



ICA-08

Mature Green Condition and Immature Green Condition of Papaw and Babaco

Revision Register

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Authorised by: Strategy Leader, Plant Biosecurity Operations **Date:** 10 June 2011

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Disclaimer

The information contained in this publication is based on knowledge and understanding at the time of writing (June 2011). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the Department of Primary Industries or the users independent adviser.

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1. PURPOSE

This purpose of this procedure is to describe:

- the operation and principles; and
- the responsibilities and actions of personnel.

That applies to the certification of mature green condition and immature green condition of papaw and babaco for Queensland fruit fly (QFF) under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all certification of mature green condition and immature green condition of papaw and babaco from a Business operating under an ICA arrangement in New South Wales.

This procedure is applicable where the requirements specified in Section 6. Requirements are a specified condition of entry of an interstate quarantine authority for Queensland fruit fly.

Disease: Queensland fruit fly (QFF)

Product: Papaw and Babaco

- Certification of mature green condition of defective flower end-type papaw prior to fumigation with methyl bromide; or
- Certification of mature green condition of papaws (other than effective flower end-types) and babacos as a condition of entry of an interstate quarantine authority for Queensland fruit fly; or
- Certification of immature green condition of papaw as a condition of entry of an interstate quarantine authority for Queensland fruit fly.

- ❖ Certification of mature green and or immature green condition of papaw and babaco under this Operational Procedure may not be an acceptable quarantine entry condition for all interstate or intrastate markets.
- ❖ It is the responsibility of the Business consigning the produce to ensure compliance with all applicable quarantine requirements. Information on intra- and interstate quarantine requirements can be obtained from the Department of Primary Industries, Plant Biosecurity unit on (02) 6391 3575.

3. REFERENCES

WI-01 Guidelines for Completion of Plant Health Assurance Certificates

4. DEFINITIONS

<i>accredit</i>	means to accredit persons to issue Plant Health Declarations
<i>Accrediting Authority</i>	means the government Department responsible for accrediting a business under this protocol in the exporting state.
<i>Act</i>	means the <i>Plant Diseases Act 1924</i> .
<i>APVMA</i>	means the Australian Pesticides and Veterinary Medicines Authority
<i>Authorised Person</i>	means an inspector or a person authorised pursuant to section 11(3) of the Act.
<i>Authorised Signatory</i>	means a person whose name and specimen signature is provided as an Authorised Signatory.
<i>Business</i>	means the legal entity responsible for the operation of the facility and Interstate Certification Assurance arrangement.

<i>Certification Assurance</i>	means a voluntary arrangement between the Department 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 a Plant Health Certificate issued by a state or territory government department or a Plant Health Assurance Certificate issued by an accredited business.
<i>consignment</i>	means a discrete quantity of packages consigned to one business at one location at one time.
<i>defective flower end-type papaws</i>	means fruit from plants of the Solo family of cultivars, or from plants that contain significant Solo parentage, or from plants that are hermaphrodite, or from any cultivar which has a tendency to produce fruit with an invaginated flower end.
<i>Department</i>	means the Department of Primary Industries.
<i>end-point inspection</i>	means the process by which a representative sample is drawn and inspected from the consignment prior to certification.
<i>facility</i>	means the location of the sorting operation covered by the Interstate Certification Arrangement.
<i>hard</i>	means not soft or softening, or having any isolated soft areas on any part of the fruit.
<i>host fruit</i>	means fruit of the species <i>Carica pentagona</i> (babaco), or means a fruit of the species <i>Carica papaya</i> (papaw).
<i>in-line inspection</i>	means the process by which a representative sample is drawn during the processing and packaging of the fruit.
<i>immature green condition</i>	means hard and green with no ripe colouration when assessed over the entire surface area.
<i>inspector</i>	means an inspector appointed under the Act.
<i>Interstate Certification Assurance (ICA)</i>	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.
<i>mature green condition</i>	means hard and with no more that 25% of their ripe colouration when assessed over the entire surface area.
<i>non-conformance</i>	means a failure to fulfil a specified requirement.
<i>Plant Health Assurance Certificate (PHAC)</i>	means certification issued by an Authorised Signatory of an accredited business.
<i>Queensland fruit fly (QFF)</i>	means the pest <i>Bactocera tryoni</i>
<i>Tasmania only</i>	means the section only applies to consignments being consigned to Tasmania.

