

Interstate Certification Assurance
Cleaning and Inspection of Used Agricultural and
Horticultural Machinery and Equipment for
Specified Pests
Version D1.0 – March 2021

ICA-66

Revision Register

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Important disclaimer

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Contents

1	PURPOSE.....	3
2	SCOPE	3
3	REFERENCES.....	3
4	DEFINITIONS	3
5	RESPONSIBILITY.....	4
6	REQUIREMENT.....	5
7	PROCEDURE	5
7.1	Accreditation	5
7.1.1	Application for Accreditation	5
7.1.2	Audit Process	6
7.1.3	Certificate of Accreditation.....	6
7.2	Facility Plan.....	7
7.3	Cleaning Facility and Equipment	7
7.4	Inspection Facilities and Equipment	7
7.5	Cleaning of used Agricultural and Horticultural Machinery and Equipment	8
7.5.1	Calibration of High-Pressure Hot Water Equipment.....	8
7.6	Inspection of used Agricultural and Horticultural Machinery and Equipment.....	8
7.6.1	Authorised Inspection Persons.....	9
7.6.1	Used Agricultural and Horticultural Machinery and Equipment Cleaning and Inspection Record	9
7.6.2	Action Following Detection of Non-Conforming Used Agricultural and Horticultural Machinery and Equipment.....	9
7.7	Rejected Agricultural and Horticultural Machinery and Equipment.....	9
7.8	Assurance Certificate	10
7.9	Identification and Traceability of Certified Used Agricultural Machinery and Equipment	10
7.10	ICA System Records and Documentation	10
7.10.1	ICA System Records	10
7.10.2	ICA System Documentation	10
8	NON-CONFORMANCES AND SANCTIONS	11
8.1	Non-conformances	11
8.2	Incident Reports	11
8.3	Suspension and Cancellation	11
9	CHARGING POLICY	11
10	ATTACHMENTS.....	11

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1 PURPOSE

The purpose of this procedure is to describe:

- (a) the principles of operation and standards required; and
- (b) the responsibilities and practices of personnel;

that apply to the cleaning and inspection of used agricultural and horticultural machinery and equipment for specified pests under an Interstate Certification Assurance (ICA) arrangement.

2 SCOPE

This procedure covers the certification for cleaning and inspection of used agricultural and horticultural machinery and equipment for specified pests under an Interstate Certification Assurance (ICA) arrangement from a Business operating under an ICA arrangement.

Specified pests: Tomato-potato psyllid (*Bactericera cockerelli*) Green snail, *Cornu apertus* (syn. *Cantareus apertus*, *Helix aperta*) – (where certification is required for the importing state or territory),

Product: Used agricultural and horticultural machinery and equipment.

Location: Western Australia

Certification of used agricultural and horticultural machinery and equipment under this Operational Procedure may not be an accepted quarantine entry condition for all intrastate and interstate markets.

Some intrastate and interstate markets may require additional certification for other pests and as a condition of entry.

It is the responsibility of the business consigning the used agricultural and horticultural machinery and equipment to ensure compliance with all applicable quarantine requirements.

3 REFERENCES

WI-QA015 *Work Instructions Guidelines for the Completion of Plant Health Assurance Certificates (PHAC)*

4 DEFINITIONS

Accredit	means to authorise nominated staff within a business to issue Plant Health Assurance Certificates.
Accrediting Authority	means the government department responsible for accrediting a business under this operational procedure in the exporting state or territory
Application for Accreditation	means an Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) arrangement.
Approved Training Course	means a training course for the inspection and cleaning of machinery for biosecurity risk material approved by DPIRD for the training and assessment of an Authorised Inspection Person.

