

INSPECTION OF USED VEHICLES AND ASSOCIATED EQUIPMENT

REVISION REGISTER

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1. PURPOSE

The purpose of this procedure is to describe –

- (a) the principles of operation, design features and standards required for inspection;
- (b) the responsibilities and actions of personnel;

that apply to inspecting used vehicles and associated equipment under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all inspection and certification of used vehicles and associated equipment by a business operating under an Interstate Certification Assurance arrangement in the Northern Territory.

3. REFERENCES

WI-02 Guidelines for the Completion of Plant Health Assurance Certificates

4. DEFINITIONS

Accredit	means to authorise nominated staff within a business to issue Assurance Certificates.
Act	means <i>Plant Health Act</i> .
Application for Accreditation	means an Application for Accreditation of a business for an Interstate Certification Assurance (ICA) and/or Certification Assurance (CA) arrangement (Attachment 1)
Assurance Certificate	means a Plant Health Assurance Certificate (Attachment 2).
Authorised Signatory	means a person whose name and specimen signature is included as an Authorised Signatory on the business's approved Application for Accreditation form.
Business	means the legal entity responsible for the operation of the treatment facility and ICA arrangement detailed on the business's Application for Accreditation.
Certification Assurance	means a voluntary arrangement between the Department of Primary Industry and Resources 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 (Attachment 2).
Facility	means the location of the operation covered by the Interstate Certification Assurance arrangement.
ICA	means Interstate Certification Assurance.
Inspector	means an Inspector authorised under the <i>Plant Health Act</i> .

Interstate Certification Assurance

means a system of Certification Assurance developed to meet the requirements of State and Territory governments for the certification of goods for interstate and intrastate quarantine purposes.

Nonconformance

means a non-fulfilment of specified requirements.

Quarantine Risk Material (QRM)

Includes;

- Cargo containers
- Cut flowers (fresh and dried)
- Fruit (fresh)
- Garden tools/equipment
- Hay, straw and fodder
- Honey, honeycomb and beekeeping equipment
- Nuts
- Plants (live and dead), including cuttings, bulbs & tubers
- Seeds
- Soil or articles with soil attached to them
- Used fruit & vegetable containers
- Vegetables (fresh)
- Wool and hides

Used Vehicle and Associated Equipment

Includes cars, prime movers, light trucks, motorcycles, car trailers, caravans, forklifts and boats.

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 person.

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;
- 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 that all inspection of used vehicles and associated equipment carried out is certified under the business’s ICA arrangement and is carried out in accordance with this Operational Procedure.

The **Authorised Inspection Person** is responsible for –

- training received from Certification Controller in the duties and responsibilities of this Operational procedure;
- preparing all vehicles for inspection;
- ensuring all equipment is accessible to undertake the inspection;
- ensuring all inspections are conducted within the designated quarantine area;

- ensuring all vehicles inspected prior to loading are kept in the designated quarantine area;

The **Authorised Dispatcher** is responsible for –

- ensuring all vehicles and associated equipment covered by a Assurance Certificate issued by the business under this Operational Procedure are identified;
- maintaining copies of all Assurance Certificates issued by the business under the ICA arrangement.

Authorised Signatories are responsible for –

- ensuring, prior to signing and issuing an Assurance Certificate, that Vehicles and associated equipment covered by the certificate have been inspected in accordance with the business's ICA arrangement, and the details on the certificate are true and correct in every particular.

6. REQUIREMENT

All used vehicles and associated equipment certified under this operational procedure **must** be inspected and found free from Quarantine Risk Material (refer 4).

The Northern Territory Department of Primary Industry and Resources and interstate quarantine authorities maintain the right to inspect at any time certified used vehicles and associated equipment and to refuse to accept a certificate where these are found not to conform to specified requirements.

7. PROCEDURE

7.1 Accreditation

7.1.1 Application for Accreditation

A business seeking accreditation for an ICA/CA arrangement under this Operational Procedure **shall** submit an Application for Accreditation (refer Attachment 1) at least 10 working days prior to the intended date of commencement of certification of produce.

Applicants **must** provide the details of all produce, plants and plant products they intend to pack and certify under this ICA/CA arrangement in Section 4 of the Application for Accreditation. Ensure application form is completed correctly and all required attachments are provided. A copy of the application form **must** be maintained for audit purposes.

