



## Requirements comparison guide for approved arrangement class 19.1: non-commodity for containerised cargo

To assist with understanding the transition from the current requirements for class 19.1: non-commodity for containerised cargo (NCCC) version 2.0 to version 3.0, 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 being removed as a requirement and placed elsewhere in the new requirements document it is indicated.

**Table 1 Comparison of prerequisites**

Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Prerequisites for approval	Version 3.0 requirement	Prerequisites
2.1	The BIP must be allocated a Branch ID by the DIBP for the purpose of lodging import declarations in the ICS.	REQ 3	Obtain a Branch ID from the Department of Home Affairs, enabling them to lodge import declarations in the ICS and provide the branch ID to the department as part of the application.
2.2	The BIP must employ or utilise a minimum of one accredited person to undertake tasks detailed in these requirements, which are specifically designated to accredited persons.	REQ 1	Have at least one employed or contracted person who is trained and accredited to undertake tasks under the class 19.1 AA as a condition of approval.
2.3	The BIP must notify the department of accredited persons and their Customs Brokers Licence number on application for the AA.	REQ 2	When applying for an approved arrangement, must notify the department of accredited persons that will perform the approved activities and their customs broker licence number.

**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 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Responsibilities	Version 3.0 requirement	General requirements
3.1	<p>The BIP must ensure that accredited persons utilised to undertake tasks detailed in this requirements have:</p> <ul style="list-style-type: none"> <li>successfully obtained a Certificate of Attainment in unit of competency TLIX5054 Comply with Biosecurity Border Clearance (further information is available on the Approved Arrangement page on the department's website)</li> <li>obtained 'accredited person' status by registering with the department</li> <li>a customs broker license</li> </ul> <p>Note: The accredited person is responsible for maintaining their accreditation by attending Continued Biosecurity Competence (CBC) sessions twice a year (or more if required 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 <a href="#">Continued Biosecurity Competency</a> training each CBC year (1 April to 31 March).
3.2	The BIP must ensure that accredited persons undertake tasks specifically designated to accredited persons.	REQ 13	Only accredited persons assess documentation, statements and unpack destination postcodes for FCL/FCX and LCL sea freight and lodge import declarations under the arrangement on behalf of the BIP.
3.3	The BIP must ensure that all assessments performed under this AA comply with the requirements of the current <i>Non-commodity information requirements policy</i> and the <i>Minimum documentary and import declaration requirements policy</i> .	REQ 17	Accredited persons must be in possession of all the documents required under the <i>Minimum documentary and import declaration requirements policy</i> prior to the full import declaration being lodged into the ICS.

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Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Responsibilities	Version 3.0 requirement	General requirements
3.4	The BIP must ensure accredited persons make correct assessments of non-commodity statements and documentation for containerised cargo consignments and accurately report to the department as to the acceptability of such statements and documentation.	REQ 13	Only accredited persons assess documentation, statements and unpack destination postcodes for FCL/FCX and LCL sea freight and lodge import declarations under the arrangement on behalf of the BIP
3.5	The BIP must ensure accredited persons make correct assessment of unpack location postcodes for containerised cargo consignments and accurately report to the department as to the acceptability of unpack location postcodes.	REQ 14	Accredited persons must correctly answer the department's non-commodity general declaration questions in the Department of Home Affairs Integrated Cargo System (ICS) and declare all non-commodity concern types. The method of reporting must comply with requirement REQ 14 and Appendix 1. Reporting Guide to Requirements
3.6	The BIP must ensure that the accredited persons report non-commodity concerns to the department via their import declaration lodgement in the ICS.	REQ 14	Accredited persons must correctly answer the department's non-commodity general declaration questions in the Department of Home Affairs Integrated Cargo System (ICS) and declare all non-commodity concern types. The method of reporting must comply with requirement REQ 14 and Appendix 1. Reporting Guide to Requirements
3.7	The BIP must ensure that the accredited persons select the appropriate AQIS processing type (NCCC code) and AQIS premises ID (AA site number) to manage the biosecurity concern when lodging their import declaration in the ICS.	REQ 14	Accredited persons must correctly answer the department's non-commodity general declaration questions in the Department of Home Affairs Integrated Cargo System (ICS) and declare all non-commodity concern types. The method of reporting must comply with requirement REQ 14 and Appendix 1. Reporting Guide to Requirements
3.8	The BIP must ensure that accredited persons have access to the current list of AA sites available for use with the NCCC AA. Note: A list of AA sites is available on the Approved Arrangement page on the department's website.	REQ 15	Accredited persons must enter an AA site number into the AQIS Location field in the ICS for concern types other than BCOM or BNCC to ensure that a location is assigned to the biosecurity direction. The AA site location must be an appropriate class 1.1 or 1.3 site only.

