Interstate Certification Assurance

17

Reconsigning Whole or Split Consignments And Transporting of Certified Produce

Version 7.2 - May 2018



Revision Register

Issue Number	Date of Issue	Amendments
0	21/9/1999	All pages
1	19/9/2002	Page 4 of 9
2	27/8/2003	All pages
3	1/9/04	Plant Health Assurance Certificate (Attachment 1)
4	21/10/04	All pages review and reformatting
5	14/11/05	Page 3 and 4, Attachment 3 and 4
6	24/03/06	Section 2 and 7.2 reconsigning
7	12/05/14	All Pages. Amendments in-line with updated protocol July 2013; add Consignment Reconciliation Records requirements.
7.1	24/05/18	All pages review and reformatting

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PURPOSE 1.

The purpose of this procedure is to describe-

- (a) the requirements; and
- the responsibilities and practices of personnel;

that apply to reconsigning of original or splitting a consignment in original packaging of produce covered by a Plant Health Certificate under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all splitting of consignments and reconsigning of original consignments of certified produce covered by a business operating under an ICA arrangement in Western Australia.

A certified consignment can be covered by:

- a certificate issued by an Inspector or other authorised officer (Plant Health Certificate); or
- 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 that 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. Information on Interstate quarantine requirements are to be obtained from the authority in the intended destination state.

3. REFERENCES

WI-QA015 Guidelines for Completion of Plant Health Assurance

Certificates.

DEFINITIONS 4

means to accredit persons to issue Plant Health Assurance Accredit

Certificates under the Biosecurity and Agriculture

Management Act 2007.

Accrediting Authority means the Department of Primary Industries and Regional

Development, Western Australia

Application for means an Application for Accreditation of a Business for an Accreditation

Interstate Certification Assurance (ICA) Arrangement

Assurance Certificate means a Plant Health Assurance Certificate.

Authorised Signatory means a person 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

facility and ICA arrangement detailed on the Business's

Application for Accreditation.

Certification Assurance means a voluntary arrangement between the Department of

> Primary Industries and Regional Development Western Australia and a Business that demonstrates effective inhouse quality management and provides assurance through documented procedures and records that produce meets

Certified/Certification specified requirements.

Means Covered by a valid Plant Health Assurance Certificate

or Plant Health Certificate or a product movement

declaration.

means produce covered by one or more of the following certified produce

certificates -

a Plant Health Certificate issued by an Inspector; or

a Plant Health Assurance Certificate issued by a business

operating under an ICA arrangement

consignor means the person or business responsible for deciding the

destination of the produce after it leaves the place of

certification.

consignee means the person or business to whom the produce is

initially consigned following certification and who will be responsible for deciding the next destination of the produce if

it is reconsigned.

means the location where plants, fruit and vegetables are facility

assembled, inspected, treated, securely stored, certified and

dispatched.

ICA means Interstate Certification Assurance.

means an inspector appointed under *The Biosecurity and* Inspector

Agriculture Management Act 2007

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, in the original

Packaging and as it left the place of certification.

Plant Health Assurance

Certificate

means certification issued by an Authorised Signatory of an

accredited business

Plant Health Certificate Means a certificate issued by an authorised officer in another

State or Territory

means subjected to a chemical or physical disinfestation prepared

treatment or graded to meet a condition requirement.



reconsignee	means the person or business to which the produce is next consigned after the original consignment.
reconsign	means forwarding original whole consignments or sub- consignments on to another person or business after the original consignment destination.
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 a Plant Health Assurance Certificate or Plant Health Certificate for a sub-consignment issued by a Business accredited under this Operational Procedure.

5. RESPONSIBILITY

The Certification Controller is responsible for -

- ensuring the Business has current accreditation for an ICA arrangement covering splitting consignments of certified produce;
- 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 7.7 System Records

The Authorised Signatory is responsible for -

- ensuring original consignments are reconsigned and certificates are prepared and issued in accordance with 7.1.1 Reconsigning Whole Consignments.
- ensuring original consignments are split and sub-consignment certificates are prepared and issued in accordance with 7.3 Splitting Consignments.

