



OPERATIONAL PROCEDURE

MOVEMENT OF WINE GRAPES (PHYLLOXERA AND FRUIT FLY)

REVISION REGISTER

Version No	Date of Change	Amendment Details
1	23/11/2009	All pages – GSC
2	2/12/2010	Inclusion of Approved Property - GSC
3	23/01/2012	PIRSA edits / contacts / PA's – GSC

Authorised by: Manager, Market Access & Systems

Date: 23 January 2012

Controlled:

Uncontrolled:

Holders of uncontrolled copies should ensure they have the most recent version of the procedure by checking the electronic copy that appears on the Biosecurity SA - Plant Health web site (<http://www.pir.sa.gov.au/ica>). This is indicated by the version date that appears on the bottom of this page. Alternatively contact Biosecurity SA - Plant Health.



TABLE OF CONTENTS

1. PURPOSE.....	3
2. SCOPE.....	3
3. REFERENCES.....	3
4. DEFINITIONS.....	3
5. RESPONSIBILITY.....	5
6. REQUIREMENTS.....	7
6.1 CONSIGNING BUSINESS.....	7
7. PROCEDURE.....	7
7.1 CONSIGNING BUSINESS.....	7
7.1.1 Property Plan.....	7
7.1.2 Property Inspection (if applicable) or Declaration for Phylloxera Freedom.....	8
7.1.3 Property Accreditation / Property Approval.....	8
7.1.4 Sourcing Produce for Area/Property Freedom Certification.....	9
7.1.5 Receipt of Produce Grown by Another Business.....	9
7.1.6 Certification of Area/Property Freedom.....	9
7.1.7 Record of Produce Receipt.....	9
7.1.8 Inspection of bins prior to loading.....	10
7.1.9 Loading and covering of consignment.....	10
7.1.10 Transportation of consignment to Receiving Winery.....	10
Dispatching Product.....	10
7.1.11 Labelling.....	10
7.1.12 Assurance Certificates.....	11
7.1.13 Assurance Certification Distribution.....	11
8. ACCREDITATION.....	11
8.1 Application for Accreditation.....	11
8.2 Training.....	11
8.3 AUDIT PROCESS.....	12
8.3.1 Initial Audit.....	12
8.3.2 Compliance Audits.....	12
8.4 Re-Accreditation.....	12
8.5 Certificate of Accreditation.....	12
9. NONCONFORMANCES AND SANCTIONS.....	13
9.1 Non-conformances.....	13
9.2 Sanctions Policy.....	13
9.3 Incident Reports.....	13
9.4 Suspension and Cancellation.....	13
9.5 Prosecution.....	13
10. CHARGING POLICY.....	13
11. RECORDS AND DOCUMENT CONTROL.....	14
11.1 ICA System Records.....	14
12. ATTACHMENTS.....	14

A copy of this Procedure and other ICA/CA information is available on the Biosecurity SA - Plant Health web-site at;

<http://www.pir.sa.gov.au/ica>

All contact regarding this procedure or ICA should be made to;

Biosecurity SA – Plant Health on (08) 82077814 or PIRSA.Planthealth@sa.gov.au



1. PURPOSE

The purpose of this procedure is to describe:

- (a) the principles of operation and standards required for the intra and interstate movement of wine grapes where quarantine restrictions apply for the pests Phylloxera, Mediterranean or Queensland fruit fly; and
- (b) the responsibilities and practices of personnel.

2. SCOPE

This procedure covers the movement of wine grapes by a Business operating in South Australia under an ICA arrangement (agreed between SA, NSW and Victoria) (**PART A – Consigning Business**).

This procedure is applicable where the requirements are a specified entry condition of an interstate quarantine authority for the pests Grape Phylloxera¹ and or Mediterranean² and or Queensland Fruit Fly.

Certification of the movement of wine grapes under this Operational Procedure is currently only accepted by New South Wales, Victoria and South Australia, and is not an accepted quarantine entry condition for other interstate markets.

It is the responsibility of the business consigning produce to ensure compliance with all applicable quarantine requirements.

- ¹ (a) The introduction of wine grapes into South Australia originating from a Phylloxera Risk Zone is prohibited except under a permit from the Chief Inspector.
(b) South Australia does not accept Property Freedom for Phylloxera PHY-06.

- ² NSW and Victoria will only accept wine grapes originating from the State or Territory, or any part of the State or Territory that is free from Mediterranean fruit fly and certified by an Area Freedom Certificate and issued by the Accrediting Authority for that State or Territory.

Part B - RECEIVING WINERIES is not used in SA. SA Receiving Wineries will need to Register as importers and have CA-01 – IVCA accreditation or have Direct Inspection by PIRSA for clearing consignments.

If not already Registered as an Importer or accredited for IVCA for clearing arrivals, an additional application for these accreditations will be required. (Direct Inspection option is available instead of IVCA if arriving consignments are limited to a few – see Plant health web-site <http://www.pir.sa.gov.au/ica>).

3. REFERENCES

WI-01 Completing Plant Health Assurance Certificates (SA version – available on ICA web-site)

4. DEFINITIONS

<i>Accredit</i>	Means to authorise nominated staff within a business to issue assurance certificates.
<i>Accrediting Authority</i>	Means Primary Industry and Regions South Australia (PIRSA).



