



INSPECTION OF USED VEHICLES AND ASSOCIATED EQUIPMENT

REVISION REGISTER

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Version 1	20-02-06	All Pages
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Authorised:

Leader, Market Access & Certification
State Quarantine Services

Controlled:



Uncontrolled:



A Business that is accredited for this Operational Procedure, will be issued with a copy of any revision to this procedure.

Holders of uncontrolled copies of this document will not be automatically advised of any amendments or revisions.

To check for any changes to this document, contact the Department of Primary Industries and Resources South Australia.

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A copy of this Operational Procedure and other ICA information is available
on the PIRSA web-site at; <http://www.pir.sa.gov.au/ica>

All contact regarding this Operational Procedure or ICA should be made to ICA Officer,
Plant Health Operations, PIRSA, on (08) 81685 200.

1. PURPOSE

The purpose of this procedure is to describe-

- (a) the principles of operation, design features and standards required for inspection;
- (b) the responsibilities and actions of personnel;

That apply to inspecting used vehicles and associated equipment under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all inspection and certification of used vehicles and associated equipment (refer section 4 definitions) by a Business operating under an Interstate Certification Assurance arrangement.

3. REFERENCES

WI-02 *Guidelines for the completion of Plant Health Assurance Certificates*

4. DEFINITIONS

accredit	means to authorise a business, through nominated staff, to issue Assurance Certificates under this procedure.
Application for Accreditation	means an <i>Application for an ICA Arrangement</i> .
Certificate	means a <i>Plant Health Assurance Certificate</i> (See attachment 1)
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.
Business	means the legal entity responsible for the operation of the treatment facility and ICA arrangement as detailed on the Business's Application for Accreditation.
Certification Assurance	means a voluntary arrangement between The Department of Agriculture Western Australia 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 covered by a valid <i>Plant Health Assurance Certificate</i> .
facility	means the location of the operation covered by the Interstate Certification Assurance arrangement.
ICA	means Interstate Certification Assurance.
Inspector	means an Inspector authorised under a relevant Act

Interstate Certification Assurance

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

Nonconformity

means the non compliance or non fulfilment of specified requirements. A critical nonconformity has the potential to seriously compromise the system, a major can result in eventual systems breakdown whilst a minor is unlikely to cause problems unless there is a change of circumstances.

Quarantine Risk Material (QRM)

Includes;

- Cargo containers
- Cut flowers (fresh and dried)
- Fruit (fresh)
- Garden tools/equipment
- Hay, straw and fodder
- Honey, honeycomb and beekeeping equipment
- Nuts
- Plants (live and dead), including cuttings, bulbs & tubers
- Seeds
- Soil or articles with soil attached to them
- Used fruit & vegetable containers
- Vegetables (fresh)
- Wool and hides

Used Vehicle and Associated Equipment

Includes cars, prime movers, light trucks, motorcycles, car trailers, caravans, forklifts and boats.

5. MANAGEMENT RESPONSIBILITY

5.1 Application for Accreditation

The Business must submit an Application for Accreditation annually to the accrediting authority and nominate in the application, staff to perform duties and issue Assurance Certificates.

5.2 Appointment of Persons Responsible

In the Application, the Business must nominate a Certification Controller and deputies to oversee the ICA arrangement and nominate one or more Authorised Signatories to issue Assurance Certificates on behalf of the Business. These positions may be carried out by the same person or by several people, depending on the size and complexity of the Business's operations.

If during the year, additional signatories need to be authorised, the business must make application and submit the names and signatures of those people.

The following position titles have been used to reflect the responsibilities of staff under the ICA arrangement. These positions may not be present in all Businesses, or different titles may be used for staff who carry out these responsibilities. In some Businesses one person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for-

- representing the Business during audits and other matters relevant to ICA accreditation;
- ensuring the Business has current accreditation for an ICA arrangement under this Operational Procedure;
- training staff in their duties and responsibilities under this Operational Procedure;
- ensuring the Business and its staff comply with their responsibilities and duties under this Operational Procedure;
- ensuring that all inspection of used vehicles and associated equipment carried out is certified under the Business's ICA arrangement and is carried out in accordance with this Operational Procedure.