6. REQUIREMENT

Only a business which has been accredited under this procedure may reconsign a whole consignment of certified produce, or split a consignment of certified produce and issue sub-consignment certificates, for movement to intrastate or interstate markets requiring quarantine certification.

7. PROCEDURE

7.1 Accreditation of a Business for Splitting Consignments of Certified Produce

A Business seeking accreditation for an ICA arrangement to split consignments of certified produce must apply by lodging an Application for at least ten (10) working days prior to the intended date of commencement of splitting consignments of certified produce under this Operational Procedure.

7.1.1 Application for Accreditation

A Business seeking accreditation for an ICA arrangement under this Operational Procedure must make application for accreditation at least 10 working days prior to the intended date of commencement of certification of produce.

7.1.2 Audit Process

Initial Audit

Prior to accrediting a Business, an Inspector carries out an initial on-site audit of the Business to verify the ICA system is implemented and capable of operating in accordance with the requirements of the Operational Procedure, and the system is effective in ensuring compliance with the specified requirements of the ICA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and 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 four weeks of the initial audit and accreditation of the Business or issue of the first PHAC.

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 an new Certificate of Accreditation is issued (refer 7.1.3 Certificate of Accreditation).

Ongoing compliance audits are conducted at least once every twelve months.

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, certified produce, ICA system records or ICA system documentation.

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

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 produce under the ICA arrangement.

A compliance audit is conducted within four 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 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 produce under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure, produce type covered by the Plant Health Assurance Certificate.

7.2 Reconsigning Whole Consignments

Where the intended destination is different to the original consignee, the business must ensure that the certified produce will meet the quarantine entry requirements of the state or territory destination.

When reconsigning whole consignments, certificates accompanying the produce are to be reconciled against the packages intended for consignment to verify date code, package markings, and to ensure certificate completion is accurate. The original certificate must be amended/endorsed as indicated below and must accompany the consignment (refer to Attachment 1 and 2).

(a) Reconsigned to:

- (i) in the case of a Plant Health Certificate, cross out the original Consignee on the PHC and write the new Consignee next to it; and
- (ii) in the case of a Plant Health Assurance Certificate, insert the name and address of the Reconsignee in the box provided on the PHAC.

(b) Authorisation for Reconsigning:

Insert the signature of the Authorised Signatory reconsigning the consignment and the date of reconsignment with a stamp that includes:

- (i) the name of the accredited business;
- (ii) the address of the facility;
- (iii) the Interstate Produce (IP) number of the accredited business; and
- (iv) the words "MEETS ICA-17".

7.2.1 Distribution of Certificate

- The original amended certificate must accompany the consignment to the interstate or intrastate business to which it is reconsigned.
- A photocopy of the amended/endorsed original must be made prior to dispatch and retained by the accredited Business for at least 12 months for audit purposes.

7.3 Splitting Consignments

Where the intended destination is different to the original consignee, the business must ensure that the certified produce will meet the quarantine entry requirements of the state or territory destination.

A valid reason must be needed for a Business to split a consignment. Valid reasons can include:

- 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.

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.

When splitting consignments, certificates accompanying the produce are to be reconciled against the packages intended for consignment to verify date code, package markings, and to ensure certificate completion is accurate. Photocopy the original certificate to prepare one or more sub-consignment certificates (refer to Attachment 3 and 4).

Amend each photocopy of the original certificate so that it shows the following sub-consignment details:

(a) Reconsigned to:

- (i) in the case of a Plant Health Certificate (issued by an Inspector), cross out the original Consignee on the PHC and write the new Consignee next to it; and
- (ii) in the case of a Plant Health Assurance, insert the name and address of the Reconsignee in the box provided on the PHAC.

(b) Number of Packages:

- (i) Cross out the number of packages in the original consignment; and
- (ii) Insert the number of packages in the sub-consignment under the crossed out number of packages in the original consignment.

(c) Authorisation for Split Consignment:

Insert the signature of the Authorised Signatory splitting the consignment and the date of reconsignment with a stamp that includes:

- (i) the name of the accredited business;
- (ii) the address of the facility;
- (iii) the Interstate Produce (IP) number of the accredited business; and
- (iv) the words "MEETS ICA-17".

