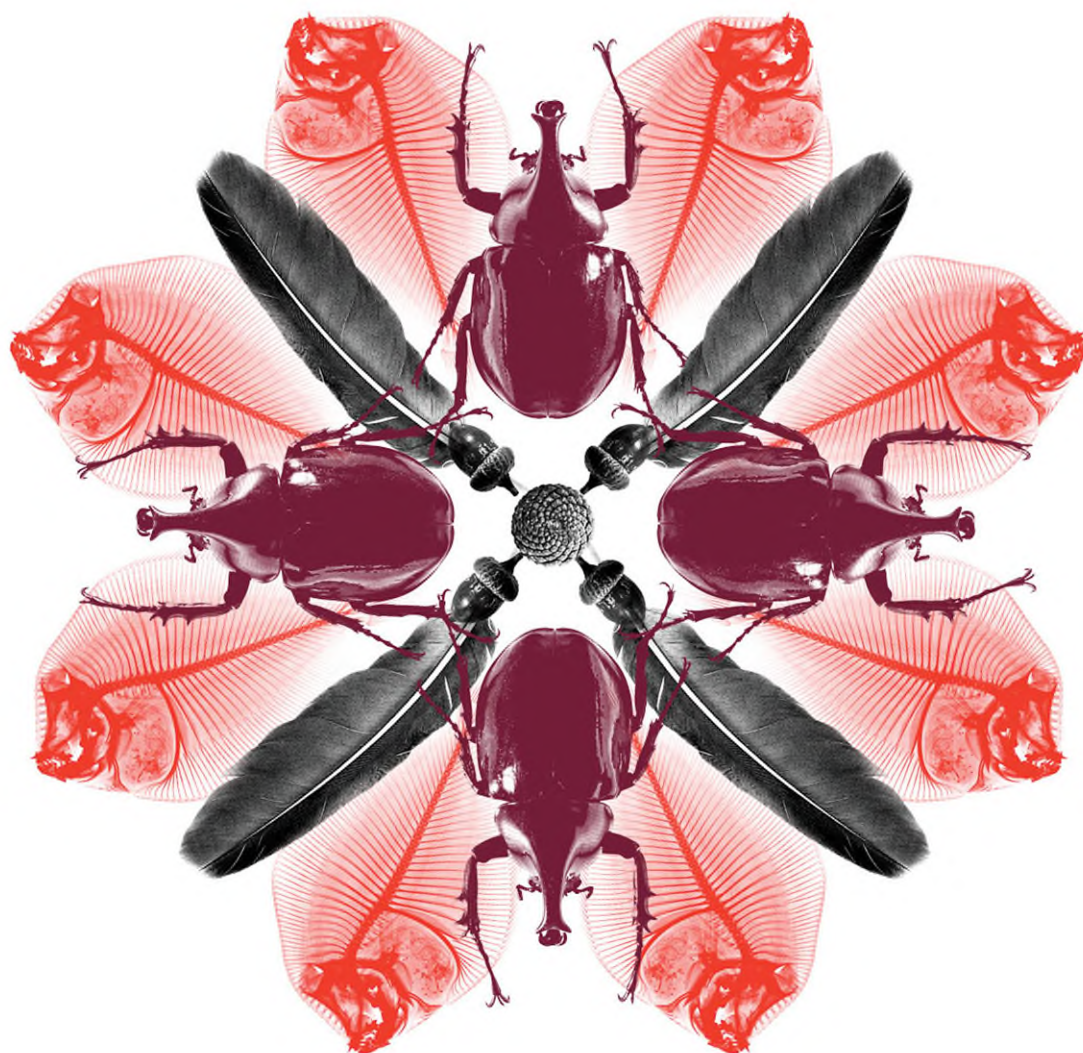




Approved Arrangements

For 2.1—Non-agricultural products
Conditions—Version 4





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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	Updated template including non-conformity ratings	Approved Arrangements section
2 May 2016	2.1	Changes to criteria: • 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 2021	4	Removal of reference to products associated with khapra beetle from the purpose statement in Table 1.	Approved Arrangements section

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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 (AA).

This document specifies the conditions to be met for the approval, operation and audit of this class of AA. 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 and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on AAs, regional contact details and copies of relevant AA documentation is available on the [department's website](#).

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 *AA 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 AA.

