

RECONSIGNING WHOLE OR SPLIT CONSIGNMENTS AND TRANSPORTING OF CERTIFIED PRODUCE (ICA-17)

REVISION REGISTER

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5.0	26/04/2004	All Pages Review and Formatting
6.0	10/05/2006	Expansion of Section 6.1 and Addition of Attachment 3, 4 & 5, Update of PHAC
6.1	22/03/2011	Add reference to penalties under the Act (2.0); require original amended certificates to accompany consignments (6.1)
6.2	05/07/2013	Updated DEPI and Plant Biosecurity Act references
6.3	29/11/2013	Reformatted and reviewed
7.0	04/07/2014	Whole document reformatted; amendments in-line with updated protocol July 2013 (2, 4, 5, 6, 7) including change of procedure title; addition of definitions (4); addition of responsibilities (5); addition of reconciliation requirements (7.1 and 7.2); addition of Consignment Reconciliation Record (7.5, 9.1 and attachment); addition of Authorised Signatory forms (9.2); removal of attachment 5 PSF-156 Movement Restrictions; minor amendments to Attachment 2 and 4.
7.1	02/03/2017	Whole document reformatted into new template; Updated DEPI references to Agriculture Victoria (AV); Definitions under Section 4 updated in line with standard definition list.

Authorised:
Position Title

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1. PURPOSE

The purpose of this procedure is to describe:

- the principles of operation; and
- the responsibilities and actions of personnel;

that applies to certification of reconsigning original whole or split consignments under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all splitting and reconsigning of original certified consignments received by a business operating under an ICA arrangement in Victoria.

A certified consignment can be covered by:

- a Plant Health Certificate (PHC) issued by an authorised person or Inspector; or
- a Plant Health Assurance Certificate (PHAC) issued by a business operating under an ICA arrangement.

This procedure is not intended for use by the business that prepared the produce. If the business that prepared the produce is deciding on the destination of parts of a consignment, separate certificates must be issued at the time of certification.

It is the responsibility of the business reconsigning the produce to ensure compliance with all applicable quarantine requirements.

Information on intrastate requirements can be obtained from a local Agriculture Victoria Officer. Information on interstate quarantine requirements can be obtained from the plant quarantine service in the destination state.

The Plant Biosecurity Act 2010 provides for severe penalties where alterations are made without proper approval, or are not in accordance with the requirements of this procedure.

3. REFERENCES

PSW-02 Guide for Completion of Plant Health Assurance Certificates.

4. DEFINITIONS

Accredit	means to authorise nominated staff within a business to issue assurance certificates.
Act	Plant Biosecurity Act 2010 (the Act).
Accrediting Authority	means the government department responsible for accrediting a business under this protocol in the exporting State or Territory.
Application for Accreditation	means an Application for Accreditation of a business for an Interstate Certification Assurance (ICA) arrangement.
Assurance Certificate	means a Plant Health Assurance Certificate (PHAC).
Authorised Inspector	means an inspector authorised by the relevant State or Territory Government.
Authorised Signatory	means an employee of an ICA accredited business whose name and specimen signature is provided on the business's Authorised Signatory form.
Business	means the legal entity responsible for the operation of the facility and an ICA arrangement detailed on the Business's Application for Accreditation.
Certification	means a Plant Health Certificate (PHC) or a Plant Health Assurance Certificate (PHAC), which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement.
Certified Produce/Consignment	means produce/items certified under this protocol covered by a valid Assurance Certificate or Plant Health Certificate.
Consignee	means the person or business to whom the produce is initially consigned following certification and who will be responsible for deciding the next destination of the produce if it is reconsigned or split.
Consignor	means the person or business responsible for deciding the first destination of the produce after it leaves the place of certification.
Facility	means the approved location where reconsigning consignments will be undertaken under the ICA arrangement.
Interstate Certification Assurance (ICA)	means a system of Certification Assurance developed to meet the requirements of State and Territory Governments for the plant health certification of produce for interstate and intrastate quarantine purposes.
Non-conformance	means a non-fulfilment of a specified requirement.

Original Consignment	means the whole or intact consignment as it left the original place of certification.
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an accredited business.
Plant Health Certificate (PHC)	means a certificate issued by an authorised officer in another state or territory.
Prepared	means subjected to a chemical or physical disinfestation treatment, graded or inspected to meet a condition requirement.
Reconsign	means forwarding original consignments or sub-consignments on to another person or business after the original consignment.
Reconsignee	means the person or business to which the produce is next consigned after the original consignment.
Splitting a Consignment	means the act of dividing an original consignment into sub-consignments for the purpose of: <ul style="list-style-type: none">• sending the sub-consignments to different consignees; or• transporting the sub-consignments to the same consignee on different vehicles or via different transport methods.
Sub-consignment	means part of the original consignment that is being split from the original consignment.
Sub-consignment Certificate	means a PHAC or PHC for a sub-consignment issued by a business accredited under this Operational Procedure.