Each accredited business is provided with a unique Interstate Produce (IP) number to identify the business and its vehicles and associated equipment for all interstate plant quarantine purposes as ministered by the Certificate of Accreditation.

7.1.2 Audit Process

Desk Audit

When the application is received a desk audit is conducted to ensure the application is completed correctly with the required attachments. If found to be incomplete the application form will be returned to the business for completion. Once the desk audit has been passed, an initial/compliance audit will be conducted.

Initial Audit

Prior to accrediting a business, an Inspector carries out an initial audit of the business to verify the ICA/CA 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/CA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation for a period of 4 weeks and a 'Certificate of Accreditation' for Provisional Certification will be issued (refer 7.1.3).

Initial Compliance Audit

In the first year of accreditation an initial compliance audit will be conducted within 4 weeks of accreditation or issuing an assurance certificate pursuant to the Operational Procedure. On completion of successful initial compliance audit the business **shall** be granted full 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, and a new 'Certificate of Accreditation' issued (refer 7.1.3).

Compliance Audits

Compliance audits are conducted to verify that the ICA/CA system continues to operate in accordance with the requirements of the Operational Procedure.

Ongoing compliance audits are conducted at least once every six for a business that operates for more than six months of each 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 treatment mixtures, certified produce, ICA/CA system records or ICA/CA system processes.

Unscheduled compliance audits may be conducted at any time as a random audit or to investigate reported or suspected non-conformances.

Re-Accreditation

Accredited businesses are required to re-apply for accreditation each year the business seeks to operate under the ICA/CA arrangement. Businesses seeking re-accreditation **must** lodge a renewal application prior to accreditation lapsing, or if accreditation has lapsed, prior to being accredited to certify used vehicles and associated equipment under the ICA/CA arrangement. A compliance audit is conducted within twelve weeks of the business applying for re-accreditation each year.

7.1.3 Certificate of Accreditation

An accredited business will receive a 'Certificate of Accreditation for an Interstate Certification Assurance' detailing the facility location, Operational Procedure, scope (type of produce and chemical covered) and period of accreditation.

The business **must** maintain a current 'Certificate of Accreditation for an Interstate Certification Assurance' and make this available on request by an Inspector.

A business may not commence or continue certification of produce under the ICA/CA arrangement unless it is in possession of a valid and current 'Certificate of Accreditation for an Interstate Certification Assurance' for the facility, procedure, produce type and chemical covered by the Assurance Certificate.

7.1.4 Nonconformances and Sanctions

7.1.4.1 Nonconformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of the 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 Nonconformance Report (NCR). Actions required to address the nonconformance **shall** be discussed and recorded on the NCR.

If integrity of the accreditation has been significantly compromised, the nonconformance may provide grounds for the suspension or cancellation of the accreditation, and prosecution.

7.1.4.2 Incident Reports

Incident Reports may be raised by intra and/or interstate quarantine authorities to report the detection of a nonconformance in produce certified under this 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.

7.1.4.3 Suspension and Cancellation

The NTQ may suspend or cancel an accreditation when a business is found, to have:

- obtained accreditation through the provision of false or misleading information;
- contravened a procedure requirement that compromises the integrity of the arrangement;
- not rectified a nonconformance;
- not paid fees owing to the PBB.

Any action taken by the PBB to suspend or cancel an accreditation **shall** be provided in writing to the business. This **shall** provide guidance making an appeal to have the decision be reviewed.

7.1.4.4 Prosecution

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

7.1.4.5 Charging Policy

Plant Biosecurity fees will apply to businesses that participate in ICA/CA arrangements. PBB can be contacted for a schedule of the Plant Biosecurity fees.

7.2 Facility Plan

The Certification Controller **shall** maintain a plan of the facility.

The Facility Plan **shall** include the following details –

- (a) road access including street name/s;
- (b) internal roadways within the facility providing access to the designated quarantine inspection area;
- (c) the location and identification of buildings at the facility;
- (d) the location and size (m³) of the designated quarantine inspection area at the facility.

A copy of the Facility Plan **shall** be included with the Business's Application for Accreditation.

A blank Facility Plan (Attachment 4) **should** be copied for completion and inclusion with the Business's Application for Accreditation and the original retained.

