



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

UNBROKEN SKIN CONDITION OF APPROVED FRUITS

REVISION REGISTER

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1. PURPOSE

The purpose of this procedure is to describe:

- the principles of operation and standards required; and
- the responsibilities and practices of personnel.

The above applies to the certification of unbroken skin condition of approved fruits for fruit fly under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This operational procedure covers all certification of unbroken skin condition of approved fruits from Businesses operating under an ICA arrangement in New South Wales.

Approved fruits mean fruit of durian, jaboticaba, jackfruit, longan, lychee, mangosteen, rambutan and pomegranate.

This operational procedure covers the requirements for papaya fruit fly and Queensland fruit fly and is applicable to:

- (a) Businesses operating within a Suspension Area of a Papaya Fruit Fly Pest Quarantine Area; or
- (b) Businesses operating outside a Suspension Area where the requirements specified in section 6 Requirements are a specified condition of entry of an interstate quarantine authority for Queensland fruit fly.

Unbroken skin condition is not an accepted quarantine condition for papaya fruit fly for jaboticaba, jackfruit and pomegranate.

- ☞ Certification of unbroken skin condition for approved fruits 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 pests and diseases other than fruit fly as a condition of entry.
- ☞ It is the responsibility of the business consigning the produce to ensure compliance with all applicable quarantine requirements.
- ☞ Information on intrastate and interstate quarantine requirements can be obtained from your local NSW Department of Primary Industries Regulatory Officer.

3. REFERENCES

WI-01

Guidelines for Completion of Plant Health Assurance Certificates

4. DEFINITIONS

<i>accredit</i>	To accredit persons to issue Plant Health Declarations.
<i>Application for Accreditation</i>	An Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement.
<i>approved fruit</i>	Means fruit of durian, jaboticaba, jackfruit, longan, lychee, mangosteen, rambutan and pomegranate.
<i>Assurance Certificate</i>	A Plant Health Assurance Certificate.
<i>Authorised Signatory</i>	An officer of an ICA accredited Business whose name and specimen signature is provided as an authorised signatory with the Businesses Application for Accreditation.
<i>broken skin</i>	Any pre-harvest crack, puncture, pulled stem or other break of the skin that penetrates through to the flesh and has not healed with callus tissue.
<i>Business</i>	The legal entity responsible for the operation of the facility and ICA arrangement detailed in the Businesses Application for Accreditation.
<i>callus tissue</i>	Means new tissue formed to heal an earlier injury or wound.
<i>Certification Assurance</i>	A voluntary arrangement between NSW Department of Primary Industries and a Business that demonstrates effective in-house quality management and provides assurance through documented procedures and records that produce meets specified requirements.
<i>certified/certification</i>	Means covered by a valid Plant Health Assurance Certificate.
<i>durian</i>	Means fruit of the species <i>Durio zibethinus</i> .
<i>facility</i>	The location of grading and packing operations covered by the ICA arrangement.
<i>fruit fly</i>	Means Queensland fruit fly.
<i>flesh</i>	Means the tissues that are normally eaten. (For mangosteens, the flesh shall include the pith of the shell.)
<i>ICA</i>	Means Interstate Certification Assurance.
<i>Inspector</i>	An Inspector appointed under the <i>Plant Diseases Act 1924</i> (NSW).
<i>Interstate Certification Assurance</i>	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.
<i>jaboticaba</i>	Means fruit of the species <i>Myrciaria cauliflora</i> .

<i>jackfruit</i>	Means fruit of the species <i>Artocarpus heterophyllus</i> .
<i>longan</i>	Means fruit of the species <i>Euphoria longan</i> .
<i>lychee</i>	Means fruit of the species <i>Litchi chinensis</i> .
<i>mangosteen</i>	Means fruit of the species <i>Garcinia mangostana</i> .
<i>nonconformance</i>	A non-fulfilment of a specified requirement.
<i>package</i>	The complete outer covering or container used to transport and market the product.
<i>packed product</i>	Means fruit in packages following grading and packing and ready for marketing.
<i>papaya fruit fly</i>	Means all stages of the species <i>Bactrocera papayae</i> .
<i>pomegranate</i>	Means fruit of the species <i>Punica granatum</i> .
<i>Queensland fruit fly</i>	Means all stages of the species <i>Bactrocera tryoni</i> or related species <i>B. aquilonis</i> and <i>B. neohumeralis</i> .
<i>rambutan</i>	Means fruit of the species <i>Nephelium lappaceum</i> .
<i>skin</i>	The outer layer(s) of the fruit that encloses the flesh.

5. RESPONSIBILITY

These 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 all preparation of fruit for certification of unbroken skin condition is carried out in accordance with this Operational Procedure;
- overseeing and supervising the sorting and packing process (see [7.2](#) Sorting and [7.3](#) Packing);
- ensuring sorters and packers are able to identify broken skin and, if applicable for papaya fruit fly, approved cultivars and ripeness (see [7.2](#) Sorting);
- investigating and rectifying any problems following detection of a nonconformity in packed product by the Packed Product Controller (see [7.4.4](#) Sample Selection); and

- instigating corrective action following rejection of packed product (see [7.4.5](#) Rejected Product).

Sorters/Packers are responsible for:

- ensuring all fruit packed for certification of unbroken skin condition meet the condition requirements, and if applicable for papaya fruit fly, the cultivar and ripeness requirements detailed in section [6](#) Requirements (see [7.2](#) Sorting); and
- ensuring nonconforming fruit are identified and controlled to prevent mixing with conforming fruit (see [7.2.1](#) Identification and Control of Nonconforming Fruit at Sorting and [7.3.1](#) Identification of Conforming and Nonconforming Fruit after Packing).

