



Department of
**Primary Industries and
Regional Development**

23

Interstate Certification Assurance
**Certification of Area or
Property Freedom
Based on Monitoring by
the Accrediting Authority**
Version 4.1 – May 2018



Revision Register

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1. PURPOSE

The purpose of this procedure is to describe-

- (a) the principles of operation and standards required; and
- (b) the responsibilities and practices of personnel;

that apply to the certification of produce for area or property freedom based on monitoring by the accrediting authority, for intrastate or interstate movement under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all certification of area and property freedom based on monitoring by the Accrediting Authority issued by Businesses operating under an Interstate Certification Assurance arrangement in Western Australia.

Pest: Mediterranean fruit fly (*Ceratitis capitata*) and Queensland fruit fly (*Bactrocera tryoni*)

Product: Mediterranean fly and Queensland fruit fly host produce

Location: All Jurisdictions

This procedure is applicable where any of the requirements specified in 6. Requirement are a specified entry condition of an interstate authority.

Certification of area or property freedom under this Operational Procedure may not fulfil all quarantine entry conditions for all produce to all intrastate and interstate markets.

Some intrastate and interstate markets may require additional quarantine certification for requirements other than area/property freedom.

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

Information on intrastate and interstate quarantine requirements can be obtained from the Western Australian Quarantine Inspection Service.

3. REFERENCES

WI-Q010

Plant Health Assurance Certificate Completion

4. DEFINITIONS

accredit means to accredit persons to issue Assurance Certificates under section 3A of the Plant Diseases Act.

Accrediting Authority means the Western Australian Quarantine and Inspection Service

accredited property	source	means a source property with current area/property freedom accreditation granted by an Authorised Officer of the Department of Primary Industries and Regional Development.
Application for Accreditation	for	means an application for Accreditation of a Business for an <i>Interstate Certification Assurance (ICA) Arrangement</i> .
Application for Area or Property Freedom		means an application for accreditation of a source property for an Area or Property Freedom quarantine requirement.
area/property quarantine requirement	freedom	means a quarantine requirement applying to intra or interstate movement that requires produce to be sourced from properties that are in an area which is free or a specified distance from a known outbreak of a specified pest or disease, or sourced from properties that are inspected and found free from a specified pest or disease.
Assurance Certificate		means a Plant Health Assurance Certificate.
Authorised Signatory		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.
Business		means the legal entity responsible for the ICA arrangement detailed on the Business's Application for Accreditation.
Certification Assurance		means a voluntary arrangement between the Department of Primary Industries and Regional Development Western Australia and a Business that demonstrates effective in-house quality management and provides assurance through documented procedures and records that produce meets specified requirements.
certified/certification		means covered by a valid Plant Health Assurance Certificate.
consignment		means a discrete quantity of packages or a bulk load of fruit consigned to one business at one location at one time.
ICA		means Interstate Certification Assurance
Interstate Assurance	Certification	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.
nonconformance		means a nonfulfilment of a specified requirement.
package		means the final outer covering in which certified produce is consigned and may include a box, carton, bin, bundle or other packaging unit.
source property		means a property on which produce is grown or packed for certification under this Operational Procedure.

5. RESPONSIBILITY

These position titles have been used to reflect the responsibilities of staff under the ICA arrangement. These positions may not be present in all Businesses, or different titles may be used for staff who carry out these responsibilities. In some Businesses 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;
- ensuring the Business has current accreditation for an ICA arrangement under this Operational Procedure (refer 7.1);
- training staff in their duties and responsibilities under this Operational Procedure;
- ensuring the Business and its staff comply with their responsibilities and duties under this Operational Procedure;
- ensuring the Business has current area/property freedom accreditation for each property owned or managed by the Business on which certified produce is grown, handled, stored, packed or dispatched for certification under the ICA arrangement (refer 7.2); and
- ensuring all certification of produce under the Business's ICA arrangement is carried out in accordance with this Operational Procedure.