7.2.1 Inspection Facilities and Equipment

Businesses accredited under this protocol **shall** maintain the following inspection equipment –

- A designated inspection facility consisting of a suitable hard standing surface such as concrete, bitumen, compacted limestone, blue metal, scoria or fines;
- Moveable quarantine area sign clearly identified by the words '**Quarantine Area**';
- Torch for illumination of dark areas;
- Scraper for the removal of QRM;
- Secure vessel for transporting QRM away from the Quarantine Inspection Area;
- Vacuum cleaner for the removal of QRM.

7.2.2 Inspection Procedures

Inspection for freedom from QRM **shall** be carried out as close as practicable and not more than 48 hours prior, to the time of dispatch and certification of the consignment.

7.2.3 Arrival and Isolation of the Consignment

When used vehicles and associated equipment which are to be inspected and certified as free from QRM arrive at the premise the nominated inspection person **shall** follow these steps;

- Identify vehicles which are to be transported into WA and separate these from other vehicles.
- Direct these vehicles to be assembled in the designated Quarantine Inspection Area.
- Maintain details of vehicles inspected (Attachment 3).
- Arrange an inspection of the consignment. Make sure that you have the client's permission to conduct the inspection of the vehicle and its contents, including personal effects. A vehicle cannot be certified if all contents have not been inspected.

7.2.4 Preparation for Inspection

These steps are to be performed by the nominated inspection person.

- Ensure that the appropriate equipment to conduct the inspection is available.
- Check any relevant vehicle condition reports.

7.2.5 Inspection Technique

- Identify the vehicle from the description on the relevant paperwork (make and registration).
- Ensure that the vehicle is located in the designated Quarantine Inspection Area.
- Ensure that the vehicle is unlocked and the boot and bonnet or, in the case of caravans, the interior and any attached equipment compartments are accessible.

7.3 Inspection of Used Vehicles

All used vehicles and associated equipment **shall** be inspected using the attached inspection checklists (Attachments 5, 6, 7 and 8). All used vehicles and associated equipment **must** be inspected and found free of quarantine risk material.

Note: Any QRM removed from the vehicle **must** be moved clear of the Quarantine Inspection Area (i.e. **do not** simply brush or wash on to the ground).

7.3.1 Identification and Control of Nonconforming Used Vehicles and Associated Equipment.

Any category of used vehicles and associated equipment rejected following identification of QRM **shall** be isolated and clearly identified to prevent mixing with conforming vehicles and equipment. Rejected used vehicles and associated equipment **shall** be sent back to Inspection Area for cleaning and re-inspected.

7.3.2 Inspection Records

The accredited business **shall** maintain records of all inspections (Attachment 3) of used vehicles and associated equipment. Inspection records **shall** include –

- description of vehicle and registration;
- date of inspection;
- the inspection results;
- details of any rejection;
- details of the Nominated Person.

7.3.3 Dispatch

The Authorised Dispatcher **shall** ensure that, all used vehicles and associated equipment are identified by either the vehicle registration or by the make and model.

- The above information **shall** be included on the consignment note or the invoice accompanying the consignment and signed and dated by an Authorised Signatory of the business certifying the consignment.

- If the used vehicles and associated equipment are sealed in a container the seal number and container number **shall** be included in the 'Brand Name or Identifying Marks section of the Plant Health Assurance Certificate accompanying the consignment.

prior to the issuance of a Plant Health Assurance Certificate by the business under this Operational Procedure.

7.3.4 Assurance Certificates

The Authorised Dispatcher **shall** ensure an Plant Health Assurance Certificate is completed and signed by an Authorised Signatory of the business prior to consignment of the Used Vehicles and Associated Equipment to a facility requiring certification that the vehicle is clean and free of QRM. Ensure that the original Certificate is given to the transporter.

An Authorised Signatory **must** complete a Plant Health Assurance Certificate (PHAC). A completed example is shown (refer Attachment 2).

- check that the quantities and vehicle types in the assembled consignment match the details on the Plant Health Assurance Certificate.

Individual Plant Health Assurance Certificates **shall** be issued to cover each consignment (ie. a discrete quantity of product transported to a single consignee at one time) to avoid splitting of consignments.

Assurance Certificates **shall** be completed, issued and distributed in accordance with the Work Instruction Guidelines for Completion of Plant Health Assurance Certificates (WI-02).

7.3.5 Assurance Certificate Distribution

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

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

The **triplicate** (green copy) **must** be sent to PBB.

7.3.6 ICA System Records

The business **shall** maintain the following records –

- (a) a current facility plan for each property on which inspection for certification will be undertaken;
- (b) inspection records; and
- (c) the duplicate copy of each Plant Health Assurance Certificate (Attachment 2) issued by the business.

