



Requirements comparison guide for approved arrangement class 19.2: automatic entry processing for commodities

To assist with understanding the transition from the current requirements for class 19.2: automatic entry processing for commodities (AEPCOMM) version 5.0 to version 6.0 the department has provided tables showing side-by-side comparisons of the current requirements and the new equivalent requirements.

Where requirements have not carried over due to being duplicated, made redundant because of system upgrades, or removed as a requirement and placed elsewhere in the document it is indicated.

Table 1 Comparison of prerequisites

Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Prerequisites for approval	Version 6.0 requirement	Prerequisites
2.1	The Department of Home Affairs must give the BIP a Branch ID, enabling them to lodge import declarations in the ICS.	REQ 1	Removed due to requirement under 19.1.
2.2	The BIP must employ or contract a minimum of one accredited person to undertake tasks that these requirements designate to accredited persons.	REQ2	Have at least one employed or contracted person who is trained and accredited to undertake tasks under the class 19.2 AA as a condition of approval.
2.3	The BIP must notify the department of accredited persons and their customs broker licence number when applying for an approved arrangement (AA).	REQ 3	When applying for an approved arrangement notify the department of accredited persons that will perform the approved activities and their customs broker licence number.
2.4	The BIP must have a non-commodity for containerised cargo clearance approved arrangement (NCCC AA).	REQ 1	The BIP must hold a current 19.1 approved arrangement and have at least one employed or contracted person who is accredited to undertake tasks under the class 19.1 AA.

AA Approved arrangement. **BIP** Biosecurity industry participant. **DIBP** Department of Immigration and Border Protection. **ICS** Integrated Cargo System.

Table 2 Comparison of general requirements

Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Responsibilities	Version 6.0 requirement	General requirements
3.1	<p>The BIP must ensure that accredited persons employed or contracted to undertake tasks detailed in these requirements have:</p> <ul style="list-style-type: none"> • a certificate of attainment in TLIX5054 Comply with biosecurity border clearance; for more information see Training and accreditation for approved arrangements • accredited person status, obtained by registering with the department • a customs broker licence or be a self-reporting importer. <p>The accredited person is responsible for maintaining their accreditation by undertaking Continued Biosecurity Competency sessions as stipulated by the department.</p>	REQ 4	Accredited persons must maintain their accreditation as stipulated by the <i>Broker training and accreditation policy</i> , including by completing Continued Biosecurity Competency training each CBC year (1st April to 31st March).
3.2	The BIP must ensure that only accredited persons undertake tasks that are designated to accredited persons.	N/A	Redundant requirement. It is clear that only accredited persons undertake the tasks designated to accredited persons in the requirements document.
3.3	The BIP must ensure that all assessments performed under the AA comply with the requirements of the current Minimum documentary and import declaration requirements policy.	REQ 14	Accredited persons obtain all relevant documentation and statements required to support an assessment (in accordance with BICON conditions) utilising the most current versions of relevant policies (i.e. Approved arrangements general policies, <i>Minimum documentary and import declarations requirements policy</i> , <i>Non-commodity information requirements policy</i>). AEPCOMM may only be used to address biosecurity concerns. Some consignments may be subject to inspection and testing under the imported food inspection AA.

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Responsibilities	Version 6.0 requirement	General requirements
3.4	The BIP must ensure that accredited persons have access to the current list of approved arrangement sites.	REQ 15	Accredited persons enter an appropriate AA site number into the AQIS premise ID field in the ICS to ensure that a location is assigned to the biosecurity directions. AA site must be a suitable class to carry out biosecurity intervention as listed in individual BICON commodity outcomes.
3.5	The BIP must ensure that accredited persons assess commodity documentation under the requirements of the arrangement.	REQ 13	Accredited persons must determine if consignments are eligible and the commodity is in scope of the arrangement by referring to the approved AEPCOMM pathways in BICON.
3.6	The BIP must ensure that assessment of biosecurity commodity documentation by accredited persons is accurately reported to the department using the AQIS processing type (AEPCOMM code) in the ICS.	REQ 16	Accredited persons must provide information in the declaration that accurately reflects the consignment and that all necessary fields that are specific to biosecurity are completed.
3.7	The BIP must provide relevant information to the department as requested.	REQ 17	Accredited persons must be in possession of all the documents required under the Minimum documentary and import declaration requirements policy and BICON import conditions prior to the full import declaration being lodged into the ICS.
3.8	The BIP must ensure their staff comply with all biosecurity directions.	REQ 5	The BIP must ensure that biosecurity directions generate by the Agriculture Import Management Systems (AIMS) and received by the BIP are complied with. The BIP must arrange inspection activities and provide third parties with biosecurity directions to be carried out in accordance with their approved arrangement within the designated direction timeframe (that allows the biosecurity risk to be managed).
3.9	The BIP must notify the department in writing when they cease to employ or contract an accredited person.	REQ 6	The BIP must notify the department in writing with details of accredited persons who join or depart the approved arrangement. The BIP must notify the department in writing when they cease to employ or contract at least one accredited person.