The **Product Controller** is responsible for-

- ensuring all produce received for packing and certification under the ICA arrangement is sourced from accredited source properties with current accreditation (refer 7.4);
- maintaining area/property freedom certification records (refer 7.6); and
- ensuring all produce intended for certification under the ICA arrangement is clearly identified and segregated from other produce from non-accredited properties and the identity of the produce and its accredited source property is maintained from receipt through to dispatch (refer 7.7).

The **Authorised Dispatcher** is responsible for-

- ensuring all packages covered by an Assurance Certificate issued by the Business under this Operational Procedure are identified (refer 7.8.1);
- ensuring certified produce is stored and transported in secure conditions which prevents cross-infestation by uncertified produce (refer 7.8.5); and
- maintaining copies of all Assurance Certificates issued by the Business under the ICA arrangement (refer 7.9).

The **Authorised Signatories** are responsible for-

- verifying that all the produce in a consignment has been sourced from accredited source properties with current accreditation for the area/property freedom quarantine requirement being certified (refer 7.5); and
- ensuring, prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with the Business's ICA arrangement, and the details on the certificate are true and correct in every particular (refer 7.8.2).

6. REQUIREMENT

Produce certified under this Operational Procedure must be grown and packed on properties with current area and/or property freedom accreditation for the area/property freedom quarantine requirement specified on the assurance certificate.

7. PROCEDURE

7.1 Accreditation

7.1.1 Application for Accreditation

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

7.1.2 Audit Process

Initial Audit

Prior to accrediting a Business, an Authorised Officer of the Accrediting Authority carries out an initial audit of the Business to verify the ICA system is implemented and capable of operating in accordance with this 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 provided with a Certificate of Accreditation (refer 7.1.4 Certificate of Accreditation).

Compliance Audits

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 system is operating.

Compliance audits will be combined with visits to confirm area/property freedom wherever possible (refer 7.2 Area/Property Freedom Accreditation).

A compliance audit is conducted within four weeks of the initial audit and accreditation of the Business.

On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of twelve months from the date of provisional accreditation, and a new Certificate of Accreditation is issued (refer 7.1.4 Certificate of Accreditation).

A compliance audit is conducted between six and nine months after the date of accreditation for an ICA Arrangement that operates for more than six months of the year.

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 nonconformances.

Re-Accreditation

Accredited Businesses are required to re-apply for accreditation each year the Business seeks to operate under the ICA arrangement, prior to accreditation lapsing, or if accreditation has lapsed, prior to being accredited to certify produce under the arrangement.

A compliance audit is conducted each year within twelve weeks following re-accreditation of the Business.

7.1.3 Certificate of Accreditation

An Accredited Business will receive a Certificate of Accreditation for an Interstate Certification Assurance Arrangement detailing the scope of the arrangement including-

- the facility location;

- the Operational Procedure;
- Scope (type of produce)
- the period of accreditation.

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

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 facility, procedure, produce type and certification covered by the Assurance Certificate.

7.2 Area/Property Freedom Accreditation

All source properties, including properties on which produce is grown, stored, handled, packed, certified and dispatched, must be accredited for the area/property freedom quarantine requirement specified on the assurance certificate issued by a Business accredited under this Operational Procedure.

7.2.1 Application for Accreditation

Businesses shall make application for area/property freedom accreditation at least 10 working days prior to the intended date of commencement of supplying produce to accredited businesses for area or property freedom certification under this Operational Procedure. The Business that owns or manages the property must complete the application for area/property freedom (refer Attachment 2).

The application shall specify –

- (a) the name of the legal entity that owns or manages the property;
- (b) the location of the property;
- (c) the real property description of each parcel of land that is part of the property; and
- (d) the area/property freedom quarantine requirements for which area/property freedom is sought.

Businesses seeking to consolidate and certify produce grown on accredited source properties owned or managed by another Business must apply for area/property freedom for the property on which certified produce is stored, handled, packed, certified and dispatched.