<i>Accredited Winery</i>	Means a winery accredited by an Accreditation Authority to operate under this ICA Arrangement.
<i>Application for Accreditation</i>	Means an application for Accreditation of a Business for a Interstate Certification Assurance (ICA) Arrangement.
<i>Approved transportation bins</i>	Means bins and or transport containers specifically designed and meeting the requirements of the State and Territory Governments for the certification of produce for interstate and intrastate quarantine purposes (if applicable).
<i>Approved Property or Accredited Source Property</i>	Means a source property with current area/property freedom accreditation granted by an Authorised Officer of Biosecurity SA - Plant Health.
<i>Assurance Certificate</i>	Means a Plant Health Assurance Certificate in a form approved from time to time by the Accrediting Authority.
<i>Authorised Signatory</i>	Means an officer of an ICA accredited business whose name and specimen signature is provided as an authorised signatory with the business's Application for Accreditation.
<i>Biosecurity SA or Biosecurity SA - Plant Health</i>	Means Biosecurity SA – Plant and Food Standards - Plant Health (PIRSA)
<i>Business</i>	Means a legal entity responsible for the operation of the facility and ICA arrangement detailed in the business's Application for Accreditation.
<i>Certification Assurance</i>	Means a voluntary arrangement between Biosecurity SA - Plant Health and the 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>Consigning Business</i>	Means the entity accredited to send grapes under this arrangement from approved properties
<i>Consignment</i>	Means a discrete quantity of packages or a bulk load consigned to one business at one location at one time.
<i>Facility</i>	Means the location where the wine grapes are to be packed and loaded prior to shipment.
<i>Fruit Fly</i>	Means Mediterranean Fruit Fly (<i>Ceratitidis capitata</i> (Wiedemann)) and Queensland Fruit Fly (<i>Bactrocera tryoni</i> (Foggart)).
<i>Fruit Fly Exclusion Zone</i>	Means a known and gazetted Fruit Fly free area, protected by legislation by the agency in each State or Territory responsible for plant quarantine.



<i>Grape phylloxera</i>	Means <i>Daktulosphaira vitifoliae</i> (Fitch).
<i>ICA</i>	Means Interstate Certification Assurance.
<i>Inspector / Regulatory Officer</i>	Means an inspector or regulatory officer authorised by the relevant State or Territory Government.
<i>Interstate Certification Assurance / Certification Assurance</i>	Means a systems of Certification Assurance developed to meet the requirements of the State and Territory Governments for the certification of produce for interstate and intrastate quarantine purposes.
<i>Non conformance</i>	Means a non-fulfilment of a specified requirement.
<i>Phylloxera Exclusion Zone (PEZ)</i>	Means a known and gazetted Phylloxera free area, protected by legislation by the agency in each State or Territory responsible for plant quarantine.
<i>Phylloxera Infested Zone (PIZ)</i>	Means a known and gazetted Phylloxera infested area, protected by legislation by the agency in each State or Territory responsible for plant quarantine.
<i>Phylloxera Risk Zone (PRZ)</i>	Means all areas other than a PEZ or PIZ.
<i>PIRSA</i>	Means Primary Industry and Resources South Australia
<i>Plant Health Certification</i>	Means a Plant Health Assurance Certificate or a Plant Health Certificate issued by the State or Territory Accrediting Authority for the movement of items.
<i>Secure conditions</i>	Means grapes must be packed in bins cleaned free of all soil and plant material before delivery and securely covered using a tarpaulin, shade cloth, bin cover or other covering or contained within a covered vehicle so as to prevent fruit fly infestation after packing/loading on vehicle and/or spillage of grapes during transportation.
<i>Transport Driver</i>	Means the driver of the vehicle carrying wine grapes.
<i>Vineyard</i>	Means the name of the business and the location of the area of land on which wine grapes are grown.
<i>Wine grapes</i>	Means harvested fruit from a vineyard (which includes some stems, stalks and leaves).
<i>Winery</i>	Means the receiving facility where the grapes are processed / made into wine.

5. RESPONSIBILITY

These position titles have been used to reflect the responsibilities of staff under this agreement. These positions may not be present in all businesses, or different titles may be used for staff charged with these responsibilities. 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;
- training staff in their duties and responsibilities under this Operational Procedure and keeping records of the training;
- ensuring the business and its staff comply with their responsibilities and duties under this Operational Procedure;
- complying with any other applicable regulations or legislation;
- ensuring the business has current accreditation under this Operational Procedure;
- maintaining a property plan for each property on which wine grapes are grown;
- ensuring the all source blocks have an Approved Property accreditation for phylloxera and fruit fly provided by the accrediting authority;
- ensure compliance with the requirements of this Operational Procedure including packing, loading, dispatch, transporting, inspection and certification;
- taking corrective action if compliance with the requirements of the Operational Procedure is not met;
- Ensuring Receiving Winery is made aware that grapes must be processed within 24 hours or corrective action taken and the Accrediting Authority in their State immediately notified.

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

- ensuring the bins or containers are clean prior to loading and the load is covered correctly after loading the grapes for transportation to the receiving winery.

The **Transport Coordinator** is responsible for:

- ensuring all businesses involved in the transport of product are aware of their responsibilities under the ICA;
- ensuring that records associated with the transport of the product are filed;
- taking action to ensure the containment and safe disposal of any spillage of product that may occur during transport.