5. RESPONSIBILITY

The **Certification Controller** is responsible for:

- representing the business during audits and other matters relevant to the ICA arrangement;
- ensuring the business has current accreditation for an ICA arrangement covering reconsigning whole or split consignments of certified produce;
- training staff in their responsibilities and duties under this procedure;
- ensuring the business and its staff comply with their responsibilities and duties under this procedure; and
- maintaining all original PHCs, PHACs and copies of sub-consignment certificates for all split consignments and copies of the amended original PHCs and PHACs for reconsigning of whole consignments (refer 7.1.1 and 7.2.1).

The **Authorised Signatory** is responsible for:

- reconsigning or splitting of original consignments and the preparation and issue of appropriate certificates (refer 7.1 and 7.2); and
- ensuring that all quarantine entry conditions of the interstate or intrastate market have been complied with.

6. REQUIREMENT

Only a business which has been accredited under this procedure may reassign a whole consignment of certified produce or split a consignment of certified produce and issue sub-consignment certificates for movement to intrastate or interstate markets requiring quarantine certification.

Agriculture Victoria and interstate quarantine authorities maintain the right to inspect certified produce at any time and to refuse to accept a certificate where produce is found not to comply with specified requirements.

7. PROCEDURE

7.1 Reconsigning Whole Consignments

When reconsigning whole consignments, the original certificate (PHC or PHAC) accompanying the produce must be reconciled against the packages intended for consignment to ensure all details are correct. For consignments certified on a PHAC, the packages must be labelled in accordance with the Operational Procedure implemented by the original issuing business and reconciled to verify date code, package markings, and to ensure certificate completion is accurate.

The business must ensure that the certified produce will meet the quarantine entry conditions of the destination state.

The original certificate must be amended as indicated below and must accompany the consignment (Attachment 3 and 4).

Reconsigned to:

- in the case of a PHC, cross out the original Consignee on the PHC and write the new Consignee's name and address next to it; and
- in the case of a PHAC, insert the name and address of the Reconsignee in the box provided on the PHAC.

Authorisation for Split Consignment:

Insert the signature of the Authorised Signatory reconsigning the consignment and the date of reconsignment with a stamp that includes:

- the name of the accredited business;

- the address of the facility;
- the Interstate Produce (IP) number of the accredited business; and
- the words “MEETS ICA-17”.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

7.1.1 Distribution of Certificate

The original amended certificate must accompany the consignment to the interstate or intrastate business to which it is reconsigned.

A photocopy of the amended original certificate must be made prior to dispatch and retained by the accredited business for audit purposes.

7.2 Reconsigning Split Consignments

When splitting whole consignments, the original certificate (PHC or PHAC) accompanying the produce must be reconciled against the packages intended for consignment to ensure all details are correct. For consignments certified on a PHAC, the packages must be labelled in accordance with the Operational Procedure implemented by the original issuing business and reconciled to verify date code, package markings, and to ensure certification completion is accurate.

The business must ensure that the certified produce will meet the quarantine entry conditions of the destination state.

The original certificate is photocopied to prepare one or more sub-consignment certificates (Attachment 1 and 2) and the sub-consignment certificate is amended as follows:

Reconsigned to:

- in the case of a PHC, cross out the original Consignee on the PHC and write the new Consignee’s name and address next to it; and
- in the case of a PHAC, insert the name and address of the Reconsignee in the box provided on the PHAC.

Number of Packages:

- cross out the number of packages in the original consignment; and
- insert the number of packages in the sub-consignment under the crossed out number of packages in the original consignment.

Authorisation for Split Consignment:

Insert the signature of the Authorised Signatory splitting the consignment and the date of reconsignment with a stamp which includes:

- the name of the accredited business;
- the address of the facility;
- the Interstate Produce (IP) number of the accredited business; and
- the words “MEETS ICA-17”.

Note: These actions may only be undertaken by an Authorised Signatory of the accredited business.

7.2.1 Distribution of Certificate

The amended sub-consignment certificate must accompany the consignment to the interstate or intrastate business to which it is reconsigned.

A photocopy of the amended sub-consignment certificate must be made prior to dispatch and retained with the original certificate by the business for audit purposes.

7.3 Reason for Reconsigning or Split Consigning Original Consignments

A business wishing to reassign whole or part of an original consignment of certified produce must be accredited and have a valid reason to do so. Valid reasons include:

- re-directing certified produce for commercial purposes to another state or territory with the same intrastate or interstate quarantine entry requirements; or
- sending parts of an original consignment to different consignees; or
- transporting sub-consignments on different vehicles or via different transport methods to the same consignee.