5. RESPONSIBILITY

Position titles have been created to reflect the responsibilities which must be met by the Business under the ICA arrangement. These positions must be assigned to trained staff. 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 the ICA procedure;

- training staff in their duties and responsibilities under this ICA procedure;
- ensuring the Business and staff comply with their responsibilities and duties;
- ensuring the Business has current accreditation for an ICA under this procedure;
- ensuring all certification of produce is carried out in accordance with this procedure;
- ensuring sorters/packers are able to identify mature green condition and immature green condition of host fruit;
- overseeing and supervising the sorting and packing process;
- investigating and rectifying any problem following detection of a non-conformity in packed product by the Packed Product Controller; and
- instigating corrective action following rejection of packed product.

The **Sorters/Packers** are responsible for:

- ensuring all host fruit packed for certification of mature green condition are, at the time of packing hard and show no more than 25% of their ripe colouration when assessed over their entire surface area;
- ensuring all host fruit packed for certification of immature green condition are, at the time of packing, hard and green with no ripe colouration when assessed of the entire surface area; and
- ensuring non-conforming host fruit are identified and controlled to prevent mixing with conforming host fruit.

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

- sampling and inspecting at least one (1) in every fifty (50) packages for conformance with the requirements specified in Section 6. Requirements;
- identifying all sample packages;
- taking corrective action following the identification of non-conforming host fruit in any sample package; and
- maintaining records of packed product inspection.

The **Authorized Dispatcher** is responsible for:

- ensuring all packages covered by a Plant Health Assurance Certificate (PHAC) are identified; and
- maintaining copies of all PHACs issued.

The **Authorized Signatory** is responsible for:

- signing and issuing the PHAC;
- ensuring that the product certified under the PHAC has been treated in accordance with this procedure and that the details on the certificate are true and correct in every particular.

6. REQUIREMENTS

Papaws and babacos certified for mature green or immature green condition must meet the following requirements at the time of packing:

- (a) Mature green condition:
 - (i) hard; and
 - (ii) must have not more than 25% of their ripe colouration when assessed over their entire surface area.

- (b) Immature green condition:
 - (i) hard; and
 - (ii) green with no ripe colouration when assessed over the entire surface area.

The Department of Primary Industries and interstate quarantine authorise maintain the right to inspect at any time certified host fruit and to refuse to accept a certificate where produce is found not to conform to specified requirements.

7. PROCEDURE

7.1 Sorting

The Business must implement sorting systems prior to or during packing to ensure that each host fruit certified for mature green or immature green condition under this procedure meets the requirements specified in Section 6. Requirements.

At the time of packing host fruit must be:

- (a) Mature green condition:
 - (i) hard; and
 - (ii) must have not more than 25% of their ripe colouration when assessed over their entire surface area.
- (b) Immature green condition:
 - (i) hard; and
 - (ii) green with no ripe colouration when assessed over the entire surface area.

Sorters must examine the entire surface of each host fruit for softening and ripe colouration.

Any host fruit which is soft or softening, or has an isolated soft area on any part of the host fruit must be regarded as non-conforming and must be rejected for certification under this procedure.

Examples of host fruit at the maximum permissible colouration to meet the mature green/immature green colour requirements are included as Attachment 4, Guide to Mature Green/Immature Green Condition Colour Requirements.

Any host fruit showing any ripe colouration must be rejected for certification of immature green condition. Host fruit rejected for immature green condition may be sorted for mature green condition certification.

Any fruit showing more than 25% ripe colouration when assessed over the entire surface are of the host fruit must be rejected for certification of mature green condition under this procedure.

The Certification Controller must supervise the sorting operation to ensure that any host fruit which does not conform to these specified requirements is clearly identified and segregated to prevent mixing with conforming host fruit.

7.1.1 Identification and Control of Nonconforming Host Fruit During Sorting

Examples of acceptable methods of identifying conforming and non-conforming host fruit during sorting include:

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

7.2 Packing

A Business which packs both conforming and non-conforming host fruit must implement systems to identify the condition status of host fruit after packing to prevent mixing of conforming and non-conforming host fruit.

