

## GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE CERTIFICATES

### REVISION REGISTER

Revision No.	Date of Issue	Amendment Details
First	04/06/2007	New Issue
Second	11/12/2009	Updated Issue
Third	25/11/2010	Updated Issue
Fourth	19/05/2011	Updated Issue
Fifth	20/03/2014	Updated Issue

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*S. Flewden*

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Quality Control Officer

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## 1. PURPOSE

The purpose of this work instruction is to provide guidelines for completion of the form Plant Health Assurance Certificate (PHAC) (Attachment 1).

## 2. SCOPE

This work instruction covers the requirements for completion and issuance of a Plant Health Assurance Certificate (Attachment 1) by an Authorised Signatory of an accredited business for all produce prepared and certified under an Interstate Certification Assurance (ICA) arrangement in the Northern Territory.

'Prepared' includes all produce subjected to a chemical or physical disinfestation treatment and all produce graded to meet a condition requirement by a business operating under an ICA arrangement.

## 3. DEFINITIONS

<b>Accredit</b>	means to authorise nominated staff within a business to issue Assurance Certificates.
<b>Act</b>	means the <i>Plant Health Act</i> .
<b>Assurance Certificate</b>	means a Plant Health Assurance Certificate (PHAC) (Attachment 1).
<b>Authorised Signatory</b>	means a person whose name and specimen signature is included as an Authorised Signatory on the business's approved Application for Accreditation form.
<b>Business</b>	means the legal entity responsible for the operation of the facility and ICA arrangement detailed on the business's approved Application for Accreditation form.
<b>Certification Assurance</b>	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.
<b>Certified/Certification</b>	means covered by a valid Plant Health Assurance Certificate (Attachment 1).
<b>Consignee</b>	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 re-consigned or split.
<b>Consignor</b>	means the person or business responsible for deciding the first destination of the produce after it leaves the place of certification.
<b>ICA</b>	means Interstate Certification Assurance.
<b>Interstate Certification Assurance</b>	means a system of Certification Assurance developed to meet the requirements of State and Territory Governments for the certification of produce for interstate and intrastate quarantine purposes.
<b>NTQ</b>	means Northern Territory Quarantine.
<b>Original Consignment</b>	means the whole or intact consignment as it left the original place of certification.

<b>Prepared</b>	means subjected to a chemical or physical disinfestation treatment, graded or inspected to meet a condition requirement.
<b>Quarantine Area</b>	means a pest quarantine area declared under the <i>Plant Health Act</i> .
<b>Re-consignee</b>	means forwarding original consignment or sub consignment onto another person or business after the original consignment.
<b>Splitting a Consignment</b>	means the act of dividing an original consignment into sub-consignments for the purpose of: <ul style="list-style-type: none"> <li>(a) sending the sub-consignments to different consignees;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>(b) transporting the sub-consignments to the same consignee on different vehicles or via different transport methods.</li> </ul>
<b>Sub-Consignment</b>	means the part of the original consignment that is being split from the original consignment.

## **4. PROCEDURE**

### **4.1 General**

The form Plant Health Assurance Certificate (Attachment 1) is used to provide evidence of treatment or that produce meets a condition from a business operating under an ICA arrangement.

The form may be used to provide evidence to other State or Territory Plant Quarantine Authorities of conformance with applicable quarantine entry conditions for consignments moving from the Northern Territory.

### **4.2 Completion of Plant Health Assurance Certificates**

The form may be completed by handwriting, typing or stamping the information in the space provided. The information **must** be neat and legible and the same information **must** be included on each copy.

Numbering is in accordance with the blank example certificate shown as Attachment 1.

#### **4.2.1 Consignment Details**

##### **(a) Consignor**

Insert the name and physical address of the person or business consigning the produce.

The consignor is the person or business responsible for deciding where the produce will be sent next after leaving the facility which prepared the produce for certification. The consignor will normally be the owner of the produce, but may be an agent of the owner who makes marketing decisions on behalf of the owner.

##### **(b) IP No. of Acc. Business**

Insert the "A" Registration (IP) Number of the ICA accredited business that operates the facility in which the produce was prepared for certification whose name and address is entered at (e) Accredited Business that Prepared the Produce.

This IP Number **must** be the same as the IP Number marked on the packages after the produce was prepared and packed.

**(c) Facility Number**

Insert the Facility Number of the accredited business.

**(d) ICA Number**

Insert ICA Number in which this certificate and consignment is for.

**(e) Accredited Business That Prepared the Produce**

Insert the name and physical address of the ICA accredited business that operates the facility in which the produce was prepared for certification.

The name and address of the accredited business should be the same as that shown in the business's Certificate of Accreditation for the ICA arrangement.

Where this business is the same as the consignor the words "Consignor as above" may be used.

**(f) Consignee**

Insert the name and physical address of the consignee where the produce is received. In the case of mail order non-commercial produce a PO Box may be used.

The consignee is the person or business to which the produce is initially consigned. The consignee will normally be the purchaser such as a merchant or wholesaler, but may be an agent of the consignor or purchaser and may be located within or outside the Territory.

**(g) Grower or Packer**

Insert the name and physical address of the grower or packer of the produce.