ICA system records **shall** be retained for a period of not less than 24 months from completion.

ICA system records **shall** be made available on request by an Inspector.

7.3.7 ICA System Documentation

The business **shall** maintain the following documentation –

- (a) a copy of the business's current Application for Accreditation (refer Attachment 1);
- (b) a current copy of this Operational Procedure;

(c) a current Certificate of Accreditation for an Interstate Certification Assurance.

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

8. SANCTIONS POLICY

The Department of Primary Industry and Resources will implement sanctions depending on whether nonconformities are detected at audit and whether these are proven to be of a critical, major or minor nature.

The Department of Agriculture Western Australia reserves the right to inspect at any time, vehicles and associated equipment prepared under this ICA arrangement and to refuse to accept an Plant Health Assurance Certificate issued by a business operating under this ICA arrangement where they are found not to conform with the conditions specified in this procedure.

8.1 Action upon Detection of Nonconformities

Upon detection of a critical nonconformity the ICA Arrangement will be suspended immediately and interstate plant health authorities contacted immediately.

Detection of a major nonconformity will lead to a Nonconformance Report being issued and an audit re-scheduled within 7 days. Failure to correct the problem will result in suspension of the ICA Arrangement until the business rectifies the problem.

Minor nonconformities detected at audit will receive a Nonconformance Report which **must** be rectified by the next scheduled audit.

8.1.1 Product Rejection Procedures

The Certification Controller is responsible for ensuring that any interstate rejections (either by an Agricultural inspector or the receiving client) are documented. He/she will investigate the history of that consignment including inspection and dispatch records. A report on the investigations and any corrective action taken **must** be attached to appropriate records for audit purposes.

8.1.2 System Rejection Procedures

The Certification Controller will take immediate action whenever any of the procedures in this ICA fail or are not being met. This includes such matters as;

- incorrect package identification;
- auditable records incomplete;
- vehicles not inspected as per the operational procedure;

which may involve temporary suspension of inspections and retraining of responsible personnel.

8.2 Notice of Suspension or Cancellation of Accreditation

Notice of suspension or cancellation of the ICA Arrangement will be given in writing to the business. The business may appeal the decision by writing to the Chief Plant Health Manager stating reasons for the appeal.

9. ATTACHMENTS

Attachment 1	Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) and/or Certification Assurance (CA) Arrangement	(BLANK)
Attachment 2	Plant Health Assurance Certificate (PHAC)	(COMPLETED EXAMPLE)
Attachment 3	Inspection Record	(BLANK)
Attachment 4	Facility Plan	(BLANK)
Attachment 5	Used Vehicle Inspection Checklist	(BLANK)
Attachment 6	Used Caravan/Camper Checklist	(BLANK)
Attachment 7	Used Trailer/Dolly Checklist	(BLANK)
Attachment 8	Used Truck Inspection Checklist	(BLANK)

Tick each box that describes your business and the ICA/CA arrangement and provide specific details where required. Only one arrangement, that is one Operational Procedure at one Facility, may be covered in one application.

Indicate the type of application being made. New Renewal Amendment

1. Business/Persons Details

(a) Type of Ownership of Business

<input type="checkbox"/> Individual	<input type="checkbox"/> Incorporated Company	<input type="checkbox"/> Other	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Cooperative Association	(please specify)	

(b) Name of Business/Person

Please supply name in full. For a partnership, list the full names of each partner in their normal order. Companies must provide their Australian Company Number (ACN) or Australian Registered Body Number (ARBN) and attach a copy of the Certificate of Incorporation. Cooperative associations must provide appropriate proof of registration (i.e. a copy of the Certificate of Registration or registration search from the Office of Business Affairs or Australian Securities Commission)

<input type="checkbox"/> ARBN	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>
<input type="checkbox"/> ACN	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>

(c) Trading Name/s of the Business/Person (as shown on packages sent to market)

--

(d) Postal address of the Business/Person

Telephone:	()
Facsimile:	()
Mobile:	

E-mail

(e) Has the business been registered previously for the interstate movement of produce? Yes No

If yes, give the business's/persons Interstate Produce (IP) Number

A

2. Operational Procedure and Facility Details

a) Operational Procedure used in this arrangement

Reference No.	Title of Operational Procedure

(b) Street address of the facility

Telephone:	()
Facsimile:	()
Mobile:	

3. Authorised Signatories (for Plant Health Assurance Certificates)

	Family Name	Given Name/s	Specimen Signature
Certification Controller			
Back-up Controller Certification			
Additional Signatories Authorised			

4. Types (including varieties) of Produce to be Prepared Under the ICA/CA Arrangement (if insufficient space, attach a list)

5. Interstate Certification Assurance/Certification Assurance System Records

(a) What records do you maintain to verify that the business is carrying out its responsibilities and duties under the Operational Procedure?