The **Packed Product Controller** is responsible for:

- sampling and inspecting at least one in every 50 packages for conformance with the requirements of section [6](#) Requirements (see [7.4](#) Packed Product Information);
- identifying all sample packages (see [7.4.3](#) Identification of Sample Packages);
- taking corrective action following identification of nonconforming fruit in any sample package (see [7.4.4](#) Action following Identification of Nonconforming Packed Product); and
- maintaining records of packed product inspection (see [7.4.6](#) Packed Product Inspection Records).

The **Authorised Dispatcher** is responsible for:

- ensuring all packages containing fruit covered by an Assurance Certificate issued by the Business are identified (see [7.6.1](#) Package Identification);
- maintaining copies of all Assurance Certificates issued by the Business under the ICA arrangement (see [7.7](#) ICA System Records).

Authorised Signatories are responsible for:


- ensuring, prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with the Businesses ICA arrangement and that the details on the certificate are true and correct in every particular (see [7.6.2](#) Assurance Certificates).

6. REQUIREMENTS

Fruit certified for unbroken skin condition under this Operational Procedure must comply with the following requirements:

1. Unbroken skin which means the skin has no pre-harvest crack, puncture, pulled stem or other break that penetrates through to the flesh and has not healed with callus tissue; and
2. **RAMBUTAN TO WESTERN AUSTRALIA ONLY** must not be over-ripe which means:
 - (a) the skin has a dull appearance and a lack of lustre;
 - (b) the skin is a dark maroon colour;

- (c) the flesh is not firm and not translucent;
- (d) the flesh has a winey and over-ripe taste.

 The NSW Department of Primary Industries and interstate quarantine authorities maintain the right to inspect at any time certified produce and to refuse to accept a certificate where produce is 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 an application for accreditation using the Application for Accreditation of a Business for an ICA Arrangement in [Attachment 1](#) of this Operational Procedure. An application must be at least 10 working days prior to the intended date of commencement of certification of produce. A completed example of an application is also given in [Attachment 2](#).

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 in place and capable of operating in accordance with the requirements of the Operational Procedure, and the system is effective in ensuring compliance with the specified requirements of the ICA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and provided a Certificate of Accreditation (see [7.1.3](#) Certificate of Accreditation).

However, under certain circumstances a decision may be made to refuse accreditation. Such circumstances include:

- incomplete knowledge of the operational procedure;
- insufficient management or control to operate the procedure;
- staff had poor awareness and knowledge of the procedure; and
- record keeping was deficient.

Where accreditation is refused the applicant will be given written notice stating:

- (a) the decision;
- (b) the reasons for the decision; and
- (c) the opportunity to appeal the decision by providing, in writing, the grounds for reconsidering the decision to the Director, Animal and Plant Biosecurity, NSW Department of Primary Industries.

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 treatment following the initial audit and accreditation of the Business.

On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of 12 months from the date of provisional accreditation, and a new Certificate of Accreditation is issued (see [7.1.3](#) Certificate of Accreditation).

Ongoing compliance audits are conducted at least once every six months for a Business that operates for more than six months a 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 sample treatment mixtures, certified produce, 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 produce under the ICA arrangement.

A compliance audit is conducted each year within 12 weeks of the Business commencing treatment of produce following re-accreditation.


A second compliance audit is conducted within the treatment period following re-accreditation.

7.1.3 Certificate of Accreditation

An accredited Business will receive a Certificate of Accreditation for an ICA 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; and
- the period of accreditation.

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

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


7.2 Sorting

The Business shall implement sorting systems during the grading and packing process to ensure fruit certified for unbroken skin condition meets the requirements specified in section 6 Requirements.

Sorters shall inspect each fruit for broken skin and where applicable for papaya fruit fly, the cultivar and ripeness.

Any fruit, which does not conform to the requirements specified in section 6 Requirements shall be regarded as nonconforming and shall be rejected for certification under this Operational Procedure.

The Sorting Supervisor shall supervise the sorting operation to ensure that any fruit that does not conform to these specified requirements is clearly identified and segregated to prevent mixing with conforming product (see [7.2.1](#) Identification and Control of Nonconforming Fruit at Sorting).

 Businesses should avoid packing durians or jackfruits for certification with partial cracks or splits in the skin, which may open further after packing and penetrate through to the flesh thereby exposing the fruit to infestation by fruit fly.

7.2.1 Identification and Control of Nonconforming Fruit at Sorting

The Business shall ensure that no mixing of conforming and nonconforming fruit can occur during the sorting and packing operation.

All fruit that are found to be nonconforming (i.e. do not meet the requirements listed in section 6 Requirements) shall be segregated to prevent mixing with conforming product.

Examples of segregation of nonconforming fruit shall include:

- (a) locating nonconforming fruit in a defined and separate area to conforming fruit and maintaining separation until the fruit is graded and packed; or
- (b) placing nonconforming fruit in reject bins or other containers which are clearly marked or significantly different in appearance to distinguish them from conforming fruit.

Other methods may be used provided they clearly identify nonconforming product from conforming product.

7.3 Packing

A Business which packs both conforming (i.e. meets the requirements listed in section [6](#) Requirements) and nonconforming fruit shall implement systems to identify the condition status of fruit after packing to prevent mixing of conforming and nonconforming fruit.

7.3.1 Identification of Conforming and Nonconforming Fruit after Packing

Examples of acceptable methods of identifying the condition status of conforming and nonconforming fruit after packing include:

- (a) using packaging that differs significantly in appearance; or
- (b) immediately marking each package of conforming fruit in a manner that clearly identifies the fruit as conforming to the requirements specified under this Operational Procedure (see [7.6.1](#) Package Identification).

