



Australian Government  
Department of Agriculture,  
Fisheries and Forestry

# Requirements and conditions for approved arrangement class 19.2: automatic entry processing for commodities

Version 9.3 [DRAFT]



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We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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# About this document

This document sets out the requirements to apply for and the conditions to undertake biosecurity activities covered by approved arrangement class 19.2: automatic entry processing for commodities (class 19.2). This arrangement is made under chapter 7 of the *Biosecurity Act 2015*.

When undertaking biosecurity activities covered by this arrangement the biosecurity industry participant is responsible for complying with each condition as set out in this document.

Accredited persons covered by this arrangement may have their class 19.2 accreditation suspended if found to be non-compliant with this arrangement.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture, Fisheries and Forestry.

Further information on class 19.2 is available on the [approved arrangements](#) website.

## Definitions

Terms used in this document are defined in the [approved arrangements glossary](#) and the Biosecurity Act. This document refers to AQIS where AQIS remains current in IT systems.

## Supporting documents

Ensure you understand and comply with the requirements and conditions for undertaking biosecurity activities covered by class 19.2. Use this document in conjunction with the current online versions of:

- [Approved arrangements general policies - Part 2](#)
- [Minimum documentary and import declaration requirements policy](#)
- [Requirements and conditions for approved arrangement class 19.1](#)
- [Compliance classifications for approved arrangement class 19](#)

## Monitoring of compliance

Compliance with class 19.2 conditions are monitored in accordance with the [Approved arrangements general policies - Part 2](#).

The department will notify the nominated approved arrangement manager when non-compliance has been detected.

A full list of compliance classifications may be found on the [Compliance classifications for approved arrangement class 19](#).

# Class 19.2 requirements and conditions

## Purpose

The class 19.2 allows accredited persons to assess commodity documentation and manage biosecurity risk for commodities covered by class 19.2. These commodities are subject to biosecurity control and must be managed in accordance with the department's [Biosecurity import conditions system](#) (BICON).

## Scope

Biosecurity activities covered under class 19.2 are limited to:

- ensuring the commodity is in scope of class 19.2 by referring to the [Approved commodities for arrangement class 19.2](#) webpage
- assessing documentation, associated with class 19.2 commodities, in accordance with BICON and the [Minimum documentary and import declaration requirements policy](#)
- entering information to generate a biosecurity direction in the Agriculture Import Management System (AIMS) which is used to manage biosecurity risk associated with the goods
- receiving biosecurity directions generated by AIMS and ensuring that the directions are complied with.

Some consignments may also be subject to:

- [approved arrangement class 19.1: non-commodity containerised cargo clearance](#)
- verification activities; and/or
- inspection and testing under the [Imported Food Inspection Scheme](#).

## Class 19.2 requirements

Section 79 of [Biosecurity Regulation 2016](#) stipulates the requirements the Director of Biosecurity must be satisfied an arrangement meets at the time of application and until the arrangement is suspended or revoked.

The biosecurity industry participant must demonstrate they have the capability, equipment and facilities necessary to carry out the biosecurity activities covered by the arrangement. The following requirements must be evident at the time of application for a class 19.2.

**Requirement 1:** The biosecurity industry participant has a current [approved arrangement class 19.1](#) and at least one accredited persons to undertake class 19.1 activities.

**Requirement 2:** The biosecurity industry participant must have at least one employed or contracted person who is accredited to undertake class 19.2 activities.

**Requirement 3:** When applying for the class 19.2 arrangement, the biosecurity industry participant must notify the department of:

- the approved arrangement manager responsible for the class 19.2
- the accredited persons that will perform the class 19.2 biosecurity activities.



Training and accreditation obligations for an accredited person covered by class 19.2 are available at [Training and accreditation for arrangement class 19](#).

## Class 19.2 conditions

The following conditions must be complied with.

