



GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE CERTIFICATES

VERSION REGISTER

Version No.	Date of Issue	Amendment Details
7	09/12/19	Version 7 issued. Replaces version 6 to include updated version of PHAC and definitions.

Authorised:

Biosecurity Queensland



This publication has been compiled by Biosecurity Queensland, Department of Agriculture and Fisheries

© State of Queensland, 2019.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 International (CC BY 4.0) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms.

You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

For more information on this licence, visit <http://creativecommons.org/licenses/by/4.0>

Disclaimer

The information contained in this document, is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, changing legislation, standards and other requirements, users are reminded of the need to ensure that information upon which they rely is up to date and to check the currency of the information contained herein. Recognising that other parties provide some of the information, the State of Queensland through its Department of Agriculture and Fisheries, take no responsibility for the accuracy, currency, reliability and correctness of any information included in material provided by those other parties.



TABLE OF CONTENTS

1. PURPOSE	4
2. SCOPE	4
3. DEFINITIONS	4
4. ACTIONS	5
4.1 General	5
4.2 Completion of Plant Health Assurance Certificates	6
4.2.1 Consignment Details	6
4.2.2 Certification Details	7
4.2.3 Treatment or Condition Details	9
4.2.4 Declaration	10
4.3 Alterations	10
4.4 Distribution	11
5. ATTACHMENTS	11

1. PURPOSE

The purpose of this work instruction is to provide guidelines for completion of the form ***Plant Health Assurance Certificate [CAF-16]***.

2. SCOPE

This work instruction covers the requirements for completion and issuance of a *Plant Health Assurance Certificate [CAF-16]* by an Authorised Signatory of an Accredited Certifier for all produce prepared and certified under an Interstate Certification Assurance (ICA) or Certification Assurance Arrangements (CA) arrangement in Queensland.

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

3. DEFINITIONS

accredit	means to accredit persons to give a Biosecurity Certificates in accordance with Section 415 of the <i>Biosecurity Act 2014</i> .
Accredited Certifier	means the legal entity responsible for the operation of the ICA or CA arrangement detailed on the Accredited Certifier's Application for Accreditation.
Assurance Certificate	means a <i>Plant Health Assurance Certificate [CAF-16]</i> .
Authorised Signatory	means a person acting under the direction of an Accredited Certifier whose name and specimen signature is provided as an authorised signatory on the Accredited Certifier's Application for Accreditation.
Biosecurity Certificate	means a <i>Plant Health Assurance Certificate [CAF-16]</i> .
Biosecurity Matter	means a living thing (not human) or a pathogenic agent that can cause disease or be a disease or contaminant. E.g., all life stages of fruit fly, fire ants or citrus canker.
Biosecurity Zone	means an area identified as a biosecurity zone under the <i>Biosecurity Regulation 2016</i> .
CA	means Certification Assurance.
Carrier of Biosecurity Matter	means a thing that is capable of containing or moving biosecurity matter.
Certification Assurance	means a voluntary arrangement between Queensland Department of Agriculture and Fisheries and an Accredited Certifier that demonstrates effective in-house quality management and provides assurance through documented procedures and records that produce meets specified requirements.

**GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE
CERTIFICATES**

certified/certification	means covered by a valid <i>Plant Health Assurance Certificate</i> [CAF-16] issued by an Accredited Certifier operating under an ICA arrangement
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.
consignor	means the person or business responsible for deciding the first destination of the produce after it leaves the place of certification.
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.
Plant Biosecurity Inspector	Means an Inspector appointed under the <i>Biosecurity Act 2014</i> with the appropriate delegation.
prepared	means subjected to a chemical or physical disinfestation treatment or inspected or graded to meet a produce condition requirement.
QDAF	Queensland Department of Agriculture and Fisheries
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">(a) sending the sub-consignments to different consignees; or(b) 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. ACTIONS

4.1 General

The form *Plant Health Assurance Certificate* [CAF-16] is used to provide evidence that produce has been treated or meets a specified condition, and has been prepared by an Accredited Certifier operating under an ICA or CA 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 (i.e. state or territory borders or the borders of pest quarantine areas).

4.2 Completion of Plant Health Assurance Certificates

The form shall be completed by handwriting, typing or stamping the information in the space/s provided.

The information must be neat and legible and the same information must be included on each copy of the certificate.

4.2.1 Consignment Details

(Numbering is in accordance with the blank example certificate shown as [Attachment 1](#)).

