

Plant Material Imported into the Toolangi Plant Protection District

Compliance Agreement
Version 1.0

REVISION REGISTER

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1. Purpose

The purpose of this Compliance Agreement (CA) is to enable a Business importing plants into the Toolangi Plant Protection District to check certification of consignments at their premises without transporting the material to Plant Standards for verification.

2. Scope

This CA covers the verification procedures and record keeping required for ensuring consignments are accompanied by certification indicating area freedom, property monitoring, treatment or inspection for WFT and verification of certified strawberry runners, seed potatoes and rubus plants.

The CA requires the Business to apply for accreditation, nominate persons to perform specific duties and maintain documentation, which will be audited by Plant Standards.

3. References

Plant Health and Plant Products Act 1995

Plant Health and Plant Products Regulations 1996

PS-09 Monitoring for WFT

4. Definitions

Business	means the legal entity responsible for the operation of the facility and the arrangement detailed in the Business' Application for Accreditation.
Certificate Or Certification	means a Plant Health Certificate issued by a department of Agriculture of another state or territory or a Plant Health Assurance Certificate issued by an accredited business.
Consignment	means a discrete quantity of stock received by the business at one time covered by a single certificate.
Consignor	means the business responsible for deciding the first destination of produce after it leaves the place of certification.
Critical nonconformance	means a nonconformance that relates to a failure by the business to carry out operational and documented procedures that are crucial to the effectiveness of the system. Examples are repeated failure to verify certification or apply treatment or monitoring requirements to the consignments re-entering into the facility from outside the District.
Cut flower	means the floral parts of a plant supported on a vegetative shoot, detached from roots.

Facility	means the location where receipt and treatment of produce is carried out as covered by this accreditation.
Host Material	means any plant or plant product or disease declared under the <i>Plant Health and Plant Products Act, 1995</i> .
Leafy Vegetable	means leafy vegetables such as Broccoli, Brussels Sprouts, Cabbage, Cauliflower, Endive, Lettuce, Silver Beet and Spinach.
Major nonconformance	means a nonconformance that comprises the integrity of the system and is likely to increase the risk of a breakdown in procedures. Examples are a one-off failure to verify certification of or apply treatment or monitoring requirements to the consignment re-entering into the facility from outside the District.
Minor nonconformance	means a nonconformance which does not compromise the effectiveness of the procedure but which varies sufficiently or is omitted from the documented procedure so as to be of concern. An example of a minor nonconformance would be an occasional failure by the business to keep accurate records.
Nonconformance	means a nonfulfillment of a specified requirement.
Plant Health Assurance Certificate (PHAC)	means certification issued by an authorised signatory of a business that has been accredited by the department responsible for agriculture in any state or territory.
Root Vegetable	means root vegetables such as Beetroot, Carrot, Parsnip, Potato, Radish, Rutabaga, Sweet Potato, Swede Turnip and Turnip.
Western Flower Thrip (WFT)	means the pest <i>Frankliniella occidentalis</i> (Pergande)

5. Responsibility

The position titles used reflect the responsibilities of staff under the agreement. These positions may not be present in all businesses, or different titles may be used for staff who carry out these responsibilities. One person may carry out the responsibilities of more than one position.

The **Management Representative** is responsible for ensuring that:

- the business is accredited and all locations where verification is to occur are nominated in the application;
- suppliers are informed of importation requirements; and
- staff are trained and are familiar with this agreement.

The **Certification Controller** and deputies are responsible for:

- verifying the validity of import certification on receipt;
- isolating material not meeting verification requirements;

- keeping copies of certificates and records of receivals for audit by Plant Standards;
- rejecting material not meeting certification requirements;
- conducting the WFT Treatment Program for stock re-entering the district, and maintaining records of treatment; and
- representing the business during audits.

6. Background

The Toolangi area has been proclaimed a Plant Protection District under the provisions of the Victorian *Plant Health and Plant Products Act 1995*. This proclamation aims to prevent the introduction of certain pests and diseases which affect the strawberry, potato, raspberry and nursery industries located in the district.

Commercial consignments of plant material entering the district must meet certain requirements to prevent the introduction of pests and diseases into the area. The most important pest to be excluded from the district is Western Flower Thrip (WFT). WFT causes severe damage to a wide range of ornamental plants, flowers and leafy vegetables and is a carrier of tomato spotted wilt virus.

