



ICA-17—Splitting Consignments or Reconsigning Consignments of Certified Produce

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 -

Documents and Records -

- Do you hold a current copy of the Operational Procedure *Splitting Consignments or Reconsigning Original Consignments of Certified Produce. ICA-17*
- Have you retained a copy of the Business's current Application for Accreditation to implement an ICA Arrangement.?
- Have you ensured all copies of Plant Health Assurance Certificates and Plant Health Certificates are maintained for a minimum of 12 months from completion.
- Have you ensured all applicable records are retained for a minimum of 12 months from completion?
- Do you have equipment to stamp each Plant Health Assurance Certificates or Plant Health Certificates with the Businesses Authorisation to Reconsign/Split consignments.

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?
- Do Authorised Signatory/s fully understand their responsibilities in relation to Splitting Consignments or Reconsigning Original Consignments of Certified Produce