The **Authorised Dispatcher** is responsible for:

- ensuring the consignment covered by the Assurance Certificate is identified and labelled;
- ensuring all Assurance Certificates accompany consignment upon dispatch; and
- maintaining copies of all Assurance Certificates issued.

The **Transport Driver** is responsible for:

- understanding the requirements of transporting product certified under this ICA;
- travelling by the most direct route to the receival winery;
- reporting all instances of spillage (en route) and immediately notifying the Transport Coordinator, and the Accrediting Authority of any major spillage;
- ensuring the Plant Health Assurance Certificate is given to the Fruit Receival Officer at the winery.



6. REQUIREMENTS

All grapes consigned under this procedure have been prepared in accordance with the business's ICA Arrangement and this Procedure and details on the certificate are true and correct in every particular.

Wine grapes certified for intra or interstate movement under this protocol must meet the receiving State or Territory quarantine requirements.

6.1 CONSIGNING BUSINESS

- (a) the grapes must be packed in bins which have been cleaned free of all soil and plant material before delivery and after loading must be securely covered using a tarpaulin, shade cloth, bin covers or other coverings or contained within the covered vehicle so as to prevent spillage of potentially infested wine grapes during transportation; and
- (b) the transport vehicle has been externally cleaned free of all soil and plant matter such as leaves, stems and grapes after loading the consignment and before leaving the vineyard; and
- (c) travel by the most direct route to the receiving winery; and
- (d) the grapes have been verified and recorded as being sourced from currently accredited Approved Properties, and
- (e) ensure receiving winery is made aware;
 - the received grapes must be processed within 24 hours of receipt at the winery or the DPI of their state notified if this doesn't occur; and
 - Once wine grapes are unloaded, the bins or containers must be thoroughly cleaned with high pressure water, hot water or steam in accordance with the requirements of the National Phylloxera Management Protocol and or applicable quarantine regulations of the destination State before they leave the winery.

7. PROCEDURE

7.1 CONSIGNING BUSINESS

7.1.1 Property Plan

The Certification Controller shall maintain a property plan for each property on which wine grapes are grown and treated for certification under this Operational Procedure.

The property plan shall include the following details:

- (a) the location of all blocks on which wine grapes are grown;
- (b) the reference number, code or other identification used to identify the block;
- (c) the cultivar plant on the block and area of the block in hectares;
- (d) the name (if any) used on-farm to identify the block or groups of blocks;
- (e) road / street name/s; and
- (f) the location of the loading area on the property where the wine grapes will be loaded.



A copy of the property plan/s shall be included with the Application and/or the Approved Property Application (Attachment 3).

7.1.2 Property Inspection (if applicable) or Declaration for Phylloxera Freedom

If the case arises where the wine grapes need to originate from a Phylloxera Risk Zone, the vineyard must be inspected by the accrediting authority for phylloxera in accordance with the National Phylloxera Management Protocol and declared free from phylloxera. This declared freedom must be verified prior to accreditation annually prior to reaccreditation.

This status shall be shown on the Approved Property Application Form.

7.1.3 Property Accreditation / Property Approval

Area/property freedom accreditation may require a property visit by an Authorised Officer of Biosecurity SA - Plant Health to verify the location of the property and its compliance with the applicable area/property freedom quarantine requirement covered by the application.

An Authorised Officer of Biosecurity SA - Plant Health shall endorse the application for area/property freedom following confirmation of the property's conformance with the relevant quarantine requirement.

Each accredited source property shall be allocated an Property Approval (PA) number. The PA number shall comprise:

- the prefix PA and
- a unique property number (eg 9999-01 etc).

Each type of area/property freedom accreditation shall be allocated a unique area/property freedom code (eg PHY-02 for the requirement "Grown and packed in an area free of Phylloxera").

Each area/property freedom accreditation shall be allocated a unique number which combines the Property Approval number of the property and the applicable area/property freedom code (eg PA9999-01-PHY02).

Area/property freedom accreditation shall be granted for twelve (12) months, or until accreditation is suspended or cancelled.

- The Consigning Business / or Business seeking Property Approval must submit an initial application for Area/property freedom (and accompanying map) to the business for PIRSA approval and allocation of their Property Approval (PA) Number,
- Re-submit an application annually, and
- If the Application is submitted by the Consigning Business, the Consigning Business must ensure the Approved Property business is informed of any changes to the details on the initial application.

TRACEABILITY

In the event of an Outbreak, Biosecurity SA - Plant Health will use the data to create a list of properties within any declared Suspension Zone and supply it to the Business.

The Business would then be responsible to advise each Approved Property that produce could no longer be received from their property under the ICA-33 arrangement until the Outbreak Suspension Zone is lifted.



7.1.4 Sourcing Produce for Area/Property Freedom Certification

The Product Controller shall ensure that all produce received for certification under this Operational Procedure is from an accredited source property with current area/property freedom accreditation for the quarantine requirement to be certified.

7.1.5 Receipt of Produce Grown by Another Business

A Business that certifies produce from a property owned or managed by another accredited Business shall ensure:

- each delivery of produce supplied by the other Business for certification under this Operational Procedure is verified for current Area or Property Freedom by checking the Application for Area or Property Freedom of the source property (refer Attachment 3);
- a Record of Produce Receipt is maintained for all receipts of produce (refer Attachment 5);
- where applicable, the produce has been transported under secure conditions; and
- the identification of the produce and its supporting documentation is maintained from receipt through to certification and dispatch.