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Version 5.0 requirement	Responsibilities	Version 6.0 requirement	General requirements
3.10	<p>The BIP must ensure that they and their employees and contractors refer to the most current online versions of documents covered by the AEPComm AA:</p> <ul style="list-style-type: none"> • Approved arrangements general policies • Minimum documentary and import declaration requirements policy • Requirements for approved arrangement class 19.1: non-commodity for containerised cargo clearance. 	REQ 14	<p>Accredited persons obtain all relevant documentation and statements required to support an assessment (in accordance with BICON conditions) utilising the most current versions of relevant policies (i.e. Approved arrangements general policies, Minimum documentary and import declarations requirements policy, Non-commodity information requirements policy). AEPComm may only be used to address biosecurity concerns. Some consignments may be subject to inspection and testing under the imported food inspection AA.</p>
3.11	<p>The BIP must comply with section 5 Office and record keeping requirements.</p>	N/A	<p>Removed due to being unnecessary having a requirement to purely to refer to another requirement.</p>
3.12	<p>The BIP must allow the department to monitor their compliance as outlined in section 4 Processes and outcomes for accredited persons.</p>	REQ 9	<p>The BIP must maintain an acceptable compliance rate in accordance with the Approved Arrangements General Policies Appendix 2: Brokers – monitoring and assessing compliance and Compliance classifications for Broker class approved arrangements.</p>
3.13	<p>The BIP must notify the department in writing as soon as practicable within 15 working days of becoming aware of any changes of status, not previously been notified to the department, of the BIP or their associates relevant to the operation of the AA in relation to any of the following matters:</p> <ul style="list-style-type: none"> • conviction of an offence or order to pay a pecuniary penalty under the Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, Criminal Code or Crimes Act 1914 • debt to the Commonwealth that is more than 28 days overdue under the Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, Criminal Code or Crimes Act 1914 • refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, AA site, compliance agreement or AA under the Quarantine Act or the Biosecurity Act 2015. 	REQ 7	<p>The BIP must notify the department in writing within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the BIP or their associates (including accredited persons) relevant to the operation of the AA in relation to:</p> <ul style="list-style-type: none"> • conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015, Customs Act 1901, Criminal Code or Crimes Act 1914</i> • debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Customs Act 1901, Criminal Code or Crimes Act 1914</i> <p>refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an import permit, AA site, or AA under the <i>Biosecurity Act 2015</i>.</p>

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Responsibilities	Version 6.0 requirement	General requirements
3.14	The department must be notified of any Reportable Biosecurity incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.	REQ 8	The department must be notified of any reportable biosecurity incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.
3.15	Biosecurity Officers, Biosecurity Enforcement Officers and department approved auditors must be provided access to the AA site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.	REQ 10	Site access must be provided to biosecurity officers, biosecurity enforcement officers and department-approved auditors to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth
3.16	Departmental auditors or department approved auditors must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.	REQ 11	Departmental or department approved auditors must be provided with facilities and assistance as requested and any required documents, records or things relevant to the audit.

AA Approved arrangement. **BIP** Biosecurity industry participant. **ICS** Integrated Cargo System, **FCL** Full container single supplier – single importer and. **FCX** Full container multiple suppliers. **LCL** Less than container load.

