



Department of  
Primary Industries and  
Regional Development

015

Work Instruction  
Guidelines for the  
Completion of Plant Health  
Assurance Certificates  
(PHAC)

Version 8.0 – February 2019



## Revision Register

Issue Number	Date of Issue	Amendments
1.0	19/11/02	First Revision.
2.0	19/07/04	Revised for new PHAC
3.0	15/10/04	Review, formatting and new WI number
4.0	10/08/07	Section 4.8 Distribution
5.0	24/07/08	Review and formatting
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7.1	25/05/18	Review and formatting
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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.

## 2 SCOPE

This work instruction covers the requirements for completion and issuance of a *Plant Health Assurance Certificate* by an Authorised Signatory of an accredited business for all produce prepared and certified under a Quality Assurance (QA) arrangement in Western Australia.

'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 a QA arrangement.

## 3 DEFINITIONS

Accredit	means to accredit persons to issue Assurance Certificates
Assurance Certificate	means a Plant Health Assurance Certificate .
Authorised Signatory	means an officer of a QA accredited Business whose name and specimen signature is provided as an authorised signatory on the Business's Application for Accreditation.
Business	means the legal entity responsible for the operation of the QA arrangement detailed on the Business's Application for Accreditation.
CA Certification Assurance	means a voluntary arrangement between the Department of Primary Industries and Regional Development 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 <i>Plant Health Assurance Certificate</i> issued by a Business operating under a QA arrangement
consignor	means the person or business responsible for deciding the first destination of the produce after it leaves the place of certification.
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.
ICA	means Interstate Certification Assurance.

Interstate Certification Assurance	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.
original consignment	means the whole or intact consignment as it left the place of certification to the consignee.
prepared	means subjected to a chemical or physical disinfestation treatment or graded to meet a produce condition requirement.
Quarantine Area	means a pest quarantine area
QA Arrangement	means a business operation under an approved Interstate Certification Assurance (ICA) or Certification Assurance (CA) arrangement.
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:  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 the part of the original consignment that is being split from the rest of the consignment.

## 4 PROCEDURE

### 4.1 General

The form *Plant Health Assurance Certificate* is used to provide evidence that produce has been treated or meets a specified condition, and has been prepared by an accredited Business operating under a QA arrangement.

The form is used to provide evidence to Australian plant quarantine authorities of conformance with applicable quarantine requirements for consignments moving across quarantine barriers (ie state or territory borders or the borders of pest quarantine areas).

### 4.2 Requirements

Certificates must be signed by an authorised signatory at the time of dispatch by the business.

PHAC books are not transferable.

All books containing unused certificates must be returned to Quarantine WA when the business ceases to be accredited.

It is an offence under the Biosecurity and Agriculture Management Act 2007 to:

- issue or alter an assurance certificates without being accredited to do so; and/or

- make false or misleading statements on certificates and declarations; and/or
- not return unused books upon ceasing accreditation.

### 4.3 Completion of Plant Health Assurance Certificates

The form **must** 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 of the certificate.

### 4.4 Consignment Details

(Numbering is in accordance with the blank example certificate shown as attachment 1)

#### (A) Consignor

Insert the name and physical street 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.

Note: PO Box addresses are not acceptable

#### (B) Consignee

Insert the name and physical street address of the consignee.

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 Western Australia.

Note: PO Box addresses are not acceptable

#### (C) Re-consigned To

This section is to be left blank at the time of issue by the QA 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 street address of the re-consignee.

Note: PO Box addresses are not acceptable

For additional information on splitting consignments or re-consigning original consignments refer to the Operational Procedure *Splitting Consignments and Re-consigning Original Consignments of Certified Produce* [ICA-17].

### 4.5 Certification Details

#### (D) IP Number, Facility Number and Procedure Number

Insert the Interstate Produce (IP) Number, Facility Number and Procedure Number of the QA accredited Business that operates the facility in which the produce was prepared for certification and whose name and address is entered at (e) *Accredited Business that Prepared the Produce*.

This IP Number **must** be the same as the Interstate Produce (IP) Number marked on the packages.

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

Insert the name and address of the QA 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 QA arrangement.

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

**(F) Grower or Packer**

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

This should be the "Grown by" or "Packed by" name and 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.

**(G) Other Facilities supplying produce**

Insert the Interstate Produce (IP) Number's or Name's of other businesses that have supplied produce to be cover under this certificate

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

Insert any distinctive brand name marked on the packages.

**(I) 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.

**(J) 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.

**(K) Type of Packages**

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

**(L) Type of Produce**

Insert the common name of the type of produce prepared.

The Authorised Signatory **must** rule off under the last entry in the number and type of packages and type of produce columns in accordance with the attached example to prevent changes or additions after issue (refer [Attachment 2](#))

**(M) Authorisation for Split Consignments**

The QA accredited Business issuing the Assurance Certificate **must not** complete this section. Individual Assurance Certificates **must** 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 **must** only be completed by a Business accredited under a QA arrangement for splitting original consignments (refer *Splitting Consignments or Re-consigning Original Consignments of Certified Produce* [ICA-17]).

#### 4.6 Treatment Details

##### (N) Treatment

Insert the treatment that has been applied to the produce

##### (O) Chemical (Active Ingredient)

Insert the chemicals active ingredient (*if applicable*).

##### (P) 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.

##### (Q) Concentration / Duration and Temperature

Insert the chemical mix concentration, treatment duration and temperature (*if applicable*). ie. for flood spaying with fenthion – “412.5ppm spray for 10 sec then wet for 60 sec”

##### (R) Additional Certification

This section **must** only be completed by a QA accredited Business where the additional certification is covered by the QA arrangement(s) or area or property freedom accreditation(s) under which the Business is accredited.

