



## 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 -

### Documents and Records -

- Do you hold a current copy of the Operational Procedure Reconsigning Whole or Split Consignments and Transporting of Certified Produce [ICA-17]?
- Do you hold a current copy of the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [WI-02]?
- 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]?
- Have you ensured all applicable records are able to be retained for a minimum of 12 months from completion, or until the next compliance audit, whichever is the later?

### Equipment and Materials -

- Do you have equipment to mark Plant Health Certificates (after splitting or reconsigning) with your Business Name, Address of the Facility, IP Number, "SPLIT CONSIGNMENT and the date or date code treatment?

### 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 Dispatcher/s fully understand their responsibilities in relation to marking of completion of Assurance Certificates t security against fruit fly?
- Do Authorised Signatories fully understand their responsibilities in relation to the signing and issuance of Assurance Certificates under the ICA arrangement?

### Control Systems -

- When reconsigning an entire original do you insert the name and address of the consignee under the heading "Reconsigned to"?
- When splitting consignments do you prepare the appropriate number of sub-consignment certificates by inserting the name and address of the consignee under "Reconsigned to" and insert the number of packages in the subconsignment under "Number of Packages"?
- Have you implemented systems to ensure Assurance Certificates are issued to cover each consignment requiring certification and only signed by Authorised Signatories of the Business?