- We maintain all our records in accordance with the examples provided in the Operational Procedure.
 We have developed alternative or additional records to those provided in the Operational Procedure.

(b) List the alternative or additional records you intend to use and attach a copy to this application.

(a) (b) (c)	
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6. Accreditation Conditions

(a) For the purposes of this agreement the following definitions shall apply:-

- Applicant* means the person, **corporation**, or other legal entity who is accredited under this agreement.
Inspector means an inspector appointed under the *Plant Health Act*
Department means the Department of Primary Industry and Resources
Interstate Certification Assurance System means the processes, equipment, personnel and resources used to implement the Operational Procedure nominated in Section 2(a).

- (b) The applicant must maintain and operate the interstate certification assurance system in accordance with the Operational Procedure as nominated in Section 2(a), and must maintain the records specified in Section 5.
(c) The applicant will, upon request, allow an inspector to enter any premises where produce certified under the agreement is treated or dispatched, or where any produce, equipment, chemicals, documents for records are stored.
(d) The inspector may inspect or take samples of any relevant item present on the premises at the time of the search.
(e) The applicant must take all steps to assist an inspector in the conduct of audits including allowing the inspector or officer to interview any employee of the applicant in relation to the Implementation of the Interstate certification assurance system.
(f) The applicant authorises the persons listed in Section 3 of this application to issue certificates on his or her behalf.
(g) In the event of cancellation or non-renewal of this arrangement the certificate pad and any green copies must be returned as they remain the property of Plant Biosecurity Branch.
(h) Plant Biosecurity fees will apply to those businesses/persons that choose to participate in this ICA/CA arrangement. Plant Biosecurity Branch can be contacted for a schedule of the Plant Biosecurity fees.

The applicant agrees to abide by the accreditation conditions listed above and acknowledges that any accreditation is granted subject to those conditions.

The applicant certifies that all of the information contained in this application is true and correct.

Signature/s	Date

Note: Where the applicant is a corporation, the company seal must be applied, and signed, in the appropriate form. Where the applicants are members of a partnership, each of the partners must sign the application.

Office Use Only

Desk Audit	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
Name (print) _____	Date received	___ / ___ / ___	
Signature: _____	Date completed	___ / ___ / ___	

Post your application/s to: Department of Primary Industry and Resources, Plant Biosecurity Branch
GPO Box 3000, DARWIN NT 0801



Plant Health Assurance Certificate

Consignment Details (PLEASE PRINT)

CONSIGNOR (FROM)	
Name	<i>Joe's Car Moving Pty Ltd</i>
Address	<i>Horne Road</i>
	<i>Humpty Doo NT 0836</i>

CONSIGNEE (TO)	
Name	<i>Cars R Us</i>
Address	<i>Holden Road</i>
	<i>Fremantle WA 6160</i>

RECONSIGNED TO (Splitting consignments or reconsigning whole consignments).	
Name	
Address	

Certification Details (PLEASE PRINT)

IP NUMBER	FACILITY NUMBER	PROCEDURE
A 9999	01	ICA- 54

ACCREDITED BUSINESS THAT PREPARED THE PRODUCE	
Name	<i>Joe's Car Moving Pty Ltd</i>
Address	<i>Horne Road</i>
	<i>Humpty Doo NT 0836</i>

GROWER OR PACKER	
Name	<i>Joe's Car Moving Pty Ltd</i>
Address	<i>Horne Road</i>
	<i>Humpty Doo NT 0836</i>

OTHER FACILITIES SUPPLYING PRODUCE	

BRAND NAME OR IDENTIFYING MARKS (as marked on packages)	DATE OR DATE CODE (as marked on packages)
<i>Joe's Car Moving Pty Ltd</i>	<i>04072007</i>

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Authorisation for Split Consignment
<i>1</i>	<i>Commodore VY</i>	<i>Used vehicle sedan</i>	_____
<i>1</i>	<i>Ford XR6</i>	<i>Used vehicle ute</i>	_____
_____	_____	_____	_____
_____	_____	_____	_____

Treatment Details

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

Additional Certification / Codes
<i>Meets ICA54 – Inspection of Used Vehicles.</i>

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 *Plant Health Act* and that the details shown above are true and correct in every particular.