7.2.2 Accreditation

Area/property freedom accreditation may require a property visit by an Authorised Officer of the Department of Primary Industries and Regional Development Western Australia to verify the property's location and its compliance with the applicable area/property freedom quarantine requirement covered by the application.

An Authorised Officer of the Department of Primary Industries and Regional Development Western Australia shall endorse the application for area/property freedom following confirmation of the property's conformance with the applicable area/property freedom quarantine requirement.

Each accredited source property shall be allocated a unique Accredited Property (AP) number. The Accredited Property number shall comprise -

- (a) the Interstate Produce (IP) number of the business that owns or manages the property (eg W9999); and
- (b) a unique property number (eg 01, 02 etc).
- (c) Each type of area/property freedom accreditation shall be allocated a unique area/property freedom code (eg QFF-01 for the requirement "Grown and packed in an area more than 15km from a known outbreak of Queensland fruit fly").

Each area/property freedom accreditation shall be allocated a unique number which combines the Accredited Property number of the property and the applicable area/property freedom code (eg W9999-01-QFF01).

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

7.3 Moving Produce Between Accredited Source Properties

Produce that is moved between accredited source properties, through an area or another property that is not free of the specified pest for which area/property freedom has been granted, shall be transported under secure conditions which prevents infestation by that pest (refer 7.8.5).

7.4 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.

The Product Controller must obtain and file a copy of the Application for Area/Property Freedom prior to the Business sourcing produce for certification under the arrangement. They must check the current status of the property by referring to the period of approval and the quarantine requirement/s covered.

7.4.1 Receival of Produce Grown by Another Business

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

- (a) each delivery of produce supplied 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 2);
- (b) a Record of Receipt is maintained for all receivals of produce (refer Attachment 3);
- (c) where applicable, the produce has been transported under secure conditions; and
- (d) the identification of the produce and any supporting documentation is maintained from receival through to certification and dispatch.

7.5 Certification of Area/Property Freedom

Prior to certifying area/property freedom under this Operational Procedure, the Authorised Signatory signing the certificate shall verify that all the produce in the consignment has been sourced from accredited source properties with current accreditation for the area/property freedom quarantine requirement being certified.

Verification shall involve sighting the current endorsed application for Area/Property Freedom covering the accredited source property and the 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 the Quarantine WA.

7.6 Record of Receipt

The Product Controller must ensure a record is kept of all receivals of produce to be certified for area/property freedom certification using a Record of Receipt (refer Attachment 3) or records which record the same information.

The Business's Record of receipt shall include-

- the Assurance Certificate number;
- the date of receipt;
- 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 Assurance Certificate shall be evidence that the necessary verification of area/property freedom specified in 7.5 Certification of Area/Property Freedom has been carried out.

An example of a completed Record of Receipt is included as Attachment 4.

7.7 Storage, Handling & Security of Certified Produce

Produce intended for certification under this Operational Procedure must be handled and stored in conditions which maintains the identification of the produce and its accredited source property and prevents mixing of conforming and nonconforming produce.

7.8 Dispatch

7.8.1 Produce Identification

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

- the Interstate Produce (IP) number of the accredited Business certifying the produce under this Operational Procedure;
- the words “MEETS ICA-23”; and
- date (or date code) on which the produce was packed;
- prior to the issuance of an Assurance Certificate by the Business under this Operational Procedure.

A package is the final outer covering in which certified produce is consigned and may include a box, carton, bin, bundle or other packaging unit.

Produce that has not been verified as conforming to the area/property freedom requirements specified in this Operational Procedure shall not be marked as stated above.

7.8.2 Assurance Certificates

The Authorised Dispatcher shall ensure an Assurance Certificate is completed and signed by an Authorised Signatory of the Business prior to dispatch of the consignment of produce to a market requiring certification for the area/property freedom quarantine requirement covered by the Assurance Certificate.