Nonconformity guide

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

Nonconformity classifications are detailed in the *AA General Policies*.



AA Conditions

Table 1 Purpose

Conditions	Nonconformity guide
1.1 AA site utilised for the deconsolidation, handling, storage, inspection and treatment of certain goods and equipment. These AA sites are not approved for inspections of incorrectly treated or incorrectly certified packaging materials; initial non-containerised machinery inspections; rural container inspections; fresh fruit and vegetable inspections; cut flower inspections; external container inspections; the receipt, holding, inspection of live animals; or the receipt or deconsolidation of any goods subject to Australian Border Force. Examples of the types of commodities which may be handled at this type of site are car parts, used tyres, containerised agricultural machinery.	Not applicable
1.2 The fumigation area may be either onsite or at another department-approved AA site.	Not applicable

Table 2 Site location

Conditions	Nonconformity guide
2.1 AA sites must generally be located within the metropolitan area of a declared port that has a permanently based biosecurity officer. Applications are subject to approval by the Director of Biosecurity and will be considered on their individual merits with consideration being given to the biosecurity risk and serviceability associated with the location of each AA site.	Not applicable

Table 3 Isolation

Conditions	Nonconformity guide
3.1 Goods subject to biosecurity control must be kept in the biosecurity area.	Major or critical
3.2 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

Table 4 Biosecurity area

Conditions	Nonconformity guide
4.1 Security measures must be in place that prevent access and removal goods subject to biosecurity control by unauthorised persons.	Major



Table 5 Building and storage areas

Conditions	Nonconformity guide
5.1 Buildings and structures must be maintained in a state of good repair and be weatherproof. Wall and floor junctions must be sealed, or some other measure must be in place to ensure that vegetation does not grow into the building.	Major
5.2 Buildings, designated biosecurity areas and biosecurity inspection areas (including storage and receipt zones, chutes etc.) 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
5.3 Cargo to be treated in the wash bay, where tarped or containerised upon receipt, must remain tarped, be stored under cover, in a container or on an impervious surface that drains directly to sewer until such time as it can be moved to the wash bay for cleaning.	Major
5.4 Biosecurity signs must: • be securely affixed • be durable • be prominently displayed and able to be clearly read by persons approaching the area at all times • have black lettering on yellow background • contain the words 'Biosecurity Area - No unauthorised entry or removal of goods, Penalties Apply' or 'Quarantine Area - No unauthorised entry or removal of goods, Penalties Apply' or words to similar effect. Note: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.	Minor



Table 6 Inspection area

Conditions	Nonconformity guide
6.1 The biosecurity inspection area must be of a size commensurate with the proposed quantity of goods being handled and must be located within a lockable building, or within a building that is located in an area surrounded by a lockable person-proof security fence.	Critical
6.2 The biosecurity area must have an impervious concrete or asphalt floor which is in good condition and free of significant cracks that may enable the escape of insects or allow weeds to become established. Where non-containerised goods subject to biosecurity control are stored outside, the surfaces on which they are stored must be impermeable and drain directly to sewer. Alternatively, where this is not possible, these items must be tarped prior to inspection or treatment.	Major
6.3 The biosecurity area must be sufficiently isolated from the main thoroughfare and clearly defined by either a: • painted yellow line on the floor • permanently affixed person-proof security fence • separate room or • other department-approved method.	Minor
6.4 The biosecurity and inspection areas must allow for biosecurity officers to easily inspect goods without work health and safety risks.	Major

Table 7 Hygiene

Conditions	Nonconformity guide
7.1 An effective pest control system must be in place to ensure that AA 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 control system may include: • the use of insecticides, fumigation, rodenticides, periodic inspection, baits and/or traps • a site plan with numbered bait stations • if applicable, contract details. Note: the operations of adjacent facilities must be considered when determining any additional pest control measures to be implemented.	Major