The **Authorised Inspection Person** is responsible for -

- preparing all vehicles for inspection.
- ensuring all equipment is accessible to undertake the inspection;
- ensuring all inspections are conducted within the designated quarantine area;
- ensuring all vehicles inspected prior to loading are kept in the designated quarantine area;

The **Authorised Dispatcher** is responsible for -

- ensuring all vehicles and associated equipment covered by a Certificate issued by the Business under this Operational Procedure are identified (refer 7.11.1);
- maintaining copies of all Certificates issued by the business under the ICA arrangement (refer 7.12).

Authorised Signatories are responsible for -

- ensuring, prior to signing and issuing a Certificate, that Vehicles and associated equipment covered by the certificate have been inspected in accordance with the Business's ICA arrangement, and the details on the certificate are true and correct in every particular (refer 7.11.2).

6. REQUIREMENT

All used vehicles and associated equipment certified under this operational procedure must be inspected and found free from Quarantine Risk Material (refer section 4 Definitions).

The Department of Agriculture Western Australia and interstate quarantine authorities maintain the right to inspect certified used vehicles and associated equipment at any time and to refuse to accept a certificate where these are found not to conform to specified requirements.

7. PROCEDURE

7.1 Accreditation

7.1.1 Application for Accreditation

A Business seeking accreditation for an ICA arrangement under this Operational Procedure shall make application for accreditation (Attachment 1) at least 10 working days prior to the intended date of commencement of certification of used vehicles and associated equipment.

7.1.2 Audit Process

Initial Audit

Prior to accrediting a Business, an Inspector carries out an initial audit of the Business to verify the ICA system is implemented and capable of operating in accordance with the requirements of the Operational Procedure.

On completion of a successful initial audit, applicants will be granted provisional accreditation and posted a Certificate of Accreditation (refer 7.1.3 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.

A compliance audit is conducted within 4 weeks of the initial audit and accreditation of the Business or the issue of the first PHAC.

On completion of a successful compliance audit, annual accreditation is granted up to a maximum of twelve months from the date of provisional accreditation, and a new certificate of accreditation issued.

Ongoing compliance audits are conducted at least once every six to nine months for a Business that operates for more than six months of the year.

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 verify inspection procedures, certified used vehicles and associated equipment, ICA system records or ICA system documentation.

Unscheduled compliance audits may be conducted at any time to investigate reported or suspected nonconformances.

Provision of Audit Reports

Following each audit, an auditor will provide the Business with an audit report which summarises the audit findings and includes any nonconformities detected. Nonconformities will be recorded on Non conformance report forms.

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 being accredited to certify used vehicles and associated equipment under the ICA arrangement.

A compliance audit is conducted within twelve weeks of the Business applying for re-accreditation each year.

7.1.3 Certificate of Accreditation

An accredited Business will receive a Certificate of Accreditation for an Interstate Certification Assurance Arrangement detailing the facility location, Operational Procedure, scope (type of used vehicles and associated equipment 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 may not commence or continue certification of Used Vehicles and Associated Equipment under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure, used vehicle and equipment type covered by the Assurance Certificate.

7.2 Facility plan

The Certification Controller shall maintain a plan of the facility that includes the following details-

- (a) road access including street name/s;
- (b) internal roadways within the facility providing access to the designated quarantine inspection area;
- (c) the location and identification of buildings at the facility;
- (d) the location and size (m³) of the designated quarantine inspection area at the facility.

A copy of the facility plan shall be included with the Business's Application for Accreditation

A blank Facility Plan (Attachment 4) should be copied for completion and inclusion with the Business's Application for Accreditation and the original retained.

7.2.1 Inspection Facilities and Equipment

Businesses accredited under this protocol shall maintain the following inspection equipment –

- A designated inspection facility consisting of a suitable hard standing surface such as concrete, bitumen, compacted limestone, blue metal, scoria or fines.
- Moveable quarantine area sign clearly identified by the words '**Quarantine Area**;

- Torch for illumination of dark areas;
- Scraper for the removal of QRM;
- Secure vessel for transporting QRM away from the Quarantine Inspection Area;
- Vacuum cleaner for the removal of QRM;

7.2.2 Inspection Procedures

Inspection for freedom from QRM shall be carried out as close as practicable, and not more than 48 hours prior, to the time of dispatch and certification of the consignment.

