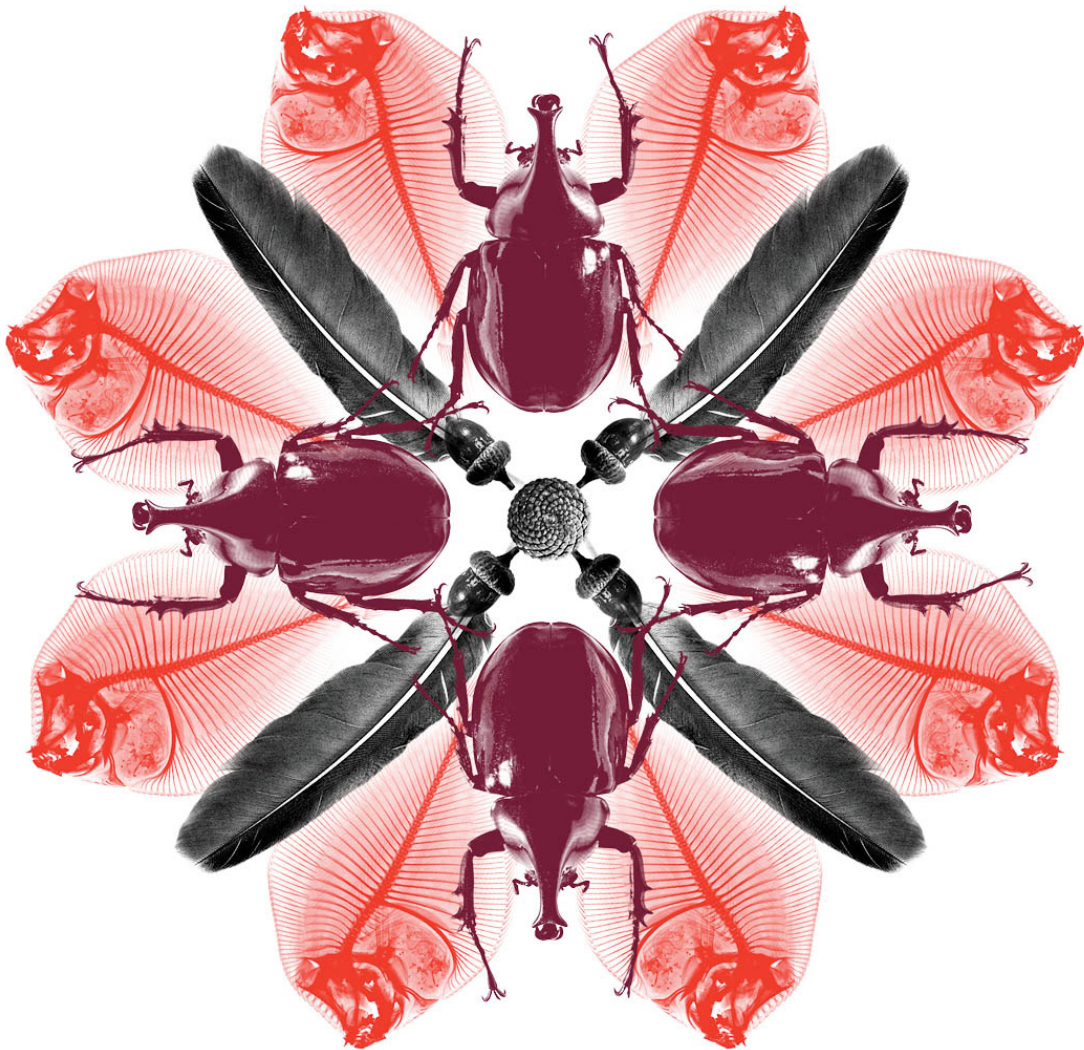




Approved arrangement

1.1 – sea and air freight depot (unrestricted) Conditions

Version 5



© Commonwealth of Australia

Ownership of intellectual property rights

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to as the Commonwealth).

Creative Commons Licence

All material in this publication is licensed under a Creative Commons Attribution 3.0 Australia Licence, save for content supplied by third parties, logos and the Commonwealth Coat of Arms.