Table 3 Comparison operating requirements

Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Processes and outcomes for accredited people	Version 6.0 requirement	Operating requirements
4.1	The accredited person must determine whether a consignment is in scope of this arrangement. For information about in-scope commodities, see In-scope commodities and related information and BICON. Where applicable, accredited persons must assess non-commodity concerns using the non-commodity for containerised cargo clearance approved arrangement (NCCC AA). They must do this before or in conjunction with this document.	REQ 13	Accredited persons must determine if consignments are eligible and the commodity is in scope of the arrangement by referring to the approved AEPCOMM pathways in BICON.

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Processes and outcomes for accredited people	Version 6.0 requirement	Operating requirements
4.2	<p>The accredited person must assess commodity-related documentation against BICON requirements and the Minimum documentary and import declaration requirements policy.</p> <p>The AEPCOMM AA can only be used to address biosecurity concerns. Some consignments may be subject to inspection and testing under the imported food inspection AA.</p>	REQ 14	<p>Accredited persons obtain all relevant documentation and statements required to support an assessment (in accordance with BICON conditions) utilising the most current versions of relevant policies (i.e. Approved arrangements general policies, Minimum documentary and import declarations requirements policy, Non-commodity information requirements policy). AEPCOMM may only be used to address biosecurity concerns. Some consignments may be subject to inspection and testing under the imported food inspection AA.</p>
4.3	<p>The AQIS processing type (AEPCOMM code) is determined by defining the import scenario in BICON. The accredited person must determine the relevant BICON case and choose the appropriate BICON pathway for the commodity to be cleared under the AA.</p> <p>If the commodity declared by the accredited person is in scope of the AA, the AEPCOMM code is displayed in an information and warning notice. The notice appears directly below the relevant 'Biosecurity measure (direction)' of the 'Onshore outcomes' section in BICON.</p> <p>The notice may also contain additional information about commodities that are in or out of scope for that pathway.</p>	REQ 13	<p>Accredited persons must determine if consignments are eligible and the commodity is in scope of the arrangement by referring to the approved AEPCOMM pathways in BICON.</p>

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Processes and outcomes for accredited people	Version 6.0 requirement	Operating requirements
4.4	<p>The AQIS processing type to be entered into the ICS is an amalgamation of the NCCC and the AEPCOMM codes. If the NCCC code is not required, the accredited person should enter the AEPCOMM code only in the AQIS processing type.</p> <p>For example, if an accredited person does not identify any non-commodity concerns and the AEPCOMM code is ND, the AQIS processing type to be used under this AA would be ND. However, if the NCCC code is NPNT and the AEPCOMM code is ND, then the AQIS processing type to be used under this AA would be NPNTND.</p> <p>Where the AEPCOMM code determines the consignment can be released, but the NCCC code determines that an inspection or treatment is required, the inspection or treatment will override the release. For example, if the NCCC code is NPNT (tailgate) and the AEPCOMM code is D (Release) then the consignment will be directed for a tailgate inspection not a release. Not all NCCC and AEPCOMM code combinations are available in the ICS.</p>	N/A	System enhancements make this requirement redundant. Line level processing means that there is no longer any combined codes. Non-commodity is treated separately from commodity.
4.5 (i)	Import declaration and lodgement requirements:	REQ 16	Accredited persons must provide information in the declaration that accurately reflects the consignment and that all necessary fields that are specific to biosecurity are completed.
4.5 (i)(a)	<p>i) Consignments are eligible for the AEPCOMM AA if the import declaration meets the following requirements</p> <p>a) the documentation complies with requirements of the NCCC AA where applicable</p>	N/A	Prerequisite requirement REQ 1 has meant there no longer requires a requirement stating that a BIP must comply with 19.1.