A photocopy of each amended sub-consignment certificate must be made prior to dispatch and retained by the accredited Business for at least 12 months for audit purposes.

7.3.1 Distribution of Certificate

- The amended sub-consignment certificate must accompany the consignment to the interstate or intrastate business to which it is reconsigned.
- The original certificate must be retained by the Business for at least 12 months for audit purposes.

7.4 Secondary Wholesalers

Secondary wholesalers who purchase part of an original consignment from another wholesaler for onsale 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 Reconsignee (see Section 7.3).

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 Section 7.1.1 and 7.3 apply.

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

7.5 Consignment Reconciliation Records

The business shall maintain a Consignment Reconciliation Record or records which capture the same information (see Attachment 5)

The business' Consignment Reconciliation Record which must identify;

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

7.6 Identification and Traceability of Certified Produce

All packages issued under reconsignment or split consignment certification shall carry package identification in accordance with the Operational Procedure implemented by the original issuing business. Package identification must be reconciled with original plant health certification prior to issuance of amended reconsignment, or split consignment certification.

7.7 ICA System Records

The Business must maintain the following records:

- a copy of any amended original certificate where whole original consignments have been reconsigned;
- the original certificate for all split consignments; and
- a copy of each sub-consignment certificate issued.
- a copy of the Work Instruction WI-QA015 Guidelines for Completion of Plant Health Assurance Certificates.
- Consignment reconciliation records.

Records must be retained for at least 12 months from completion or until the next compliance audit, whichever is the latter.

Records shall be made available on request to an authorised person.

7.8 ICA System Documentation

The Business must maintain the following documentation:

- A copy of the current endorsed Application for Accreditation;
- A current copy of this Operational Procedure; and
- A current Certificate of Accreditation.

8. NON-CONFORMANCES AND SANCTIONS

8.1 Non-conformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of ICA requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one or more accreditation requirements, the auditor may raise a Non-conformance Report (NCR). Actions required to address the non-conformance must be discussed and recorded on the NCR.

If the integrity of the accreditation has been significantly compromised, the non-conformance may provide grounds for the suspension or cancellation of the accreditation.

8.2 Incident Reports

Incident Reports may be raised to report the detection of a non-conformance in produce certified under this ICA arrangement. An investigation into the incident must be conducted and findings reported back to the originator.

If the integrity of the accreditation has been significantly compromised, the incident may provide grounds for the suspension or cancellation of the accreditation.

8.3 Suspension and Cancellation

DPIRD may suspend or cancel an accreditation when an accredited business is found, for example, to have:

- obtained accreditation through the provision of false or misleading information;
- not paid fees owing to the DPIRD;
- contravened an accreditation requirement that compromises the integrity of the arrangement; and/or
- not rectified a non-conformance.

Any action taken by DPIRD to suspend or cancel an accreditation must be provided in writing to the business. This must also provide guidance on the lodgement of a written appeal requesting that the decision be reviewed.

9. CHARGING POLICY

The Business will be charged for all audit and investigation activities on a time basis at current rates prescribed by the DPIRD.

10. ATTACHMENTS

Attachment 1 Plant Health Assurance Certificate Completed

(reconsigning)

Attachment 2 Plant Health Certificate Completed

(reconsigning)



Attachment 3	Plant Health Assurance Certificate	Completed (splitting)
Attachment 4	Plant Health Certificate	Completed (splitting)
Attachment 5	Consignment Reconciliation Record	Blank



ORIGINAL (Yellow) – Consignment Copy DUPLICATE (Blue) – Quarantine WA Copy TRIPLICATE (White) – Business (Book) Copy

Certificate Numb	er:	99999	9	
Busin	ess S	pecific In	formation*	
Dispatch Date:	1	1	Ref No:	
Arrival Date:	1	1	PO No:	
* These items display the discretion of the c of the certif	onsigr	nor. They		

