



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 *Dipping with Dimethoate* [ICA-01]?
- 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]?
- Have you established records for recording details of dip mixture preparation and fruit treatment?
- If applicable, have you established and documented your top-up program for maintaining dip volume and/or concentration?
- Have you obtained satisfactory results of analysis of samples of the dip mixture from an approved analytical laboratory to demonstrate that you are able to make-up and maintain the dip mixture within +/-15% of the required concentration?
- Have you ensured all applicable records are retained for a minimum of 12 months from completion, or until the next compliance audit, whichever is the later?

Equipment and Materials -

- Have you accurately calibrated the dip tank to clearly indicate in litres the maximum mixture level volume and any incremental volumes (including permanent volume indicator marks) on the inside of the dip tank or on an external sight tube or sight panel?
- Have you prepared a Dip Mixture Preparation Chart and placed it in a prominent position close to the spray mixture preparation area?
- Have you obtained pH testing equipment and if necessary, acidifying agents or buffers?
- Do you have suitable measuring vessels, mixing and agitation devices, and spent dip mixture disposal facilities?
- Do you have suitable dipping containers and an accurate timer mechanism capable of measuring time to the second?
- Do you have equipment to mark each package of certified produce (after grading and packing) with your IP Number, Meets ICA-01 and the date or date code for the date of treatment?

Staff Training -

- Has the Certification Controller got a good overall understanding of the requirements of the ICA arrangement and Operational Procedure?



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- Has the Certification Controller trained all staff involved in carrying out activities associated with the ICA arrangement?
- Is the Treatment Operator/s able to prepare dip mixtures and top-up mixtures, calibrate and maintain treatment equipment, and maintain records of chemical treatments and equipment calibration checks?
- 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 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 -

- Have you had samples of a dip mixture analysed by an approved laboratory that verifies your ability to make-up and maintain the dip mixture within +/-15% of the required treatment concentration?
- If applicable, has mechanical fruit feed equipment been calibrated to ensure all fruit remain completely immersed in the dip mixture for the specified time period for the fruit to be treated under the ICA arrangement?
- If applicable, has mechanical fruit feed equipment been calibrated to ensure small fruit requiring only a ten 10 second dip have no drying process applied for at least 60 seconds after the fruit has been dipped for 10 seconds?
- For fruit other than citrus fruit, have you checked no treatment such as washing or fungicide treatment is applied between dipping and packing that could reduce efficacy of the pesticide?
- If consigning to Tasmania, have you implemented suitable systems for post-treatment security that protect against fruit fly infestation after treatment?
- Have you implemented systems to prevent mixing of treated and untreated fruit at the facility?
- 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?