### General Conditions

**Condition 1:** All accredited persons employed or contracted by the biosecurity industry participant must maintain their training and accreditation for class 19.2 including completing [Continued biosecurity competency](#) (CBC) training each annual CBC period (1 April to 31 March).

**Condition 2:** The biosecurity industry participant must ensure all employed or contracted persons lodging full import declarations are accredited for class 19.2 at the time of lodgement.

**Condition 3:** The biosecurity industry participant must notify the department in writing within 15 working days regarding any of the following matters:

- details of class 19.2 accredited persons who are added or removed from the arrangement
- when no class 19.2 accredited person is employed or contracted under the arrangement
- when the arrangement site details or the approved arrangement manager change.

**Condition 4:** The biosecurity industry participant must notify the department in writing within 15 working days of becoming aware of any change of status, of the biosecurity industry participant, or their associates (including accredited persons) relevant to the arrangement, not previously been notified to the department in relation to:

- conviction of an offence or order to pay a pecuniary penalty under the Biosecurity Act, *Customs Act 1901*, *Criminal Code Act 1995* or *Crimes Act 1914*
- debt to the Commonwealth that is more than 28 days overdue under the Biosecurity Act, Customs Act, Criminal Code Act or Crimes Act
- refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an import permit, an approved arrangement, or approved arrangement site under the Biosecurity Act.

**Condition 5:** 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.

**Condition 6:** The biosecurity industry participant must provide site access to biosecurity officers, biosecurity enforcement officers and department-approved auditors to perform the functions and exercise the powers granted to them by the Biosecurity Act or another law of the Commonwealth.

**Condition 7:** The biosecurity industry participant must provide departmental biosecurity officers, auditors or department-approved auditors with facilities and assistance as requested, and any required documents (including electronic documents), records or items relevant to the audit.

**Condition 8:** The biosecurity industry participant must allow departmental biosecurity officers, auditors or department-approved auditors to examine documents (including electronic documents) and collect evidence of compliance and non-compliance with the class 19.2 conditions by performing actions such as copying documents and taking photographs.

## Operating conditions

**Condition 9:** The biosecurity industry participant must have and maintain a BICON multiple user account that is registered for 'class 19.2 AEPCOMM user access'.

See [BICON help](#) for information on how to create an account and register for class 19.2 access.

**Condition 10:** Accredited persons employed or contracted to the biosecurity industry participant must be added to and maintained in the industry participant's BICON multiple user account.

See [BICON help](#) for information on how to upgrade and join an existing multiple user account.

**Condition 11:** At the time of lodging the import declaration, the accredited persons must determine if the commodity is in scope for class 19.2 and must only enter a class 19.2 AEPCOMM code for the in scope commodity by referring to:

- the [Approved commodities for arrangement class 19.2](#) webpage
- the approved class 19.2 AEPCOMM pathways in BICON - 'class 19.2 AEPCOMM user access'

The department will update the approved commodities webpage and BICON when in scope commodities or pathways are added or removed. These changes will be communicated through the department's [Import industry advice notice](#) webpage.

**Condition 12:** Only accredited persons are to assess all documentation for commodities in scope of a class 19.2 arrangement.

**Condition 13:** Accredited persons must provide information in the import declaration that accurately reflects the consignment. All information fields that are specific to biosecurity concerns must be completed as required by the [Minimum documentary and import declaration requirements policy](#).

**Condition 14:** Accredited persons must be in possession of all documents required as per relevant [BICON import conditions](#) prior to the import declaration being lodged.

**Note:** condition 14 does not apply to government to government electronic certificates (eCerts). These can be accessed via the department's External Verification for eCertificates system ([EVE system](#))

**Condition 15:** Accredited persons must ensure all documentation assessed to generate an automated direction under the arrangement complies with:

- [Minimum documentary and import declaration requirements policy](#)
- [BICON import conditions](#).

**Condition 16:** Accredited persons must present all documentation assessed to generate an automated direction for a consignment to the department at the initial request for documentation (this includes providing documentation in the Cargo online lodgement system (COLS)).