7.2.1 Identification of Conforming and Nonconforming Host Fruit After Packing

Examples of acceptable methods of identifying the condition status of conforming and non-conforming host fruit after packing include:

- (a) using packaging that differs significantly in appearance; or
- (b) immediately marking each package of conforming host fruit in a manner that clearly identified host fruit as conforming to the requirements for mature green or immature green condition under this procedure.

7.3 Packed Product Inspection

The Packed Product Controller must continually monitor the sorting and packing process by selecting a sample for examination from the packed product.

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

Packed Product Inspection may be carried out as:

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

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

7.3.1 Sample Selection

The Packed Product Controller must select a minimum of one (1) package in every fifty (50) packages or part thereof of packed product for inspection.

For, in-line inspection samples must be selected at random from the final packed product as it leaves the packing line.

For, end-point inspection samples must be selected at random from the consignment following consignment assembly.

7.3.2 Examination of the Sample

The Packed Product Controller must carry out 100% inspection of the host fruit from each sample package (tray or carton) for compliance with the requirements in Section 6. Requirements.

Each host fruit in the sample package must be removed and examined.

Examples of host fruit at the maximum permissible colouration to meet the mature green/immature green colour requirements are included as Attachment 4, Guide to Mature Green/Immature Green Condition Colour Requirements.

7.3.3 Identification of Sample Packages

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

The Packed Product Controller must identify each sample package with a Packed Product Sample (PPS) number by placing either a stamp or sticker bearing the lettering PPS No. on the exposed end of the package, then marking on or below the identified the sequential sample number and their initials.

Where consignments are palletised, the sample packages examined by the Packed Product Controller must be stacked on the pallet with the PPS No. visible on the outside of each pallet packed for certification under this procedure.

An example of a PPS No. stamp or sticker is shown as Attachment 3.

7.3.4 Detection of Nonconforming Packed Product

The Certification Controller must be notified of any rejection of packed product. The Certification Controller must advise the sorting and packing staff of the non-conformance and conduct an investigation to identify the cause.

If any sample package contains a host fruit that does not meet the requirements specified in Section 6. Requirements, the Packed Product Controller must:

- (a) in-line inspection:
 - (i) reject the sample package;
 - (ii) withdraw and isolate all products packed since the previous sample package was selected; and
 - (iii) stop the packing line.

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

The Packed Product Controller must 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 must select an additional three (3) sample packages from the withdrawn packages.

The Packed Produce Controller must 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 must be given the next three Packed Product Sample (PPS) numbers after the package that initially failed inspection. The inspection results must be entered on the Packed Product Inspection Record.

If all three additional sample packages are found to conform, the withdrawn packages and the three sample (3) packages may be passed for certification and returned to the product assembly point.

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

- (b) end-point inspection

If any sample package contains a host fruit that does not meet the requirements specified in Section 6. Requirements the entire consignment must be rejected.

The Packed Product Controller must 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.

7.3.5 Rejected Product

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

All rejected packages must be regraded, repacked and reinspected in accordance with this section prior to certification of mature green/immature green condition under this procedure.

Alternatively, rejected packages must be treated and certified in accordance with an alternative quarantine entry condition, or consigned to markets that do not require certification of mature green/ immature green condition for fruit fly.

7.3.6 Packed Product Inspection Records

The Packed Produce Controller must maintain records of the results of packed product inspection.

Packed product inspection records must be in the form of a Mature Green/Immature Green Condition Packed Product Inspection Record (Attachment 2) or a record which captures the same information.

Packed product inspection records must include:

- (a) the Interstate Produce (IP) Number of the Business that operates the approved facility in which the host fruit was packed;
- (b) the date of inspection of the sample package;
- (c) the sample package sequential number (PPS No.);
- (d) the condition the package has been packed to meet (ie mature green or immature green);
- (e) the inspection results for the sample package;
- (f) details of defects or problems detected during inspection;
- (g) the number of any withdrawn or rejected packages;
- (h) the inspection results and follow-up action following rejection; and
- (i) the Packed Product Controller's name and signature.

7.4 Post Treatment Security (Tasmania Only)

Host fruit packed for certification under this procedure must be held for the minimum practical period after packing before it must be secured against QFF infestation.

Certified host fruit must be stored at and transported from the facility in secure conditions which prevent infestation by QFF.