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Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Responsibilities	Version 3.0 requirement	General requirements
3.9	The BIP must cooperate with the department and provide relevant information as requested.	N/A	Requirement is removed from the document as is a requirement of the <i>Biosecurity Act 2015</i> .
3.10	The BIP must ensure all biosecurity directions are complied with.	REQ 5	The BIP must ensure that biosecurity directions generated 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).
3.11	The BIP must notify the department in writing when an accredited person ceases to be employed or contracted by the BIP.	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.
3.12	The BIP must ensure that the most current versions of the documents covered by the NCCC AA are referred to when operating under this arrangement. These documents are found on the department's website and are amended from time to time.	REQ 17	Accredited persons must be in possession of all the documents required under the <i>Minimum documentary and import declaration requirements policy</i> prior to the full import declaration being lodged into the ICS.
3.13	The BIP must comply with the record keeping requirements outlined in section 5.	N/A	Removed due to being a requirement solely for the purpose of referring to a secondary requirement.
3.14	The BIP must allow the department to monitor their compliance with the requirements of the arrangement and performance against processes and outcomes outlined in section 4.	REQ 9	The BIP must maintain an acceptable compliance rate in accordance with the <i>Approved Arrangements General Policies Appendix 2: Brokers – monitoring and assessing compliance</i> and <i>Compliance classifications for Broker class approved arrangements</i> .

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Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Responsibilities	Version 3.0 requirement	General requirements
3.15	<p>The BIP must notify the department in writing as soon as practicable 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 relevant to the operation of the AA in relation to any of these matters:</p> <ul style="list-style-type: none"> <li>conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i></li> <li>debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i></li> <li>refusal, involuntary suspension, involuntary revocation/cancelation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li> </ul>	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"> <li>conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015</i>, <i>Customs Act 1901</i>, Criminal Code or <i>Crimes Act 1914</i></li> <li>debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015</i>, <i>Customs Act 1901</i>, Criminal Code or <i>Crimes Act 1914</i></li> </ul> <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>
3.16	<p>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.</p>	REQ 10	<p>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</p>

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Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Responsibilities	Version 3.0 requirement	General requirements
3.17	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.
3.18	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. Note: How the department will monitor compliance is outlined in the AA General Policies.	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.
3.19	Department approved auditors must be permitted to collect evidence of compliance and noncompliance with AA requirements through actions including the copying of documents and taking of photographs. Note: How the department will monitor compliance is outlined in the AA General Policies.	REQ 12	Department-approved auditors must be allowed to examine documents (including electronic documents) and collect evidence of compliance and non-compliance with AA requirements by performing actions such as copying documents and taking photographs.

**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 of operating requirements**

Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Processes and outcomes for accredited people	Version 3.0 requirement	Operating requirements
4.1	<p>The accredited person must assess these items in accordance with the <i>Non-commodity information requirements policy</i>:</p> <ul style="list-style-type: none"> <li>• non-commodity documentation for FCL, FCX and LCL sea freight</li> <li>• unpack destination postcodes for FCL and FCX sea freight consignments.</li> </ul>	REQ 13	Only accredited persons assess documentation, statements and unpack destination postcodes for FCL/FCX and LCL sea freight and lodge import declarations under the arrangement on behalf of the BIP.
4.2	<p>An accredited person must:</p> <ul style="list-style-type: none"> <li>• ensure the non-commodity statements and documentation meets the requirements of the <i>Non-commodity information requirements policy</i></li> <li>• ensure the non-commodity documentation meets the requirements of the <i>Minimum documentary and import declaration requirements policy</i></li> <li>• determine if there are any non-commodity concerns for the consignment</li> <li>• assess unpack destination in accordance with the <i>Non-commodity information requirements policy</i> to determine if the consignment is destined for a rural location</li> <li>• declare non-commodity documentation that is unacceptable or when unpack location postcodes are in a rural location.</li> </ul>	REQ 14	Accredited persons must correctly answer the department’s non-commodity general declaration questions in the Department of Home Affairs Integrated Cargo System (ICS) and declare all non-commodity concern types. The method of reporting must comply with requirement REQ 15 and Appendix 1. Reporting Guide to Requirements.
		REQ 15	Accredited persons must enter an AA site number into the AQIS Location field in the ICS for concern types other than BCOM or BNCC to ensure that a location is assigned to the biosecurity direction. The AA site location must be an appropriate class 1.1 or 1.3 site only.
		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.