Trai Liore	ı	ie) – busii	ness (Book) Cop	y							do not represent any part of the produce.	
		Р	lant He	alth	As	sur	ance	Cert	ifi	cate		
	B		and Agriculture									
Dawn Control Street Brown Robbinson			tation details m	nust be c	omplete	ed. Ple				l any alt	erations	
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Consignee		1				J	Address I	Block Rd				
	YZ Distri	butors]	F	Perth WA				
Address Le	ot 1 Mar	ket Rd				,	Grower or	Packer				
M	larket W	IA.	and there the					CBA Apples				
Re-consign						J		Lot 100 Pomi	ne St			
AND AND ADDRESS OF THE PARTY OF		nts or re-co	nsigning whole co	nsignment	s).		(Crips WA				
Name Fr	uit Impo	orts] '		ilities Supplyi	na Pr	oduce		
Address So	omewhe	re Rd										
Se	omewhe	re SA										
Number Type of Type of Packages (e.g. Produce Gas marked on page 1												
Packages 156	Carton	artons)	Apples	СВА Ар	ples						Distributors IP W0000	
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		1							1		Market WA Meets ICA – 17 Meets ICA – 17	
										uthorised:	67	
Treatment I	Dotaile			i e				l.		ate:	15/5/14	
Treatment	Details	Chemica	l (Active Ingredi	ent)	Treatm	ent Date	e .	Concentration	nn / D	uration a	nd Temperature	
Fumigation	1	Methyl I		onty	13/5/1	Late Control	32g/m3 for 2hrs @ 24oC				na remperature	
					345 (45)					F134		
Additional	Certificat	tion / Code	es		·							
Declarat	ion											
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Auth	iorised S	nymatory s	realitie (i lease i illie	1			-igilate					

Copyright © Western Australian Agriculture Authority, 2013

QWA - BAM209 0112



PLANT HEALTH CERTIFICATE

Biosecurity and Agriculture Management (Quality Assurance and Accreditation)
Regulations 2013

ORIGINAL (White) - Consignment Copy
DUPLICATE (Yellow) - Quarantine WA Copy
TRIBLICATE (Plue) Rook Conv

1111 2107112 (2100) 200	nt oopy
ertificate Number	9999999

Name and	Physical Addres	s of Exporter:						eclared Name and P	Physical Address of Consigne	e:		
ABC P/L				State: Postcode:			XYZ Distributors				Postcode:	
Block Roa	a, Perth			WA	6000		Lot 1 Market R d, Market				₩A	6001
IP No. (if known)	Date Code (as marked on packaging)	Number of Packages	Package Type (e.g. carton, bin, tray)	Item		Name and Address of Grow		Address of Grower and or Packer Distinguishing Marks			ation / ment Details	Accreditation Code(s)
	12/5/14	156	Cartons	Apples		CBA App Lot 100 F	ples Pomme St, Crip	s WA	CBA Apples		gation Methyl nide 32g/m3 2Hrs oC	
(Re-con:	nal Declaration: or signment / Split nment Details)	Reco	ensigned to	Fruit Gro	wers - So	omewhe	re Rd Som	ewhere SA			XYZ Distril Man Mee Authorised:	s attached Dutors IP W0000 Darket WA ts ICA – 17 9 Σμιτη
Inspecto	or Declaration	n: I have rea	d and understo	od the import	t conditions	for the pro	oduct(s) listed	l above			Date:	15/5/14
Name of A	uthorised Office	r: A N Ir	nspector				Place Certified:	XYZ Dist	ributors		(Official
Signature:		AKS.	upedur				Date of Certifica	ation: 1 2	- 0 5 - 2 0	1 4		
Inspector (Contact Number	93341	18000									

Valid for 21 days from date of certification

QWA - BAM200 03/12

WARNING: it is an offence under regulation 5 of the Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013 to alter a certificate unless accredited to do so.





ORIGINAL (Yellow) – Consignment Copy DUPLICATE (Blue) – Quarantine WA Copy TRIPLICATE (White) – Business (Book) Copy

Certificate Number:	999999
Business S	pecific Information*

Dispatch Date: ____/ _/ __ Ref No: _____

PO No:

* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.