7.1.6 Certification of Area/Property Freedom

Prior to certifying area/property freedom under this Operational Procedure, the Authorised Signatory who signs the certificate shall verify that all produce in the consignment has been sourced from accredited source properties for the relevant quarantine requirement.

For produce grown on a property owned or managed by the Consigning Business, the Authorised Signatory must sight the:

- current endorsed application for Area/Property Freedom verification covering the accredited source property; and
- area/property freedom quarantine requirement being certified.

Information on the area/property freedom quarantine requirements that apply to consigning produce to a specified market can be obtained from Biosecurity SA - Plant Health, phone (08) 82077814.

7.1.7 Record of Produce Receipt

The Product Controller must ensure a record is kept of all receipts of produce to be certified for area/property freedom certification using a Record of Produce Receipt (refer Attachment 5) or records which record the same information.

The Business's Record of receipt shall include:

- the Assurance Certificate number;
- the produce type and quantity of produce covered by the certificate;
- the accredited source property's Accredited Property (AP) number;
- the area/property freedom code or codes for the area/property freedom quarantine requirement(s) specified on the Assurance Certificate; and
- the name and signature of the Authorised Signatory issuing the Assurance Certificate.



The name and signature of the Authorised Signatory issuing the Plant Health Assurance Certificate shall be evidence that the necessary verification of area/property freedom as specified in 7.1.6 - Certification of Area/Property Freedom, has been carried out.

An example of a completed Record of Produce Receipt is included as Attachment 3.

7.1.8 Inspection of bins prior to loading

Bins used for the transportation of wine grapes must be inspected externally (including underneath) and internally and be free of plant debris or material and soil. Bins which are not clean should be removed from the packing area and cleaned to be free of visible soil and plant material and once clean the bins can be placed back into the packing area.

7.1.9 Loading and covering of consignment

The Business must ensure the wine grapes are covered after loading with a tarpaulin, shade cloth, bin cover or other coverings or contained with a covered vehicle so as to prevent spillage of wine grapes during transportation to the receiving winery.

The accredited dispatcher must ensure the wine grapes are covered prior to dispatch and must inspect the truck and or trailer transporting the grapes to the winery to ensure it is free of all plant material (such as leaves stems and grapes) and soil prior to and after loading. After loading, the dispatcher must inspect that all bins are securely sealed or covered to prevent spillage during shipment to the winery.

7.1.10 Transportation of consignment to Receiving Winery

The Business must ensure the transport company;

- Has an effective means of mobile communication,
- A spillage management plan is in place (including contact details of the transport coordinator and the contact officer of the Accrediting Authority to arrange containment and safe disposal the wine grapes),
- Takes the most direct route to the receiving winery and a copy of a plant health assurance certificate for presentation at any quarantine checkpoints and on delivery of the wine grapes to the receiving winery.

Dispatching Product

7.1.11 Labelling

The Authorised Dispatcher shall ensure that, prior to a Plant Health Assurance Certificate being issued; each bin or container is marked,

- Permanently with a unique bin/container number in legible characters at least 40mm high, or
- With chalk or another suitable method (such as cards or stickers) with legible characters of at least 40mm high with:
 - the Interstate Produce (IP) number of the accredited Business certifying the produce;
 - the words "Meets ICA-33"; and
 - the Date (or Date Code) on which the produce was harvested/packed.

When wine grapes are loaded into a tip truck the truck registration shall constitute the labelling requirement.



7.1.12 Assurance Certificates

The Authorised Dispatcher shall ensure a Plant Health Assurance Certificate (PHAC) is properly and fully completed and signed by the Authorised Signatory of the Business prior to consigning to the receiving winery. (**Attachment 2 – Example or WI-01**)

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

The certificate must be fully completed and clearly indicate;

- The type of grape product
- The quantity of product containers and estimated tonnage.
- Bin numbers (or in case of a tip truck, the registration number),
- The date of dispatch
- The transport company name
- In the Additional Declaration section the words **“To be processed within 24 hours of arrival”** and **“PHY02”** status.

Plant Health Assurance Certificates issued by a business for wine grapes grown on properties located within an area free of Phylloxera (Vine Protection District or Phylloxera Exclusion Zone), the code **“PHY02”** should be written within the additional certification section of the certificate.

7.1.13 Assurance Certification Distribution

The original (yellow copy) must accompany the consignment.

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

8. ACCREDITATION

8.1 Application for Accreditation

A business seeking accreditation for a ICA arrangement under this Operational Procedure shall make application for accreditation at least 10 working days prior to the intended date of commencement of operation (**Attachment 1**).

If the Business:

- grows wine grapes, complete and sign the Application and attach a Property Plan;
- Provide an Approved Property Form for each source vineyard/property

8.2 Training

The Certification Controller and Authorised Signatory and deputies nominated on the Application for Accreditation must receive instructions on the ICA procedure and responsibilities from the relevant Accreditation Authority.

The Certification Controller and Authorised Signatory must ensure all key staff are aware of their responsibility and purpose of the procedures used in this ICA.

Transport drivers must be trained to understand the spillage management plan and regulations applicable to phylloxera and or fruit fly and procedures to minimise the spread of these pests.

The accredited business must maintain a training register in their ICA manual detailing current staff training relating to the operation of the ICA.