Creative Commons Attribution 3.0 Australia Licence is a standard form licence agreement that allows you to copy, distribute, transmit and adapt this publication provided you attribute the work. A summary of the licence terms is available from creativecommons.org/licenses/by/3.0/au/deed.en. The full licence terms are available from creativecommons.org/licenses/by/3.0/au/legalcode.

This publication (and any material sourced from it) should be attributed as: Approved Arrangements section, 2016, Approved arrangement for sea and air freight depot (unrestricted)- conditions, (Approved arrangement for sea and air freight depot (unrestricted)- conditions prepared for the Department of Agriculture, Water and the Environment), Canberra.

Department of Agriculture, Water and the Environment

Postal address GPO Box 858

Canberra ACT 2601

Telephone 1800 900 090

Web awe.gov.au

Inquiries regarding the licence and any use of this document should be sent to:
copyright@agriculture.gov.au.

The Australian Government acting through the Department of Agriculture, Water and the Environment has exercised due care and skill in the preparation and compilation of the information and data in this publication. Notwithstanding, the department, its employees and advisers disclaim all liability, including liability for negligence, for any loss, damage, injury, expense or cost incurred by any person as a result of accessing, using or relying upon any of the information or data in this publication to the maximum extent permitted by law.

Version control

Updates to this document will occur automatically on the department’s website and the revision table below will list the amendments as they are approved.

| Date | Version | Amendments | Approved by |
|------------------|---------|--|--------------------------------------|
| 9 May 2011 | 1.0 | Revised document | Co-regulation and Support Program |
| 30 Jun 2013 | 1.1 | Updated to reflect DAFF branding | Industry Arrangements Reform Program |
| 8 Feb 2016 | 2.0 | New template including nonconformity ratings | Approved Arrangements section |
| 2 May 2016 | 2.1 | Changes to criteria: <ul style="list-style-type: none"> • Fumigation • Wash bay • Waste water recycling • Separation/security. | Approved Arrangements section |
| 16 Jun 2016 | 3.0 | Updated references to the department and the <i>Biosecurity Act 2015</i> . | Approved Arrangements section |
| May 2018 | 4.0 | Updated to accessibility template. Updated: <ul style="list-style-type: none"> • 2.1 – site Conditions • 5.1 – security • 6.2, 6.8 and 6.9 – biosecurity area • Amalgamated inspection and storage area Conditions into biosecurity area (table 6) • 7.1 - hygiene • 9.1 and 9.2 – container inspection • 10.6 – dunnage and waste disposal • 12.1 and 12.2 – administration • 13.11, 13.14, 13.17 13.24 and 13.25 – general Conditions. Added: <ul style="list-style-type: none"> • Prerequisite requirement to be approved under class 4.3 (table 3) • 7.2 Insect traps for surveillance (hygiene) • 13.2 Site map (administration) • 13.12 and 14.27 General Conditions. Removed wash bay Conditions. | Approved Arrangements section |
| May 2021 | 5.0 | Removal of reference to products associated with khapra beetle from the purpose statement in Table 1. | Approved Arrangements section |
| 18 November 2021 | 5.0 | Added biosecurity risk information to the purpose statement in Table 1 | Approved Arrangements section |

Table of contents

| | |
|--|-----------|
| Guide to using this document | 5 |
| Definitions | 5 |
| Other documents | 5 |
| Nonconformity guide | 5 |
| Approved arrangement Conditions | 6 |
| Table 1 Purpose | 6 |
| Table 2 Site location | 6 |
| Table 3 Prerequisite | 6 |
| Table 4 Isolation | 7 |
| Table 5 Security | 7 |
| Table 6 Biosecurity area | 8 |
| Table 7 Hygiene | 9 |
| Table 8 Container inspections | 9 |
| Table 9 Operating Conditions | 10 |
| Table 10 Dunnage and waste disposal | 11 |
| Table 10B Dunnage and waste disposal | 12 |
| Table 11 Office and record Conditions | 12 |
| Table 12 Administration | 12 |
| Table 13A General | 13 |
| Table 13B General (continued) | 14 |
| Table 13C General (continued) | 15 |

Guide to using this document

This document sets out the conditions that must be met before the relevant Director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an approved arrangement.