Plant Health Assurance Certificate

Arrival Date:

	ment D	etails					tion Details			
Consignor						IP Number	1	umber	Procedure	
Name A	BC P/L	P/L 				W 9999	01		ICA-04	
Address B	lock Rd				and driven street st	Accredited	Business That I	Prepared '	The Produce	
Perth WA						Name A	ABL P/L	********		
Consignee						Address B	lock Rd			
Name 🗶	YZ Distr	butors				P	erth WA			
Address L	ot 1 Mar	ket Rd				Grower or	Packer			
A	1arket W	A				Name C	BA Apples			
Re-consign	ned To					Address L	ot 100 Pomme S	t		
COURSE AND ADDRESS OF THE PARTY		nts or re-co	nsigning whole o	consignment	ts).	C	rips WA			
Name F	ruit Impe	orts				Other Facil	lities Supplying P	roduce		
Address S	omewhe	re Rd								
S	omewhe	re SA								
shoute 93te	1973	1000 TO	1		Politica Springer		Marie 197 Marie 1894			
Number of Packages	Packages (e.g. Type of Produce (As ma				Name or identify rked on package				Authorisation for Split Consignment	
156 96	Carton	S	Apples	СВА Ар	ples	12-05-14 XYZ Distributors			Distributors IP W0000	
								Affix Sp Authorised Date:	Market WA hamp to will Meets ICA – 17 here to \mathcal{G} $\Sigma \mu \tau \eta$	
Treatment	Details									
Treatment		Chemica	I (Active Ingre	dient)	Treatment Da	te	Concentration / I	Duration a	and Temperature	
Fumigatio	n	Methyl I	Bromide		13/5/14		32g/m3 for 2hr	s @ 24oC		
Additional	Certificat	tion / Code	es							
Declarat	tion									
	ised Signa		ed in the busine	ss's approve	ed facilities in acc	ordance with	the business's Cer	rtification A	y declare that the plants or Assurance arrangement ar	
plant production that the detailment of the deta	ails showi nt (Qualit)	/ Assuranc	e true and correc e and Accreditat and declarations.	ion) Regula					ecurity and Agriculture redited and/ or making	

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PLANT HEALTH CERTIFICATE

Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013

ORIGINAL (White) - Consignment Copy
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TRIBLICATE (Plus) Rook Conv

TRIPLICATE (Blue) - BOO	эк сору
Certificate Number	9999999

Name and	Physical Address	s of Exporter:							Declared Na	me and Ph	ysical Address of Consigne	e:		
ABC P/L State:			Post	tcode: XYZ Distributors				State:	Postcode:					
Block Road, Perth			V	WA 600		0		Lot 1 Market Rd, Market			WA	6001		
IP No. (if known)	Date Code (as marked on packaging)	Number of Packages	Package Typ	De tray)	Item		Name and	d Address of Grower and or Packer Distinguishing Marks				lation / ment Details	Accreditation Code(s)	
	12/5/14	156 -96	Cartons		Apples		CBA Apples Lot 100 Pomme St, Crips WA			CBA Apples	Fumigation Methyl Bromide 32g/m3 2Hrs @ 24oC			
													Appendix	attached
Additional Declaration: or (Re-consignment / Split Consignment Details) Reconsigned to Fruit Growers				wers - Si	Somewhere Rd Somewhere SA					XYZ Distributors IP W0000 Market WA Meets ICA – 17 Authorised: $\mathcal{G} \ \Sigma \mu \iota \tau \eta$				
Inspector Declaration: I have read and understood the import conditions for the product(s) listed above														
Name of A	Name of Authorised Officer: A N Inspector					Place Certified: XYZ Distributors						Official		
Signature:			spector					Date of Certif	fication: 1	2 -	0 5 - 2 0	1 4		
933418000 Inspector Contact Number:														

Valid for 21 days from date of certification

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Consignment Reconciliation Record

Business Name:	IP No W	Record No
----------------	---------	-----------

PHC / PHAC No	Date code on package matches certificate Y/N	Consignment meets state Quarantine Entry Conditions Y/N	Follow up by authorised signatory	Number rejected or withdrawn packages	Name of Authorised Signatory	Signature of Authorised Signatory