7.4 Secondary Wholesalers

Secondary wholesalers who purchase part of an original consignment from another wholesaler for on-sale to a market requiring certification should obtain a sub-consignment certificate from the original consignee (the first wholesaler) addressed to them (the secondary wholesaler) as the reconsignee (refer 7.2).

When reconsigning or splitting the sub-consignment, the sub-consignment certificate supplied by the original consignee shall be treated as an original certificate and the procedures detailed in 7.1 and 7.2 apply.

Place the reconsignee’s name and address and the authorising stamp and signature in any vacant area on the form and as close as possible to the alteration.

7.5 Consignment Reconciliation Records

A business shall maintain a Consignment Reconciliation Record (Attachment 5) or similar records which capture the same information for all consignments certified under this procedure.

The Consignment Reconciliation Record shall include the following details:

- the PHC or PHAC number accompanying the consignment; and
- if applicable, verification that the date code on packages is recorded on the certificate; and
- verification that the certification is sufficient to meet plant quarantine entry conditions for the intended destination state; and
- verification results and follow-up action by the Authorised Signatory; and
- the number of withdrawn or rejected packages; and
- the Authorised Signatory's name and signature.

8. ACCREDITATION

8.1 Application for Accreditation

A business seeking accreditation for an ICA arrangement under this procedure shall make application for accreditation at least 10 working days prior to the intended date of commencement of certifying produce.

8.2 Audit Process

8.2.1 Initial Audit

Prior to accrediting a business, an Authorised Inspector carries out an initial audit of the business to verify the ICA system is implemented and capable of operating in accordance with the requirements of the 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 issued a Certificate of Accreditation (refer 8.3).

8.2.2 Compliance Audits

Compliance audits are conducted to verify that the ICA system continues to operate in accordance with the requirements of this procedure.

Compliance audits are, wherever practical, conducted when the ICA system is operating.

A compliance audit is conducted:

- within four weeks of the initial audit and accreditation; and

- within twelve weeks of the business applying for re-accreditation; and
- in the case of a business operating for more than six months of a year, between six and nine months after accreditation or re-accreditation.

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 (refer 8.3).

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 non-conformances.

8.2.3 Re-Accreditation

Accredited businesses are required to re-apply for accreditation each year the business seeks to operate under the ICA arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing, or if accreditation has lapsed, prior to commencing further certification of produce under the ICA arrangement.

A compliance audit is conducted within twelve (12) weeks of the business applying for re-accreditation each year.

8.3 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation for an ICA arrangement detailing the facility location, Operational Procedure, scope and period of accreditation.

The business must maintain a current Certificate of Accreditation and make this available on request by an Authorised 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 procedure, produce type and chemical covered by the Assurance Certificate.

8.4 Non-conformances and Sanctions

8.4.1 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 shall 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, and prosecution.

8.4.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in produce certified under this ICA arrangement. An investigation into the incident shall 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, and prosecution.

8.4.3 Suspension and Cancellation

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

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

8.4.4 Prosecution

Businesses found to be operating contrary to the Act may be liable for prosecution.

9. RECORDS AND DOCUMENT CONTROL

9.1 ICA System Records

The business shall maintain the following records:

- a photocopy of any amended original certificates where whole consignments have been reconsigned;
- the original certificate for all split consignments;
- a photocopy of each sub-consignment certificate issued; and
- a Consignment Reconciliation Record.

ICA system records shall be maintained for a period of not less than 24 months from completion or the next compliance audit, whichever is the later. ICA system records shall be made available on request by an Authorised Inspector.

9.2 ICA System Documentation

The business shall maintain the following documentation:

- a copy of the business's current Application for Accreditation;
- a copy of the business's current Authorised Signatory forms;
- a current copy of this Operational Procedure; and
- a current Certificate of Accreditation for the ICA Arrangement.

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

10. ATTACHMENTS

Attachment 1	Plant Health Assurance Certificate, Splitting Consignments example	PSE-009
Attachment 2	Plant Health Certificate Splitting Consignments example	PSE-011
Attachment 3	Plant Health Assurance Certificate, Reconsigning Consignment example	PSE-010
Attachment 4	Plant Health Certificate Reconsigning Consignment example	PSE-012
Attachment 5	Consignment Reconciliation Record	PSF-421

Plant Health Assurance Certificate

Certificate number

XXXXXX

Consignment details (please print)