This document specifies the conditions to be met for the approval, operation and audit of this class of approved arrangement. Compliance with the conditions will be assessed by audit.

In the event of any inconsistency between these conditions and any Import Permit condition, the Import Permit condition applies. If the applicant chooses to use automatic language translation services in connection with this document, it is done so at the applicant's risk.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture, Water and the Environment. Any references to contacting the department mean contacting your closest regional office.

Further information on approved arrangements, department contact details and copies of relevant approved arrangement documentation is available on the department's website: awe.gov.au.

Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

Other documents

The *Approved Arrangements General Policies* should be read in conjunction with these Conditions. They will assist in understanding and complying with the obligations and conditions for the establishment and operation of an approved arrangement.

Nonconformity guide

The nonconformity classification against each criterion is provided as a guide only. If more than one nonconformity is listed against a requirement, the actual nonconformity applied will correspond to the gravity of the issue. The nonconformity recorded against any conditions remains at the discretion of the biosecurity officer.

Nonconformity classifications are detailed in the *Approved Arrangements General Policies*.

Approved arrangement conditions

Table 1 Purpose

| Conditions | Nonconformity guide |
|--|---------------------|
| <p>1.1 Approved arrangement sites utilised for the deconsolidation of sea and air cargo, inspection and treatment of goods, containers and Universal Loading Devices (ULDs). These sites are approved for initial non-containerised machinery inspections, rural container inspections, and external container inspections.</p> <p>Examples of biosecurity risks associated with goods subject to biosecurity control handled at a class 1.1 approved arrangement site include:</p> <ul style="list-style-type: none"> • infestation of insects in or on the goods, packaging material or containers e.g., timber pests (e.g., termites, ants and larvae), stored product pests (e.g., beetles and larvae), insects seeking refuge (e.g., ants, bees, wasps, moths and spiders), and hitchhiker pests (e.g., brown marmorated stink bug) • animals such as rodents, reptiles, geckos, birds, and cats that can inadvertently travel in containers • giant African snails and other snails that can attach to containers and machinery • contamination of soil or plant material in or on goods, packaging material or containers e.g., soil can contain seeds of exotic plants or weeds, plant diseases, insects and insect eggs, and soil-borne animal diseases such as foot and mouth disease • other contamination such as water can contain mosquito larvae and algae. Mosquitos are vectors for various diseases • packaging material of biosecurity concern e.g., dunnage, untreated timber or bamboo packaging, bark on timber which can contain plant diseases and fungal spores • plant diseases associated with goods that are made of or contain plant material e.g., Karnal bunt of wheat, citrus greening, leaf blight • animal diseases associated with goods that are made of or contain animal material e.g., foot and mouth disease. <p>Information on biosecurity import conditions and biosecurity risks for imported goods, containers, other cargo and arriving vessels is available on the department's website.</p> | N/A |

Table 2 Site location

| Conditions | Nonconformity guide |
|---|---------------------|
| 2.1 Must be located within close proximity to a first point of entry for goods (from vessels) where a permanently based biosecurity officer is stationed. | N/A |

Table 3 Prerequisite

| Conditions | Nonconformity guide |
|---|---------------------|
| 3.1 The biosecurity industry participant must hold approval for approved arrangement class 4.3 – cleaning in order to hold approval for this class. | Critical |
| 3.2 The wash bay approved under approved arrangement class 4.3 must be a minimum of 16 m x 5 m to accommodate 12.2 m containers. | Major |
| 3.3 The biosecurity industry participant must hold approval for approved arrangement class 4.6 – fumigation in order to hold approval for this class. | Critical |

Table 4 Isolation

| Conditions | Nonconformity guide |
|---|---------------------|
| 4.1 Goods subject to biosecurity control must be kept in the biosecurity area. | Major or critical |
| 4.2 Goods subject to biosecurity control must be stored in such a manner to ensure that a minimum of one pallet width or an impervious physical barrier is maintained between goods subject to biosecurity control and other goods. | Major |
| 4.3 Goods subject to biosecurity control must be immediately moved to a biosecurity area at the time of receipt or at unpack from the container in which the goods arrived. | Major or critical |