Authorised Inspection Person	means a person who has completed a training course approved by the accrediting authority in the inspection of used agricultural and horticultural machinery and equipment and who is authorised to conduct inspections on behalf of the Business by having their name and signature on a register of authorised inspection persons maintained by the Business.
Biosecurity Risk Material	means material of biosecurity concern that may include seeds, soil, plant material and specified pests.
Business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed in the business's application for accreditation.
Certified/certification	means covered by a valid Assurance Certificate (Plant Health Assurance Certificate (PHAC)).
Facility	means the location where cleaning and inspection of used agricultural and horticultural machinery and equipment is carried out under the ICA arrangement.
ICA	means Interstate Certification Assurance.
Inspector	means an inspector appointed under <i>the Biosecurity and Agriculture Management Act 2007</i> .
Plant Health Assurance Certificate	means a certificate issued by an Authorised Signatory under an ICA arrangement stating that the plant or other thing described on the certificate meets a specified treatment, condition, pest or area freedom or other requirement.
Specified Pests	Tomato-potato psyllid (<i>Bactericera cockerelli</i>) Green snail, <i>Cornu apertus</i> (syn. <i>Cantareus apertus</i> , <i>Helix aperta</i>) – where certification is required for the importing state or territory.
Used agricultural and horticultural machinery and equipment	Used machinery or equipment, or a part of machinery or equipment, used (or intended or manufactured for use) <ol style="list-style-type: none"> in association with an agricultural activity or an agricultural product; or in association with plant material or soil.

5 RESPONSIBILITY

These position titles have been used to reflect the responsibilities of staff under this ICA arrangement. These positions may not be present in all Businesses. 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 machinery or 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 used machinery or equipment, or a part of machinery or equipment for inspection.
- ensuring all equipment is accessible to undertake the inspection;
- ensuring all inspections are conducted within the designated quarantine area;
- ensuring all used machinery or equipment, or a part of machinery or equipment inspected prior to loading are kept in the designated quarantine area;
- ensuring all used machinery or equipment, or a part of machinery or equipment covered by a Certificate issued by the Business under this Operational Procedure are identified (refer 7.6);
- maintaining copies of all Certificates issued by the business under the ICA arrangement (refer 7.6.2)

Authorised Signatories are responsible for -

- Ensuring, prior to signing and issuing a Certificate, that all used machinery or equipment, or a part of machinery or 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 7.8).

6 REQUIREMENT

All used machinery or equipment certified under this operational procedure must be inspected and found free from Biosecurity Risk Material (refer Section 4 Definitions).

Prior to dispatch, all used agricultural and horticultural machinery and equipment certified under this arrangement must be:

- 1) cleaned free of all biosecurity risk material, and where specified by an importing jurisdiction through the use of the following treatments:
 - a. high pressure hot water and at a specified temperature, where a requirement for that specified pest for the importing state or territory, or
 - b. steam where a requirement for that specified pest for the importing state or territory,

AND

- 2) inspected and found to be visibly free from all biosecurity risk material,

AND

- 3) where specified by an importing jurisdiction, consigned within the relevant period of time from inspection.

Field tested agricultural machinery and equipment is considered to be 'used'.

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 at least 10 working days prior to the intended date of commencement of operation under the ICA arrangement.

7.1.2 Audit Process

Initial Audit

Prior to accrediting a Business, an initial audit of the Business is carried out 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.

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

A compliance audit is conducted within four weeks of the commencement of certification under the ICA arrangement by the Business.

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 (refer 7.1.3 Certificate of Accreditation).

A compliance audit is conducted between six and nine months after the date of accreditation for an ICA arrangement 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 such as ICA system records or ICA system documentation.

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

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 used agricultural or horticultural machinery and equipment under the ICA arrangement.

A compliance audit is conducted within twelve weeks of the commencement of certification under the ICA arrangement by the Business each year.

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

7.1.3 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 pest covered; and
- the period of accreditation.

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

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A Business may not commence or continue certification of used machinery or equipment under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the facility and procedure covered by the Assurance Certificate.

7.2 Facility Plan

A facility plan must be maintained by the Business for the facility on which used agricultural and horticultural machinery and equipment is cleaned and inspected under this Operational Procedure.