Table 8 Fumigation

Conditions for AA sites with biosecurity fumigation facilities	Nonconformity guide
8.1 AA sites must have a licensed fumigator available to carry out fumigation at short notice.	Major
8.2 The location and size of the fumigation area must be clearly marked on a site plan.	Minor
8.3 The fumigation area must have a: • minimum 3 metres clearance around the enclosure in the open or 6 metres where the area is located in an enclosed facility • power supply available (either mains or generator).	Major
8.4 The fumigation site floor, for sheeted containers and stacks must be impermeable to the fumigant.	Major
8.5 Goods being moved off site for fumigation must be secured in order to prevent the potential escape and/or spread of biosecurity risk material transported directly to a department-approved site, in line with the applicable departmental direction.	Major or critical
8.6 A fumigation chamber must be: • constructed of impervious rigid materials • imperviously sealed where there are joints • gastight when the door is closed (without the need to use tape or sealant to gain a gastight seal) fitted with an inbuilt circulation system which distributes the fumigant throughout the chamber.	Major

Table 9 Internal container inspections (optional)

Conditions	Nonconformity guide
9.1 Either an approved container inspection ramp or equipment to safely and adequately place the container on the ground for inspection must be available. If no container inspection ramp is provided, an area with an impervious surface must be available for conducting internal container inspections.	Major
9.2 Labour and equipment required to open the container doors must be supplied by the Biosecurity Industry Participant (BIP).	Minor or major



Table 10A Wash bays

Conditions	Nonconformity guide
10.1 Goods being moved off site for cleaning must be secured in order to prevent the potential escape and/or spread of biosecurity risk material transported directly to a department AA site, in line with the applicable departmental direction.	Major or critical
Where there are biosecurity wash bay facilities at the AA site the following applies.	Not applicable
10.2 The location and size of the wash bay must be clearly marked on the site plan.	Minor
10.3 The wash bay must be commensurate with the size of the proposed imports to be handled by the AA site.	Major
10.4 No unauthorised traffic or personnel (those not involved in the cleaning of goods subject to quarantine) or equipment are permitted on the wash pad, ramp or wash bay during treatments and cleaning.	Major
10.5 The wash bay must be constructed in accordance with the following: • a concrete floor which is liquid impervious • a floor drain leading into a soil trap which is connected directly to municipal sewer or to another waste water disposal system approved by the department. • any waste water storage, treatment and reticulation system must be enclosed.	Major
10.6 There must be adequate equipment available in order to carry out cleaning (steam/high pressure) and chemical disinfection spraying operations as directed by biosecurity officers.	Major
10.7 A car hoist, inspection pit, ramp or stand is to be available, where required, for the inspection of the undercarriage of cars.	Major or critical
10.8 Areas immediately adjacent to the wash bay should have an impermeable surface. If the area surrounding the wash pad has vegetation, the department will inspect for introduced weed species (at cost to the BIP).	Minor or major
10.9 Waste water and residues from cleaning operations must be contained within the approved wash bay.	Major
10.10 Waste water and residues from cleaning operations must only be discharged via the wash bay drain.	Major
10.11 The wash bay must be washed down after cleaning operations each day.	Major



Table 10B Wash bays (continued)

Conditions	Nonconformity guide
10.12 Waste water must be screened prior to discharge to municipal sewer or department-approved treatment/holding tank. For sites that do not have direct access to sewer for waste water discharge, waste water may be either: - collected and transported off-site for discharge to sewer by a waste transport service operating under an appropriate AA with the department - collected and transported off-site for discharge to sewer by a non-department approved waste transport service. Where a non-department approved transport service is used, the transport and disposal of the waste water must be performed under department supervision.	Major
10.13 Soil residues from the wash bay soil trap or filter must be disposed of as biosecurity waste.	Critical
10.14 Equipment (including footwear and protective clothing) used in the wash bay must be cleaned prior to removal from the wash bay.	Critical
10.15 Trade water diversions from wash bays are approved for use under the following conditions: - wash bays that install diversions that can be manually overridden can wash items on the wash bays at any time as long as the wash water continues to be discharged to sewer - wash bays that have installed trade diversions that cannot be manually overridden to discharge to sewer: washing of items cannot be conducted during periods of high rainfall that would see the water being discharged to stormwater	Major
Where recycling of waste water occurs within the wash bay at the AA site the following applies:	Not applicable
10.16 A recycling waste water system must incorporate screening the liquid waste through a 100 micron filter prior to use in wash bay operations with imported goods.	Major
10.17 During the recycling process, the BIP must, when operational, undertake weekly inspection for leaks from: - pumps - valves - tanks (where applicable) - Filter housing, pipes and connections where visible.	Major
10.18 When leaks are detected they must be immediately repaired.	Major
10.19 Waste filter media and detritus/refuse captured by filter media or screens must be treated as biosecurity waste.	Major