8.3 AUDIT PROCESS

8.3.1 Initial Audit

Prior to accrediting a Business, an inspector or approved auditor carries 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.

8.3.2 Compliance Audits

Compliance audits are conducted to verify that the ICA system continues to operate in accordance with the requirements of this procedure.

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

A compliance audit is conducted:

- within four (4) weeks of the initial audit and accreditation; and
- within twelve (12) weeks of the business applying for reaccreditation; and
- in the case of a business operating for more than six (6) months of a year, between six (6) and nine (9) months after accreditation or reaccreditation.

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 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.

8.4 Re-Accreditation

To maintain accreditation an Accredited Business is required to lodge an Annual Return each year the business seeks to operate under the ICA arrangement (Attachment 5). 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.

8.5 Certificate of Accreditation

An accredited Business will receive a Certificate of Accreditation for a Certification Assurance Arrangement detailing the facility address, Operational Procedure, scope (type of produce covered) and period of accreditation.

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

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



9. NONCONFORMANCES AND SANCTIONS

9.1 Non-conformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of ICA requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meeting one or more accreditation requirements, the auditor may raise a Non-conformance Report (NCR). Action 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 suspension or cancellation of the accreditation.

9.2 Sanctions Policy

Biosecurity SA - Plant Health will implement sanctions depending on whether non-conformities are detected and whether they are proven to critical, major or minor in nature.

The receiving State reserves the right to inspect at any time, produce prepared under this ICA Arrangement and to refuse to accept an Assurance Certificate issued by the business operating this ICA Arrangement where produce is found not to conform with the conditions specified in this procedure.

9.3 Incident Reports

An Incident Report (IR) may be raised quarantine authorities to report the detection of a non-conformance in produce certified under this ICA arrangement. An investigation into the incident shall be conducted and findings reported back to the originator.

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

9.4 Suspension and Cancellation

Biosecurity SA - Plant Health 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;
- contravened an accreditation requirement that compromises the integrity of the arrangement or Act;
- not rectified a non-conformance; and/or
- not paid fees owing to Biosecurity SA - Plant Health.

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

9.5 Prosecution

Businesses found to be operating in breach of the Plant Health Act 2009 may be liable for prosecution.

10. CHARGING POLICY

The Business will be charged for all scheduled audit and investigation activities. Unannounced audits will not be charged. These charges will be based on the fee for service rates applied by Biosecurity SA - Plant Health. Contact our office or the website for the schedule of fees.



11. RECORDS AND DOCUMENT CONTROL

11.1 ICA System Records

The Business shall maintain the following records:

- A current property plan of source block/s within each Approved Property;
- A copy of an endorsed Approved Property Form for each source vineyard/property.
- A record of receipt indicating the origin/destination of the wine grapes in a consignment (**Attachment 3**);
- Travel plans detailing the specific most direct routes to be travelled;
- A spillage management plan;
- A current training register;
- A current copy of the Operational Procedure (ICA-33);
- A copy of each Plant Health Assurance Certificate and any attachments;
- A current Certificate of Accreditation.

ICA system records shall be retained for a period of two (2) years from completion, or until the next compliance audit of the ICA arrangement, whichever is the later.

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

12. ATTACHMENTS

Attachment 1	Application For Accreditation	Blank
Attachment 2	Plant Health Assurance Certificate	Example
Attachment 3	Application for Approved Property	Blank
Attachment 4	Application for Approved Property	Example
Attachment 5	Record of Product Receipt	Blank
Attachment 6	Record of Product Receipt	Example

APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)

Complete clearly and return to Biosecurity SA - Plant Health Operations, 33 Flemington St, Glenside SA, 5065.
(Please print. See Conditions / Application Instructions on pages 2 and 3 of this Application.)

Type of application being made (Tick or mark one): Annual Return New Amendment

NOTE: This application can only cover one Procedure (Arrangement) at one Facility

Has Business previously been registered for movement of produce? Yes No
If yes, provide Interstate Produce (IP) Number (& Facility number).

S									
---	--	--	--	--	--	--	--	--	--

Operational Procedure / Arrangement (# Arrangement details must be included - see note on page 3)

ICA/CA/IR Number

Title of Arrangement Operational Procedure or Registration

ICA	33
-----	----

Movement of Wine Grapes

Applicant Details.

Type of Ownership of Business. (Tick or mark one)

Individual Partnership Incorporated Company Cooperative Association Trust Government

Applicant(s) Details

Individual Name:

Business Name:

Facility Address Line 1:

Suburb:

Partner Names:

(Provide additional partners on a separate sheet)

Other Trading Names:

ABN / ACN Number:

Last Name	First Name
Line 2:	
State:	Postcode:
Last Name	First Name
Last Name	First Name
Last Name	First Name

Have you, any Partner or Director of the Business or anyone in a Management role been convicted of an indictable offence or other offence involving dishonesty in the past five years? (answer by circling / marking appropriate box).

Yes	No
-----	----

A Company must attach a copy of *Certification of Incorporation* with new applications.