7.4 Packed Product Inspection

The Packed Product Controller shall monitor the sorting and packing process by selecting a minimum of one package in every fifty packages or part thereof of packed product for inspection.

The Packed Product Controller shall advise the Certification Controller of any problems or potential problems detected so that corrective action can be implemented.

Packed Product Inspection may be carried out:

- (a) as an in-line inspection during grading and packing of a consignment; or
- (b) as an end-point inspection following assembly of a consignment.

The Packed Product Controller shall ensure that packed product is stacked in an orderly fashion so that produce packed since the last sample package can be easily identified.

7.4.1 Sample Selection

In-Line Inspection

Samples shall be selected at random from the final packed product as it leaves the packing line.

End-Point Inspection

Samples shall be selected at random from the consignment following consignment assembly.

7.4.2 Examination of the Sample

The Packed Product Controller shall carry out 100% inspection of the fruit from each sample package (punnet, tray or carton) for compliance with the requirements in section [6](#) Requirements.

Each fruit in the sample package shall be removed and examined for broken skin and where applicable for papaya fruit fly, the correct cultivar and ripeness.

Broken skin includes any pre-harvest crack, puncture, pulled stem or other break of the skin that penetrates through to the flesh and has not healed with callus tissue.

7.4.3 Identification of Sample Packages

Sample packages shall be sequentially numbered during the day of packing.

The Packed Product Controller shall identify each sample package with a Packed Product Sample (PPS) number by placing either a stamp or sticker bearing the lettering PPS Number (Packed Product Sample Number) on the exposed end of the package, then marking on or below the identifier the sequential sample number and their initials.

Where consignments are palletised, the sample packages examined by the Packed Product Controller shall be stacked on the pallet with the PPS Number visible on the outside of each pallet packed for certification under this Operational Procedure.

An example of a PPS Number stamp or sticker is shown as [Attachment 6](#).

7.4.4 Action Following Identification of Nonconforming Packed Product

The Certification Controller shall be notified of any rejection. The Certification Controller shall advise the grading and packing staff of the nonconformance and conduct an investigation to identify the cause.

In-Line Inspection

If any sample package contains a fruit with broken skin, or where applicable for papaya fruit fly any fruit of a cultivar or ripeness that does not meet the requirements specified in section [6](#) Requirements, the Packed Product Controller shall:

- (a) reject the sample package;
- (b) withdraw and isolate all product packed since the previous sample package was selected; and
- (c) stop the packing line.

Once any problems have been identified and rectified, grading and packing may recommence.

The Packed Product Controller shall note in the “Comments” section of the Packed Product Inspection Record next to the entry for the sample package which failed inspection, the reason for failure and the number of withdrawn packages.

Following resumption of grading and packing, the Packed Product Controller shall select an additional three sample packages from the withdrawn packages.

The Packed Product Controller shall carry out 100% inspection of the fruit in the additional sample packages for conformance with the requirements specified in section 6 Requirements.

Additional sample packages shall be given the next three Packed Product Sample (PPS) numbers after the package, which initially failed inspection. The inspection results shall be entered on the inspection record (see [7.4.6](#) Packed Produce Inspection Record).

If all three additional sample packages are found to conform, the withdrawn packages and the three sample packages may be passed for certification and returned to the product assembly point.

If any of the additional sample packages contain a nonconforming fruit, all withdrawn packages shall be rejected.

End-Point Inspection

If any sample package contains a fruit with broken skin, or where applicable for papaya fruit fly, a fruit of a cultivar or ripeness that does not meet the requirements specified in section 6 Requirements, the entire consignment shall be rejected.


The Packed Product Controller shall note in the “Comments” section of the Packed Product Inspection Record next to the entry for any sample package which failed inspection, the reason for failure and the number of packages in the rejected consignment (see [7.4.6](#) Packed Produce Inspection Record).

7.4.5 Rejected Product

Rejected packages shall be isolated and clearly identified to prevent mixing with conforming packages.

All rejected packages may be regraded, repacked and reinspected in accordance with this section prior to certification of unbroken skin condition under this Operational Procedure.

Alternatively, rejected packages may be treated and certified in accordance with an alternative quarantine entry condition, or consigned to markets that do not require certification of unbroken skin condition for fruit fly.

 Fruit rejected for broken skin should not be treated by dipping or flood spraying as unacceptable residues may result.

7.4.6 Packed Product Inspection Records

The Packed Product Controller shall maintain records of the results of packed product inspection.

Packed product inspection records shall be in the form of an Unbroken Skin Condition Packed Product Inspection Record (see [Attachment 4](#)) or a record which captures the same information.


Packed product inspection records must include:

- the Interstate Produce (IP) Number of the Business that operates the approved facility in which the fruit was packed;
- the date of inspection of the sample package;
- the sample package sequential number (PPS Number);
- the inspection result for the sample package;
- details of defects or problems detected during inspection;
- the number of any withdrawn or rejected packages;
- the inspection results and follow-up action following rejection; and
- the Packed Product Controller's name and signature.

An example of a completed Unbroken Skin Condition Packed Product Inspection Record is shown as [Attachment 5](#).

7.5 Post Packing Security (PFF and Tasmania only)

Post packing security requirements apply to durian and jackfruit only.

 Post packing security requirements apply to durians and jackfruits only as splitting of the skin may occur after harvest, therefore making the fruit susceptible to fruit fly infestation.

Packing shall commence as soon as practicable after harvest.

Packed fruit shall be held for the minimum practical period after packing before securing against reinfestation.