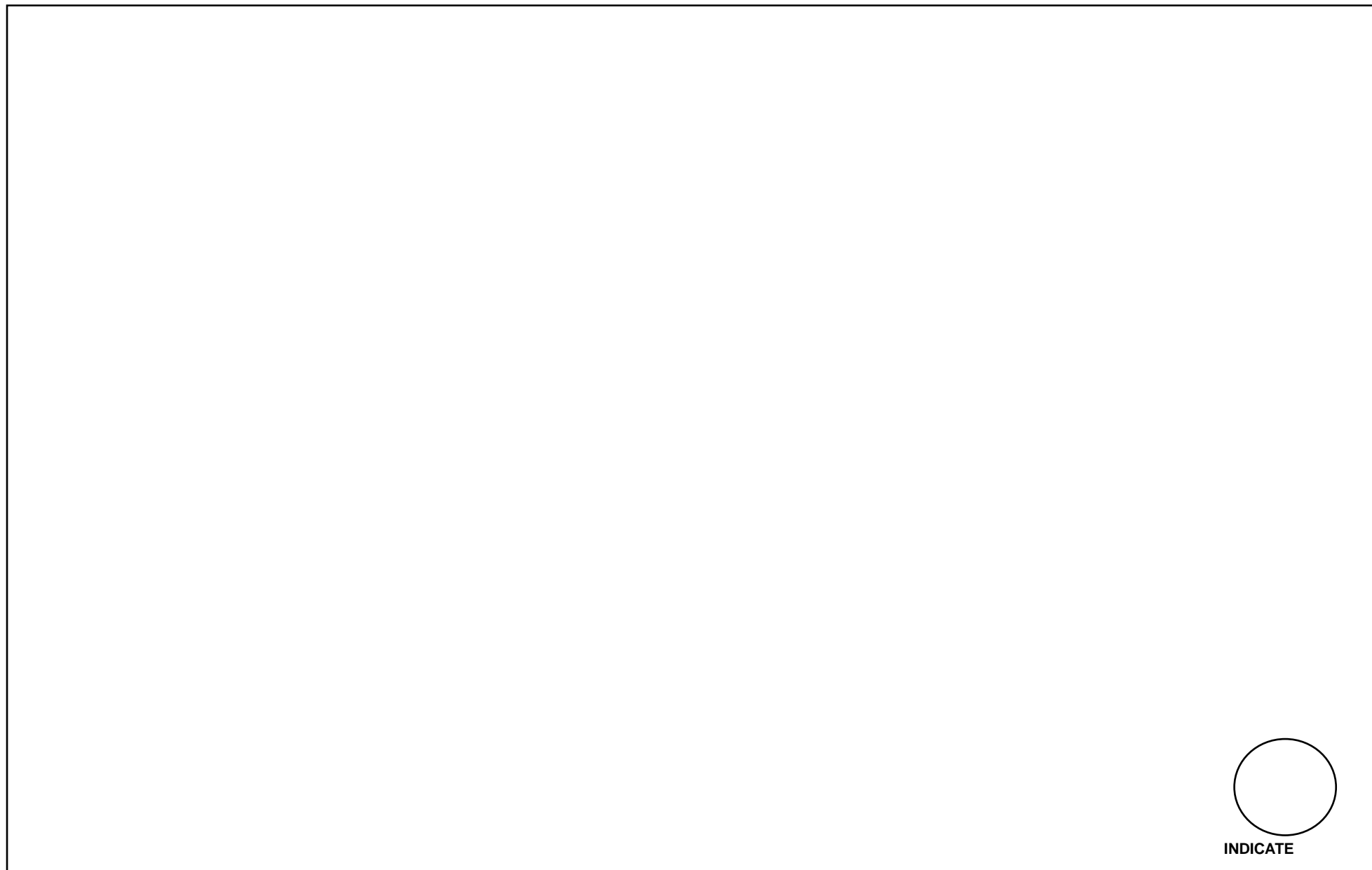
AUTHORISED SIGNATORY'S NAME (PLEASE PRINT)	SIGNATURE	DATE
<i>Joe Signatory</i>	<i>Joe Signatory</i>	<i>4/7/2007</i>