A Co-operative Association must attach a copy of *Certificate or Registration* to new applications

Certification is attached

Facility / Accreditation Details

Facility Address Line 1:

Suburb:

Contact:

Position:

Property Valuation No.:

Contact Details:

Postal Address

Postal Suburb

Line 2:	
State:	Postcode:
Last Name	First Name
Section:	Hundred:
Phone:	Mobile:
Fax:	Email:
Line 2:	
State:	Postcode:

Persons Permitted to Sign or Verify Plant Health Certification

Role	Last Name	Given Name(s)	Specimen Signature
Certification Controller / Responsible Person			
Backup Cert Controller / Responsible Person			
Authorised Signatory / Responsible Person			

Products Certified / Imported:

(Indicate types)

Fruit	Plants	
Veg	Machinery	
YES	NO	If yes what months

Seasonal Operator:

Importing Details

Consignments per year

States of Origin: (tick or Y = Yes)

	Nursery Membership Y= Yes / N= No				NGISA	NIASA	AGCAS
QLD	VIC	WA	NSW	NT	TAS	Overseas	

ENSURE YOU ALSO COMPLETE AND SIGN SECOND PAGE

APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)

Product / Certification Assurance Records and Methodology

The business must carry out the necessary responsibilities and duties, and maintain records strictly in accordance with the applicable Operational Procedure unless permission to use different records/methods is requested below and is granted and endorsed by Biosecurity SA - Plant and Food Standards on this form.

I hereby request to use the following alternative or additional records/methods detailed below.

	Granted by PIRSA <input type="checkbox"/>	PIRSA
	Inspector Initials / Stamp	STAMP

I / We the undersigned applicant(s) do hereby declare that the information provided herein is accurate to the best of my/our knowledge and belief and make this application on my behalf, or on behalf of the above-mentioned business as a representative appointed to do so.

*Name of Partner / Director (print)	Designation	Signature	Date
			/ /
			/ /
			/ /
			/ /

Note: Where applicants are members of a partnership, each partner must sign the application. Corporations/Associations must provide signature of a Director or the Company Secretary.

Use the following checklist to ensure you have provided key information to enable the application to be processed.

- You, All Partners or Director have signed above. All Responsible Persons have signed page 1. ABN is provided.
 Type of ownership indicated. Copy of Company Certification attached (new applicants).

The applicant must provide an Annual Return on the prescribed form each year they are accredited.

Please direct any queries regarding this application or the Accreditation/Registration to the Market Access Officer on 8207 7814.

Office Use Only

DESK AUDIT <input type="checkbox"/> Passed <input type="checkbox"/> Not Passed because			
Alternate record-keeping granted Yes <input type="checkbox"/> No <input type="checkbox"/>			
..... / /	
Name of Desk Auditor (please print)	Signature of Officer	Date	PIRSA STAMP

Conditions of Accreditation S16 / Registration S26

For the purposes of this accreditation / registration the following conditions may apply:

- The applicant must operate in full accordance with the Act and for ICA/CA Arrangements with the applicable Operational Procedure, which includes maintenance and provision of prescribed records for regular audit.
- The applicant is responsible to ensure that staff undertaking responsibilities required of the accreditation are adequately trained to do so.
- The frequency and number of audits will be determined by the Minister and carried out by persons authorised by the Minister.
- All fees for audits and inspections will be set by the Minister and the costs borne by the accredited person or business.
- The applicant will receive a Certificate of Accreditation / Registration which must be prominently displayed at the Business Facility.
- Restrictions may be imposed on the type of product an importer may bring into South Australia.

A copy of the relevant Operation Procedure or Act can be viewed or downloaded from – www.pir.sa.gov.au/ica

Issue of Assurance Certificates / Registration of Importers / Verification of Product

The Plant Health Act 2009 requires any person issuing a Plant Health Assurance Certificate (PHAC) to be accredited to do so. Penalties apply. (see section 25).

The Plant Health Act 2009 requires any person bringing or introducing plant or plant related products into SA to be registered (section 26) and imported products require verification. It is an offence to import without being registered or to fail to have imported product verified. Penalties apply (see sections 7, 25 and 33).

Only an accredited person may issue an assurance certificate (PHAC) or verify imported products (ie verify that an assurance certificate or other document relating to a plant or plant related product under a corresponding law complies with the requirements of the corresponding law). It is an offence to issue a Plant Health Assurance Certificate or verify imported product without being accredited. Penalties apply (see sections 7, 25 and 33).

ENSURE YOU ALSO READ PAGE 3

APPLICATION for ACCREDITATION / REGISTRATION or ANNUAL RETURN (ICA / CA / IR)

Application Notes

The form must be completed by an Applicant on their behalf or on behalf of a legal entity/business that they have authority to represent. Partnerships require all partners to sign.

Attach a separate page if there is insufficient space available for all required details. (Late fees apply for Annual Returns)

Operational Procedure / Arrangement

The ICA / CA / IR number and name you are seeking Accreditation/Registration for must be entered here. E.g. ICA23, CA01 etc. Applications without these details will be delayed or not processed.

Applicant Details

- **Type of Ownership** shall be either – Individual, Partnership, Incorporated Company, Co-operative Association, Trust or other legal entity. (It may not be a Family Trust).
- **Name of the Legal Entity** either Individual, Business, Corporation, Association or Trust (if a Family Trust a trustee representing the Trust). Use attachment if insufficient room.
- **Address**; physical address of business is required
- **Partner Names**; all partners names must be provided.
- **Other Trading Name(s)**; List any other trading names used. Use attachment if insufficient room.
- **ABN / ACN Number**; ABN is the Australian Business Number.
- **Convictions**; Need to answer whether you, or any Director of the business or anyone in a Management role been convicted of an indictable offence or offence involving dishonesty in the past five years ? This question must be answered. If it is not, the application will not be processed.