Secure conditions include:

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

- ❖ Host 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 Plant Health Assurance Certificate covering the consignment, (Attachment 5).
- ❖ 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 row 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.

7.5 Dispatch

7.5.1 Product Identification

The Authorised Dispatcher must ensure that each package is marked in indelible and legible characters of at least 5 mm with:

- (a) the Interstate (IP) number of the Business that operates the approved facility in which the produce was packed;

- (b) the words “**Meets ICA-08**”; and
- (c) the date (or date code) on which the host fruit was packed.

7.5.2 *Plant Health Assurance Certificate*

The Authorised Dispatcher must ensure a PHAC is completed and signed by an Authorised Signatory prior to the consignment being dispatched.

Assurance Certificates must be completed, issued and distributed in accordance with the work instruction *WI-01 Guidelines for the completion of Plant Health Assurance Certificates*.

Assurance Certificates must include:

- (a) in the ‘*Accredited Business that Prepared the Produce*’ section, the name and address of the Accredited Business that packed the host fruit;
- (b) in the ‘*Grower or Packer*’ section, the name and address of the Accredited Business that was responsible for packing the host fruit. Where the consignment contains host fruit grown by a number of growers the words “VARIOUS” must be used.
- (c) for mature green condition:
 - (i) met mature green condition at the time of packing.
- (d) for immature green condition:
 - (i) met immature green condition at the time of packing.

The Business must not issue a PHAC for product owned by another Business. An individual PHAC must be issued to cover each consignment to avoid splitting of consignments.

Books of pre-printed PHACs are available from Plant Biosecurity, Department of Primary Industries. Upon suspension, cancellation or withdrawal of accreditation, the PHAC book must be returned to the Department.

7.5.3 *PHAC Distribution*

The **original** (yellow copy) must accompany the consignment.

The **duplicate** (white copy) must be retained by the accredited Business.

8. ACCREDITATION

In order to become accredited, the *Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement* which accompanies this document must be signed. The application for accreditation includes the terms and conditions applying to this agreement.

8.1 Application for Accreditation

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

A Business may apply for accreditation by lodging a complete application form (Attachment 1) and submitting the original application form to:

Certification Assurance Records Officer, Plant Biosecurity
Department of Primary Industries
Locked Bag 21, Orange NSW 2800

A copy of the application form may be faxed to (02) 6391 3206 however the original application form must be submitted in hardcopy also to the above address.

8.2 Audit Process

8.2.1 Initial Audit

Prior to accrediting a Business, an Authorised person will carry out an initial audit of the Business to verify the ICA system is implemented and capable of operating in accordance with the requirements of the Operational Procedure, 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 issued a Certificate of Accreditation.

A decision may be made to refuse accreditations under certain circumstances, including:

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

Where accreditation is refused the applicant will be given written notice stating the reasons for the decision. The Business will be provided the opportunity to appeal the decision by providing, in writing, the grounds for reconsidering the decision to the Strategy Leader, Plant Biosecurity Operations, Department of Primary Industries or delegate.

8.2.2 Compliance Audit

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 procedure is in operation.

A compliance audit is conducted:

- (a) within 4 weeks of the initial audit and accreditation or issue of the first PHAC; and
- (b) within 12 weeks of the business applying for reaccreditation; and
- (c) in the case of a Business operating for more than 6 months of a year, between 6 and 9 months after accreditation or reaccreditation.

On completion of a successful initial compliance audit, accreditation is granted up to a maximum of twelve months from the date of provisional accreditation.

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 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.

8.3 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 produce and chemical covered) and period of accreditation.

A Business must maintain a current Certificate of Accreditation and make this available on request by an Authorised Person.

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 and chemical covered.

8.4 Re-Accreditation

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

A Business 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.

9. RECORDS AND DOCUMENT CONTROL

9.1 ICA System Records

The Business must maintain the following records, or similar which record the same information:

- Mature Green/ Immature Green Condition Packed Product Record
- a copy of each Plant Health Assurance Certificate issued by the Business

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.

9.2 ICA System Documentation

The Business must maintain the following documentation:

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

Documentation must be made available on request to an Authorised Person.