(a) Certificate No.

This number is pre-stamped on each certificate. It is unique and distinguishes one certificate from any other certificate.

(b) 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.

(c) Consignee

Insert the name and physical address of 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 Queensland.

(d) Reconsigned To

This section is to be left blank at the time of issue by the Accredited Certifier.

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

The consignee inserts the name and physical address of the reconsignee.

Examples of common marketing arrangements with clarification of who is the consignor, consignee and reconsignee are provided in [Attachment 3 - Examples of Common Marketing Arrangements](#).

**GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE
CERTIFICATES**

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

(e) Method of Transport

This section is to be completed by the Accredited Certifier where the information is known at the time of issuing the certificate.

Tick or cross the box which corresponds to the means of transport for movement of the produce from the facility where the produce was certified.

If by road, insert the truck and/or trailer number of the vehicle/s used to transport the produce. If by rail, insert the consignment number provided by Queensland Rail for the consignment.

If by air, insert the intended Airline and Flight Number.

If by sea, insert the name of the vessel and the voyage number.

4.2.2 Certification Details

(f) Accredited Certifier that Prepared the Produce

Insert the name and physical address of the facility where the produce was prepared for certification.

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

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

(g) Grower or Packer

Insert the name and physical address of the source property 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 is the same as the consignor the words "Consignor as above" may be used.

(h) IP No. of Acc. Certifier

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

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

(i) Brand Name or Identifying Marks (as marked on packages)

Insert any distinctive brand name marked on the packages. If re-used packages are used, enter "Various re-used packages".

Where there is no brand name marked or other identifying marks on the packages, place a line through the section.

**GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE
CERTIFICATES**

(j) 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.

(k) Facility No.

Insert the facility number of the ICA or CA accredited facility in which the produce was prepared or treated for certification. The facility code should be the same as that shown on the Accredited Certifier's Certificate of Accreditation for the ICA or CA arrangement and is the middle number under the heading **ICA or CA ARRANGEMENT NUMBER** (e.g. for an Accredited Certifier with number Q9999-09-ICA02, the facility number is 09).

(l) Procedure Code

Insert the code for the procedure for which the Accredited Certifier is declaring a treatment or condition requirement of the produce. The ICA or CA procedure code should be the same as that shown in the Accredited Certifier's Certificate of Accreditation for an ICA or CA arrangement and is the last alphanumeric text under the heading **ICA or CA ARRANGEMENT NUMBER** (e.g. for an Accredited Certifier with number Q9999-09-ICA02, the ICA procedure code is ICA02).

(m) Expiry Date

Insert the expiry date for the accreditation held by the Accredited Certifier, and under which the produce is being certified. The expiry date for an accreditation is shown on the Accredited Certifier's Certificate of Accreditation for an arrangement and is the second date referenced under the heading **PERIOD OF ACCREDITATION** (e.g. for an Accredited Certifier with a period of accreditation "From 10 June 2018 to 10 June 2019", the expiry date for the accreditation is 10 June 2019).

(n) Facility No.

When an Accredited Certifier is certifying produce under more than one ICA or CA procedure, for which it holds current accreditation, the facility number should be the same as that shown on the Accredited Certifier's Certificate of Accreditation for the ICA or CA arrangement and is the middle number under the heading **ICA ARRANGEMENT NUMBER** (e.g. for an Accredited Certifier with numbers Q9999-09-ICA19 and Q9999-09-ICA01, the facility numbers that should be listed are both 09).

(o) Procedure Code

When an Accredited Certifier is certifying produce under more than one ICA or CA procedure, for which it holds current accreditation, the ICA or CA procedure codes should be the same as those shown on the Accredited Certifier's Certificates of Accreditation for the ICA or CA arrangements and are the last alphanumeric text under the heading **ICA or CA ARRANGEMENT NUMBER** (e.g. for an Accredited Certifier with numbers Q9999-09-ICA19 and Q9999-09-ICA01, the procedure codes that should be listed are ICA19 and ICA01).

(p) Expiry Date

When an Accredited Certifier is certifying produce under more than one ICA or CA procedure, for which it holds current accreditation, the expiry dates should be the same as those shown on the Accredited Certifier's Certificates of Accreditation for the ICA or CA arrangements and are the second date referenced under the heading **PERIOD OF ACCREDITATION** (e.g. for an Accredited Certifier with a one period of accreditation "From 10 June 2018 to 10 June 2019", and a second period of accreditation "From 13 July 2018 to 13 July 2019", the expiry date for the first ICA arrangement is 10 June 2019, and the expiry date for the second ICA or CA arrangement is 13 July 2019).