Certified fruit must be stored at and transported from the facility under secure conditions, which prevent infestation by fruit fly.

Secure conditions include:

- (a) unvented packages;
- (b) vented packages with the vents secured with gauze/mesh with a maximum aperture of 1.6 mm;
- (c) fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.6 mm;
- (d) shrinkwrapped and sealed as a palletised unit; and
- (e) fully enclosed or screened buildings, coldrooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm.

- ☞ Fruit consigned to Tasmania must be transported in full container lots sealed prior to transport, or as lesser container lots in accordance with the requirements of (a), (b) or (d) above.
- ☞ Where consignments are transported to Tasmania as full container lots, the seal number must be included in the Brand Name or Identifying Marks section of the Assurance Certificate covering the consignment (see [Attachment 3](#)).
- ☞ Where consignments are transported in vented packages that are sealed as a palletised unit in accordance with (d) above, the Business must secure the top layer of the pallet by applying a continuous band of tape over the shrinkwrap and have applied to the tape in waterproof ink the signature of an Authorised Signatory, the number of the Plant Health Assurance Certificate covering the consignment and the date.

7.6 Dispatch

7.6.1 Package Identification

Prior to the issuance of an Assurance Certificate by the Business under this Operational Procedure the Authorised Dispatcher shall ensure that, after grading and packing, each package is marked in indelible and legible characters of at least 5 mm, with:

- the Interstate Produce (IP) number of the accredited Business that packed the fruit;
- the words “MEETS ICA-13”;
- the date or date code on which the produce was packed; and
- if the business is operating at a facility within a Suspension Area of a Papaya Fruit Fly Pest Quarantine Area and the cultivar of the fruit is a specified requirement for papaya fruit fly, the cultivar name of the fruit within the package.

☞ **Any packages containing fruit that has not been inspected and meets the requirements of this Operational Procedure shall not be marked as stated above.**

7.6.2 Assurance Certificates

The Authorised Dispatcher shall ensure an Assurance Certificate is completed and signed by an Authorised Signatory of the Business prior to dispatch of the consignment from the facility to a market requiring certification of unbroken skin condition for fruit fly.

Assurance Certificates shall be in the form of a Plant Health Assurance Certificate. Assurance Certificates shall include the following additional certification:

For business operating outside a Suspension Area of a Papaya Fruit Fly Pest Quarantine Area:

All approved fruits:

“Inspected and found free from broken skins.”

For business operating within a Suspension Area of a Papaya Fruit Fly Pest Quarantine Area:

Durian and mangosteens:

“Inspected and found free from broken skins.”

Longans and lychees:

- “1. Inspected and found free from broken skins.
2. Fruit of the approved cultivar ‘*Cultivar Name*’.”

Rambutans:

- “1. Inspected and found free from broken skins and not over-ripe.
2. Fruit of the approved red-type cultivar ‘*Cultivar Name*’.”

A completed example is shown as [Attachment 3](#).

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

Assurance Certificates shall be completed, issued and distributed in accordance with the Work Instruction Guidelines for Completion of Plant Health Assurance Certificates.

7.6.3 Assurance Certificate Distribution


The **original** (yellow copy) must accompany the consignment.
The **duplicate** (white copy) copy must be retained by the Business.

7.7 ICA System Records

The Business shall maintain the following records:

- (a) Unbroken Skin Condition Packed Product Inspection Record (see [7.4.6](#) Packed Produce Inspection Record);
- (b) the duplicate copy of each Plant Health Assurance Certificate issued by the Business (see [7.6.3](#) Assurance Certificate Distribution).

ICA system records shall be retained for a period of at least 12 months from completion, or until the next compliance audit of the ICA arrangement, whichever is the later.

 An accredited Business must hold a minimum of 12 months ICA system records at the time of any compliance audit. If the compliance audit is conducted more than 12 months from the last compliance audit, the business must maintain all records completed since the previous compliance audit.

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

7.8 ICA System Documentation

The Business shall maintain the following documentation:

- (a) a copy of the Businesses current Application for Accreditation (see [Attachment 1](#));
- (b) a current copy of this Operational Procedure; and
- (c) a current Certificate of Accreditation for an ICA Arrangement.

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

8. AUDITING PROCEDURES

8.1 System Audits

The Business will be audited in accordance with the details given in [7.1.2](#) Audit Process.

NSW Department of Primary Industries reserves the right to audit an accredited Business on all or part of the procedures.

At the audit the auditor will check that:

- the grower has current copies of the Application for Accreditation and ICA Arrangement;
- the certification controllers, authorised signatories, and packing house staff understand their responsibilities and have a good knowledge of product specifications;
- the current signatories have been authorised by NSW Department of Primary Industries;
- all records of product inspections, declarations have been kept; and
- the ICA Arrangement is being operated effectively.

8.2 Audit Reports

The Business shall be provided with an audit report for all audits performed. This report will summarise the audit findings and shall include any nonconformities detected. Reference to appropriate Nonconformance Reports (NCR) will also be included in this report.

9 SANCTIONS POLICY AND CHARGING

9.1 Non-conformities and Corrective Action Requests

When NSW Department of Primary Industries accepts your application this ICA document becomes a binding contract between you and NSW Department of Primary Industries.

In order to become accredited you must complete and sign the Application for Accreditation of a Business for an ICA Arrangement (see [Attachment 1](#)). The application includes the terms and conditions applying to this contract.