Table 5 Security

| Conditions | Nonconformity guide |
|---|---------------------|
| 5.1 Security measures must be in place to prevent access to and removal of goods subject to biosecurity control by unauthorised persons. | Major |
| 5.2 Biosecurity areas must display a sign to effectively convey that status. | Minor or major |
| <p>5.3 Ingress and egress points and areas where goods subject to biosecurity control are stored, handled, treated or inspected must display a biosecurity sign. These signs are to be:</p> <ul style="list-style-type: none"> • permanently affixed • professionally made • made to state Biosecurity Area - Authorised Persons Only or Quarantine Area - Authorised Persons Only • on a yellow background, with black lettering approximately 5 cm in height • secured on gates and/or doors and visible at all times. <p>Note: Where new signs are being produced, they should use biosecurity not quarantine.</p> | Minor |

Table 6 Biosecurity area

| Conditions | Nonconformity guide |
|---|---------------------|
| 6.1 The biosecurity area must be located in a secure lockable building or in an area surrounded by a lockable security fence. | Major |
| 6.2 The biosecurity areas must be clearly defined on the site plan. | Major |
| 6.3 Biosecurity areas include areas used for the treatment and storage of goods subject to biosecurity control. | Major |
| 6.4 The biosecurity area must allow for biosecurity officers to easily perform their duties without work health and safety risks. | Major |
| <p>6.5 Biosecurity areas must be managed to allow biosecurity officers to conduct adequate inspections of goods in a timely and effective manner. This includes as a minimum:</p> <ul style="list-style-type: none"> • illumination within a building <ul style="list-style-type: none"> ○ storage areas - minimum 400 lux ○ inspection areas – minimum 600 lux • goods accessible for inspection - goods stored no more than 2.5 m high unless racks are used). <p>Note: Accessible means goods must be able to be inspected as directed by a biosecurity officer. Generally, block stacking will not be regarded as being accessible.</p> | Major |
| 6.6 Buildings and structures must be maintained in a state of good repair and be weatherproof. Wall and floor junctions must be sealed. | Major |
| 6.7 Buildings and biosecurity areas must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay. | Major |
| <p>6.8 Goods subject to biosecurity control, not stored within a building, to be treated in the wash bay must be:</p> <ul style="list-style-type: none"> • tarped or • stored under cover or • stored in a container or • on an impervious surface that drains directly to sewer <p>until such time as it can be moved to the wash bay for cleaning.</p> | Major |
| <p>6.9 A non-absorbent white top inspection table must be provided for inspection. It must:</p> <ul style="list-style-type: none"> • be a minimum of 1 m wide x 2 m long and 0.9 m to 1 m high • have a power point in close proximity • have an artificial light of not less than 600 lux intensity within 1 m of the table • be located within a biosecurity area. <p>Note: Where the table top is not white, clean white disposable paper may be used to cover the table during an inspection. The paper must be replaced when inspections are complete or whenever requested by a biosecurity officer. The paper must be disposed of as biosecurity waste by a department approved method.</p> | Major |
| 6.10 Biosecurity areas must have floor surfaces finished with materials that are smooth, impervious, durable and easy to clean. | Major |
| 6.11 Biosecurity area floors must be maintained and free from defects. | Major |

Table 7 Hygiene

| Conditions | Nonconformity guide |
|--|---------------------|
| <p>7.1 An effective pest and weed control system must be in place to ensure that sites are managed in a way that effectively isolates goods subject to biosecurity control from environments in which pest and disease are likely to become established. As a minimum this will require the sites to implement and keep associated records of a periodic inspection regime and ensure knockdown spray (such as standard household aerosol insecticide spray) is kept onsite. In addition to details of the inspection regime and the onsite location of the knockdown spray, the pest and weed control system may include:</p> <ul style="list-style-type: none"> • the use of insecticides, fumigation, rodenticides, herbicides/weed control, periodic inspection, baits and/or traps • a site plan with numbered bait stations • contract details if applicable. <p>Note: The operations of adjacent facilities must be considered when determining any additional pest control measures to be implemented.</p> | Major |
| <p>7.2 The department must have access to the approved arrangement site to install insect traps for surveillance purposes. Insect traps installed by the department must not be interfered with or damaged.</p> | Critical |