The facility plan must include the following details:

- road access including street names, and internal roadways within the facility providing access to the designated inspection and cleaning areas;
- the location of parking/storage areas for machinery/equipment awaiting cleaning;
- the location of any wash down or cleaning areas;
- the location of parking/storage area for cleaned machinery/equipment if not at designated inspection site;
- the location and size (m²) of the designated inspection area at the facility;
- the location of parking/storage area for cleaned and inspected machinery/equipment awaiting certification if not at a designated inspection site;
- the location for storing inspected and certified used agricultural and horticultural machinery and equipment;
- the location for storing equipment rejected or not intended for certification under this procedure;
- the location and identification of other buildings and facilities on the property, (e.g. house, production area packing shed/area, equipment sheds, treatment facility etc.); and
- loading areas for receipt and dispatch.

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

The business must provide a means of segregating and isolating used agricultural and horticultural machinery and equipment which has been certified from all other used agricultural and horticultural machinery and equipment on site.

7.3 Cleaning Facility and Equipment

Businesses must maintain a designated cleaning area consisting of a suitable hard standing surface such as concrete, bitumen, compacted limestone or blue metal; and suitable cleaning equipment which may include:

- brooms and brushes; and
- scraper; and
- wire probe; and
- vacuum cleaner; and
- a torch for illumination of dark areas; and
- industrial grade air compressor with air lance; and
- high pressure hot water (70°C +) or steam cleaner suitable for removing soil, plant material and organic matter.

7.4 Inspection Facilities and Equipment

Businesses must maintain the following inspection facilities and equipment:

- a designated inspection area consisting of a suitable hard standing surface such as concrete, bitumen, compacted limestone or blue metal; and
- a torch for illumination of dark areas; and
- tools for removing guards and inspection plates on the used agricultural and horticultural machinery and equipment.

7.5 Cleaning of used Agricultural and Horticultural Machinery and Equipment

Referencing the Facility Plan, a system must be implemented for the identification and segregation of used agricultural and horticultural machinery and equipment that

- is awaiting cleaning under this procedure
- has been cleaned and is awaiting inspection
- has been cleaned and inspected and is awaiting certification
- has been cleaned, inspected and certified, and
- is not intended for certification under this procedure.

All cleaned and inspected used agricultural and horticultural machinery and equipment must be stored in a manner that prevents re-contamination with biosecurity risk material.

All used agricultural and horticultural machinery and equipment certified under this Operational Procedure must have been cleaned free from biosecurity risk material in accordance with 6. Requirement prior to inspection by an Authorised Inspection Person.

Any part of used agricultural and horticultural machinery and equipment that was clean and has been sealed (either at manufacture or afterwards) is not required to be cleaned if it has remained sealed in such a way that no biosecurity risk material could enter the part.

7.5.1 Calibration of High-Pressure Hot Water Equipment

High pressure hot water washing equipment that may be used for cleaning must be designed and operated as per manufacturer's instructions to ensure that the system is able to continuously run at not less than 70°C.

A temperature gauge must be installed on the equipment so that the temperature of the system can be monitored. The gauge must have a minimum graduation of 2°C in the range of 60–80°C.

The high-pressure hot water washing equipment must be calibrated:

- annually, prior to the beginning of preparation of produce under the procedure; and
- every eight weeks during operation; and
- after substantial changes are made to the system.

A calibration record must be completed each time the high-pressure hot water washing equipment is calibrated. The High-Pressure Hot Water Calibration record must include:

- type of calibration (e.g. annual, monthly or follow-up after repairs)
- date of calibration
- person conducting calibration
- unique identification of equipment being calibrated
- temperature of the high-pressure hot water

7.6 Inspection of used Agricultural and Horticultural Machinery and Equipment

Used agricultural and horticultural machinery and equipment inspections may only be conducted by an **Authorised Inspection Person**.

The **Authorised Inspection Person** must conduct an inspection of the used agricultural and horticultural machinery and equipment to verify freedom from biosecurity risk material prior to the dispatch.