This should be the "Grown by" or "Packed by" name and physical address marked on the end of the packages in the consignment.

Where this business is the same as the consignor the words "Consignor as above" may be used.

**(h) Reconsigned To**

This section is to be left blank at the time of issue by the ICA accredited business.

This section is to be completed by the consignee when re-consigning original consignments or re-consigning sub-consignments after splitting the original consignment.

The consignee inserts the name and physical address of the re-consignee.

***Examples of common marketing arrangements with clarification of who are the consignor, consignee and re-consignee are provided in Attachment 3.***

#### **4.2.2 Certification Details**

##### **(i) Other Facilities Supplying Produce**

List other businesses/properties the produced packed by you is sourced from.

##### **(j) Brand Name or Identifying Marks (as marked on packages)**

Insert any distinctive brand name marked on the packages.

##### **(k) Date Code (as marked on packages)**

Insert the date(s) or date code(s) marked on the packages after the produce was prepared and packed. When the consignment includes packages with different dates or date codes include all dates or date codes marked.

##### **(l) Number of Packages**

Insert the number of packages in the consignment covered by the certificate. A separate line should be used for each type of produce and/or each type of package covered by the certificate.

##### **(m) Type of Packages**

Insert the type of packages. Terms such as carton, tray or bulk bin should be used.

##### **(n) Type of Produce**

Insert the common name of the type of produce prepared. Varieties **must** be used.

##### **(o) Authorisation for Split Consignments**

The ICA accredited business which prepared the produce **must** not complete this section.

Individual Assurance Certificates should be issued to cover each consignment (ie. a discreet quantity of product transported to a single consignee at one time) to avoid splitting of consignments.

This section may only be completed by a business accredited under an ICA arrangement for splitting original consignments (refer ICA-17).

#### **4.2.3 Treatment or Condition Details**

##### **(p) Treatment**

Detail the chemical/s used to meet the requirement.

Where applicable, complete the relevant concentration, duration and temperature details for the treatment applied.

All produce covered by the same certificate **must** have received the same treatment or met the same condition.

##### **(q) Chemical (Active Ingredient)**

List the chemicals used by you to treat the produce. (eg. Dimethoate, Fenthion, Bifenthrin, Chlorpyrifos etc.).

**(r) Treatment Date**

Insert the date or dates of treatment or grading for condition. Where the consignment contains packages prepared on several dates, enter each date of treatment or grading in the date column.

**(s) Concentration/Duration and Temperature**

Concentration: Detail the strength of chemical needed to meet the requirement. (eg. 400g/L, 500g/L, 80g/kg @ 6ml/L and wetting agent).

Duration: Detail the time requirement of the treatment. (eg. 1 minute, 10 seconds, to runoff etc).

Temperature: Detail the temperature requirement of the treatment. (eg. Ambient, or controlled temperature (in ° C)).

**(t) Additional Certification**

This section **must** only be completed by an ICA accredited business where the additional certification to be given is covered by the ICA arrangement(s) for which the business is accredited.

This section is to include additional certification required for -

1. movement of produce from a Quarantine Area;
2. entry to an importing State or Territory.

**OR**

Each additional certification **shall** be sequentially numbered.

Additional certification may include statements concerning freedom from a pest or disease or condition of produce at the time of certification.

Details of additional certification requirements can be obtained from NT Quarantine.

***Any unused space in this section must be ruled off by the Authorised Signatory prior to issue (refer Attachment 2)***

**4.2.4 Declaration**

The Declaration section of an Assurance Certificate may only be completed and signed by an Authorised Signatory of an ICA accredited business in accordance with the terms and conditions of the business's ICA arrangement.

**(u) Authorised Signatory's Name**

Insert the issuing Authorised Signatory's full printed name.

**(v) Signature**

Insert the issuing Authorised Signatory's signature.

**(w) Date**

Insert the date of issue.

**4.3 Alterations**

Where a minor error has been made of an Assurance Certificate, the certificate may be amended by placing a single line through the incorrect information and inserting the correct information next to the alteration. An Authorised Signatory of the business issuing the certificate **must** place their initials in close proximity to the amendment to verify the alteration.

An example of a correctly completed alteration is shown in Attachment 2 in the 'Type of Packages' section of the certificate.

Where the error is substantial or involves a number of sections on the certificate, the certificate **shall** be cancelled and a new certificate completed. Where a certificate is cancelled, the word 'CANCELLED' **shall** be maintained with the duplicate copy of the cancelled certificate.

**Under no circumstances shall a person than an Authorised Signatory of the business that issued the certificate or an Inspector alter a completed Plant Health Assurance Certificate.**

**4.4 Distribution**

The **original** (yellow copy) **must** accompany the consignment. The original should accompany the consignment when leaving a Quarantine Area or on arrival at interstate quarantine barriers or markets requiring certification.

The only exception to this rule is when original (whole) consignments are split by a business accredited for an ICA arrangement for splitting consignments of certified produce.

The procedures for splitting consignments are detailed in the Operational Procedure (ICA-17).