Facility/ Accreditation Details

- **Facility Address / Location**; Clearly indicate the location or physical address details where product will be prepared/verified that will enable a PIRSA officer to easily locate the premises. (Usually the registered address of the business).
- **Contact**: Name and role of the principal contact to be used in regard to the accreditation/Registration.
- **Property Valuation Number and Section and Hundred**; Must clearly indicate the Property Valuation Number, Section and Hundred of the property. These are available from the Council rate notice.
- **Postal Address**; A mailing address may be provided for posting of all correspondence.

Persons Permitted To Sign or Verify Plant Health Certification

- **Role**; The role of the person able to verify product on behalf of the accredited business.
- **Names**; The full name and specimen signature of each of these persons.

Product Details

- **Products Certified / Imported**; Indicate the imported product / equipment / machinery you expect to certify/verify using this procedure.
- **Seasonal Operator**; Indicate whether seasonal operation will apply and if so what months.
- **Consignments per year**; Importers to provide estimate number of consignments per year
- **Nursery Membership**; Nurseries to provide membership details
- **States of Origin**; Provide a yes for States that product is expected to come from.

Product / Certification Assurance Records and Methodology

- Complete only if you wish to maintain records in alternate method to that specified in Procedure.

Authorising / Signing

The Applicant (individual, all partners or company director/senior manager) must sign acknowledging they represent the business seeking accreditation and the information is accurate. It is an offence under section 51 of the Plant Health Act 2009 to make a false or misleading statement (whether by reason of the inclusion or omission of a particular) in an application made or information provided. Penalties apply.

Separate applications are required for each accreditation / registration. (i.e. ICA, CA, IVCA, Importer etc – see www.pir.sa.gov.au/ica)

Please direct queries regarding this Application, Accreditation or Registration to the Market Access Officer on 8207 7814.

Gary Cox,

Manager, Market Access & Systems, Biosecurity SA - Plant Health.



APPLICATION FOR APPROVED PROPERTY / PROPERTY APPROVAL

Example PLANT HEALTH ASSURANCE CERTIFICATE Attachment 2

Certificate Number **456789**

IP Number	Facility No.	Arrangement Code
S 9 8 7 6	- 0 1	C A 3 3

Consignment Details (Please Print)

Consignor

Name **Adelaide Grape Supply Company**
 Address **Lot 99 Golden Mile Road**
ADELAIDE RIVER, SA 5555

Consignee

Name **NRL Winery**
 Address **1 Windsor Drive**
WINERYTOWN, NSW 2999

Reconsigned To

(Splitting consignments or reconsigning whole consignments)

Name
 Address

Method of Transport

(Provide details where known)

Road Vehicle Details Reg. No. **SES 101**
 Rail Consignment no.
 Air Airline/Flight no.

Certification Details (Please Print)

Accredited Business that Prepared the Produce (as IP# above)

Name **Adelaide Grape Supply Company**
 Address **Lot 99 Golden Mile Road**
ADELAIDE RIVER SA 5555

Grower or Packer

Name
 Address

Brand Name or Identifying Marks (as marked on packages)

Quality Shiraz

Date Code (as marked on packages)

22/01/2010

No. of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
6	Bins	Shiraz Grapes	

Date	Treatment	Chemical (Act. Ingredient)	Concentration	Duration and Temperature
	<input type="checkbox"/> Dipping	Dimethoate	400 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Dipping	Fenthion	412.5 ppm	<input type="checkbox"/> One Min <input type="checkbox"/> 10 sec then wet for 60 sec.
	<input type="checkbox"/> Flood spraying	Dimethoate	400 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Flood spraying	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Non-recirculated spray	Fenthion	412.5 ppm	10 seconds then wet for 60 seconds
	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two Hours @ °C

Additional Certification

Meets PHY-02
Must be processed within 24 hrs of arrival

(Apply ICA Stamp here)

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 Interstate Certification Assurance arrangement and that the details shown above are true and correct in every particular.

Authorised Signatory's Name (Please Print)

Charles Crow Jr

Signature

Charles Crow Jr

Date

1/7/2010



APPLICATION FOR APPROVED PROPERTY / PROPERTY APPROVAL

A SEPARATE FORM MUST BE COMPLETED FOR EACH SOURCE PROPERTY

The following details are to be provided to a business accredited under an interstate certification assurance (ICA) arrangement for certification of pest and disease free status of plants or plant products from the accredited property. Post completed forms to Biosecurity SA - Plant Health, 33 Flemington St, Glenside SA 5065.