**Note:** condition 16 does not apply to government to government eCerts. These can be accessed via the department's [EVE system](#)

**Condition 17:** Accredited persons must enter information in the import declaration to ensure that the automated direction manages the biosecurity risk in accordance with BICON ('class 19.2 AEPCOMM user access').

This must be achieved by entering the following information in the Integrated cargo system (ICS):

- entering the class 19.2 AEPCOMM code as specified in the BICON onshore outcomes against the relevant lines in the AEP processing type field
- entering the AQIS commodity code (ACC) (if required) as specified in the BICON onshore outcomes against the relevant lines in the ACC field
- entering an approved arrangement site number or first points of entry location number into the AQIS premises ID field to ensure that a location is assigned to the biosecurity direction.

The location must be an appropriate class or first points of entry location to perform the directed biosecurity activity as listed in individual BICON commodity onshore outcomes.

For a list of approved arrangement sites and their premises ID, see the [approved arrangement search tool](#) on the department's website.

**Condition 18:** Accredited persons must enter the treatment provider's AQIS/agriculture entity identifier (AEI) in the AEI field in the ICS where a consignment has been treated by an offshore treatment provider, to address BICON conditions for the relevant biosecurity concern (i.e. hitchhiker pests). AEI numbers must be entered in accordance with [Entity identifier webpage](#).

**Condition 19:** Where BICON stipulates a government issued certificate is required, and the country is listed on the [Electronic certificate \(eCert\) for imports](#) webpage, the biosecurity industry participant must enter the government certificate type (in the AQIS document type field) and certificate number (in the AQIS document number field) in the ICS.

For information on eCert availability please see [Electronic certification \(eCert\) for imports](#).

**Condition 20:** Where BICON stipulates a government issued certificate is required from a country **not** listed for [Electronic certificate \(eCert\) for imports](#) exchange, accredited persons must provide the government issued certificate number against the goods description field in the ICS.

**Condition 21:** Where applicable, accredited persons must record unique identifiers against the vehicle identification number (VIN) field for each line.

**Condition 22:** The biosecurity industry participant is responsible for the goods (as the primary receiver of AIMS directions) and must do the following:

- arrange for completion of the biosecurity direction given by AIMS
- provide non class 19 approved arrangements with the biosecurity directions to be carried out within the designated AIMS direction timeframe (e.g. inspection/treatment location)
- provide non-approved arrangement third parties with biosecurity directions to be carried out within the designated AIMS direction timeframe (e.g. logistics providers moving containers)
- present documents as specified on AIMS directions when directed (excluding eCerts).



**Condition 23:** Where a consignment has bypassed biosecurity control, the biosecurity industry participant must be able to provide evidence that all relevant directions were passed onto third parties within the designated AIMS direction timeframe.

**Condition 24:** The biosecurity industry participant and/or accredited persons must not manipulate biosecurity goods management to gain a favourable and preferred outcome.

**Condition 25:** If an accredited person requests amendments to documentation, they must document the time, date, type of request and amendment made and the time, date and response from the issuer of the document. The accredited person must retain the correspondence as part of the documentation clearance of the consignment.

## Administration and management conditions

**Condition 26:** For every import declaration lodged under this arrangement by the biosecurity industry participant, the following records and documents must be kept and maintained for a period of 5 years from the date the document assessment was conducted:

- import declaration number
- description of goods
- BICON permit (where applicable)
- commodity documentation specified per the relevant BICON cases
- evidence of the class 19.2 AEPCOMM codes and premises location IDs (where used)
- record of the accredited person who performed the assessment and lodgement
- other relevant documentation and records e.g. biosecurity directions given to third parties
- any other records or documents that have been used in the assessment and import declaration lodgement process
- evidence of amendments to documentation used in the clearance of the consignment in accordance with Condition 25.