Table 8 Container inspections

| Conditions | Nonconformity guide |
|---|---------------------|
| <p>8.1 When conducting internal container inspections, either of the following must be used:</p> <ul style="list-style-type: none"> • equipment to place the container on the ground on an impervious surface within a biosecurity area • a raised container inspection platform if the internal of the container is to be accessed while on a container inspection stand or on the back of a truck. <p>Stairs, ladders and platforms construction must comply with AS 1657 2013: Fixed platforms, walkways, stairways and ladders - Design, construction and installation.</p> | Major or critical |
| <p>8.2 Fully laden containers must be capable of being inspected on the underside by using a sea container inspection stand. The stand must be suitable for the types of containers being inspected and be certified according to the standards in the department's Standards for Sea Freight Container Inspection Stands available on the department's website.</p> | Major or critical |

Table 9 Operating conditions

| Conditions | Nonconformity guide |
|--|---------------------|
| 9.1 Accredited persons must examine the inside of containers for the presence of: <ul style="list-style-type: none"> • live or dead animals • live insects • plant, animal and soil contamination. | Major |
| 9.2 If any live animals, dead animals or live insects are detected in the container ensure that: <ul style="list-style-type: none"> • the container doors are closed immediately to prevent the escape of any pests • for flat racks or unit load devices, a knockdown spray is applied to insects and the goods are moved to the biosecurity inspection area and are kept contained and separated from other goods subject to biosecurity control, domestic goods or goods that have been released from biosecurity control • in both cases, the department must be contacted immediately and arrangements are made for an inspection. | Critical |
| 9.3 The live/dead animals, or live insects are recorded on the Biosecurity Risk Material Record, available on the department’s website. | Minor |
| 9.4 If plant, animal faeces or soil contaminants are detected in the container, ensure that: <ul style="list-style-type: none"> • the contaminants are removed and disposed of by, or under the supervision of, an accredited person • the contaminants are recorded on a Biosecurity Risk Material Record • a copy of the Biosecurity Risk Material Record is maintained. | Major |
| 9.5 If the contaminants cannot be removed at the approved arrangement site, the container doors must be closed and the department contacted. | Major |

Table 10 Dunnage and waste disposal

| Conditions | Nonconformity guide |
|---|--------------------------|
| <p>10.1 Overseas dunnage, including pallets, must be stored in a clearly defined biosecurity area or a biosecurity dunnage container or storage device for a maximum period of 14 days. Within the specified storage period, dunnage must be treated by a department-approved method.</p> | Major |
| <p>10.2 Loose items of biosecurity concern that do not form part of the documented consignment (including soil, seeds, hessian bags, fruit cartons, plant or animal contamination) as well as any spilled goods that are of biosecurity concern must be placed in the biosecurity waste bin (10.10 below) .</p> | Major |
| <p>10.3 Accredited persons must examine the timber packaging/dunnage for the presence of:</p> <ul style="list-style-type: none"> • live insects and insect damage (including holes with frass) • bark. | Major or critical |
| <p>10.4 If live insects and/or insect damage (including holes with frass) are detected on the timber packaging/dunnage ensure that:</p> <ul style="list-style-type: none"> • the container doors are closed immediately to prevent the escape of any pests • for flat racks or ULDs, a knockdown spray is applied to insects and the goods are moved to the biosecurity inspection area and are kept contained and separated from other imported, domestic or previously cleared goods • in both cases, the department must be contacted immediately and arrangements are made for an inspection. | Major or critical |
| <p>10.5 The live insects or frass are recorded on a Biosecurity Risk Material Record and a copy is retained.</p> | Minor |
| <p>10.6 If bark is detected on the timber packaging/dunnage and is:</p> <ul style="list-style-type: none"> • within the bark tolerance that the department accepts for timber packaging and dunnage – no further action is required • outside the bark tolerance that the department accepts for timber packaging and dunnage, an accredited person must either: <ul style="list-style-type: none"> ○ remove and dispose of the bark by a department approved method, and ○ update the Biosecurity Risk Material Record <p>or</p> <ul style="list-style-type: none"> ○ contact the department to make arrangements for an inspection. <p>Note: Information about the acceptable bark tolerance for timber packaging and dunnage is available on the 'Bark on timber packaging and dunnage' page of the department's website.</p> | Minor, major or critical |
| <p>10.7 ISPM 15 compliant timber packaging/dunnage does not require further inspection or treatment if it is stored separately from other imported timber packaging/dunnage.</p> | Minor |
| <p>10.8 Biosecurity waste, both liquid and solid, must be effectively contained and decontaminated or disposed of by a department approved method. Approved disposal methods include:</p> <ul style="list-style-type: none"> • solid waste: <ul style="list-style-type: none"> ○ incineration ○ burial ○ autoclaving • liquid waste: <ul style="list-style-type: none"> ○ sewer <p>or as prescribed in the import permit or other departmental direction.</p> <p>Note: Solid waste disposal can only be undertaken by at an approved arrangement site with approval under class 8 – waste disposal.</p> | Major |
| <p>10.9 Biosecurity waste must be transported by a department-approved transporter.</p> | Major |