A series of audits as described in section 8 Audit Procedures will be conducted by NSW Department of Primary Industries to show that you are effectively implementing the ICA. If a nonconformity is detected during an audit one of the following actions will be taken:

- (a) if, a critical nonconformity is detected at audit the ICA Arrangement can be immediately suspended and state and territory authorities will be informed (see [9.2.1](#) Immediate Suspension);
- (b) if a major nonconformity is detected a written Nonconformance Report (NCR) will be issued and a follow-up audit will be re-scheduled. The ICA Arrangement will be suspended according to section [9.2.2](#) Notice of Suspension Cancellation or Amendment below if the problem is not rectified;
- (c) the business will be issued with a written NCR, if a minor nonconformity is detected in an audit. These must be rectified by the next scheduled audit; and
- (d) separate from this audit process NSW Department of Primary Industries can under certain other circumstances issue to a business a notice of suspension, cancellation, or amendment of an ICA arrangement (see [9.2.2](#) Notice of Suspension Cancellation or Amendment).

9.2 Notice of Suspension, Cancellation or Amendment of an ICA Arrangement and Appeals

9.2.1 Immediate Suspension

An immediate suspension of the ICA arrangement is normally only issued at an audit where a critical nonconformance is judged to have occurred. This could be at a routine compliance audit or at an investigative audit which is undertaken to investigate a suspected nonconformance. An example of when an investigative audit may be undertaken is following the report of a larva in treated fruit in the importing state

A critical nonconformance is one, which has, or will compromise the effectiveness of the arrangement. The auditor at the exit meeting will give notice to the business in writing that a critical nonconformance has been detected and consequently an immediate suspension will apply. However, before this action can be taken, by an auditor, the findings of the audit have to be considered by a senior officer of NSW Department of Primary Industries and authority given by that officer for an immediate suspension of the business. Where a decision is made to immediately suspend the business the auditor will issue the business with a, Notice of Immediate Suspension of an Interstate certification Assurance (ICA) Arrangement, which details the reasons for the immediate suspension of the business.

Immediate suspension requires the business to immediately cease consigning produce under the business ICA arrangement.

The business can appeal this decision by writing to the Director, Animal and Plant Biosecurity, NSW Department of Primary Industries stating the reasons the business believes are relevant for the reinstatement of accreditation.

9.2.2 Notice of Suspension Cancellation or Amendment

In situations, like those listed below NSW Department of Primary Industries may decide to take, action to suspend, cancel or amend an ICA arrangement. In these situations NSW Department of Primary Industries will issue the business a notice in writing, informing it of its intended action. Reasons for the action include:

- accreditation was obtained by incorrect or misleading information; or
- the business had not paid fees owing to NSW Department of Primary Industries; or

- the business had contravened an accreditation condition; or
- there was a history of nonconformance by the business; or
- a major nonconformance had not been rectified.

If NSW Department of Primary Industries decides action needs to be taken it will write to the business at its postal address:

- stating the proposed action;
- stating the grounds for the proposed action;
- outlining the facts and circumstances forming the basis for the grounds;
- if the proposed action is to suspend, cancel or amend the accreditation; and
- invites the business to show, within 21 days, why the proposed action should not be taken.

If following consideration of all representations NSW Department of Primary Industries decides to suspend cancel or amend an ICA arrangement the business will receive a written notice stating:

- the decision;
- the reason for the decision; and
- that the business may write to the Director, Animal and Plant Biosecurity giving the reasons why the decision should be reconsidered.

9.3 Charging Policy

The Business will be charged for all audit and investigation activities. These charges will be based, on the fee for service rates that are applied by NSW Department of Primary Industries for other regulatory services.

10. ATTACHMENTS

Attachment 1	Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement	Blank
Attachment 2	Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement for ICA-13	Completed example
Attachment 3	Plant Health Assurance Certificate for ICA-13	Completed example
Attachment 4	Unbroken Skin Condition Packed Product Inspection Record	Blank
Attachment 5	Unbroken Skin Condition Packed Product Inspection Record	Completed example
Attachment 6	Identification of Packed Product Sample Packages	Blank



Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement

Indicate the type of application being made

- New Renewal Amendment

Tick each box that describes your business and the ICA arrangement and provide specific details where required. Only one ICA arrangement, that is, one Operational Procedure at one facility, may be covered in one application.

1. Business Details

(a) Type of Ownership of Business

(please specify)

- Individual Incorporated Company Other
 Partnership Cooperative Association

(b) Name of Applicant/s (Please print your full name including any given names. For partnerships, print the full name of each partner in their normal order. For incorporated companies and cooperatives, print the full registered name of the organisation.)

Australian Company Number or Australian Registered Body Number

- ACN ARBN

Companies must provide proof of incorporation by attaching a copy of their Certificate of Incorporation or similar document from the Australian Securities Commission. Cooperative associations must provide a copy of their Certificate of Registration or registration search from the Department of Justice.

(c) Trading Name/s of the business (as shown on packages sent to market)

ABN

(d) Postal address of the Business

Telephone

()

Facsimile

()

Mobile

Postcode

(e) Has the business been registered previously for the interstate movement of produce?

- No Yes

If yes, give the business's Interstate Produce (IP) Number

N

(f) Does the business intend to operate this ICA for more than 6 months of this accreditation year?

- Yes No

2. Operational Procedure and Facility Details

(a) Operational Procedure used in this ICA arrangement (refer to list of Operational Procedures)

Reference No.

Tick only Part A where there are no parts to the Operational Procedure.

ICA

If the Operational Procedure is documented in two or three parts, indicate the part or parts for which you are seeking accreditation.