**Note:** condition 26 does not apply to government to government eCerts. These can be accessed via the department's [EVE system](#)

**Condition 27:** The biosecurity industry participant must maintain records of their accredited persons. The records must be up to date and include current CBC completion records.

**Condition 28:** Records and/or documents must be made available to the department when requested within one business day or a timeframe specified by the department.

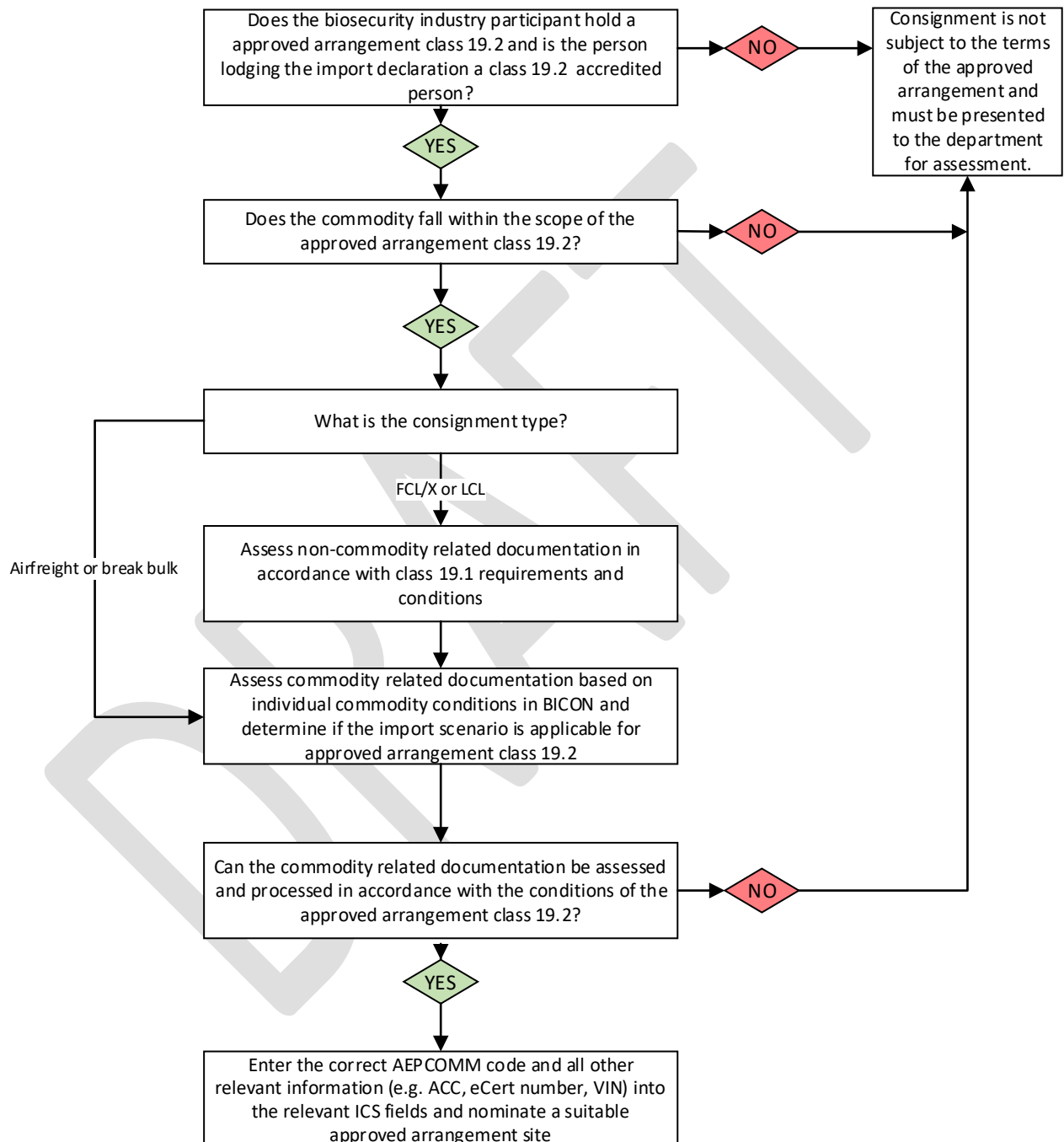
Any request for further documentation after the initial assessment by the department is considered a new document assessment.