Table 10B Dunnage and waste disposal

| Conditions | Nonconformity guide |
|--|---------------------|
| 10.10 The biosecurity waste container must be: <ul style="list-style-type: none"> • leak and pest-proof • have a secure lid • labelled 'Biosecurity Waste'. | Major |
| 10.11 The separate storage device/area must be department approved and be within the approved arrangement site to prevent loss, spillage or unauthorised access. | Major |

Table 11 Office and record conditions

| Conditions | Nonconformity guide |
|--|---------------------|
| 11.1 Records must be made available to the department within two business days upon request. | Major |
| 11.2 The biosecurity industry participant must: <ul style="list-style-type: none"> • provide a first aid cabinet/kit which is fully stocked and meets the minimum commercial Australian Standard (AS2675-1983: Portable first aid kits for use by consumers) • provide vehicle parking for visiting biosecurity officers (Note: This may require department identified parking or providing a parking permit) • ensure adequate security for any departmental technical equipment left on the site • provide access and the availability of: <ul style="list-style-type: none"> ○ a desk, chair and a telephone with direct outside call access ○ toilet facilities ○ handwashing facilities and a hygienic means of drying hands ○ clean amenities . | Minor or major |
| 11.3 Where an approved arrangement site has a permanent departmental officer onsite, the biosecurity industry participant must provide: <ul style="list-style-type: none"> • one lockable filing cabinet per officer • approximately 9 m2 of space for one officer and a further 4 m2 for each additional officer or departmental detector dog based at the site. Where detector dogs are based at an approved arrangement site, the additional 4 m2 provided for the department's detector dogs, must be visually segregated from work areas and thoroughfares. | Minor |

Table 12 Administration

| Conditions | Nonconformity guide |
|--|---------------------|
| 12.1 The department must be notified in writing, at least 15 working days prior to any modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with. | Major |
| 12.2 Current site plans must be provided to the department. Site plans must be to scale and include biosecurity areas (storage, inspection, treatment/processing) and the location of parking for biosecurity officers. | Minor or major |