INSPECTION RECORD

Attachment 3

Nominated person to complete after inspection						
Date	Make of vehicle	Vehicle registration	Inspection result (list nature, location & disposal details of QRM found)	PHAC No	(PRINT) Nominated Persons name	Nominated persons signature

Facility Plan



Used Vehicle Inspection Checklist



Name of Owner/Exporter	Name of Supervisor
Inspection Location	Description of Machinery

			Verified	
1	Vehicle Interior	Check: (i) the foot wells. Check carpets, mats and sheepskin seat covers for burrs, seeds, mud, etc. Remember to look <u>under</u> mats. (ii) the contents of the vehicle (for Personal Effects)		
2	Boot/Rear Cargo Area	Remove any contents (e.g. luggage) to facilitate the inspection of the following: (i) the carpet (deposits of hay, weeds seeds, burrs and/or soil) (ii) the spare tyre area (iii) other recesses in the boot/rear of the vehicle.		
3	Engine	Remove and check the air filter/cleaner (these often require destruction where they are clogged with QRM). Check: (i) grill (ii) recess under windscreen wipers (iii) radiator core (iv) engine area for residues Note: engine oil and grease is not a quarantine risk unless excessive.		
4	Vehicle Underside	Inspect the underside of the vehicle, specifically: (i) wheel arches (ii) mud flaps (iii) tyre rims (particularly the rear side) (iv) axles and diffs (v) spare tyres on 4WD's (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim.		
	Inspection Result	Name of Accredited Inspector (Print)	Contact Phone Number	Inspection Date
Comments				

Caravan/Camper Inspection Checklist



Name of Owner/Exporter		Name of Supervisor	
Inspection Location	Description of Machinery		

			Verified
1	Interior	Check:	
		(i) fridges	
		(ii) cupboards	
		(iii) under seats and benches	
		(iv) under beds	
2	Vehicle Underside	Inspect the underside of the vehicle, specifically:	
		(i) wheel arches	
		(ii) mud flaps	
		(iii) tyre rims (particularly the rear side)	
		(iv) axles	
		(v) spare tyres (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim.	
		(vi) water tanks	
		(vii) toolboxes and mounts	
		(viii) steps and running boards	
		(ix) chassis rails and channels	
Inspection Result	Name of Accredited Inspector (Print)	Contact Phone Number	Inspection Date
Comments			

Trailer/Dolly Inspection Checklist



Name of Owner/Exporter	Name of Supervisor
Inspection Location	Description of Machinery

			Verified
1	Tray Area	Remove any contents (e.g. luggage) to facilitate the inspection of the following: (i) tray topside (deposits of hay, weeds seeds, burrs and/or soil) (ii) the spare tyre area (iii) other recesses	
2	Trailer Underside	Inspect the underside of the trailer, specifically: (i) wheel arches (ii) mud flaps (iii) tyre rims (particularly the rear side) (iv) axles and diffs (v) spare tyres (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim.	

Inspection Result	Name of Accredited Inspector (Print)	Contact Phone Number	Inspection Date

Comments

Truck Inspection Checklist



Name of Owner/Exporter	Name of Supervisor
Inspection Location	Description of Machinery

			Verified
1	Truck Interior	Check: (i) the foot wells. Check carpets, mats and sheepskin seat covers for burrs, seeds, mud, etc. Remember to look <u>under</u> mats. (ii) the contents of the vehicle (for Personal Effects)	
2	Engine	Remove and check the air filter/cleaner (these often require destruction where they are clogged with QRM). Check: (i) grill (ii) recess under windscreen wipers (iii) radiator core (iv) engine area for residues Note: engine oil and grease is not a quarantine risk unless excessive.	
3	Vehicle Underside	Inspect the underside of the vehicle, specifically: (i) wheel arches (ii) mud flaps (iii) tyre rims (particularly the rear side) (iv) axles and diffs (v) spare tyres (suspended underneath). Note: these are potentially a high risk area as QRM collects inside the horizontally-positioned rim. (vi) fuel tanks (vii) toolboxes and mounts (viii) steps and running boards (ix) chassis rails and channels	
Inspection Result	Name of Accredited Inspector (Print)	Contact Phone Number	Inspection Date
Comments			