The **Authorised Inspection Person** must inspect used grain harvesters and combs using a used grain harvesters and comb checklist. (Attachment 2)

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7.6.1 Authorised Inspection Persons

Each Authorised Inspection Person must demonstrate competency through an approved training and assessment program specific to the inspection of agricultural and horticultural machinery and equipment for biosecurity risk material.

The Authorised Inspection Persons must have successfully completed;

- 1) A nationally recognised training course such as *AHCBIO203 - Inspect and clean machinery, tools and equipment to preserve biosecurity*; or
- 2) A training course approved by the accrediting authority in the cleaning and inspection of machinery for biosecurity risk material.

The names, specimen signatures and date of demonstrated competency of each Authorised Inspection Person must be recorded on a Register of Authorised Inspection Persons maintained by the accredited business.

The Authorised Inspection Persons must be assessed at least annually by the Accrediting Authority to demonstrate currency of competency in the inspection and cleaning of agricultural and horticultural machinery and equipment for biosecurity risk material.

7.6.1 Used Agricultural and Horticultural Machinery and Equipment Cleaning and Inspection Record

The **Authorised Inspection Person** must maintain records of all cleaning and inspections carried out.

Cleaning and Inspection records must be in the form of Used Agricultural and Horticultural Machinery and Equipment Cleaning and Inspection Record or a similar record which captures the same information.

The following information must be included;

- the date of cleaning;
- description of used agricultural and horticultural machinery and equipment, including make, model and serial number; and
- date of inspection; and
- the inspection results; and
- details of the consignor; and
- details of any rejection and subsequent cleaning; and
- Plant Health Assurance Certificate (PHAC) number; and
- Authorised Inspection Person name and signature

7.6.2 Action Following Detection of Non-Conforming Used Agricultural and Horticultural Machinery and Equipment

The Authorised Inspection Person must immediately advise the Certification Controller of any detection of biosecurity risk material.

If any used agricultural and horticultural machinery and equipment is found to be contaminated, the used agricultural and horticultural machinery and equipment must be rejected for certification.

7.7 Rejected Agricultural and Horticultural Machinery and Equipment

All rejected used agricultural and horticultural machinery and equipment must be isolated from cleaned and certified machinery and equipment. In accordance with **7.5** Cleaning of used Agricultural and Horticultural Machinery and Equipment, machinery and equipment should be clearly identified to prevent confusion with or potential contamination of conforming used agricultural and horticultural machinery and equipment.

Used agricultural and horticultural machinery and equipment rejected for certification may be:

- 1) Consigned to a market that does not require certification; or
- 2) Re-cleaned in the designated cleaning area and returned for re-inspection.

7.8 Assurance Certificate

A Plant Health Assurance Certificate must be completed by an Authorised Signatory of the accredited Business. A certificate must accompany each consignment, signed and dated by an Authorised Signatory of the accredited business.

The Plant Health Assurance Certificate must be completed in accordance with the accrediting authority's work instruction for completion of Plant Health Assurance Certificates.

The Plant Health Assurance Certificate must be completed prior to consignment and the original copy must accompany the consignment during transit. The duplicate copy must be retained by the business.

Where there is insufficient room to list each used agricultural and horticultural machinery and equipment, including details of the make, model and serial numbers of each piece then the words 'see attachment' are to be used and the Attachment Sheet must be securely attached to each copy of the Plant Health Assurance Certificate.

The attachment sheet must include the words "Attachment Sheet", the name and address of the consignor, the Plant Health Assurance Certificate number, the signature of the Authorised Signatory that signed the certificate and the date.

7.9 Identification and Traceability of Certified Used Agricultural Machinery and Equipment

All used agricultural machinery and equipment must have a label or sticker affixed in a prominent place that includes the following:

- the Interstate Produce Number of the accredited business that cleaned and inspected the machinery or equipment;
- the date (or date code) on which the machinery and equipment was inspected;
- the words "meets ICA-66".