(q) Number of Packages

Insert the number of packages in the consignment covered by the certificate.

(r) Type of Packages

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

(s) Type of Carrier of Biosecurity Matter

Insert the common name of the type of the carrier of biosecurity matter prepared.

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

(t) Authorisation for Split Consignments

The Accredited Certifier issuing the Assurance Certificate **must not** complete this section. Individual Assurance Certificates must be issued to cover each consignment (i.e. 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 an Accredited Certifier accredited under an ICA arrangement for splitting original consignments (refer *Splitting Consignments or Reconsigning Original Consignments of Certified Produce* [ICA-17]).

4.2.3 Treatment or Condition Details

(u) Date/s

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.

(v) Treatment or Condition

Tick or cross the box corresponding to the treatment applied or condition met. Be careful to tick the correct box as an error could lead to rejection of the consignment at the destination market(s).

Where applicable, complete the relevant concentration, duration and temperature details for the treatment applied in accordance with the requirements specified in the Operational Procedure covering the ICA or CA arrangement.

**GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE
CERTIFICATES**

All produce covered by the same Assurance Certificate must have received the same treatment or met the same condition. Where a consignment includes produce that meets different treatment or condition requirements, separate certificates shall be issued for each treatment or condition.

(w) Additional Certification

This section must only be completed by an Accredited Certifier where the additional certification is covered by the ICA or CA arrangement(s) or area or property freedom accreditation(s) under which the Accredited Certifier is accredited.

This section is to include additional certification required for-

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

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 the plant quarantine service in the destination state or territory.

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 Accredited Certifier in accordance with the terms and conditions of the Accredited Certifier's ICA or CA arrangement.

(x) Authorised Signatory's Name

Insert the issuing Authorised Signatory's full printed name.

(y) Signature

Insert the issuing Authorised Signatory's signature.

(z) Date

Insert the date of issue.

4.3 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 Accredited Certifier issuing the certificate **must** place their initials in close proximity to the amendment to verify the alteration.

**GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE
CERTIFICATES**

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 written across the form and the original copy shall be maintained with the duplicate copy of the cancelled certificate.

Under no circumstances shall a person other than an Authorised Signatory of the Accredited Certifier 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 Biosecurity Zone 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 an Accredited Certifier accredited for an ICA arrangement for splitting consignments of certified produce.

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

The **duplicate** (white copy) must be retained by the ICA Accredited Certifier that issued the certificate.

5. ATTACHMENTS

Attachment 1	<i>Plant Health Assurance Certificate</i>	CAF-16 (BLANK)
Attachment 2	<i>Plant Health Assurance Certificate</i>	CAF-16 (COMPLETED EXAMPLE)
Attachment 3	Examples of Common Marketing Arrangements	



Plant Health Assurance Certificate

Pursuant to Sections 412 and 413 of the Biosecurity Act 2014
(Means a biosecurity certificate issued in accordance with Chapter 15 of the Biosecurity Act 2014.)

Consignment Details (Please print)

Certificate Number (a)

Consignor

Consignee

Name
Address (b)

Name
Address (c)

Reconsigned To (Splitting consignments or reconsigning whole consignments)

Method of Transport (Provide details where known)

Name
Address (d)

<input type="checkbox"/> Road	Truck/Trailer Registration
<input type="checkbox"/> Rail	Consignment (e)
<input type="checkbox"/> Air	Airline/Flight no.
<input type="checkbox"/> Sea	Vessel Name & Voyage no.

Certification Details (Please print)

Accredited Certifier Carrier of Biosecurity Matter

Grower or Packer

Name
Address (f)

Name
Address (g)

IP No. of Acc. Certifier

Brand Name or Identifying Marks (as marked on packages)

Date Code (as marked on packages)

Q (h)

(i)

(j)

Facility No.	Procedure Code	Expiry Date
(k)	(l)	/(m)/

Facility No.	Procedure Code	Expiry Date
(n)	(o)	/(p)/

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Carrier of Biosecurity Matter	Authorisation for Split Consignment
(q)	(r)	(s)	(t)