- Part A Part B Part C

Title of Operational Procedure

(b) Street address of the facility

Telephone

()

Facsimile

()

Mobile

Postcode

3. Responsible Personnel

	Family Name	Given Name/s	Specimen Signature
Certification Controller			
Back-Up Certification Controller			
Authorised Signatory			
Additional Authorised Signatories			

4. Types of Produce to be Prepared Under the ICA Arrangement (if insufficient space, attach a list)

--

5. Interstate Certification Assurance System Records

What records do you maintain to verify that the business is carrying out its responsibilities and duties under the Operational Procedure nominated in Section 2(a)?

We maintain all our records in accordance with the examples provided in the Operational Procedure in Section 2(a).

or We have developed alternative or additional records to those provided in the Operational Procedure in Section 2(a).

List the alternative or additional records you intend to use and attach a copy to this application.

--

6. Accreditation Conditions

1. For the purpose of this agreement the following definitions shall apply:-

“**applicant**” means the person, corporation, or other legal entity who is accredited under this agreement.

“**inspector**” means an inspector appointed under the *Plant Diseases Act 1924*.

“**Department**” means the New South Wales Department of Primary Industries.

“**Interstate Certificate Assurance system**” means the processes, equipment personnel and resources used to implement the Operational Procedure nominated in Section 2(a).

“**You**” the applicant/s named in the front of this form.

2. You agree:

- (a) that you have read the Operations Procedure for the ICA nominated in Section 2(a) of this form, and agree to comply with all the requirements contained therein;
- (b) to operate the Interstate Certification Assurance system in accordance with the Operational Procedure as nominated in Section 2(a), and maintain the records specified in Section 5;
- (c) that you will upon request, allow an inspector to enter any premises where produce certified under the agreement is treated or dispatched, or where any produce, equipment, chemicals, documents or records are stored;
- (d) to allow an inspector to inspect or take samples of any relevant item present on the premises;
- (e) to take all steps to assist an inspector in the conduct of audits including allowing the inspector to interview any employee of the applicant/s in relation to the implementation of the interstate certification assurance system;
- (f) to allow the person/s listed in Section 3 of this application to issue certificates on my behalf;
- (g) that NSW Department of Primary Industries may inform the regulatory authority of the importing state of the details of any non-conformities in the operation of the ICA and withdrawal of your accreditation;
- (h) if your accreditation is cancelled or suspended you must, if requested by NSW Department of Primary Industries, return within 14 days, your certificate or accreditation and any unused Plant Health Assurance Certificates in your possession.
- (i) to pay to the Department of Primary Industries any costs associated with the conduct of audits by an inspector. The applicant will be notified of these costs at the time of accreditation.

You agree to abide by the accreditation conditions above and understand that NSW Department of Primary Industries may withdraw your accreditation according to the conditions set out in the Notice of Suspension, Cancellation or Amendment of an ICA Arrangement and Appeals section 9.2 of the Operational Procedure, if it reasonably believes that any of the above conditions have been breached.

You agree that all of the information contained in this application is true and correct.

Signature/s	Date/s	Signature/s	Date/s
	/ /		/ /
<input type="checkbox"/> Individual <input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Sole Director & Company Secretary		<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary	
	/ /		/ /
<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary		<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary	
	/ /		/ /
<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary		<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary	

Note: Where the applicant is a corporation, the application **must be signed** by two Directors of the company; or a Director and a Company Secretary of the company; or in the case of a proprietary company that has a sole Director who is also the Company Secretary, that Director. Where the applicants are members of a partnership, each of the partners must sign the declaration.

Privacy Notice under *Privacy and Personal Information Protection Act 1998*

The information provided by your business herewith is being collected by NSW Department of Primary Industries for the purpose of management of the National ICA Accreditation Scheme. It will be used by NSW Department of Primary Industries for accreditation, management and audit of the scheme and may be provided to State and Territory accreditation authorities. You agree the information has been provided voluntarily and is being held on a secure Departmental database. You may access or correct your personal information by contacting the Database Manager on telephone number (02) 6391 3224 or by writing to NSW Department of Primary Industries, Division of Plant Industries, Locked Bag 21, Orange NSW 2800.

Office Use Only

Desk Audit <input type="checkbox"/> Passed Name (PRINT)..... Signature...../...../.....	ACTION Initial Audit <input type="checkbox"/> Date/...../..... Provisional <input type="checkbox"/> Date/...../..... Compliance Audit <input type="checkbox"/> Date/...../..... Active <input type="checkbox"/> Date/...../..... Name (PRINT)..... Signature...../...../.....
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Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement

Indicate the type of application being made

- New Renewal Amendment

Tick each box that describes your business and the ICA arrangement and provide specific details where required. Only one ICA arrangement, that is, one Operational Procedure at one facility, may be covered in one application.

1. Business Details

(a) Type of Ownership of Business

(please specify)

- Individual Incorporated Company Other
 Partnership Cooperative Association

(b) Name of Applicant/s (Please print your full name including any given names. For partnerships, print the full name of each partner in their normal order. For incorporated companies and cooperatives, print the full registered name of the organisation.)

John Bloggs & Jill Bloggs

Australian Company Number or Australian Registered Body Number

Companies must provide proof of incorporation by attaching a copy of their Certificate of Incorporation or similar document from the Australian Securities Commission. Cooperative associations must provide a copy of their Certificate of Registration or registration search from the Department of Justice.

- ACN ARBN 699 001 123

(c) Trading Name/s of the business (as shown on packages sent to market)

Bloggs Tropical Fruits

ABN 42 699 001 123

(d) Postal address of the Business

259 Ocean Way

Coffs Harbour

Postcode *2450*

Telephone (02) 6655 9900

Facsimile (02) 6655 9900

Mobile 0410 537 213

(e) Has the business been registered previously for the interstate movement of produce?