7.10 ICA System Records and Documentation

7.10.1 ICA System Records

The business shall maintain the following ICA System Records, or similar which record the same information:

- Facility plan (refer 7.2);
- High Pressure Hot Water Calibration Record;
- Authorised Inspection Person register and copy of relevant training course's certificate of completion for each Inspection Person;
- Used Agricultural and Horticultural Machinery and Equipment Cleaning and Inspection Record;
- Used Grain Harvesters & Comb Checklist (if applicable);
- a copy of each Plant Health Assurance Certificate issued by the Business.

7.10.2 ICA System Documentation

The business shall maintain the following ICA System Documentation:

- a copy of the current endorsed Application for Accreditation;
- a current copy of the Operational Procedure;
- a current Certificate of Accreditation.

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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 shall be discussed and recorded on the NCR.

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

8.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in equipment or machinery certified under this ICA arrangement. An investigation into the incident shall 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 shall be provided in writing to the business. This shall 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	Blank
Attachment 2	Grain Harvesters & Comb Checklist	Blank
Attachment 3	Register of Authorised Inspection Persons	Blank
Attachment 4	Cleaning and Inspection Record	Blank
Attachment 5	High Pressure Hot Water Calibration Record	Blank

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Department of
Primary Industries and
Regional Development

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

Certificate Number:

Business Specific Information*

Dispatch Date: / / Ref No:
Arrival Date: / / 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

Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013
All accreditation details must be completed. Please print clearly and initial any alterations

Consignment Details

Consignor

Name **ABC Pty Ltd**

Address **Block Road**

Perth WA 6000

Consignee

Name **MRT for Tractors**

Address **Somewhere Road**

Somewhere NSW

Re-consigned To

(Splitting consignments or re-consigning whole consignments).

Name

Address

Certification Details

IP Number Facility Number Procedure

w 9999 01 ICA66

Accredited Business That Prepared The Produce

Name **ABC Pty Ltd**

Address **Block Road**

Perth WA 6000

Grower or Packer

Name **ABC Pty Ltd**

Address **Block Road**

Perth WA 6000

Other Facilities Supplying Produce

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Brand Name or Identifying marks (As marked on packages)	Date Code (As marked on packages)	Authorisation for Split Consignment
1	Unit	Tractor	Case STX #10	JE099999D	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Affix Authorisation Stamp to Split / Re-consignee here </div>

Treatment Details

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

Additional Certification / Codes

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 Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013 to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)

Signature

Date

Joe Bloggs

23/03/2021

USED GRAIN HARVESTERS & COMB TRAILERS CHECKLIST (ICA66)

Name of Owner/Exporter		Name of Supervisor
Inspection Location	Inspection Date	Description of Machinery

			Clean? Y/N
1	Every grain harvester	Check that the following areas are clean of soil and plant material:	
		Area 1: the area under the skid plate,	
		Area 2: each header knife and finger,	
		Area 3: the auger located horizontally across the header,	
		Area 4: the area behind any cover on the header,	
		Area 5: the area within any belts on any draper front (if fitted),	
		Area 6: the feeder house,	
		Area 7: the driver's cab compartment floor area,	
		Area 8: the cleaning fan and the area between the bottom of the fan housing and any shield under the fan housing,	
		Area 9: the chassis, including the inside of any chassis rail ledges, back axle-beam and undercarriage areas,	
		Area 10: any tailing auger,	
		Area 11: any sieve area, including the full length and width of the grain pan,	
		Area 12: any grain bin area, including any auger,	
		Area 13: the engine compartment, including the radiator core,	
		Area 14: any grain or "repeat" elevator including any cups and rubber flights,	
		2	Conventional Harvester
Area 17: the threshing or separating area, including the drum and concaves behind the rasp bars and lead-in plates and around concave wires,			
Area 18: the beater drum, including the area between the drum and walkers,			
Area 19: the straw walkers, including the beater and the chaff pan, underneath any straw walker and any concealed areas under rubber air flaps.			
3	Rotary Harvester	In addition to the areas numbered 1 – 16, the following parts of any rotary harvester (as indicated in Diagram 2) must also be cleaned:	
		Area 17: the external top and sides of the conical section of the rotor cage,	
		Area 18: the areas inside the top of the conical section,	
		Area 19: the threshing or separating area, including along the rotor cage.	