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
/ /	<input type="checkbox"/> Dipping	Dimethoate	400ppm	<input type="checkbox"/> One min. <input type="checkbox"/> 10 sec. then wet for 60 sec.
/ (u) /	<input type="checkbox"/> Flood Spraying (v)	Dimethoate	400ppm	10 seconds then wet for 60 seconds
/ /	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two hours @ °C
/ /	<input type="checkbox"/> Grown and packed on a property free from red imported fire ant			
/ /	<input type="checkbox"/> Sourced from a property located more than 5km from a known infestation of red imported fire ant			
/ /	<input type="checkbox"/> Mature green condition at packing			
/ /	<input type="checkbox"/> Bananas in a hard green condition with unbroken skin (w)			
/ /	<input type="checkbox"/> Inspected and found free of melon thrips			
/ /				

Additional Certification

Declaration

I, an Authorised Signatory of the accredited certifier that prepared the Carrier of Biosecurity Matter described above, hereby declare that the Carrier of Biosecurity Matter have been prepared in the accredited certifier's approved facilities in accordance with the accreditation(s) granted to the accredited certifier under the Biosecurity Act 2014 and that the details shown above are true and correct in every particular.

Authorised Signatory's Name (Please print)

Signature

Date

(x)

(y)

(z)



Plant Health Assurance Certificate

Pursuant to Sections 412 and 413 of the Biosecurity Act 2014
(Means a biosecurity certificate issued in accordance with Chapter 15 of the Biosecurity Act 2014.)

Consignment Details (Please print)

Certificate Number 9999999

Consignor

Name	Joes Fruits Pty Ltd
Address	1 Grower Road Tully QLD 4854

Consignee

Name	A1 Market Agent
Address	2 Sellers Street Pooraka SA 5095

Reconsigned To (Splitting consignments or reconsigning whole consignments)

Name	
Address	

Method of Transport (Provide details where known)

<input checked="" type="checkbox"/> Road	Truck/Trailer Registration	GBH-999
<input type="checkbox"/> Rail	Consignment	
<input type="checkbox"/> Air	Airline/Flight no.	
<input type="checkbox"/> Sea	Vessel Name & Voyage no.	

Certification Details (Please print)

Accredited Certifier Carrier of Biosecurity Matter

Name	Joes Fruits Pty Ltd
Address	1 Grower Road Tully QLD 4854

Grower or Packer

Name	Joes Fruits Pty Ltd
Address	1 Grower Road Tully QLD 4854

IP No. of Acc. Certifier

Q 9999

Brand Name or Identifying Marks (as marked on packages)

Joe's Fruits

Date Code (as marked on packages)

051119

Facility No.	Procedure Code	Expiry Date
01	ICA-16	21 / 06 / 20

Facility No.	Procedure Code	Expiry Date
		/ /

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Carrier of Biosecurity Matter	Authorisation for Split Consignment
100	Cartons	Bananas	

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
/ /	<input type="checkbox"/> Dipping	Dimethoate	400ppm	<input type="checkbox"/> One min. <input type="checkbox"/> 10 sec. then wet for 60 sec.
/ /	<input type="checkbox"/> Flood Spraying	Dimethoate	400ppm	10 seconds then wet for 60 seconds
/ /	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m ³	Two hours @ °C
/ /	<input type="checkbox"/> Grown and packed on a property free from red imported fire ant			
/ /	<input type="checkbox"/> Sourced from a property located more than 5km from a known infestation of red imported fire ant			
/ /	<input type="checkbox"/> Mature green condition at packing			
05 / 11 / 19	<input checked="" type="checkbox"/> Bananas in a hard green condition with unbroken skin			
/ /	<input type="checkbox"/> Inspected and found free of melon thrips			
/ /				

Additional Certification

--

Declaration

I, an Authorised Signatory of the accredited certifier that prepared the Carrier of Biosecurity Matter described above, hereby declare that the Carrier of Biosecurity Matter have been prepared in the accredited certifier's approved facilities in accordance with the accreditation(s) granted to the accredited certifier under the Biosecurity Act 2014 and that the details shown above are true and correct in every particular.

Authorised Signatory's Name (Please print)

Joe Fruit

Signature

<i>Joe Fruit</i>

Date

5 November 2019

EXAMPLES 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 person applying a treatment makes the decision as to which person or business the certified produce will be consigned, the packer or person applying a treatment 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**.

Reconsignee

Where the **consignee** (wholesaler or marketer) reconsigns certified produce to another person or business, the person or business to which the produce is reconsigned is the **reconsignee**.