This section is to include additional certification required for-

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

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

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

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

#### 4.7 Declaration

The Declaration section of an Assurance Certificate may only be completed and signed by an Authorised Signatory of a QA accredited Business in accordance with the terms and conditions of the Business’s QA arrangement.

##### (S) Authorised Signatory’s Name

Insert the issuing Authorised Signatory’s full printed name.

##### (T) Signature

Insert the issuing Authorised Signatory’s signature.

##### (U) Date

Insert the date of issue.



### 4.8 Alterations

Where a minor error has been made in completion 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 **must** be cancelled and a new certificate completed. Where a certificate is cancelled, the word 'CANCELLED' **must** be written across the form and the original copy **must** be maintained with the duplicate copy of the cancelled certificate.

Under no circumstances must a person other than an Authorised Signatory of the Business that issued the certificate alter a completed Plant Health Assurance Certificate.

### 4.9 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 a QA arrangement for splitting consignments of certified produce.

Procedures for splitting consignments are detailed in the Operational Procedure Splitting Consignments and Re-consigning Original Consignments of Certified Produce [ICA-17].

The **duplicate** (blue copy) is to be sent to the below address not less than monthly.

- Quality Assurance Officer  
 Quarantine WA  
 Locked Bag 69  
 WELSHPOOL DC, WA 6986

The **triplicate** (white copy) **must** be retained by the QA accredited Business that issued the certificate.

## 5 ATTACHMENTS

Attachment 1	Plant Health Assurance Certificate	(BLANK)
Attachment 2	Plant Health Assurance Certificate	(COMPLETED EXAMPLE)



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Certificate Number:

ORIGINAL (Yellow) – Consignment Copy  
DUPLICATE (Blue) – Quarantine WA Copy  
TRIPLICATE (White) – Business (Book) Copy

Business Specific Information\*

Dispatch Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ref No: \_\_\_\_  
Arrival Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PO No: \_\_\_\_

\* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.

## Plant Health Assurance Certificate

Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013  
All accreditation details must be completed. Please print clearly and initial any alterations

### Consignment Details

#### Consignor

Name
Address <b>A</b>

#### Consignee

Name
Address <b>B</b>

#### Re-consigned To

(Splitting consignments or re-consigning whole consignments).

Name
Address <b>C</b>

### Certification Details

IP Number Facility Number Procedure

<b>W</b>	<b>D</b>	
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#### Accredited Business That Prepared The Produce

Name
Address <b>E</b>

#### Grower or Packer

Name
Address <b>F</b>

#### Other Facilities Supplying Produce

<b>G</b>
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Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Brand Name or identifying marks (As marked on packages)	Date Code (As marked on packages)	Authorisation for Split Consignment
<b>J</b>	<b>K</b>	<b>L</b>	<b>H</b>	<b>I</b>	<b>M</b>
					Affix Authorisation Stamp to Split / Re-consignee here

### Treatment Details

Treatment	Chemical (Active Ingredient)	Treatment Date	Concentration / Duration and Temperature
<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>

### Additional Certification / Codes

<b>R</b>
----------

### 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 business's 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 *Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013* to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)

Signature

Date

<b>S</b>	<b>T</b>	<b>U</b>
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Department of Agriculture and Food



Certificate Number: XXXXX

ORIGINAL (Yellow) – Consignment Copy  
 DUPLICATE (Blue) – Quarantine WA Copy  
 TRIPLICATE (White) – Business (Book) Copy

Business Specific Information\*

Dispatch Date: \_\_\_ / \_\_\_ / \_\_\_ Ref No: \_\_\_\_\_

Arrival Date: \_\_\_ / \_\_\_ / \_\_\_ PO No: \_\_\_\_\_

\* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.

## Plant Health Assurance Certificate

*Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013*  
 All accreditation details must be completed. Please print clearly and initial any alterations

### Consignment Details

#### Consignor

Name **ABC Pty Ltd**

Address **Block Road**  
**Perth WA 6000**

#### Consignee

Name **Plant Agents**

Address **Somewhere Road**  
**Somewhere SA**

#### Re-consigned To

(Splitting consignments or re-consigning whole consignments).

Name \_\_\_\_\_

Address \_\_\_\_\_

### Certification Details

IP Number	Facility Number	Procedure
<b>W 9999</b>	<b>01</b>	<b>ICA38</b>

#### Accredited Business That Prepared The Produce

Name **ABC Pty Ltd**

Address **Block Road**  
**Perth WA 6000**

#### Grower or Packer

Name **ABC Pty Ltd**

Address **Block Road**  
**Perth WA 6000**

#### Other Facilities Supplying Produce

\_\_\_\_\_

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Brand Name or identifying marks (As marked on packages)	Date Code (As marked on packages)	Authorisation for Split Consignment
<b>144</b>	<b>Cartons</b>	<b>Plants</b>	<b>ABC Plants</b>	<b>230416</b>	Affix Authorisation Stamp to Split / Re-consignee here
			<b>(see attachment)</b>		

### Treatment Details

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

### Additional Certification / Codes

**Inspected and found free from melon thrips**

### 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 business's 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 *Biosecurity and Agriculture Management (Quality Assurance and Accreditation) Regulations 2013* to issue assurance certificates without being accredited and/ or making false statements in certificates and declarations.

Authorised Signatory's Name (Please Print)	Signature	Date
<b>Joe Bloggs</b>	<i>J. Bloggs</i>	<b>23/04/2016</b>