



CHECKLIST FOR APPLICANTS

Prior to lodging an application for accreditation for an Interstate Certification Assurance (ICA) arrangement for the above procedure, applicants should be able to successfully complete the following checklist –

PART A - Covering the grower activities of pre-harvest treatment and harvest inspection

Documents and Records -

- Do you hold a current copy of the Operational Procedure *Pre-Harvest Treatment and Inspection of Table Grapes* [ICA-20]?
- Have you retained a copy of the Business's current Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement [CAF-47]?
- Do you hold a current copy of the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [WI-02]?
- Do you maintain copies of *Pre-Harvest Bait Spray Treatment Declarations* or *Pre-Harvest Cover Spray Treatment Declarations* for each consignment of grapes to be packed by another business?
- Have you established records for recording details of fruit receipt inspection?
- Have you prepared a property plan?
- Have you prepared a Chemical Mixture Tank Calibration Certificate?
- Have you prepared charts for recording cover spray and/or bait spray preparation?
- Do you have preparation and treatment records for cover sprays and/or bait sprays?
- Have you ensured that all applicable records are retained for a minimum of 12 months from completion, or until the next compliance audit, whichever is the later?

Equipment and Materials -

- Have you accurately calibrated the spray tank/s used for pre-harvest treatment using a calibrated flow meter to clearly indicate in litres on the tank/s the maximum mixture level volume and any incremental volumes used?
- Have you prepared a Bait Spray and/or Cover Spray Preparation Chart and placed it in a prominent position close to the spray mixture preparation area?
- Do you have suitable measuring vessels for the chemical concentrate, and suitable mixing or agitation devices for the spray tank?
- Is the pre-harvest spraying equipment regularly checked to ensure it operates effectively and remains free of malfunction, blockages, damage and excess wear?



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- Do you possess inspection equipment such as a hand lens, microscope or other device that provides X10 or greater magnification for the examination of suspect fruit identified during fruit inspection?
- Do you have a copy of all the current labels/permits for the products used to meet use to meet the requirements of tis operational procedure?

Staff Training -

- Has the Certification Controller got a good overall understanding of the requirements of the ICA arrangement and Operational Procedure?
- Has the Certification Controller trained all staff involved in carrying out activities associated with the ICA Arrangement?
- Is the Spray Operator able to prepare and apply pre-harvest treatments, maintain pre-harvest spray equipment and maintain spray tank calibration and pre-harvest spray mixture preparation and treatment records?
- If applicable, is the Harvest Supervisor trained and able to oversee the harvest process, sample and inspect harvested fruit, identify fruit showing symptoms of fruit fly infestation and maintain Harvest Inspection Records? Have you trained staff to notify the Certification Controller and advise QDAF following detection of fruit fly at harvest?
- If applicable, do Authorised Signatories fully understand their responsibilities in relation to the signing and issuance of *Pre-Harvest Bait Spray Treatment Declarations* and/or *Pre-Harvest Cover Spray Treatment Declarations* under the ICA arrangement?

Control Systems -

- Have you implemented a pre-harvest spray program consisting of bait sprays and/or cover sprays?
- If applicable, is the cover spray mixture applied with sufficient volume and in a manner ensuring thorough coverage of all fruit?
- If applicable, have implemented systems to identify treated and untreated fruit at harvest?
- Is fruit inspected after harvest by the Harvest Supervisor?
- Do you possess inspection equipment such as a hand lens, microscope or other device that provides X10 or greater magnification for the examination of suspect fruit identified during fruit inspection?

PART B - Covering the packer activities of fruit receipt, grading and packing, post-harvest inspection and certification. It also covers field grading and packing and post-harvest inspection and certification.

Documents and Records -

- Do you have a current copy of the Operational Procedure *Pre-Harvest Treatment and Inspection of Table Grapes*. [ICA-20]?



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- Have you retained a copy of the Business's current *Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement* [CAF47]?
- Do you have a current copy of the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [WI-02]?
- Do you maintain copies of *Pre-Harvest Bait Spray Treatment Declarations* and/or *Pre-Harvest Cover Spray Treatment Declarations* for each consignment of grapes received from another business?
- If applicable, have you established grower identification records?
- Have you established records for packed product inspection?
- Do you maintain copies of Plant Health Assurance Certificates?

Equipment and Materials -

- Do you have equipment to mark each package of certified produce (after grading and packing) with your IP Number, Meets ICA-20 and the date or date code for the date of packing?
- Do you possess inspection equipment such as a hand lens, microscope or other device that provides X10 or greater magnification for the examination of fruit during the packed product inspection?

Staff Training -

- Has the Certification Controller got a good overall understanding of the requirements of the ICA arrangement and Operational Procedure?
- Has the Certification Controller trained all staff involved in carrying out activities associated with the ICA Arrangement?
- Is the Packed Product Controller trained and able to sample and inspect fruit received for certification, identify fruit showing symptoms of fruit fly infestation and maintain Packed Product Inspection Records?
- Have you trained staff to notify the Certification Controller and advise DAF following detection of fruit fly during grading and packing?
- Do Authorised Dispatcher/s fully understand their responsibilities in relation to marking of certified packages, completion of Assurance Certificates and maintaining copies of Assurance Certificates issued by the Business under the ICA arrangement?
- Do Authorised Signatories fully understand their responsibilities in relation to the signing and issuance of Assurance Certificates under the ICA arrangement?

Control Systems -

- Do you ensure that all grapes received for certification have been pre-harvest treated in accordance with ICA-20 and, if from another business, are accompanied by a *Pre-Harvest Bait Spray Treatment Declaration* or *Pre-*



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Harvest Cover Spray Treatment Declaration from a business accredited under Part A?

- Have you implemented systems to identify packages that have been sampled?
- Have you implemented systems to prevent mixing of treated and untreated fruit from receipt through to grading and packing?
- Have you implemented systems to ensure Assurance Certificates to cover each consignment requiring certification are only signed by Authorised Signatories of the Business?