- No Yes

If yes, give the business's Interstate Produce (IP) Number

N

(f) Does the business intend to operate this ICA for more than 6 months of this accreditation year?

- Yes No

2. Operational Procedure and Facility Details

(a) Operational Procedure used in this ICA arrangement (refer to list of Operational Procedures)

Reference No. Tick only Part A where there are no parts to the Operational Procedure. If the Operational Procedure is documented in two or three parts, indicate the part or parts for which you are seeking accreditation.

ICA 1 3

- Part A Part B Part C

Title of Operational Procedure

Unbroken Skin Condition of Approved Fruits

(b) Street address of the facility

259 Ocean Way

Coffs Harbour

Postcode *2450*

Telephone (02) 6655 9900

Facsimile (02) 6655 9900

Mobile 0410 537 213

3. Responsible Personnel

	Family Name	Given Name/s	Specimen Signature
Certification Controller	<i>Bloggs</i>	<i>John</i>	<i>John Bloggs</i>
Back-Up Certification Controller	<i>Bloggs</i>	<i>Jill Mary</i>	<i>Jill Bloggs</i>
Authorised Signatory	<i>Bloggs</i>	<i>John</i>	<i>John Bloggs</i>
Additional Authorised Signatories	<i>Bloggs</i>	<i>Jill Mary</i>	<i>Jill Bloggs</i>
	<i>Wilson</i>	<i>Peter</i>	<i>P Wilson</i>

4. Types of Produce to be Prepared Under the ICA Arrangement (if insufficient space, attach a list)

Mangosteens

5. Interstate Certification Assurance System Records

What records do you maintain to verify that the business is carrying out its responsibilities and duties under the Operational Procedure nominated in Section 2(a)?

We maintain all our records in accordance with the examples provided in the Operational Procedure in Section 2(a).

or We have developed alternative or additional records to those provided in the Operational Procedure in Section 2(a).

List the alternative or additional records you intend to use and attach a copy to this application.

--

6. Accreditation Conditions

1. For the purpose of this agreement the following definitions shall apply:-

“**applicant**” means the person, corporation, or other legal entity who is accredited under this agreement.

“**inspector**” means an inspector appointed under the *Plant Diseases Act 1924*.

“**Department**” means the New South Wales Department of Primary Industries.

“**Interstate Certificate Assurance system**” means the processes, equipment personnel and resources used to implement the Operational Procedure nominated in Section 2(a).

“**You**” the applicant/s named in the front of this form.

2. You agree:

- (a) that you have read the Operations Procedure for the ICA nominated in Section 2(a) of this form, and agree to comply with all the requirements contained therein;
- (b) to operate the Interstate Certification Assurance system in accordance with the Operational Procedure as nominated in Section 2(a), and maintain the records specified in Section 5;
- (c) that you will upon request, allow an inspector to enter any premises where produce certified under the agreement is treated or dispatched, or where any produce, equipment, chemicals, documents or records are stored;
- (d) to allow an inspector to inspect or take samples of any relevant item present on the premises;
- (e) to take all steps to assist an inspector in the conduct of audits including allowing the inspector to interview any employee of the applicant/s in relation to the implementation of the interstate certification assurance system;
- (f) to allow the person/s listed in Section 3 of this application to issue certificates on my behalf;
- (g) that NSW Department of Primary Industries may inform the regulatory authority of the importing state of the details of any non-conformities in the operation of the ICA and withdrawal of your accreditation;
- (h) if your accreditation is cancelled or suspended you must, if requested by NSW Department of Primary Industries, return within 14 days, your certificate or accreditation and any unused Plant Health Assurance Certificates in your possession.
- (i) to pay to the Department of Primary Industries any costs associated with the conduct of audits by an inspector. The applicant will be notified of these costs at the time of accreditation.

You agree to abide by the accreditation conditions above and understand that NSW Department of Primary Industries may withdraw your accreditation according, to the conditions set out in the Notice of Suspension, Cancellation or Amendment of an ICA Arrangement and Appeals section 9.2 of the Operational Procedure, if it reasonably believes that any of the above conditions have been breached.

You agree that all of the information contained in this application is true and correct.

Signature/s	Date/s	Signature/s	Date/s
<i>John Bloggs</i>	30 / 05 / 03		/ /
<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Sole Director & Company Secretary		<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary	
<i>Jill Bloggs</i>	30 / 05 / 03		/ /
<input type="checkbox"/> Partner <input checked="" type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary		<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary	
	/ /		/ /
<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary		<input type="checkbox"/> Partner <input type="checkbox"/> Company Director <input type="checkbox"/> Company Secretary	

Note: Where the applicant is a corporation, the application **must be signed** by two Directors of the company; or a Director and a Company Secretary of the company; or in the case of a proprietary company that has a sole Director who is also the Company Secretary, that Director. Where the applicants are members of a partnership, each of the partners must sign the declaration.

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Office Use Only

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Plant Health Assurance Certificate

Consignment Details (PLEASE PRINT)

CONSIGNOR	
Name	<i>Bloggs Tropical Fruits</i>
Address	<i>259 Ocean Way Coffs Harbour 2450</i>

CONSIGNEE	
Name	<i>Tropical Fruits Wholesalers</i>
Address	<i>Melbourne Markets Melbourne VIC 3000</i>

RECONSIGNED TO (Splitting consignments or reconsigning whole consignments).	
Name	
Address	

METHOD OF TRANSPORT (Provide details where known)	
<input checked="" type="checkbox"/> Road	(Truck/Trailer Registration No.) <i>ABC400</i>
<input type="checkbox"/> Rail	Consignment No.
<input type="checkbox"/> Air	Airline/Flight No.
<input type="checkbox"/> Sea	Vessel Name and Voyage No.

