



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 - (Covers property identification and property freedom inspection e.g. production nurseries)

Documents and Records -

- Do you hold a current copy of the Operational Procedure *Property Freedom of Plants for Red Imported Fire Ant* [ICA-40]?
- Do you hold a current copy of the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [ICA-WI-02]?
- Have you retained a copy of the Business's current *Application for Accreditation of an Accredited Certifier for an Interstate Certification Assurance (ICA) Arrangement* [CAF-47]?
- Do you have a completed Property Plan [CAF-88] for each source property?
- Do you have purchasing records for all purchased materials or other items brought on to a source property?
- Do you have completed *Red Imported Fire Ant Property Freedom Inspection Records* [CAF-90] for each property inspection undertaken?
- Do you have a Register of Authorised Inspection Persons [CAF-89]?
- Do you have Training Records for each Authorised Inspection Person trained?

Equipment and Materials -

- Do you have the following inspection equipment:
 - a hand lens, microscope or other device that provides X10 or greater magnification;
 - reference illustrations and photographs for identification of RIFA;
 - specimen bottles, methylated spirits and equipment for collecting ant specimens.

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?
- Has one or more Authorised Inspection Persons successfully completed an approved training course in the detection and recognition of RIFA?

Control Systems -

- Have you implemented risk management strategies to minimise the risk of source properties becoming infested with RIFA?

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- Has an Authorised Inspection Person conducted regular inspections of all source properties covered by the ICA arrangement to ensure they remain free of RIFA infestation?

PART B - (Covers the activities of plant receipt, consignment inspection, certification and dispatch e.g. nurseries consigning to interstate markets)

- Do you hold a current copy of the Operational Procedure *Property Freedom of Plants for Red Imported Fire Ant* [ICA-40]?
- Do you hold a current copy of the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [ICA-WI-02]?
- Have you retained a copy of the Business's current *Application for Accreditation of an Accredited Certifier for an Interstate Certification Assurance (ICA) Arrangement* [CAF-47]?
- Do you have all *Area/Property Freedom Declaration for Red Imported Fire Ant* [CAF-91] forms received by the business?
- Do you have a *Consignment Inspection Record for Red Imported Fire Ant* [CAF-92] for each consignment inspection undertaken?
- Have you retained duplicate copies of each *Plant Health Assurance Certificate* [CAF-16] issued by the business?
- Do you have a *Register of Authorised Inspection Persons* [CAF-89]?
- Do you have Training Records for each Authorised Inspection Person trained?

Equipment and Materials -

- Do you have the following inspection equipment:
- a hand lens, microscope or other device that provides X10 or greater magnification;
 - reference illustrations and photographs for identification of RIFA;
 - specimen bottles, methylated spirits and equipment for collecting ant specimens.
- do you have a designated area for conducting inspections of plants?
- do you have equipment to mark each package of certified plants after packing with your IP Number, Meets ICA-40 and the date or date code on which the plants were packed or prepared for certification?

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?
- Has one or more Authorised Inspection Persons successfully completed approved training course in the detection and recognition of RIFA?



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- Do Authorised Dispatcher/s fully understand their responsibilities in relation to marking of certified packages and completion of Assurance Certificates?
- Do Authorised Signatories fully understand their responsibilities in relation to the signing and issuance of Assurance Certificates under the ICA arrangement?

Control Systems -

- Have you ensured the requirements of the Operational Procedure have been met when sourcing plants from another property?
- Have all consignments of plants being certified under the Operational Procedure been inspected by Authorised Inspection Person for RIFA prior to certification?
- Have you implemented systems to ensure certified plants are isolated from uncertified plants during transport to the consignee?
- Have you implemented systems to ensure Assurance Certificates are issued to cover each consignment requiring certification?