7. Requirement

7.1. Cut flowers, nursery plants and leafy vegetables (including seedlings)

Cut flowers, nursery plants and leafy vegetables (including seedlings) from WFT infested areas must be accompanied by a Plant Health Certificate issued by a department of agriculture ([Attachment 2](#)), or a Plant Health Assurance Certificate issued by an accredited grower ([Attachment 1](#)).

A Plant Health Certificate must state that either:

- the material was inspected and no WFT found; or
- the material was fumigated to kill WFT.

A Plant Health Assurance Certificate must state that:

- the material originated from a WFT accredited property and was packed in accordance with the WFT protocol approved by Plant Standards.

8. Procedure

8.1. Verification of host consignments originating from WFT infested areas outside the District

The Certification Controller must:

- ensure that all host material is held in isolation until certification has been verified;

- check that each consignment is covered by a Plant Health Certificate or a Plant Health Assurance Certificate;
- ensure that the details on the certification (eg accreditation number, consignment contents and treatment details) have been completed correctly;
- check that the certification is original or an authenticated copy of the original;
- check that the contents of the consignment (quantities and varieties) match the details specified on the certificate;
- mark the certificate with the word “Verified”, and sign and date it.
- ensure that the consignment is recorded on the Businesses receipt records.
- file the certificates for audit purposes.

8.2. Host consignments re-entering into the District

Where nursery plants or cut flowers are taken out for sale, display or any other purposes and brought back into the District, the plants must be shrink-wrapped or packed in a closed container prior to re-entry into the District.

On returning to the originating nursery, the stock must be isolated in a designated Treatment Area and treated for WFT.

8.2.1. Treatment Program

Upon moving the consignment into the Treatment Area, the plants must be sprayed with a pesticide specifically recommended for the control of WFT at a rate and strength according to the chemical label advice.

Only after this treatment has been administered may the stock be released back into the nursery.

A record of the treatment must be kept for auditing purposes ([Attachment 3](#)).

8.3. Release of Consignments

The Certification Controller may release host consignments for which the details of the certification matches with the consignment contents and complies with the other requirements specified under this CA.

Where host consignments have re-entered the property from outside the District, the consignment may only be released upon the completion of the Treatment Program.

8.4. Rejection and Control of Nonconforming Material

8.4.1. Nonconforming due to lack of certification

Material arriving without certification or incorrect certification must be held, labelled “Hold” and placed in a separate closed area of the premises away from other host materials. If the consignment is not accompanied by certification, the Business can contact the supplier and seek a faxed copy. Faxed copies of certificates are permissible provided they contain a fax header of the Business name and date, or are authenticated with the statement “This is a true copy of the original” and the document is re-signed by an authorised signatory of the

business or by a departmental inspector. Materials cannot be released until a certificate is obtained.

If a valid certificate can not be obtained by the end of two working days, the held material must be returned to the supplier and the Plant Standards Centre (Ph: 8371 3500) notified on reconsigning.

The Business must keep records of rejected stock (eg transport dockets for the return of stock to the supplier) for audit purposes.

8.4.2. Nonconforming due to WFT infestation

Upon suspicion of WFT infestation of any consignments upon receipt, the infested stock must be isolated in the Treatment Area, and treated according to the Treatment Program to eradicate WFT.

The Business must contact Plant Standards immediately upon suspicion of WFT infestation in certified consignments, and fax copies of the certification to the Plant Standards Centre (Phone: (03) 8371 3500, Fax: (03) 9687 6746).

9. Accreditation

9.1. Application for Accreditation

A Business seeking accreditation under this Operational Procedure shall make application for accreditation at least 10 working days prior to the intended date of commencing operations under this procedure.

The business will receive an Application for Accreditation, two copies of a Legal Agreement and this CA Manual. A business shall apply for accreditation by lodging the completed documentation (Application for Accreditation and two Legal Agreements) and the accreditation fee with Plant Standards.

9.2. Audit Process

9.2.1. Initial Audit

Prior to accrediting a Business, an Inspector carries out an initial audit of the Business to verify the 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 arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and posted a Certificate of Accreditation (refer [9.3](#)).

9.2.2. Compliance Audit

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

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

A compliance audit is conducted:

- within four weeks of the initial audit and accreditation; and
- within twelve weeks of the business applying for reaccreditation.

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

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, system records or system documentation.

Unscheduled compliance audits may be conducted at any item to investigate reported or suspected nonconformances.

9.2.3. Re-accreditation

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

9.3. Certificate of Accreditation

An Accredited Business will receive a Certificate of Accreditation for an Arrangement detailing the facility location, Operational Procedure, scope and period of accreditation.