10. AUDITING PROCEDURES

10.1 ICA System Audits

The Department reserves the right to audit an accredited Business on all or part of the procedure. At the audit the auditor will check that:

- the Business has current copies of the Application for Accreditation and ICA Procedure;
- the Certification Controller, Authorised Signatory, Authorised Dispatcher Packed Product Controller, Sorter and Packers and staff understand their responsibilities and have a good knowledge of product specifications;
- the current signatories have been authorised by the Department;
- all records associated with this ICA Procedure have been kept, including such records relating to property inspections, treatments and consignment inspections; and
- the ICA arrangement is being operated effectively.

10.2 Non-conformances and Corrective Action Requests

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 and prosecution.

If a non-conformance is detected during an audit one of the following actions will be taken:

- (a) If a **critical non-conformance** is detected at audit the ICA arrangement can be immediately suspended in accordance with Section 11 and state and territory authorities will be informed.
- (b) If a **major non-conformance** is detected a written NCR will be issued and a follow-up audit will be re-scheduled. The ICA Arrangement may be suspended according to Section 11 if the problem is not rectified.
- (c) If a **minor non-conformance** is detected, the Business will be issued with a written NCR which must be rectified by the next scheduled audit.

Separate from this audit process, the Department can under certain other circumstances issue to a business a notice of suspension, cancellation, or amendment of an ICA arrangement (*refer Section 11*).

10.3 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 NCRs will also be included in this report.

11. SANCTIONS POLICY AND CHARGING

11.1 Notice of Suspension or Cancellation of Accreditation

The Department 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 Department;
- Not submitted a completed application form;
- Contravened a requirement that compromises the integrity of the ICA arrangement; or
- Not rectified a non-conformance.

If the Department 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 or cancel the accreditation; and
- invite the Business to show, within 21 days, why the proposed action should not be taken.

If following consideration of all representations the Department decides to suspend or cancel the 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 Strategy Leader, Plant Biosecurity Operations, Department of Primary Industries giving the reasons why the decision should be reconsidered.

11.2 Immediate Suspension

An immediate suspension of the ICA arrangement is normally only issued at an audit where a critical non-conformance is judged to have occurred.

A critical non-conformance is one, which has, or will compromise the effectiveness of the ICA arrangement.

The auditor at the exit meeting will give notice to the Business in writing that a critical non-conformance 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 the Department 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 ICA arrangement.

The Business may appeal this decision by writing to the Strategy Leader, Plant Biosecurity Operations, Department of Primary Industries stating the reasons the Business believes are relevant for the reinstatement of accreditation.

11.3 Notice of Amendment of an ICA Procedure

If the Department suspends, cancels or amends an ICA procedure, the Business will receive a written notice to that effect.

11.4 Prosecution

Businesses found to be operating contrary to the Act may be liable for prosecution.

11.5 Charging Policy

An administration fee will be charged for accreditation. Further information is available from <http://www.dpi.nsw.gov.au/biosecurity/plant/ica>

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 the Department of Primary Industries for other regulatory services.

12. ATTACHMENTS

Attachment 1	Application for Accreditation
Attachment 2	Mature Green/Immature Green Condition Packed Product Inspection Record
Attachment 3	PPS No. stamp
Attachment 4	Guide to Mature Green/Immature Green Condition Colour Requirements

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

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.

Indicate the type of application being made

- New
 Renewal
 Amendment

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(d) Postal address of the Business

	Telephone	()
	Facsimile	()
	Mobile	
	Postcode	
	Email	

(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

Reference No.

ICA

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

- Part A
 Part B

Title of Operational Procedure

--

(b) Street address of the facility (Note: a separate ICA application is required for each facility, if more than one)

	Telephone	()
	Facsimile	()
	Mobile	
	Postcode	
	Email	

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)

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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 applicable Operational Procedure (2a).

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

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

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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 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 the Operational Procedure;
- (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 the Department 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 the Department, return within 14 days, your certificate or accreditation and any unused Plant Health Assurance Certificates in your possession;
- (i) to pay to the Department any costs associated with the conduct of audits by an inspector. The applicant will be notified of these costs at the time of accreditation.