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Processes and outcomes for accredited people	Version 6.0 requirement	Operating requirements
4.5 (i)(b)	i) Consignments are eligible for the AEPCOMM AA if the import declaration meets the following requirements b) all lines subject to biosecurity belong to the same AEPCOMM group (see Table 1); for example, NZ finfish cannot be processed together with wooden articles on the same entry	N/A	Line level processing now allows a BIP to process multiple commodity types on one declaration through AEPCOMM
4.5 (i)(c)	i) Consignments are eligible for the AEPCOMM AA if the import declaration meets the following requirements c) all lines are of the same cargo type; for example, an FCL consignment cannot be processed together with an airfreight consignment on the same entry	N/A	Removed as a requirement and listed under In-scope commodities and related information in the new policy
4.5 (i)(d)	i) Consignments are eligible for the AEPCOMM AA if the import declaration meets the following requirements d) the same AEPCOMM code must apply to all lines subject to biosecurity.	N/A	Removed as a requirement and listed under In-scope commodities and related information in the new policy
4.5 (ii)(a)	ii) Where requirements outlined in point 1 are met, an accredited person can self-direct the consignment by a) answering the ICS general declaration questions for FCL and LCL consignments (in accordance with the NCCC AA)	N/A	Prerequisite requirement REQ 1 has meant there no longer requires a requirement stating that a BIP must comply with 19.1
4.5 (ii)(b)	ii) Where requirements outlined in point 1 are met, an accredited person can self-direct the consignment by b) determining the correct AQIS concern type for FCL and LCL consignments (in accordance with the NCCC AA)	REQ 1	Prerequisite requirement REQ 1 has meant there no longer requires a requirement stating that a BIP must comply with 19.1.

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Processes and outcomes for accredited people	Version 6.0 requirement	Operating requirements
4.5 (ii)(c)	ii) Where requirements outlined in point 1 are met, an accredited person can self-direct the consignment by c) entering the combined (NCCC and AEPCOMM) code into the AQIS processing type field in the ICS	N/A	Line level processing has separated non-commodity from commodity requirements. No combined codes required in Phase 2
4.5 (ii)(d)	ii) Where requirements outlined in point 1 are met, an accredited person can self-direct the consignment by d) nominating the appropriate AA site class for the commodity (as stipulated in the onshore outcomes section in BICON) where the activity is to take place by entering the location code in the AQIS premises ID field in the ICS. For a list of AA sites, see Sites operating under an approved arrangement.	REQ 15	Accredited persons enter an appropriate AA site number into the AQIS premise ID field in the ICS to ensure that a location is assigned to the biosecurity directions. AA site must be a suitable class to carry out biosecurity intervention as listed in individual BICON commodity outcomes.
4.5 (iii)	All sub-commodity groups classified under a commodity group can be processed together in the same entry. For example, 1.1 New Zealand finfish and 1.3 frozen molluscs can be process together under this arrangement in the same entry, provided they both meet the in-scope criteria.	REQ 13	Accredited persons must determine if consignments are eligible and the commodity is in scope of the arrangement by referring to the approved AEPCOMM pathways in BICON. Further information also found under In-scope commodities and related information in the new policy
4.5 (iv)(a)	iv) Additional system requirements under the AEPCOMM AA include a) a processing type must be entered against all impeded lines in the import declaration	N/A	Line level processing now allows a BIP to process multiple commodity types on one declaration through AEPCOMM this includes consignments containing commodities in-scope for AEPCOMM and commodities out-of-scope
4.5 (iv)(b)	iv) Additional system requirements under the AEPCOMM AA include b) impediment-free lines are out of scope of the AA and should not have an AEPCOMM code assigned to them	N/A	Removed as a requirement and listed under In-scope commodities and related information in the new policy

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Version 5.0 requirement	Processes and outcomes for accredited people	Version 6.0 requirement	Operating requirements
4.5 (iv)(c)	iv) Additional system requirements under the AEPCOMM AA include c) all lines in a sea cargo import declaration must be associated with a container.	N/A	Removed as a requirement and listed under In-scope commodities and related information in the new policy
4.5 (v)	When lodging an import declaration, the accredited person must ensure that information included in the declaration accurately reflects the consignment and that all necessary fields that are specific to biosecurity are completed. For information, see the <i>Minimum documentary and import declaration requirements policy</i> .	REQ 16	Accredited persons must provide information in the declaration that accurately reflects the consignment and that all necessary fields that are specific to biosecurity are completed.
4.5 (vi)	The accredited person must lodge the import declaration of used vehicles in line mode and record unique identifiers against the vehicle identification number (VIN) field for each line. This allows officers to cross-reference identifying numbers against the documentation and/or vehicles.	REQ 18	Accredited persons must lodge the import declaration of used vehicles in line mode and record unique identifiers against the vehicle identification number (VIN) field for each line. This allows officers to cross-reference identifying numbers against the document and/or vehicles.
4.5 (vii)	Phytosanitary certificate number—if BICON stipulates a phytosanitary certificate is required for clearance of a commodity, the accredited person must record the phytosanitary certificate number against the goods description field in the ICS.	REQ 19	Accredited persons must lodge the phytosanitary certificate number against the goods description field in the ICS if BICON stipulates a phytosanitary certificate is required for clearance of a commodity
4.6	An accredited person can only request amendments to a document if these are in accordance with the factual condition of the consignment. An accredited person cannot request amendments to documentation solely for the purpose of making that documentation compliant with the department's requirements. If the accredited person requests amendments to documentation, they must document the request and response and retain these as part of the clearance documentation for the consignment.	REQ 20	If the accredited person requests amendments to documentation, they must document the request and response and retain these as part of the clearance documentation for the consignment.
		REQ 21	Accredited persons must not manipulate biosecurity goods management outcomes through amendment changes in the ICS to gain a favourable and preferred outcome. Amendments to deliberately circumvent biosecurity management will result in the individual's accreditation being revoked.