SECTION 1 - PROPERTY DETAILS

PROPERTY APPROVAL NUMBER

PA -

Full Name of Business & Grower		
Grower's Contact Details	Telephone	Facsimile
	Mobile	
	E-mail	
Postal Address		
Street Location of Property where Produce Grown		
Title Reference *	Hundred	* details available from Property Title, Rates Notice or Local Government Authority – and must be included
	Allotment or Section #	
<i>please attach a map showing property location and detailing area where produce is grown</i> (type /variety)	CT number	

SECTION 2 DECLARATION

I declare that the property details provided above are true and correct		
..... Name of Grower / Manager (please print) Signature of Grower / Manager / / Date

PIRSA OFFICE USE ONLY

SECTION 3 CONFIRMATION OF PROPERTY PEST / DISEASE FREE STATUS

QFF	Grown in area more than 15 <input type="checkbox"/> 30 <input type="checkbox"/> 80 <input type="checkbox"/> km from known Queensland Fruit Fly outbreak
MFF	Grown in area more than 15 <input type="checkbox"/> 30 <input type="checkbox"/> 80 <input type="checkbox"/> km from known Mediterranean Fruit Fly outbreak
PHY02 / PEZ	Grown in area free from Phylloxera Yes <input type="checkbox"/> No <input type="checkbox"/>
PHY06 / PRZ	Grown in area surveyed under national code and found free of Phylloxera Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 4 APPROVAL - PRIMARY INDUSTRIES and RESOURCES SA

Property located at Global Positioning System (GPS) Coordinate:	54H _____ UTM _____
Date Approval Endorsed..... / /	Approval Expiry Date / /
..... Name of Authorised Officer (please print) Signature of Authorised Officer



APPLICATION FOR APPROVED PROPERTY / PROPERTY APPROVAL

A SEPARATE FORM MUST BE COMPLETED FOR EACH SOURCE PROPERTY

The following details are to be provided to a business accredited under an certification assurance (ICA) arrangement for certification of pest and disease free status of plants or plant products from the accredited property. Post completed forms to Biosecurity SA - Plant Health, 33 Flemington St, Glenside SA 5065.

SECTION 1 - PROPERTY DETAILS

PROPERTY APPROVAL NUMBER

PA-9999-01

Full Name of Business & Grower	TOMS GRAPES		
Grower's Contact Details	Telephone	8333 3333	Facsimile 8333 3332
	Mobile	0444444444	
	E-mail	Toms@tomnet.com.au	
Postal Address	PO Box 99 Thereville...5555		
Street Location of Property where Produce Grown	99 That St, Thereville...5555	map attached	
Title Reference * <i>please attach a map showing property location and detailing area where produce is grown</i>	Hundred of THEREANDEVERYWHERE	<i>* details available from Property Title, Rates Notice or Local Government Authority – and must be included</i>	
	Allotment or Section #	Section 99	
	CT number	999 999	
Produce Description (type /variety)	GRAPESShiraz		

SECTION 2 DECLARATION

I declare that the property details provided above are true and correct

..... TOM PICKER **T Picker**1../7../..10..
Name of Grower / Manager (please print) Signature of Grower / Manager Date

PIRSA OFFICE USE ONLY

SECTION 3 CONFIRMATION OF PROPERTY PEST / DISEASE FREE STATUS

QFF	Grown in area more than 15 <input type="checkbox"/> 30 <input checked="" type="checkbox"/> 80 <input type="checkbox"/> km from known Queensland Fruit Fly outbreak
MFF	Grown in area more than 15 <input type="checkbox"/> 30 <input checked="" type="checkbox"/> 80 <input type="checkbox"/> km from known Mediterranean Fruit Fly outbreak
PHY02 / PEZ	Grown in area free from Phylloxera Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PHY06 / PRZ	Grown in area surveyed under national code and found free of Phylloxera Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 4 APPROVAL - PRIMARY INDUSTRIES and RESOURCES SA

Property located at Global Positioning System (GPS) Coordinate:	54H _____ UTM _____	5555 33333 333333 5555
Date Approval Endorsed..1 / 7 / 08	Approval Expiry Date ...1 / 7 / 10.....	
..... Ann INSPECTOR	<div style="border: 2px solid red; padding: 5px;"> PRIMARY INDUSTRIES AND RESOURCES SA Government of South Australia </div> A Inspector
Name of Authorised Officer (please print)		Signature of Authorised Officer

BSA Nov 2010



RECORD OF PRODUCE RECEIPT

Name of Accredited Business:

Record Number:

Interstate Produce (IP) Number	S				
--------------------------------	---	--	--	--	--

Date of Receipt	Name of Grower	Approved Property Number	Property Approval Status Current yes / no	Type of Produce	Type of Package eg tray,bin	Weight of Package	Number of Packages	PHAC Number	Name of Authorised Officer	Signature of Authorised Officer

Checked by:

.....
Certification Controller (please print name)

.....
Signature of Certification Controller

.... / /
Date

The Accredited Business must enter a record for each consignment received from an Approved Property for certification under 'The Arrangement'.



RECORD OF PRODUCE RECEIPT

Name of Accredited Business:WILLOW FAMILY GROWERS

Record Number:01.....

Interstate Produce (IP) Number	S	7	7	7	7
--------------------------------	---	---	---	---	---

Date of Receipt	Name of Grower	Approved Property Number	Property Approval Status Current yes / no	Type of Produce	Type of Package eg bin	Weight of Package	Number of Packages	PHAC Number	Name of Authorised Officer	Signature of Authorised Officer
21-4-03	Willow Hill	9999	Yes	Grapes, Shiraz	Bin	5	10	333333	A Authoriser	A Authoriser
28-4-03	A Turnabout	9997	Yes	Grapes, Cab	Bin	5	5	222222	A Authoriser	A Authoriser

EXAMPLE

Checked by:

.....Jack Certifier.....
Certification Controller (please print name)

.....
Signature of Certification Controller

.....1. / 7 / 10....
Date

The Accredited Business must enter a record for each consignment received from an Approved Property for certification under 'The Arrangement'