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Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Processes and outcomes for accredited people	Version 3.0 requirement	Operating requirements
		REQ 17	Accredited persons must be in possession of all the documents required under the <i>Minimum documentary and import declaration requirements policy</i> prior to the full import declaration being lodged into the ICS.
4.4	An accredited person can only request amendments to be made to the document if those amendments are in accordance with the factual condition of the consignment. An accredited person cannot request amendments to documentation solely for the purpose of that documentation being compliant with the department's requirements. Where a request for amendments to documentation is made, the request and response must be documented and retained as part of the clearance documentation for the consignment	REQ 18	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 19	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 goods management will result in the individual's accreditation being revoked.
4.5	When lodging an import declaration an accredited person must ensure that information included in the declaration accurately reflect the consignment and all necessary fields that are specific to biosecurity are completed. Refer to the <i>Minimum documentary and import declaration requirements policy</i> for further information.	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.
4.6	An accredited person must answer non-commodity general declaration questions as described in Appendix B, based on their assessment of cargo type and documentation.	REQ 14	Accredited persons must correctly answer the department's non-commodity general declaration questions in the Department of Home Affairs Integrated Cargo System (ICS) and declare all non-commodity concern types. The method of reporting must comply with requirement REQ 15 and Appendix 1. Reporting Guide to Requirements.



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Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Processes and outcomes for accredited people	Version 3.0 requirement	Operating requirements
4.7	An accredited person must declare all non-commodity concern types as described in Appendix C.	REQ 14	Accredited persons must correctly answer the department's non-commodity general declaration questions in the Department of Home Affairs Integrated Cargo System (ICS) and declare all non-commodity concern types. The method of reporting must comply with requirement REQ 15 and Appendix 1. Reporting Guide to Requirements.
4.8	When lodging an import declaration in the ICS, an accredited person may apply an AQIS processing type (NCCC code) in the ICS to generate biosecurity directions in AIMS. These directions are generated to manage non-commodity related concerns identified with the consignment during the assessment of documentation. When performing this activity the accredited person must comply with procedures outlined in Appendix D.	N/A	Under the AEP reform, this requirement is no longer required as the direction is generated at the concern code level. There is no longer a requirement for an accredited person to add an additional processing type.

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**Table 4 Comparison of administrative requirements**

Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Office and record keeping requirements	Version 3.0 requirement	Administration and management
5.1	<p>These records and documents must be created and maintained:</p> <ul style="list-style-type: none"> <li>• FID/SCL number</li> <li>• container cleanliness declaration</li> <li>• packing declaration, or valid documents containing unacceptable packaging materials statements, including timber and ISPM 15 statements</li> <li>• annual packing declaration (where appropriate)</li> <li>• treatment certificate (where required)</li> <li>• documents which have been used in the decision making process such as bills of lading, commercial invoices or cartage advices, etc.,</li> <li>• evidence of amendments to documentation used in the clearance of the consignment</li> <li>• evidence of the AQIS processing type (NCCC code) and AQIS premises IDs used</li> <li>• name of the accredited person who provided the certificate or assurance.</li> </ul>	REQ 20	<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"> <li>• import declaration number</li> <li>• container cleanliness declaration</li> <li>• packing declaration or valid documents containing unacceptable packaging materials statements, including timber/bamboo packaging and ISPM15 statements</li> <li>• annual packing declaration (where appropriate)</li> <li>• treatment certificate (where required)</li> <li>• documents that have been used in the decision-making process, such as bills of lading, commercial invoices or cartage advices</li> <li>• evidence of amendments to documentation used in the clearance of the consignment in accordance with REQ 18</li> <li>• evidence of the premise ID used</li> <li>• record of the accredited person who performed the assessment</li> </ul> <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 21	<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>

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Version 2.0 broker class 19.1 requirements		Version 3.0 broker class 19.1 requirements	
Version 2.0 requirement	Office and record keeping requirements	Version 3.0 requirement	Administration and management
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 22	<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>
5.4	<p>The BIP must keep the required records and documents for a minimum period of 18 months from the date of assessment of the documentation.</p>	REQ 20	<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"> <li>• import declaration number</li> <li>• container cleanliness declaration</li> <li>• packing declaration or valid documents containing unacceptable packaging materials statements, including timber/bamboo packaging and ISPM15 statements</li> <li>• annual packing declaration (where appropriate)</li> <li>• treatment certificate (where required)</li> <li>• documents that have been used in the decision-making process, such as bills of lading, commercial invoices or cartage advices</li> <li>• evidence of amendments to documentation used in the clearance of the consignment in accordance with REQ 18</li> <li>• evidence of the premise ID used</li> <li>• record of the accredited person who performed the assessment</li> </ul> <p>any other relevant documentation and records. E.g. providing biosecurity</p>