



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 Inspection of *Bananas for freedom of Soil and Plant Material* [ICA-67]?
- 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 Application for Accreditation - of an Accredited Certifier for an 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?
- Have you established Pre-wash Bunch Inspection Records [CAF-139]?
- Have you established Wash Water Monitoring and Replacement Records [CAF-140]?
- Have you established packed product Inspection Records [CAF-141]?
- Have you established a Training Register for Staff [CAF-142]?

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?
- Does the Fruit Recieval Officer understand their duties and responsibilities?
- Does the Shed Manager understand their duties and responsibilities?
- Is the Packed Product Controller/s able to examine fruit to determine compliance and maintain Packed Product Inspection Records?
- Do Authorised Dispatcher/s fully understand their responsibilities in relation to marking of certified packages, completion of Assurance Certificates and (where applicable) post-treatment security?
- Do Authorised Signatories fully understand their responsibilities in relation to the signing and issuance of Assurance Certificates under the ICA arrangement?

Control Systems -

- Do you have a method of identifying nonconforming wash water and banana hands?



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- Have you implemented systems to prevent mixing of conforming and nonconforming fruit during packing and grading?
- 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?