Australian Government
Department of Agriculture

Approved arrangement

4.7 – Secure unpack for treatment of seasonal hitchhiker biosecurity pests

Conditions

Version 2.0

Cataloguing data

This publication (and any material sourced from it) should be attributed as: Approved arrangements section, 2019, *Approved arrangement secure unpack for treatment of seasonal hitchhiker biosecurity pests* Department of Agriculture, Canberra, November. CC BY 4.0.

ISBN 978-1-76003-214-2

This publication is available at agriculture.gov.au/import/arrival/arrangements/requirements.

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Version control

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

Date	Version	Amendments	Approved by
27 August 2019	1.0	First release	Approved Arrangements section
07 November 2019	2.0	Update to: • reflect new and updated definitions • add conditions for using *sheets* and *mesh* to create the *secure area* • add general information at top of tables 2B and 2D • clarify conditions for removal of *imperious material.*	Approved Arrangements section

Contents

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. 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: agriculture.gov.au.

Definitions

Definitions that are not contained within the approved arrangements glossary can be found in the *Biosecurity Act 2015,* the relevant *treatment methodology* or the most recent edition of the Macquarie Dictionary. Terms that have specific definitions contained within the approved arrangement glossary or Act are *italicised* where used. Further arrangement specific terms are defined in the table.

Table A Terms and definitions

Term	Definition
Target risk container	The container directed by the department for *secure unpack* to enable effective treatment for the management of seasonal biosecurity pests.
Impervious material	Shipping packaging, such as shrink wrap that prevent the effective penetration of fumigant or hot air.
Secure unpack	Activity to unpack the *target risk container* within a *secure area* and prevent the escape of biosecurity pests into the Australian environment.
Chamber	Enclosed structure utilised to create the *secure area*, or part of. Chambers are constructed from rigid materials and are approved by the department for fumigation or heat treatment of *goods* subject to biosecurity control.
Sheet	A cover used to create all or part of the *secure area*.
Mesh	A screen (for example fly screen) utilised as an alternative to a *sheet* to create all or part of the *secure area*. Mesh may also be used to cover ventilation holes in a *sheet*.
Secure area	Enclosed area, created as an extension to the *target risk container* using a combination of *chamber*, *sheets* or *mesh* within which activities for *secure unpack* must be performed.
Enclosure	The area, being the *target risk container* and *secure area* requiring treatment by a department approved treatment provider under the relevant *treatment methodology*.
Treatment methodology	The departments methodologies for treatment of *goods* as published on the departments website, biosecurity treatments and fumigants. Either the: • Methyl bromide fumigation methodology • Sulfuryl fluoride fumigation methodology • Heat treatment methodology.

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 condition 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 conditions remains at the discretion of the biosecurity officer.

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

Key arrangement outcomes

Key arrangement outcomes are high level outcomes the *biosecurity industry participant* is responsible for meeting under an approved arrangement.

Each class condition for an approved arrangement is assigned a key arrangement outcome.

Key arrangement outcomes are met by complying with the class conditions.

Table 1 List of KAOs including their purpose and description

KAO	Purpose
Containment	*Goods subject to biosecurity control* are contained in a way that prevents them, or any biosecurity risk material escaping into the environment.
Identification	*Goods subject to biosecurity control* and areas in which biosecurity activities are carried out must be visually identifiable as such.
Traceability	*Goods* that are or were, subject to biosecurity control, are linked to records of the origin and movement of the *goods* and the biosecurity activities carried out in relation to the goods.
Movement	*Goods subject to biosecurity control* only move beyond the site in accordance with departmental conditions and any required departmental authorisation.
Awareness	People performing activities involving *goods subject to biosecurity control* have the knowledge and capability to carry out those activities in accordance with the conditions of the approved arrangement.
Treatment	The *biosecurity industry participant* has the processes and/or equipment and facilities to perform treatments of *goods subject to biosecurity control* in accordance with the conditions of the approved arrangement.
Arrangement compliance	The *biosecurity industry participant* is required to carry out biosecurity activities in accordance with the arrangement.
Notification	The department is advised of any event or circumstance for which it has specified that notification must be provided.

Objective

The class 4.7 approved arrangement authorises the *biosecurity industry participant* to securely unpack and reconfigure or prepare containerised cargo to enable effective treatment for seasonal biosecurity pests.

Scope

Onshore treatment of containerised cargo for seasonal biosecurity pests, such as those applied for Brown Mamorated Stink Bug (BMSB), is required by the department to be conducted at the container level and without unpack.

Under this class, the *biosecurity industry participant* is authorised to unpack the container within a secure environment for the purpose of rectifying issues that prevented treatment at the container level. *Secure unpack* of *target risk containers* can only be performed with a *biosecurity direction* issued by the department under the *Biosecurity Act 2015* for *secure unpack* at the approved arrangement class 4.7 site. Any other biosecurity activities will require approval for the relevant approved arrangement class.