Table 10C Wash bays (continued)

Conditions	Nonconformity guide
Where recycling of waste water occurs within the wash bay at the AA site the following applies:	Not applicable
10.20 Wash facilities must: • be of a size commensurate with the vehicles or equipment being cleaned • be constructed of impermeable material and in a manner which ensures that all residues/sediment and splash from cleaning operations are contained and flow directly into holding tanks or a municipal sewage system or department-approved system • have sewage/drainage lines protected from physical damage. Note: Where municipal sewage connection is not available and tanks are used, the tanks must be fully enclosed.	Major
10.21 Soil traps must be installed in drains in locations where drainage inflow is likely to contain solids (such as detritus, refuse or other particulates).	Major

Table 11 Wash bays/cabinets

Conditions	Nonconformity guide
11.1 The location and size of the wash cabinet must be clearly marked on the site plan.	Minor
11.2 Wash cabinets must be constructed in accordance with the following conditions, the: • cabinet must be constructed of sturdy, impermeable material • cabinet must have three fixed sides and a fixed top • sides of the cabinet must be attached to the base in a manner which prevents the escape of any wash water or cleaning residue • cabinet must incorporate, or be attached to, a soil trap • disposal system must include a grease trap which is connected to council approved sewer or another waste water system approved by the department. There must be no trade waste diversion valves in place • drains and tanks must be covered, and sewerage/drainage lines must be protected from physical damage.	Major



Table 12 Sites without wash facilities (not applicable to used car/machinery part importers, used tyre importers)

Conditions	Nonconformity guide
12.1 Sites without wash facilities (not applicable to used car/machinery part importers, used tyre importers): • A written agreement is to be in place with a BIP or BIPs of an approved wash bay which states that the BIP will carry out any such cleaning as directed by the department. • Facilities are available to ensure that biosecurity integrity is maintained during transportation of soiled articles to the nominated approved wash bay. Such facilities would provide that soiled articles were transported in a sealed van, container, or the like.	Minor or major

Table 13 Dunnage and waste disposal

Conditions	Nonconformity guide
13.1 For any dunnage, packing material and waste inspected and found to contain pests or disease agents, a biosecurity control order will be issued describing the treatment required, location of the treatment and disposal methodology.	Not applicable

Table 14 Waste disposal

Conditions	Nonconformity guide
14.1 Sufficient containers of an appropriate size labelled 'Biosecurity Waste' are to be provided for loose items, residues, spillages or material of biosecurity concern. Such containers must have lids that remain closed and are to be emptied and, if required, disinfected in accordance with any provisions set by the department.	Major or critical
14.2 Department-approved methods of solid biosecurity waste disposal include incineration at a high temperature in a high efficiency Environmental Protection Agency (EPA) approved incineration facility, deep burial, or sterilisation by autoclaving.	Major or critical
14.3 Minimum autoclaving times after attainment of temperature for goods, residues or biosecurity waste shall be 121 degrees Celsius: • (core temperature) for 15 minutes, or • for 30 minutes where core temperature is not measured.	Major or critical
14.4 Where the 15-minute autoclaving time is used, the BIP must specify how the core temperature has been reached and detail how this temperature was recorded.	Major or critical



Table 15 Office and record conditions

Conditions	Nonconformity guide
15.1 Records are to be made available, within a reasonable time, for inspection by biosecurity officers. In addition, these records must be retained at these AA sites for a minimum period of 18 months during which time they will, upon request, be made available to a biosecurity officer.	Major
15.2 Records (electronic or manual) of goods subject to biosecurity control imported through the AA site must be maintained (these can be commercial documents).	Major
15.3 Office and general AA site conditions must provide the department with the confidence that applicable work health and safety standards have been met, this is achieved by: • providing 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) • providing vehicle parking for visiting biosecurity officers (note: this may require department identified parking or providing a parking permit) • ensuring adequate security for any departmental technical equipment left on the site • providing access and the availability of: - a desk, chair and a telephone with direct outside call access - toilet facilities - handwashing facilities and a hygienic means of drying hands - suitable arrangements to ensure amenities are clean.	Minor or major
15.4 Records for each consignment of goods subject to biosecurity control must include: • biosecurity direction • Import Permit number (if applicable) • description of the goods subject to biosecurity control (including scientific names and quantities if applicable) • date of receipt of goods and country of origin • details of any treatments • method and date of disposal/destruction of goods subject to biosecurity control and/or biosecurity waste • the date of movement and the department's permission for any movement of goods subject to biosecurity control • comprehensive details of any breaches of goods subject to biosecurity control from the site.	Major