Assurance Certificates shall be in the form of a *Plant Health Assurance Certificate* (refer Attachment 1). Assurance Certificates shall include-

- (a) in the “Accredited Business that Prepared the Produce” section -
 - the name and address of the accredited Business certifying the produce;
- (b) in the “IP No. of Acc. Business” section -
 - the IP No. of the accredited Business **certifying the produce**;
- (c) in the “Grower or Packer” section -
 - the name and address of the accredited Business that **owns or manages the accredited source property on which the produce was grown**. Where the produce in the consignment was grown by a number of accredited Businesses, the word “VARIOUS” shall be used;
- (d) in the “Type of Produce” section -
 - the **type and quantity** of produce in the consignment;

NOTE: Where there is insufficient room to list each produce type, the words “See Attachment” are to be used and an Attachment Sheet securely attached to each copy of the assurance certificate.

The Attachment Sheet must include -

- the words “ATTACHMENT SHEET”;
 - the name and address of the consignor;
 - the Assurance Certificate number;
 - the number and type of packages in the consignment and the type of produce in the package;
 - the signature of the Authorised Signatory that signed the Assurance Certificate and the date.
- (e) in the “Additional Certification” section –
- the applicable area/property freedom code(s) **or** the specified area/property freedom quarantine requirement(s) for the market to which the produce is consigned and for which all the accredited source property/ies are currently accredited.

A completed example is shown as Attachment 1

Individual Assurance Certificates shall be issued to cover each consignment (ie. a discrete quantity of produce to a single consignee at the one time) to avoid splitting of consignments. An Assurance Certificate may be issued to cover a consignment that is made up of produce sourced from a number of accredited source properties provided the certification given is applicable to all the produce in the consignment.

Assurance Certificates shall be completed, issued and distributed in accordance with the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [WI-Q010].

7.8.3 Other Certification

The Authorised Dispatcher should check whether any other quarantine requirements (eg. a treatment or condition) apply to the produce and market they are consigning the produce to prior to preparing an Assurance Certificate for the consignment.

If any other plant health certification is required and can be certified under another ICA arrangement operated by the certifying Business, then this may be included on the Assurance Certificate.

Alternatively, Department of Primary Industries and Regional Development Western Australia should be contacted to gain any other certification required.

7.8.4 Assurance Certificate Distribution

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

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

7.8.5 Post Certification Security

Certified produce must be transported under secure conditions which prevents cross-infestation by uncertified produce.

Produce that has been certified as grown and packed in area free of fruit fly that is being transported through outbreak areas or areas that are not declared free from fruit fly, must be transported under secure conditions.

Secure conditions **for fruit fly** include -

- (a) unvented packages;
- (b) vented packages with the vents secured with gauze/mesh with a maximum aperture of 1.6 mm;
- (c) fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.6 mm;

- (d) shrinkwrapped and sealed as a palletised unit; and
- (e) fully enclosed or screened buildings, coldrooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm.

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 Assurance Certificate covering the consignment (refer Attachment 1).

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.

7.9 ICA System Records

The Business shall maintain the following records-

- (a) copies of all *Applications for Area or Property Freedom* for source properties (refer 7.4);
- (b) the Record of Receipt (refer 7.6); and
- (c) the duplicate copy of each *Plant Health Assurance Certificate* issued by the Business (refer 7.4).

ICA system records shall be retained for a period of at least 12 months from completion, or until the next compliance audit of the ICA arrangement, whichever is the later.

Accredited Businesses must hold a minimum of 12 months ICA system records at the time of any compliance audit. If the compliance audit is conducted more than 12 months from the last compliance audit, the business must maintain all records completed since the previous compliance audit.

ICA system records shall be made available when requested by an Authorised Officer.

7.10 ICA System Documentation

The Business shall maintain the following documentation;

- (a) a copy of the Business's current Application for;
- (b) a current copy of this Operational Procedure; and
- (c) a current Certificate of Accreditation for an Interstate Certification Assurance (ICA) Arrangement.

