSW 2000
Means of Conveyance	ROAD		
Material/produce & quantity	Grower / Packer	Address	Regulation / Treatment
500 Cartons Tomatoes	Joe's Tomatoes Farm Road SOMEWHERE 9999		SA REGS, November 2013 CONDITION 9 Area Freedom for Fruit Fly
<div style="border: 1px solid red; padding: 5px; text-align: center;">RECONSIGNMENT BEST TOMATO AGENTS S 9999 <i>Adelaide Produce Markets,</i> <i>Pooraka, SA 5095</i> MEETS ICA-17 Authorised: <u>Somebody</u> Date: <u>25/4/07</u></div>			
Name of Authorised Person (PRINT)	Designation		Official Stamp
A. Inspector	Senior Plant Health Inspector		<div style="border: 1px solid red; padding: 10px; text-align: center;">PRIMARY INDUSTRIES GOVERNMENT OF SOMEWHERE, AUSTRALIA</div>
Signature	Place Certified	Date	
A Inspector	Somewhere	18-4-07	



PLANT HEALTH ASSURANCE CERTIFICATE

Attachment 6

Consignment Details (Please print)

Certificate Number

999999

Consignor

Consignee

Name Joe's Tomatoes Pty Ltd	Name Tomato Agents
Address Farm Road,	Address APML Market
SOMEWHERE 9999	POORAKA SA 5095

Reconsigned To (Splitting consignments or reconsigning whole consignments)

Method of Transport (provide details where known)

Name Tomato Agents	<input checked="" type="checkbox"/> Road Vehicle Details reg. no.
Address Brisbane Markets	<input type="checkbox"/> Rail Consignment No.
ROCKLEA QLD 4106	<input type="checkbox"/> Air Airline/Flight No.

Certification Details (Please print)

Accredited Business that Prepared the Produce

Grower or Packer

Name Joe's Tomatoes Pty Ltd	Name Joe's Tomatoes Pty Ltd
Address Farm Road	Address Farm Road
SOMEWHERE 9999	SOMEWHERE 9999

IP No. Of Acc. Business Brand Name or Identifying Marks (as marked on packages) Date Code (as marked on packages)

	Joe's Tomatoes	13-4-03
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No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
500 100	Cartons	Tomatoes	RECONSIGNMENT
			BEST TOMATO AGENTS S 9999
			Adelaide Produce Markets,
			Pooraka, SA 5095
			MEETS ICA-17
			Authorised: <u>Somebody</u>
			Date: <u>25/4/07</u>

Date	Treatment	Chemical (Act. Ingredient)	Concentration	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Dipping	Fenthion	412.5ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood Spraying	Dimethoate	400ppm	<input type="checkbox"/> One Min. <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood Spraying	Fenthion	412.5ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Non - recirculated Spray	Fenthion	412.5ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two hours @ °C
	<input type="checkbox"/> Heat Treatment	Hot Air	Hot Water	mins @ °C

13-4-03 ICA – 23 Area Freedom For Fruit Fly

Additional Certification

Meets ICA-23

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

Joe Bluff	Joe Bluff	13-4-03
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EXAMPLE PLANT HEALTH CERTIFICATE

ICA-17

Attachment 7

DEPARTMENT of PRIMARY INDUSTRIES

PLANT HEALTH CERTIFICATE FOR INTERSTATE MOVEMENT OF PLANT MATERIAL IN AUSTRALIA

(Please Print Legibly)

THIS IS TO CERTIFY THAT the plant material described below is considered to conform with the requirements of the Plant Health legislation of (State/ Territory)

.....~~South Australia~~ **Queensland**.....

DESCRIPTION OF CONSIGNMENT

Name and Address of Exporter		
Joe's Tomatoes Farm Road, WERIBELL SOMESTATE 9999		
Name and Address of Consignee		
Best Tomato Agents APML POORAKA SA 5095		
Freshmarket Produce Brisbane Market BRISBANE QLD 7000		
Means of Conveyance		
ROAD		
Material/produce & quantity	Grower / Packer	Address
500 Cartons Tomatoes 100	Joe;s Tomatoes Farm Road SOMESTATE 9999	Regulation / Treatment
		SA, REGULATIONS July 2006 CONDITION 9 Area Freedom for Fruit Fly
RECONSIGNMENT BEST TOMATO AGENTS S 9999 Adelaide Produce Markets, Pooraka, SA 5095 MEETS ICA-17 Authorised: <u>Somebody</u> Date: <u>25/4/07</u>		
Name of Authorised Person (PRINT)	Designation	
A Inspector	Senior Plant Health Inspector	
Signature	Place Certified	Date
A Inspector	Someplace	18-4-06
PRIMARY INDUSTRIES GOVERNMENT OF SOMEWHERE, AUSTRALIA		



CONSIGNMENT RECONCILIATION RECORD (EXAMPLE)

ICA-17

Attachment 8

CONSIGNMENT RECONCILIATION RECORD

Name of Accredited Business: **IP Number:** **Record Number:**

PHC OR PHAC Number	Dates Codes on Packages recorded on PHC / PHAC?	Consignment Meets Destination States Plant Quarantine Entry Requirements?	Verification Results and follow-up action taken (Notes)	Authorised Signatories Name	Signature

Checked by:..... Date Checked / / Certification Controller (please print name).....

Signature of Certification Controller.....

The Accredited Business must enter a record for each consignment received for certification under 'The Arrangement'



CONSIGNMENT RECONCILIATION RECORD

ICA-17

Attachment 9

CONSIGNMENT RECONCILIATION RECORD

Name of Accredited Business: IP Number Record Number:

PHC OR PHAC Number	Dates Codes on Packages recorded on PHC / PHAC?	Consignment Meets Destination States Plant Quarantine Entry Requirements?	Verification Results and follow-up action taken (Notes)	Authorised Signatories Name	Signature
29005	12072014	Yes	None required	A Signatory	<i>A Signatory</i>
100403	14072014	No	Treatment on PHAC doesn't meet WA entry conditions. Checked with WA.	A Signatory	<i>A Signatory</i>

Checked by: Date Checked / / Certification Controller (please print name).....

Signature of Certification Controller.....

The Accredited Business must enter a record for each consignment received for certification under 'The Arrangement'