Table 16 Administration

Conditions	Nonconformity guide
16.1 AA sites must be securely locked when unattended and after hour access to the site must be limited to authorised persons only.	Critical
16.2 Control and security of the biosecurity area is the responsibility of the nominated senior person of the company. The name, designation/position title and contact details of the nominated person must be supplied with the application and at each renewal.	Minor
16.3 Department instructions and relevant department Import Permit conditions must be complied with. Where goods are handled for a third party, it is a requirement of approval that site operators have an arrangement in place that ensures they are aware of any relevant permit conditions.	Minor, major or critical
16.4 Applications are to be accompanied by scale drawings of the proposed area and biosecurity storage, treatment/processing facilities including parking for biosecurity officers. In the case of new constructions these plans must be approved before any construction is undertaken.	Minor or major
16.5 To ensure conformance to the AA site conditions, the department must be notified in writing at least 15 working days prior to any: • alterations to AA management arrangements • modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Major



Table 17A General

Conditions	Nonconformity guide
17.1 Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the items.	Major or critical
17.2 Goods subject to biosecurity control must be maintained and processed in accordance with the conditions of the relevant AA class.	Minor, major or critical
17.3 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
17.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.	Minor, major or critical
17.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
17.6 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
17.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to: • imported items that have been released from biosecurity control • domestic items • the Australian environment. 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.	Major or critical
17.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
17.9 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 AA conditions, import conditions and departmental directions.	Major or critical



Table 17B General (continued)

Conditions	Nonconformity guide
17.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of: moving directly and securely to another AA site, of the appropriate AA class, with prior written approval from the department	Critical
moving directly and securely to an AA 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 AA site	
transport of biosecurity waste by a department-approved waste transport company (operating under an AA for biosecurity waste transport). If the items are being transported by a non-Accredited Person (such as a truck driver) the forwarding BIP must ensure that this person is made aware of the conditions relating to the transport of the items.	Major
17.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an AA site, inadvertently or deliberately, without prior written direction or approval from the department.	Critical
17.12 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: - visually verify for themselves that the items are being handled in accordance with the department's conditions - communicate immediately and effectively with the persons being supervised.	Major
17.13 Persons performing the function of an Accredited Person must have successfully completed the department's approved training to obtain and maintain Accredited Person status.	Major
17.14 Records must be maintained of Accredited Persons.	Minor
17.15 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
17.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.	Minor or major



Table 17C General (continued)

Conditions	Nonconformity guide
17.17 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
• declaration/entry number • Import Permit number • Air Waybill or Bill of Lading number • date of receipt • processing (including inspection, treatment, testing) details • release from Biosecurity Control • disposal details • storage location • Accredited Person responsible for the items.	• Major • Major • Minor • Major • Major • Major • Major • Major • Major
17.18 The BIP 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
17.19 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the AA site. Unexpected events include:	
• 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.	• Major • Major • Major • Major • Minor
17.20 Ceasing or transferring operations - the department must be informed in writing at least 15 working days prior to intended:	Major
• closure of a current AA site	
• relocation of the business, including the AA class function	
• ceasing of operation as a AA site. Any goods subject to biosecurity control that remain at the AA site must be treated or destroyed in accordance with a department-approved method or transferred to another AA site with prior approval from the department. The BIP will be liable for associated costs.	Critical
17.21 If there is any doubt as to whether goods:	Major
• are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control Then the goods must be handled in accordance with conditions for goods subject to biosecurity control.	



Table 17D General (continued)

Conditions	Nonconformity guide
17.22 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 the following matters: • 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> • 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> • Refusal, involuntary suspension, involuntary revocation/cancellation 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>.	Critical
17.23 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.	Critical
17.24 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.	Major or critical
17.25 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.	Critical
17.26 Department-approved auditors must be permitted to collect evidence of compliance and noncompliance with AA conditions through actions including the copying of documents and taking of photographs.	Major or critical