The Business must maintain a current Certificate of Accreditation and make this available on request by an Inspector.

A Business may not commence or continue operation under the arrangement unless it is in possession of a valid and current Certificate of Accreditation.

9.4. Nonconformances and Sanctions

9.4.1. Nonconformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of 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. A follow-up audit may be conducted to check that the nonconformance is rectified.

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

9.4.2. Suspension and Cancellation

The DPI may suspend or cancel an accreditation when an accredited business is found, for example, to have:

- obtained accreditation through provision of misleading information;
- not paid fees owing to the DPI;
- contravened an accreditation requirement that significantly compromises the integrity of the arrangement (critical nonconformance); or
- not rectified a non-conformance.

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

9.4.3. Prosecution

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

9.5. Program Costs

The business will be charged an annual accreditation fee, and for all scheduled audits conducted. Unannounced audits will not incur a charge. The DPI can be contacted for a schedule of fees.

10. Records and Document Control

10.1. System Records

The Business shall maintain the following records:

- (a) copies of all Plant Health Certificates and Plant Health Assurance Certificates;
- (b) records of receivals for stock sourced from outside the District, stock re-entering the property and stock that has been rejected due to lack of certification. These records may be in the form of stock books, transport dockets, etc.; and
- (c) WFT Treatment Records.

Records shall be retained for a period of at least 24 months from completion, or until the next compliance audit of the arrangement, whichever is the later. Records shall be made available when requested by an Authorised Officer.

10.2. System Documentation

The Business shall maintain the following documentation:

- a copy of the Business's current Application for Accreditation;
- a copy of the approved Legal Agreement;
- a current copy of this Operational Procedure; and
- a current Certificate of Accreditation for this Arrangement.

Documents shall be retained for a period of at least 24 months from completion, or until the next compliance audit of the arrangement, whichever is the later. Documentation shall be made available when requested by an Authorised Officer.

11. Attachments

Attachment 1	Plant Health Assurance Certificate
Attachment 2	Plant Health Certificate
Attachment 3	WFT Treatment Record



PLANT HEALTH ASSURANCE CERTIFICATE – NURSERY STOCK

Original (yellow) – Consignment Copy
Duplicate (white) – Business Copy

ORIGINAL

Certificate Number

Consignment Details (Please print)

Consignor

Name
Address

Consignee

Name
Address

Reconsigned To (Splitting consignments or reconsigning whole consignments) Method of Transport (Provide details where known)

Name
Address

Road Truck Trailer Registration no.
Rail Consignment no.
Air Airline/Flight no.
Sea Vessel Name & Voyage no.

Certification Details (Please Print)

Accredited Business that Prepared the Produce

Name
Address

Grower or Packer

Name
Address

IP No. of Acc. Business

Brand Name or Identifying Marks (as marked on packages)

Date Code (as marked on packages)

No. of Packages	Type of Packages	Plant/Produce Name

Accreditation		Stock Type		Protocol for the verification of soil freedom
TAS	WFT	CWR	Potted	
NT	WFT		Bare Rooted	
SA			Leafy Vegetables	
WA			Bulbs	
Other (Please specify)			Cut Flowers	

Date	Treatment	Chemical	Quantity and Duration
/ /	Fumigation	Methyl Bromide	g/m ³ @ C ° for 2 Hours
/ /	Drenching	Chlorpyrifos (Lorsban)	0.5% A.I @ 10 ml per 10 litres of water
/ /	Cover Spray	Diazinon	80% A.I @ 6 ml per 10 litres of water
/ /	Wetting Agent	White Oil	@ 120 ml per 10 litres of water
/ /	Other (Please specify)		

Additional Certification

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 facility in accordance with the business's Certification Assurance arrangement and that the details shown above are true and correct in every particular.

Additional Declaration for WA only - I have examined Schedule 5 of the Plant Diseases Regulations 1989 and declare that the plants accompanying this certificate are permitted entry into Western Australia.

Authorised Signatory's Name (Please print)

Signature

Date

PLANT HEALTH CERTIFICATE FOR MOVEMENT OF PLANT MATERIAL IN AUSTRALIA

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

Description Of Consignment

Name and Address of Exporter		
Name and Address of Consignee		
Means of Conveyance		
Material/Produce and Quantity	Name of Grower/Packer and Address Location and State where grown.	Regulation/Treatment
Name of Issuing Officer (Print)	Designation	Official Stamp
Signature	Place Certified Date	