7.2.3 Arrival and isolation of the consignment

When used vehicles and associated equipment which are to be inspected and certified as free from QRM arrive at the premise the nominated inspection person shall follow these steps;

- Identify vehicles which are to be transported into WA and separate these from other vehicles.
- Direct these vehicles to be assembled in the designated Quarantine Inspection Area
- Maintain details of vehicles Inspected (attachment 3)
- Arrange an inspection of the consignment. Make sure that you have the clients permission to conduct the inspection of the vehicle and its contents, including personal effects. A vehicle cannot be certified if all contents have not been inspected.

7.2.4 Preparation for inspection

These steps are to be performed by the nominated inspection person.

- Ensure that the appropriate equipment to conduct the inspection is available.
- Check any relevant vehicle condition reports.

7.2.5 Inspection Technique

- Identify the vehicle from the description on the relevant paperwork (make & registration).
- Ensure that the vehicle is located in the designated Quarantine Inspection Area.
- Ensure that the vehicle is unlocked and the boot and bonnet or, in the case of caravans, the interior and any attached equipment compartments are accessible.

Inspection of used vehicles

All used vehicles and associated equipment shall be inspected using the attached inspection checklists (Attachments 5,6,7&8). All used vehicles and associated equipment must be inspected and found free of quarantine risk material (see definitions).

Note: any QRM removed from the vehicle must be moved clear of the Quarantine Inspection Area (i.e. **do not** simply brush or wash on to the ground).

7.3 Identification and Control of Nonconforming Used Vehicles and Associated Equipment.

Any category of used vehicles and associated equipment rejected following identification of QRM shall be isolated and clearly identified to prevent mixing with conforming vehicles and equipment.

7.4 Inspection Records

The accredited business shall maintain records of all inspections (Attachment 3) of used vehicles and associated equipment. Inspection records shall include –

- description of vehicle and registration;
- date of inspection;
- the inspection results;
- details of any rejection;
- details of the Nominated Person.

7.5 Dispatch

The Authorised Dispatcher shall ensure that, all used vehicles and associated equipment are identified by either the vehicle registration or by the make and model.

- The above information shall be included on the consignment note or the invoice accompanying the consignment and signed and dated by an Authorised Signatory of the Business certifying the consignment.
- If the used vehicles and associated equipment are sealed in a container the seal number and container number shall be included in the 'Brand Name or Identifying Marks' section of the Plant Health Assurance Certificate accompanying the consignment.

Prior to the issuance of a Certificate by the Business under this Operational Procedure.

7.6 Certificates

The **Authorised Dispatcher** shall;

- Ensure a Certificate is completed and signed by an Authorised Signatory of the Business prior to consignment of the Used Vehicles and Associated Equipment to a market requiring certification that the vehicle is clean and free of QRM.
- Ensure that the original Certificate is given to the transporter.

An **Authorised Signatory** must;

- complete a Plant Health Assurance Certificate (Attachment 2) for each consignment;
- check that the quantities and vehicle types in the assembled consignment match the details on the Certificate;
- give each Certificate a unique number.

Certificates shall be in the form of a *Plant Health Assurance Certificate*. An example is shown at Attachment 2.

Individual Certificates shall be issued to cover each consignment (ie. a discrete quantity of product transported to a single consignee at one time) to avoid splitting of consignments.

7.7 Certificate Distribution

- The **original** must accompany the consignment.
- A **duplicate** must be retained by the Business.

7.8 ICA System Records

The Business shall maintain the following records-

- a current facility plan for each property on which inspection for certification will be undertaken;
- inspection records; and
- the duplicate copy of each *certificate* issued by the Business

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

7.9 ICA System Documentation

The Business shall maintain the following documentation-

- a copy of the Business's current Application for Accreditation;
- a current copy of this Operational Procedure;
- a current *Certificate of Accreditation for an Interstate Certification Assurance Arrangement*.

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

8. SANCTIONS POLICY

The Department of Agriculture Western Australia will implement sanctions depending on whether nonconformities are detected at audit and whether these are proven to be of a critical, major or minor nature (see Definitions).

The Department of Agriculture Western Australia reserves the right to inspect at any time, vehicles and associated equipment prepared under this ICA arrangement and to refuse to accept an Assurance Certificate issued by a business operating under this ICA arrangement where they are found not to conform with the conditions specified in this procedure.

8.1 Action upon Detection of Nonconformities

Upon detection of a critical nonconformity the ICA Arrangement will be suspended immediately and interstate plant health authorities contacted immediately.