Table 13A General

| Conditions | Nonconformity guide |
|--|--------------------------|
| 13.1 Goods subject to biosecurity control must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the items. | Major or critical |
| 13.2 Goods subject to biosecurity control must be maintained and processed in accordance with the Conditions of the relevant approved arrangement class. | Minor, major or critical |
| 13.3 Goods subject to biosecurity control must be maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON). | Minor, major or critical |
| 13.4 Goods subject to biosecurity control must be maintained and processed in accordance with an import permit. | Major or critical |
| 13.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department. | Minor, major or critical |
| 13.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation. | Major or critical |
| 13.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to: <ul style="list-style-type: none"> imported items that have been released from biosecurity control domestic items the Australian environment. <p>Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control.</p> | Major or critical |
| 13.8 The standard of hygiene at the approved arrangement site must be appropriate for the nature of the goods subject to biosecurity control. | Major or critical |
| 13.9 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant approved arrangement Conditions, import conditions and departmental directions. | Major or critical |
| 13.10 Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of: <ul style="list-style-type: none"> moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department moving directly and securely to an approved arrangement site of the same class (or of the same class but a higher biosecurity containment level sub-class) that is co-located with the original approved arrangement site transport of biosecurity waste by a department-approved waste transport company (operating under an approved arrangement for biosecurity waste transport) | Critical |
| 13.11 If goods subject to biosecurity control are being transported by a non-accredited person (such as a truck driver), the forwarding biosecurity industry participant must ensure that this person is made aware of the conditions relating to the transport of the items. | Major |
| 13.12 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department. | Critical |
| 13.13 The biosecurity industry participant must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an accredited person or under the direct supervision of an accredited person. | Major |
| 13.14 An accredited person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. Directly supervise means that the accredited person must be present in the area where the items subject to biosecurity control are being handled and must be able to: <ul style="list-style-type: none"> visually verify that the items are being handled in accordance with the department's Conditions communicate immediately and effectively with the persons being supervised. | Major |

Table 13B General (continued)

| Conditions | Nonconformity guide |
|--|---|
| 13.15 Accredited persons must have successfully completed accreditation training for the relevant approved arrangement class as specified on the departments website. | Major |
| 13.16 Records must be maintained of accredited persons. | Minor |
| 13.17 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control. | Major |
| 13.18 The biosecurity industry participant must ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the approved arrangement site. | Minor or major |
| <p>13.19 The biosecurity industry participant must ensure goods subject to biosecurity control are traceable in terms of (where applicable): declaration/entry number</p> <ul style="list-style-type: none"> • import Permit number • Air Waybill or Bill of Lading number • date of receipt • country of origin • processing (including inspection, treatment, testing) details • movement details • release from biosecurity control • disposal details • storage location • accredited person responsible for the items. | <p>Minor or major</p> <ul style="list-style-type: none"> • Major • Minor • Major • Minor • Major • Minor • Major • Major • Major • Major • Major |
| <p>13.20 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the approved arrangement site. Unexpected events include:</p> <ul style="list-style-type: none"> • appearance of pests or symptoms of disease • structural damage (due to storms etc.) • unauthorised removal of goods subject to biosecurity control • spillages of goods subject to biosecurity control • sudden unavailability of an accredited person. | <ul style="list-style-type: none"> • Major • Major • Major • Major • Minor |
| <p>13.21 Ceasing or transferring operations - the department must be informed, in writing, at least 15 working days prior to intended:</p> <ul style="list-style-type: none"> • closure of a current approved arrangement site • relocation of the business, including the approved arrangement class function • ceasing of operation as an approved arrangement site. <p>Any goods subject to biosecurity control that remain at the approved arrangement site must be treated or destroyed in accordance with a department approved method or transferred to another approved arrangement site with prior approval from the department. The biosecurity industry participant will be liable for associated costs.</p> | <p>Major</p> <p>Critical</p> |
| <p>13.22 If there is any doubt as to whether goods:</p> <ul style="list-style-type: none"> • are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control <p>then the goods must be handled in accordance with Conditions for goods subject to biosecurity control.</p> | Major |

Table 13C General (continued)

| Conditions | Nonconformity guide |
|--|---------------------|
| <p>13.23 The biosecurity industry participant 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 biosecurity industry participant or their associates relevant to the operation of the approved arrangement 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 <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or approved arrangement under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>. | Critical |
| <p>13.24 Departmental officers and department approved auditors, must be provided access to the approved arrangement site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p> | Critical |
| <p>13.25 Departmental officers or department approved auditors, must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p> | Major or critical |
| <p>13.26 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.</p> | Critical |
| <p>13.27 Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement Conditions through actions including the copying of documents and taking of photographs.</p> | Major or critical |
| <p>13.28 The biosecurity industry participant must notify the department in writing as soon as practicable within 15 days of any change in:</p> <ul style="list-style-type: none"> • persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement • biosecurity industry participant details, including: <ul style="list-style-type: none"> ○ entity name ○ Australian Business Number or Australian Company Number ○ postal address ○ email address ○ telephone number. | Major or critical |