**Note:** condition 28 does not apply to government to government eCerts. These can be accessed via the department's [EVE system](#).

# Appendix 1: Class 19.2 lodgement flowchart

An accredited person must perform certain lodgement activities when determining if a commodity may be processed under the class 19.2 approved arrangement (Figure 1).

**Figure 1 Class 19.2 lodgement flowchart**



**AEPCOMM** Automatic entry processing for commodities. **BICON** Biosecurity import conditions system. **FCL/X** Full container load (**FCL** Full container single supplier – single importer **FCX** Full container multiple suppliers-single importer). **ICS** Integrated cargo system. **LCL** Less than container load.

## Appendix 2: Version control

Date	Version	Amendments
12/12/2016	2.0	Removal of content and procedures due to the implementation of determining AEPCOMM codes through BICON
03/01/2017	3.0	Removal of commodities green coffee, fresh asparagus and fresh tomatoes from the arrangement due to policy changes
06/05/2017	4.0	Addition of commodities to the scope of the arrangement as part of Phase 1 of the AEP Reform Project. Commodity groups affected include 1, 4, 5, 6 and 10
14/03/2018	5.0	Combining timber tariffs under one commodity group, combining used passenger vehicles and part and used machinery and parts under one commodity group, updates to minor issues identified as part of AEP reform phase 1 commodity expansion and removal of non-conformity relating to the NCCC AA.
27/04/2018	6.0	Requirements updated to reflect changes implemented as part of phase 2 AEP reform (23 June 2018). Changes include refined requirements, new AEPCOMM codes, changes to commodity groupings and lodgement information.
21/05/2018	6.1	Minor update to table 8 and 10 regarding tariff groups 4409 and 4418 and update to unfinished timber group to include INS and FUM pathways. This will be implemented as part of phase 2 of the AEP reform (23 June 2018)
26/09/2018	7.0	Policy updated and declaration added. Requirements updated to include BMSB onshore measures. Additional BMSB group created and BMSB outcomes added to machinery, unfinished timber and manufactured wooden articles.
22/11/2018	7.1	Removal of Break Bulk from the commodity groups Timber and timber products and Highly processed and manufactured wooden articles
26/08/2019	8.0	Updating policy into Requirements and Conditions in accordance with legislative requirements. Adding new commodity groups Starter cultures, manufactured articles containing animal derived material, prefabricated buildings, honey, unaccompanied personal effects and boats to the arrangement. Removing Garlic from the arrangement. AEPCOMM outcomes removed. BICON update for Milling products for human consumption with outcome of Grain and Seeds removing option for REL (Release)
15/05/2020	8.1	Update to department name. New tariffs added to the Manufactured articles containing animal derived material commodity group and the inclusion of Cartilaginous fish to the Seafood commodity group.
31/07/2020	9.0	Prerequisite requirements 4 and 5 moved to become condition 9 and 10, other condition numbering amended to reflect this. Rewording of Condition 11 and 15 to clarify expectations. Appendix 2 In-scope commodities and related information removed from document and the link to website included. Minor updates to wording to improve understanding of conditions.
12/07/2021	9.1	Update to condition 18 removing requirement for consignment to be treated offshore by a registered treatment provider.
29/10/2021	9.2	Update to reflect class 19 terminology. Update contact information. Update web links.
TBC	9.3	Editorial changes to improve readability Updated document retention or presentation conditions to reflect introduction of the EVE system to look up government to government electronic certificates (eCerts) Removed Appendix 2 – Declaration. No longer required