Detection of a major nonconformity will lead to an NCR being issued and an audit re-scheduled within 7 days. Failure to correct the problem will result in suspension of the ICA Arrangement until the Business rectifies the problem.

Minor nonconformities detected at audit will also receive an NCR which must be rectified and closed out prior to the next scheduled audit.

8.1.1 Product Rejection Procedures

The Certification Controller is responsible for ensuring that any interstate rejections (either by an Agricultural inspector or the receiving client) are documented. He/she

will investigate the history of that consignment including inspection and dispatch records. A report on the investigations and any corrective action taken must be attached to appropriate records for audit purposes.

8.1.2 System Rejection Procedures

The Certification Controller will take immediate action whenever any of the procedures in this ICA fail or are not being met. This includes such matters as;

- incorrect package identification;
- auditable records incomplete
- vehicles not inspected as per the operational procedure

which may involve temporary suspension of inspections and retraining of responsible personnel.

8.2 Notice of Suspension or Cancellation of Accreditation

Notice of suspension or cancellation of the ICA Arrangement will be given in writing to the Business. The Business may appeal the decision by writing to the Senior Inspector (Technical Services) stating reasons for the appeal.

9. CHARGING POLICY

The Business will be charged for all audit and investigation activities on a time basis at current rates prescribed by The Department of Agriculture Western Australia.

10. ATTACHMENTS

Attachment 1	<i>Application for Accreditation</i>	(BLANK)
Attachment 2	<i>Plant Health Assurance Certificate</i>	(Example)
Attachment 3	<i>Inspection Record</i>	(BLANK)
Attachment 4	<i>Facility Plan</i>	(BLANK)
Attachment 5	<i>Used Vehicle Inspection Checklist</i>	(BLANK)
Attachment 6	<i>Used Caravan / Camper Checklist</i>	(BLANK)
Attachment 7	<i>Used Trailer / Dolly Checklist</i>	(BLANK)
Attachment 8	<i>Used Truck Inspection Checklist</i>	(BLANK)

Attachment 1 APPLICATION FOR ACCREDITATION OF A BUSINESS FOR AN INTERSTATE CERTIFICATION ASSURANCE (ICA) ARRANGEMENT

Complete this Application and return to Plant Health Operations, 46 Prospect Rd, Prospect SA, 5082 along with a completed Property Approval Form for your facility site and each property that will supply produce to be certified under this arrangement.

Type of application being made (Tick one box) : **Renewal** **New** **Amendment**

NOTE: This application can only cover one Operational Procedure (ICA arrangement) at one Facility

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

If yes, provide the Business's Interstate Produce (IP) Number

S				
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Operational Procedure / Arrangement

Reference Number

Title of Operational Procedure

ICA	5	4
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Inspection of used Vehicles and Associated Equipment

Tick part(s) for which accreditation is sought (if applicable)	Crusher	Transport	Winery ✓
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Business Name / Trading Name(s) of Business (Names or brands shown on produce packaging)

Type of Ownership of Business. (Tick one box)

Individual **Partnership** **Incorporated Company** **Cooperative Association**

Other (specify)

Names of Applicant(s)

Print your full name and names of any partners in usual order. For incorporated companies and co-operatives print the full name of the legal entity.	

Australian Business Number (ABN),
Aust Company Number (ACN), or
Aust Registered Body Number (ARBN)

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Companies must provide their Australian Company Number (ACN) or Australian Registered Business Number (ARBN) and attach a copy of the Certificate of Incorporation to this application

copy of *Certificate of Incorporation* attached.

A Co-operative Association must provide Certificate or Registration as appropriate proof of registration

copy of *Certificate of Registration* attached.

Postal address of the Business (where all correspondence will be sent)

Postcode
Email:

Mobile	
Telephone	(.....)
Facsimile	(.....)

Location of the Business Facility (Street address, lot number or section number)

Postcode
Section Hundred

Section/Hundred numbers are available from your council rate notice

Mobile	
Telephone	(.....)
Facsimile	(.....)
Email Address	

Authorised Signatories for signing Assurance Certificates

	Family Name	Given Name(s)	Specimen Signature
Certification Controller			
Back-up Certification Controller			
Additional Authorised Signatories			

APPLICATION FOR ACCREDITATION OF A BUSINESS FOR AN INTERSTATE CERTIFICATION ASSURANCE (ICA) ARRANGEMENT

Plants, Produce or Associated Equipment to be treated under this ICA Arrangement

Certification Assurance System Records

To verify that the business is carrying out the necessary responsibilities and duties, records must be maintained in accordance with the examples within the Operational Procedure, unless you apply to use alternative or additional records/method below and are granted permission.