Table 4 Comparison of administrative requirements

Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Requirement	Office and record keeping requirements	Requirement	Administration and management
5.1	<p>The following records and documents must be created and maintained:</p> <ul style="list-style-type: none"> • FID/SCL number • container cleanliness declaration • packing declaration, or valid documents containing unacceptable packaging materials statements, including timber and ISPM 15 statements • annual packing declaration (where appropriate) • treatment certificate (where required) • documents which have been used in the decision making process such as bills of lading, commercial invoices or cartage advices, etc., • evidence of amendments to documentation used in the clearance of the consignment • evidence of the AQIS processing type (NCCC code) and AQIS premises IDs used • name of the accredited person who provided the certificate or assurance 	REQ 22	<p>For every import declaration lodged, records and documents must be kept and maintained for a period of 18 months from the date the document assessment was conducted by the BIP. These records and documents are:</p> <ul style="list-style-type: none"> • import declaration number • container cleanliness declaration • packing declaration or valid documents containing unacceptable packaging materials statements, including timber/bamboo packaging and ISPM15 statements • annual packing declaration (where appropriate) • treatment certificate (where required) • documents that have been used in the decision-making process, such as bills of lading, commercial invoices or cartage advices • evidence of amendments to documentation used in the clearance of the consignment in accordance with REQ 18 • evidence of the premise ID used • record of the accredited person who performed the assessment <p>any other relevant documentation and records. E.g. providing biosecurity directions to third parties.</p>
5.2	<p>The BIP must ensure that all accredited persons maintain records of training and accreditation.</p>	REQ 23	<p>The BIP must retain records of accredited persons maintaining up to date relevant training and accreditation, including continuous biosecurity competency completion records.</p> <p>Failure to be able to verify training of the individual will result in accreditation being revoked.</p>
5.3	<p>The BIP must keep the records and documents mentioned at subparagraph 5.1 and 5.2 and provide requested records and documents upon request.</p> <p>Requested records or documentation must be provided within 48 hours of such request or at an agreed time.</p>	REQ 24	<p>Records and/or documents must be made available within 2 business days where requested by the department or at an agreed time.</p> <p>Any request for further documentation after the initial request will be considered a new document assessment</p>

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Version 5.0 broker class 19.2 requirements		Version 6.0 broker class 19.2 requirements	
Requirement	Office and record keeping requirements	Requirement	Administration and management
5.4	The BIP must keep the required records and documents for a minimum period of 18 months from the date of assessment of the documentation.	REQ 22	<p>For every import declaration lodged, records and documents must be kept and maintained for a period of 18 months from the date the document assessment was conducted by the BIP. These records and documents are:</p> <ul style="list-style-type: none"> • import declaration number • container cleanliness declaration • packing declaration or valid documents containing unacceptable packaging materials statements, including timber/bamboo packaging and ISPM15 statements • annual packing declaration (where appropriate) • treatment certificate (where required) • documents that have been used in the decision-making process, such as bills of lading, commercial invoices or cartage advices • evidence of amendments to documentation used in the clearance of the consignment in accordance with REQ 18 • evidence of the premise ID used • record of the accredited person who performed the assessment <p>any other relevant documentation and records. E.g. providing biosecurity directions to third parties.</p>