Inspection Result	Name of Authorised Inspection Person (Print)	Signature of Authorised Inspection Person	Phone No.

USED GRAIN HARVESTERS & COMB CHECKLIST -

Diagram 1:

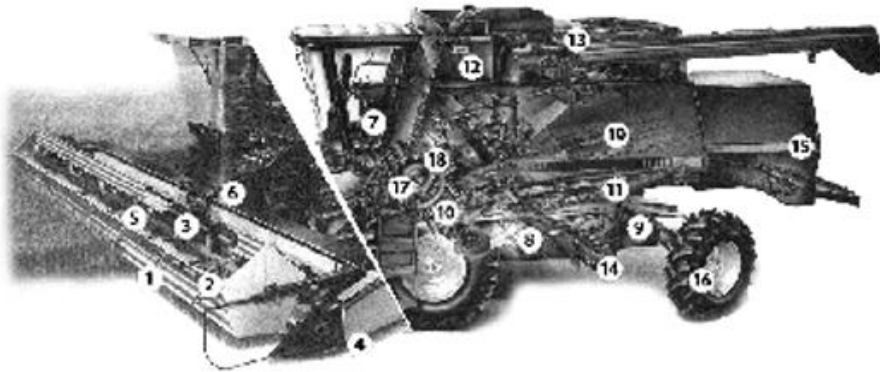
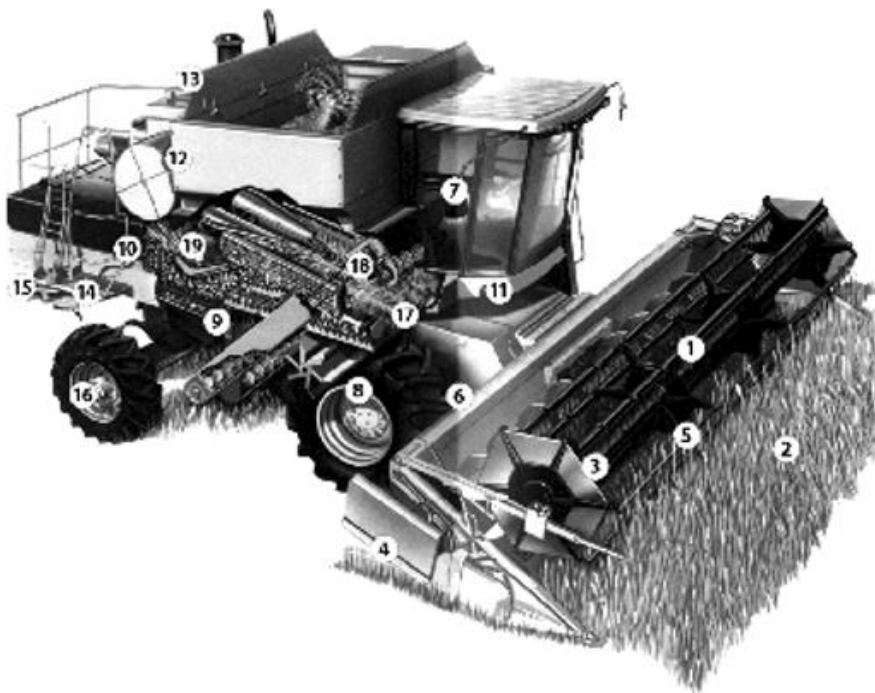


Diagram 2:



REGISTER OF AUTHORISED INSPECTION PERSONS (ICA66)

[illegible]

Note: Place a line through any entry for any person who is no longer Approved to carry out tomato potato psyllid inspections under the Business's Interstate Certification Assurance arrangement.

AGRICULTURAL AND HORTICULTURAL MACHINERY AND EQUIPMENT CLEANING AND INSPECTION RECORD (ICA66)

[illegible]

HIGH-PRESSURE HOT WATER CALIBRATION RECORD (ICA66)

[illegible]