I hereby apply for permission to use the following alternative or additional records, as listed below.

Accreditation Conditions

For the purposes of this agreement the following definitions shall apply:

Applicant the person, cooperation or other legal entity who is accredited under this agreement

Inspector an inspector appointed under the Fruit and *Plant Protection Act* 1992

Department Primary Industries and Resources South Australia

Interstate

Certification

Assurance (ICA) system the processes, equipment, personnel & resources used to implement the Operational Procedure

For the purposes of this agreement the following conditions shall apply:

The applicant must maintain and operate the interstate certification assurance system in accordance with the Operational Procedures and must maintain the relevant records.

The applicant will, upon request, allow an inspector to enter any premises where product certified under the agreement is treated or dispatched, or where any product, equipment, chemicals, documents or records are stored.

The inspector may inspect or take samples of any relevant item present on the premises at the time of this search.

The applicant must take all steps to assist an inspector in the conduct of audits, including allowing the inspector to interview any employee of the applicant in relation to the implementation of the interstate certification assurance system.

The applicant authorises the persons listed as Authorised Signatories on this application to issue certificates on his or her behalf.

The applicant agrees to pay to the Chief Executive of the Department any costs associated with the conduct of audits by an inspector. The applicant will be notified of these costs at the time of accreditation.

The applicant agrees to relinquish unused Plant Health Assurance Certificate books (or parts thereof) to the ICA Contact Officer on withdraw, suspension or cancellation of accreditation.

The applicant hereby agrees to abide by the accreditation conditions listed above and acknowledges that any accreditation is granted subject to those conditions and certifies that all of the information contained in this application is true and correct.

Name in Full (please print)	Partner / Director etc	Signature	Date
			/ /
			/ /
			/ /
			/ /

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

For Corporations/Associations with more than one Director, two Directors must sign or a Director and Company Secretary.

You, All Partners, or 2 Directors have signed above.

Certification of Incorporation / Registration attached

ABN provided

Authorised Signatories have signed page 1.

Type of ownership indicated

Office Use Only

DESK AUDIT	Passed	Not Passed because
Alternate record-keeping granted	Yes No	
..... / /
Name of Desk Auditor (please print)	Signature of Officer	Date

ACCREDITATION EXPIRES ON

PIRSA STAMP



Attachment 2

PLANT HEALTH ASSURANCE CERTIFICATE

Certificate Number

12345

IP Number					Facility No.			Arrangement Code				
S	9	8	7	6	-	0	1	I	C	A	5	4

Consignment Details (Please Print)

Consignor

Consignee

Name	CAR MOVERS
Address	Holden Road
	Virginia SA 5120

Name	CARS R US
Address	Ford Drive
	Newhaven WA 6999

Reconsigned To

Method of Transport

(Splitting consignments or reconsigning whole consignments) (Provide details where known)

Name	
Address	

<input checked="" type="checkbox"/> Road	Vehicle Details Reg. No. SES 101
<input type="checkbox"/> Rail	Consignment no.
<input type="checkbox"/> Air	Airline/Flight no.

Certification Details (Please Print)

Accredited Business that Prepared the Produce (as IP# above)

Grower

Name	CAR MOVERS
Address	Holden Road
	Virginia SA 5120

Name	CAR MOVERS
Address	Holden Road
	Virginia SA 5120

Brand Name or Identifying Marks (as marked on packages)

Date Code (as marked on packages)

CAR MOVERS

20 Feb 2006

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
1	Commodore VVV 999	Used Vehicle - sedan	
1	Ford VVV 888	Used Vehicle - ute	

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

Additional Certification

"Meets ICA-54 -Inspection of Used Vehicles"

(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

Charlie Sedan

Charlie Sedan

20/2/06

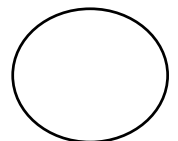
ICA-54 INSPECTION RECORD

Nominated person to complete after inspection						
Date	Make of Vehicle	Vehicle registration	Inspection result (list nature, location & disposal details of QRM found)	PHAC No	(PRINT) Nominated Persons name	Nominated persons signature