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

The **triplicate** (green copy) is to be sent to the Operations Manager, NTQ, GPO Box 3000, Darwin NT, not less than monthly.

**5. ATTACHMENTS**

Attachment 1	Plant Health Assurance Certificate	<b>(Alphabetically Indexed)</b>
Attachment 2	Plant Health Assurance Certificate	<b>(COMPLETED EXAMPLE)</b>
Attachment 3	Examples of Common Marketing Arrangements.	





### Plant Health Assurance Certificate

**Consignment Details** (PLEASE PRINT)

CONSIGNOR (FROM)	
Name	(a)
Address	

CONSIGNEE (TO)	
Name	(f)
Address	

RECONSIGNED TO (Splitting consignments or reassigning whole consignments).	
Name	(h)
Address	

**Certification Details** (PLEASE PRINT)

IP NUMBER	FACILITY NUMBER	PROCEDURE
A	(b)	(c)
		ICA- (d)

ACCREDITED BUSINESS THAT PREPARED THE PRODUCE	
Name	(e)
Address	

GROWER OR PACKER	
Name	(g)
Address	

OTHER FACILITIES SUPPLYING PRODUCE	
(i)	

BRAND NAME OR IDENTIFYING MARKS (as marked on packages)	DATE OR DATE CODE (as marked on packages)
(j)	(k)

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Authorisation for Split Consignment
(l)	(m)	(n)	(o)

**Treatment Details**

Treatment	Chemical (Active Ingredient)	Treatment Date	Concentration / Duration and Temperature
(p)	(q)	(r)	(s)

Additional Certification / Codes
(t)

**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
(u)	(v)	(w)

Yellow Original – Consignment Copy : White Duplicate – Business Copy : Green Triplicate - Audit Copy



## Attachment 2

## Plant Health Assurance Certificate

## Consignment Details (PLEASE PRINT)

CONSIGNOR (FROM)
Name <i>Joe's Guava Farm Pty Ltd</i>
Address <i>Lot 2000 Beddington Road</i> <i>Humpty Doo NT 0836</i>

CONSIGNEE (TO)
Name <i>Central Market Pty Ltd</i>
Address <i>684 Long Road</i> <i>Melbourne Victoria 3000</i>

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

## Certification Details (PLEASE PRINT)

IP NUMBER	FACILITY NUMBER	PROCEDURE
A 9999	01	ICA- 01

ACCREDITED BUSINESS THAT PREPARED THE PRODUCE
Name <i>Joe's Guava Farm Pty Ltd</i>
Address <i>Lot 2000 Beddington Road</i> <i>Humpty Doo NT 0836</i>

GROWER OR PACKER
Name <i>As Above</i>
Address

OTHER FACILITIES SUPPLYING PRODUCE

BRAND NAME OR IDENTIFYING MARKS (as marked on packages)	DATE OR DATE CODE (as marked on packages)
<i>Joe's Guava Farm</i>	<i>04072007</i>

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Authorisation for Split Consignment
<i>40</i>	<i>Cartons-JS Trays</i>	<i>Guavas</i>	

## Treatment Details

Treatment	Chemical (Active Ingredient)	Treatment Date	Concentration / Duration and Temperature
<i>Dipping</i>	<i>Dimethoate</i>	<i>03/07/2007</i>	<i>400g/L @ 1ml/L (400 ppm) for 1 min</i>

Additional Certification / Codes

## 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>

Yellow Original – Consignment Copy : White Duplicate – Business Copy : Green Triplicate - Audit Copy

## EXAMPLE OF COMMON MARKETING ARRANGEMENTS

### Grower Direct to Wholesaler

In cases where the grower prepares and packs the produce and makes the decision as to which wholesaler (agent, merchant or buyer) the certified produce will be consigned, the grower is the **consignor** and the wholesaler is the **consignee**.

### Grower to Marketer then to Wholesaler

In cases where the grower prepares and packs the produce and then consigns certified produce to a marketer (marketing body, co-operative or other marketing organisation) locally or in another centre, and that marketer decides to which person or business the produce will be next consigned, the grower is the **consignor** and the marketer is the **consignee**.

### Grower to a Grading or Treatment Facility

In cases where the grower sends produce to another business where it is packed and/or prepared and then certified, but the grower makes the decision as to which person or business the certified produce will be consigned, the grower is the **consignor** and the person or business to which the produce is consigned is the **consignee**.

In cases where a grower sends produce to another business where it is packed and/or prepared and then certified, but the packer or treater makes the decision as to which person or business the certified produce will be consigned, the packer or treater is the **consignor** and the person or business to which the produce is consigned is the **consignee**.

The name and address of either the grower or the packer is entered in the "Grower or Packer" section depending on which name is marked on the packages.

### Wholesaler or Marketer to Another Person or Business

In cases where a wholesaler or marketer has purchased produce prior to grading or treatment and certification, and the wholesaler or marketer makes the decision on where the produce is consigned, the wholesaler or marketer is the **consignor** and the person or business to which the produce is consigned is the **consignee**.

### Re-consignee

Where the **consignee** (wholesaler or marketer) re-consigns certified produce to another person or business, the person or business to which the produce is re-consigned is the **re-consignee**.