Certification Details (PLEASE PRINT)

ACCREDITED BUSINESS THAT PREPARED THE PRODUCE	
Name	<i>Bloggs Tropical Fruits</i>
Address	<i>259 Ocean Way Coffs Harbour 2450</i>

GROWER OR PACKER	
Name	<i>Bloggs Tropical Fruits</i>
Address	<i>259 Ocean Way Coffs Harbour 2450</i>

IP NO. OF ACCREDITED BUSINESS	BRAND NAME OR IDENTIFYING MARKS (as marked on packages)	DATE OR CODE (as marked on packages)
<i>N4042</i>	<i>Bloggs Tropical Fruits</i>	<i>24/4/03</i>

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Authorisation for Split Consignment
<i>50</i>	<i>Cartons</i>	<i>Mangosteens</i>	

Date	Treatment	Chemical (Active 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	12 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	<input type="checkbox"/> Hot Air <input type="checkbox"/> Hot Water		Min. @ C°
/ /	<input type="checkbox"/> Bananas in a hard green condition with unbroken skin (ICA16)			
/ /	<input type="checkbox"/> Infield treatment of stonefruit (ICA21)			
/ /	<input type="checkbox"/> Cold treatment (ICA07)			
<i>24/4/03</i>	<input checked="" type="checkbox"/> Others (specify) <i>Unbroken skin condition of approved fruit (ICA13)</i>			

ADDITIONAL CERTIFICATION
Inspected and found free from broken skins

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.

AUTHORISED SIGNATORY'S NAME (PLEASE PRINT)	SIGNATURE	DATE
<i>John Bloggs</i>	<i>John Bloggs</i>	<i>24/4/03</i>



Unbroken Skin Condition Packed Product Inspection Record

Fruit Type:								Business Interstate Produce (IP) No.:		N					
Date of Inspection	PPS No	Unbroken Skin		Approved Cultivar		Not Overripe		Comments (Note any defects or problems detected during inspection and the number of any withdrawn or rejected packages)	Packed Product Controller						
		Yes	No	Yes	No	Yes	No		Printed Name		Signature				



Unbroken Skin Condition Packed Product Inspection Record

Fruit Type:		<i>Rambutan</i>						Business Interstate Produce (IP) No.:				
								N 9 9 9 9				
Date of Inspection	PPS No	Unbroken Skin		Approved Cultivar		Not Override		Comments (Note any defects or problems detected during inspection and the number of any withdrawn or rejected packages)	Packed Product Controller			
		Yes	No	Yes	No	Yes	No		Printed Name	Signature		
1/12/97	1	✓		✓		✓			P Controller	<i>P Controller</i>		
"	2	✓		✓		✓			P Controller	<i>P Controller</i>		
"	3	✓		✓		✓			P Controller	<i>P Controller</i>		
"	4	✓		✓		✓			P Controller	<i>P Controller</i>		
2/12/97	5	✓		✓		✓			P Controller	<i>P Controller</i>		
"	6	✓		✓		✓			P Controller	<i>P Controller</i>		
3/12/97	7		✓	✓		✓		} 1 x pulled stem. PPS No. 7 rejected & 42 packages withdrawn. All 3 sample packages passed OK & all withdrawn. packages returned to assembly point. PPS No. 7 regraded, repacked & reinspected.	P Controller	<i>P Controller</i>		
"	8	✓		✓		✓			P Controller	<i>P Controller</i>		
"	9	✓		✓		✓			P Controller	<i>P Controller</i>		
"	10	✓		✓		✓			P Controller	<i>P Controller</i>		
4/12/97	11	✓		✓		✓			P Controller	<i>P Controller</i>		
"	12	✓		✓		✓			P Controller	<i>P Controller</i>		
5/12/97	13	✓		✓		✓			P Controller	<i>P Controller</i>		
7/12/97	14	✓		✓			✓	} 2 x over-ripe. PPS No. 14 rejected & 46 packages PPS No. 17 failed for broken skin. PPS No. 14 and the 46 withdrawn packages rejected. All rejected packages regraded, repacked and reinspected.	P Controller	<i>P Controller</i>		
"	15	✓		✓		✓			P Controller	<i>P Controller</i>		
"	16	✓		✓		✓			P Controller	<i>P Controller</i>		
"	17		✓	✓		✓			P Controller	<i>P Controller</i>		
9/12/97	18	✓		✓		✓			P Controller	<i>P Controller</i>		
11/12/97	19	✓		✓		✓			P Controller	<i>P Controller</i>		
12/12/97	20	✓		✓		✓		EXAMPLE ONLY	P Controller	<i>P Controller</i>		
"	21	✓		✓		✓			P Controller	<i>P Controller</i>		
"	22	✓		✓		✓			P Controller	<i>P Controller</i>		
15/12/97	23	✓		✓		✓			P Controller	<i>P Controller</i>		
"	24	✓		✓		✓			P Controller	<i>P Controller</i>		
18/12/97	25	✓		✓		✓			P Controller	<i>P Controller</i>		
"	26	✓		✓		✓			P Controller	<i>P Controller</i>		



Identification of Packed Product Sample Packages

Marking Sample Packages After Packed Product Inspection

Following inspection, the Packed Product Controller must:

- (a) mark one end of each sample package by applying a stamp or sticker with the PPS Number (Packed Product Sample Number) and their initials as shown below; and
- (b) ensure that the PPS Number stamp or sticker is visible on the exposed end of the package when the package is assembled on the pallet.

Stamp or Sticker Design (Example Only)



Completed Stamp or Sticker (Example Only)