You agree to abide by the accreditation conditions above and understand that the Department may withdraw your accreditation according to the conditions set out in the Sanctions Policy and Charging section 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 the Department for the purpose of management of the National ICA Accreditation Scheme. It will be used by the Department 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 correct your information by contacting the ICA Records Management Officer on telephone number (02) 6391 3732 or by writing to **ICA Records Management Officer, Department of Primary Industries, Plant Biosecurity Operations, 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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Packed Product Sample (PPS) No. Stamp

Marking Sample Packages After Packed Product Inspection

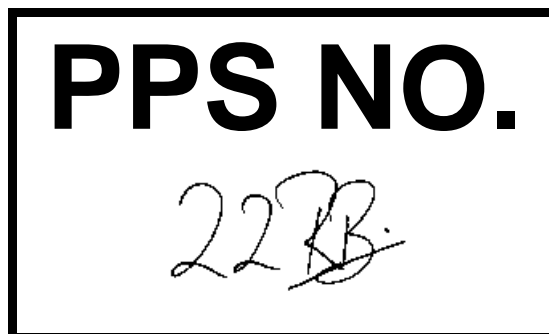
Following inspection, the Packed Product Controller must:

- (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)

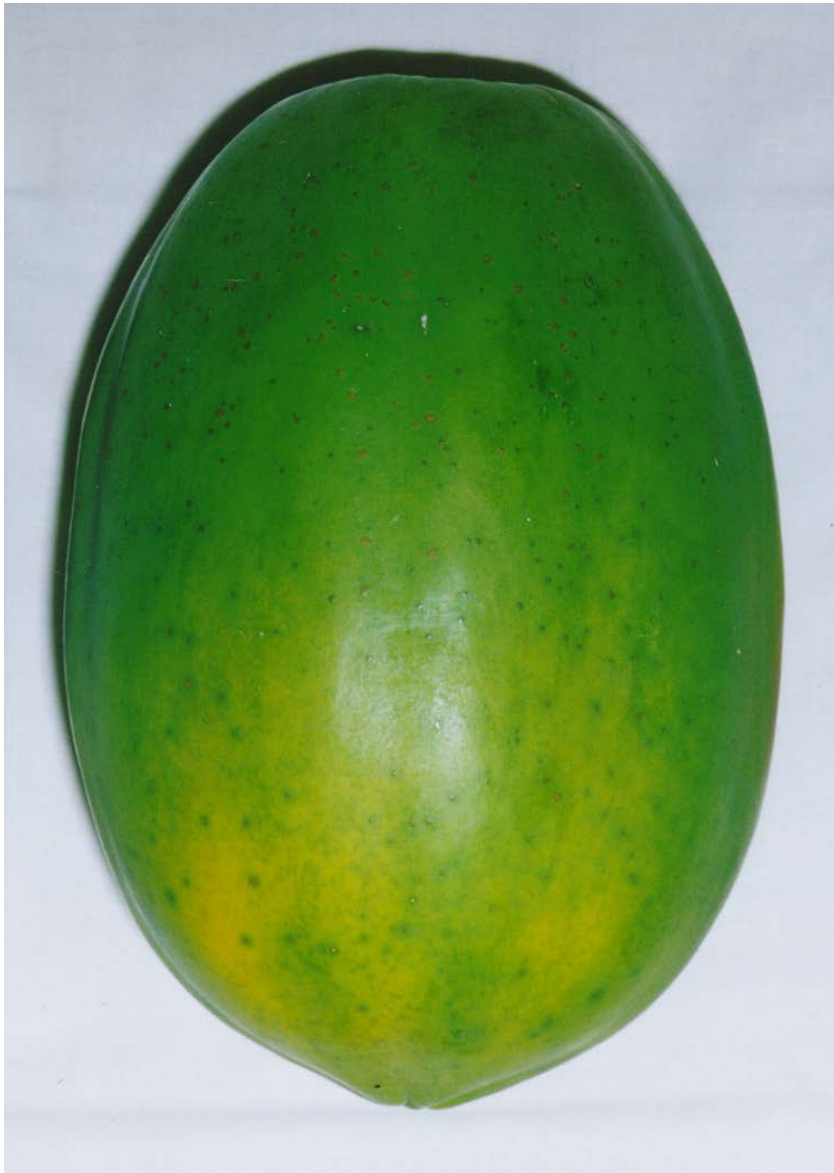


Completed Stamp or Sticker (Example Only)



Guide to Mature Green Condition Colour Requirements

BLUSH RIPENING (MAX. 25%)



STRIPED RIPENING (MAX. 25%)