ICA system documentation shall be made available on request by an Authorised Officer.

8. NON-CONFORMANCES AND SANCTIONS

8.1 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 meet one or more accreditation requirements, the auditor may raise a Non-conformance Report (NCR). Actions required to address the non-conformance must 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.

8.2 Incident Reports

Incident Reports may be raised to report the detection of a non-conformance in produce certified under this ICA arrangement. An investigation into the incident must 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.

8.3 Suspension and Cancellation

DPIRD 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 DPIRD;
- contravened an accreditation requirement that compromises the integrity of the arrangement; and/or
- not rectified a non-conformance.

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

9. CHARGING POLICY

The Business will be charged for all audit and investigation activities on a time basis at current rates prescribed by the DPIRD.

10. ATTACHMENTS

Attachment 1	Plant Health Assurance Certificate	Completed Example
Attachment 2	Application for Area or Property Freedom	Blank
Attachment 3	Record of Receipt	Blank
Attachment 4	Record of Receipt	Completed Example



Department of
Primary Industries and
Regional Development

ORIGINAL (Yellow) – Consignment Copy
DUPLICATE (Blue) – Quarantine WA Copy
TRIPLICATA (White) – Business (Book) Copy

Certificate Number:

XXXXX

Business Specific Information*

Dispatch Date: / / Ref No:

Arrival Date: / / PO No:

* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.

Plant Health Assurance Certificate

Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013

All accreditation details must be completed. Please print clearly and initial any alterations

Consignment Details

Consignor

Name **ABC Pty Ltd**
Address **Block Road**
Perth WA 6000

Consignee

Name **Citrus Growers**
Address **Somewhere Road**
Somewhere SA

Re-consigned To

(Splitting consignments or re-consigning whole consignments).

Name
Address

+

Certification Details

IP Number Facility Number Procedure

W 9999 01 ICA-23

Accredited Business That Prepared The Produce

Name **ABC Pty Ltd**
Address **Block Road**
Perth WA 6000

Grower or Packer

Name **ABC Pty Ltd**
Address **Block Road**
Perth WA 6000

Other Facilities Supplying Produce

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Brand Name or identifying marks (As marked on packages)	Date Code (As marked on packages)	Authorisation for Split Consignment
144	Cartons	Oranges	ABC Citrus	19/10/11	Affix Authorisation Stamp to Split / Re-consignee here

Treatment Details

Treatment	Chemical (Active Ingredient)	Treatment Date	Concentration / Duration and Temperature

Additional Certification / Codes

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 Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013 to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)

Signature

Date

Joe Bloggs  **19/10/11**

APPLICATION FOR AREA OR PROPERTY FREEDOM

ICA-23

TO PROVIDE PRODUCE TO A BUSINESS ACCREDITED UNDER ICA-23

PROPERTY DETAILS (A separate application must be completed for each source property).

Name of property owner/manager:	Telephone:	Facsimile:
Postal Address		
Source Property Street Address * Please attach map showing property location & area(s) where produce is grown on the property		
Real Property Description * Available from Rates Notice or Local Government Authority		
Produce Type/s to be certified		

DECLARATION

I declare that the property details above are true and correct.		
..... Name of owner Signature of owner/...../..... Date

FOR OF DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT APPROVAL ONLY

Period of Approval	
---------------------------	--

Interstate Produce (IP) number	W	Property Number	
Area/Property freedom code/s	1.	2.	3.

CONFIRMATION OF AREA OR PROPERTY PEST FREE STATUS

MFF01	Grown in an area more than 15km from a known outbreak of Mediterranean Fruit Fly.	<input type="checkbox"/>
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DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT APPROVAL

Details of Departmental Officer with who endorsed the Pest Status of Property.		
..... Name of Officer Signature of Officer/...../..... Date Endorsed