Consignor	
Name	ABC PTY LTD
Address	STREET ROAD MELBOURNE VIC 3000
Consignee	
Name	MARKET PRODUCE
Address	MELBOURNE MARKET VICTORIA 3000
Reconsigned to (splitting consignments or reconsigning whole consignments)	
Name	PRODUCE PEOPLE
Address	SOMEWHERE ROAD ADELAIDE SA

Certificate details (please print)

IP number	Facility number	Procedure
V9999	01	ICA- 23
Accredited business that prepared the produce		
Name	ABC PTY LTD	
Address	STREET ROAD, MELBOURNE VIC 3000	
Grower or Packer		
Name	ABC PTY LTD	
Address	STREET ROAD, MELBOURNE VIC 3000	
Other facilities supplying produce		

Brand name OR identifying marks (as marked on packages)	Date OR date code (as marked on packages)
ABC PRODUCE	05/05/2006

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
20	TRAYS	APPLES	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 <u>Meets ICA17</u> Authorised: A Sign Date:06/05/2006 </div>
10			

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature

Additional certification / Codes
QFF01, PHY01, MFF01

Declaration: I, an Authorised Signatory of the accredited business that prepared the plants or plant products described above, hereby declare that the plants or plant products have been prepared in the business' approved facility in accordance with the business' 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 **Plant Biosecurity Act 2010** to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.


Authorised Signatory (print name)	Signature	Date
A. SIGNATURE	ASIGN	05/05/2006

PLANT HEALTH CERTIFICATE FOR MOVEMENT OF PLANT MATERIAL IN AUSTRALIA

A 99999

THIS IS TO CERTIFY THAT the plant material described below is considered to conform with the Requirements of the Plant Health legislation of _____ Victoria _____ (State/Territory).

Description of Consignment

Name and Address of Exporter		
Joe's Fruit Pty Ltd Street Road Queensland 4000		
Name and Address of Consignee		
Market Produce Melbourne Market Victoria 3000		Fred's Fruit Devonport Tasmania 7000
Means of Conveyance		
Road		
Material/Produce and Quantity	Name of Grower/Packer and Address Location and State where grown	Regulation/Treatment
1584 Cartons Bananas 288	Joe's Fruit Pty Ltd Street Road Queensland 4000	Banana's in a hard green condition with unbroken skin
		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 <u>Meets ICA17</u></p> <p>Authorised: _ A Sign Date: 28/6/03</p> </div>
Name of Issuing Officer (Print)	Designation	Official Stamp
A Officer	Authorised Officer	
Signature	Place Certified	
A Officer	Brisbane Market	
	Date	
	26/6/03	

Plant Health Assurance Certificate

Certificate number
XXXXXX

Consignment details (please print)

Consignor	
Name	ABC PTY LTD
Address	STREET ROAD MELBOURNE VIC 3000
Consignee	
Name	MARKET PRODUCE
Address	MELBOURNE MARKET VICTORIA 3000
Reconsigned to (splitting consignments or reconsigning whole consignments)	
Name	PRODUCE PEOPLE
Address	SOMEWHERE ROAD ADELAIDE SA

Certificate details (please print)

IP number	Facility number	Procedure
V9999	01	ICA- 23
Accredited business that prepared the produce		
Name	ABC PTY LTD	
Address	STREET ROAD, MELBOURNE VIC 3000	
Grower or Packer		
Name	ABC PTY LTD	
Address	STREET ROAD, MELBOURNE VIC 3000	
Other facilities supplying produce		

Brand name OR identifying marks (as marked on packages)	Date OR date code (as marked on packages)
ABC PRODUCE	05/05/2006

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
20	TRAYS	APPLES	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 <u>Meets ICA17</u> Authorised: A Sign Date:06/05/2006 </div>

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature

Additional certification / Codes
QFF01, PHY01, MFF01

Declaration: I, an Authorised Signatory of the accredited business that prepared the plants or plant products described above, hereby declare that the plants or plant products have been prepared in the business' approved facility in accordance with the business' 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 **Plant Biosecurity Act 2010** to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.


Authorised Signatory (print name)	Signature	Date
A. SIGNATURE	ASIGN	05/05/2006

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Means of Conveyance		
Road		
Material/Produce and Quantity	Name of Grower/Packer and Address Location and State where grown	Regulation/Treatment
1584 Cartons Bananas	Joe's Fruit Pty Ltd Street Road Queensland 4000	Banana's in a hard green condition with unbroken skin
		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>SPLIT CONSIGNMENT Market Produce Melbourne Market IP No V0000 <u>Meets ICA17</u></p> <p>Authorised: A Sign Date: 28/6/03</p> </div>
Name of Issuing Officer (Print)	Designation	Official Stamp
A Officer	Authorised Officer	
Signature	Place Certified	
A Officer	Brisbane Market	
	Date	
	26/6/03	