Attachment 4

Facility Plan



INDICATE NORTH



Attachment 5

Used Vehicle Inspection Checklist

Name of Owner/Exporter		Name of Supervisor
Inspection Location	Description of Machinery	
Name of Accredited Inspector (Print	Contact Phone Number)	Inspection Date / /

Verified

1	Vehicle interior	Check:	
		(i) the footwells. Check carpets, mats and sheepskin seatcovers for burrs, seeds, mud, etc. Remember to look <u>under</u> mats.	
		(ii) the contents of the vehicle (for Personal Effects)	
2	Boot/rear cargo area	Remove any contents (e.g. luggage) to facilitate the inspection of the following:	
		(i) the carpet (deposits of hay, weeds seeds, burrs and/or soil)	
		(ii) the spare tyre area	
		(iii) other recesses in the boot/rear of the vehicle.	
3	Engine	Remove and check the air filter/cleaner (these often require destruction where they are clogged with QRM). Check:	
		(i) grill	
		(ii) recess under windscreen wipers	
		(iii) radiator core	
		(iv) engine area for residues Note: engine oil and grease is not a quarantine risk unless excessive.	
4	Vehicle Underside	Inspect the underside of the vehicle, specifically:	
		(i) wheel arches	
		(ii) mud flaps	
		(iii) tyre rims (particularly the rear side)	
		(iv) axles and diffs	
		(v) spare tyres on 4WD's (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim.	

Inspection Result	Comments
Inspector's Signature	



Attachment 6

Caravan / Camper Inspection Checklist

Name of Owner/Exporter		Name of Supervisor	
Inspection Location		Description of Machinery	
Name of Accredited Inspector (Print	Contact Phone Number)	Inspection Date / /	

Verified

1	Interior	Check:	
		(i) fridges	
		(ii) cupboards	
		(iii) under seats and benches	
		(iv) under beds	
2	Vehicle Underside	Inspect the underside of the vehicle, specifically:	
		(i) wheel arches	
		(ii) mud flaps	
		(iii) tyre rims (particularly the rear side)	
		(iv) axles	
		(v) spare tyres (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim.	
		(vi) water tanks	
		(vii) toolboxes and mounts	
		(viii) steps and running boards	
		(ix) chassis rails and channels	

Inspection Result	Comments
Inspector's Signature	



Attachment 7

Trailer / Dolly Inspection Checklist

Name of Owner/Exporter		Name of Supervisor	
Inspection Location		Description of Machinery	
Name of Accredited Inspector (Print	Contact Phone Number)	Inspection Date / /	
			Verified
1	Tray area	Remove any contents (e.g. luggage) to facilitate the inspection of the following:	
		(i) tray topside (deposits of hay, weeds seeds, burrs and/or soil)	
		(ii) the spare tyre area	
2	Trailer underside	(iii) other recesses	
		Inspect the underside of the trailer, specifically:	
		(i) wheel arches	
		(ii) mud flaps	
		(iii) tyre rims (particularly the rear side)	
(iv) axles and diffs			
		(v) spare tyres (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim.	

Inspection Result	Comments
Inspector's Signature	



Attachment 8

Truck Inspection Checklist

Name of Owner/Exporter		Name of Supervisor	
Inspection Location		Description of Machinery	
Name of Accredited Inspector (Print	Contact Phone Number)	Inspection Date / /	

			Verified
1	Truck interior	Check: (i) the footwells. Check carpets, mats and sheepskin seatcovers for burrs, seeds, mud, etc. Remember to look <u>under</u> mats. (ii) the contents of the vehicle (for Personal Effects)	
2	Engine	Remove and check the air filter/cleaner (these often require destruction where they are clogged with QRM). Check: (i) grill (ii) recess under windscreen wipers (iii) radiator core (iv) engine area for residues Note: engine oil and grease is not a quarantine risk unless excessive.	
3	Vehicle Underside	Inspect the underside of the vehicle, specifically: (i) wheel arches (ii) mud flaps (iii) tyre rims (particularly the rear side) (iv) axles and diffs (v) spare tyres (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim. (vi) fuel tanks (vii) toolboxes and mounts (viii) steps and running boards (ix) chassis rails and channels	

Inspection Result	Comments
Inspector's Signature	