A department approved treatment provider, operating under a class 12 approved arrangement, will notify the department when they determine that treatment cannot be carried out at the container level and unpack is needed to enable effective treatment to occur.

Treatment at the container level may not be possible due to one or more of the following reasons:

- insufficient free air space to enable even distribution of fumigant or hot air
- presence of *impervious material*
- inability to place treatment monitoring equipment in accordance with the requirements of the relevant *treatment methodology*.

Prerequisites

Secure unpack and treatment of *target risk containers* to manage seasonal biosecurity pests must be conducted within a metropolitan area.

Approved arrangement class 4.7 sites must:

- be located within the metropolitan area of a first point of entry for *goods* where a permanently based biosecurity officer is stationed
- hold approval as either:
    - an approved arrangement class 4.1 – heat treatment site that is also authorised to heat treat seasonal biosecurity pests, such as BMSB
    - a cargo based site approved arrangement class that is also authorised to fumigate seasonal biosecurity pests, such as BMSB.

Conditions

Table 1 Site personnel

Information

- Accreditation training requirements are available on the department's website.
- The definition of directly supervise is contained in the Approved arrangements glossary.
- Capability includes *accredited persons* having the understanding/skill/ability to deal with the biosecurity risks associated with their role/function.
- Personnel includes employees and others working (paid or unpaid) for the *biosecurity industry participant* at the approved arrangement site.
- *Accredited person* records can be:
    - copies of training certificates
    - register containing the information required in the conditions below.

KAO	Condition	Nonconformity guide
Awareness	1.1 The *biosecurity industry participant* must ensure only *accredited persons* or those persons under the direct supervision of an *accredited person* have physical access to *goods* subject to biosecurity control.	Major QPR Ref: 4230
Traceability	1.2 Records must be maintained of *accredited persons*.	Minor QPR Ref: 3004
Awareness	1.3 An *accredited person* must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control.	Major QPR Ref: 3002
Awareness	1.4 *Accredited persons* must have successfully completed accreditation training for the relevant approved arrangement class as specified on the department's website.	Major QPR Ref: 3003
Awareness	1.5 *Accredited persons* must be able to demonstrate an understanding of conditions applicable to the activities performed under this arrangement.	Major QPR Ref: 3989
Awareness	1.6 Arrangements must be in place to ensure persons handling *goods subject to biosecurity control* (included *goods* owned and handled for other parties) are aware of the biosecurity conditions that apply to that handling.	Major QPR Ref: 3532

Table 2A Process – prior to secure unpack

KAO	Condition	Nonconformity guide
Arrangement compliance	2.1 The *accredited person* must be in possession of a *biosecurity direction* issued by the department that authorises the *secure unpack* of the *target risk container*s at the approved arrangement class 4.7 site.	Major or critical QPR Ref: 4319
Traceability	2.2 Prior to commencing the *secure unpack*, the *accredited person* must: • physically verify the *target risk container* number matches the container number listed on the *biosecurity direction* authorising s*ecure unpack* • determine, from assessment of the *biosecurity direction*, the reason the department approved treatment provider was unable to treat the *target risk container* at the container level. Note: The reason will be specified in the *biosecurity direction* comments.	Major QPR Ref: 4318
Containment	2.3 *Secure unpack* must not be performed where one or more of the following is identified: • the container number of the *target risk container* does not match the *biosecurity direction* • the *biosecurity direction* does not specify at least one of the following reasons the department approved treatment provider was unable to treat at the container level: o insufficient free air space to enable effective distribution of fumigant or hot air o *impervious material*s o inability to place treatment monitoring equipment, in accordance with the requirements of the relevant *treatment methodology*.	Major or critical QPR Ref: 4320
Notification	2.4 The department must be notified immediately where one or more of the following is identified: • the container number of the *target risk container* does not match the *biosecurity direction* • the *biosecurity direction* does not specify at least one of the following reasons the department approved treatment provider was unable to treat at the container level: o insufficient free air space to enable effective distribution of fumigant or hot air o *impervious material*s o inability to place treatment monitoring equipment, in accordance with the requirements of the relevant *treatment methodology*.	Major QPR Ref: 4321

Table 2B Process – secure unpack of target risk containers

Information

- *Secure unpack* is required to be performed within a department approved biosecurity area utilised for the treatment of *goods subject to biosecurity control* i.e. within a *chamber* or on a hardstand area used for *sheeted enclosure*s or containerised treatment.
- *Goods* removed from the *target risk container* for treatment cannot leave the *secure area* until such time the directed treatment has been completed by a department approved treatment provider. The *target risk container* only needs to be unpacked to the extent necessary to ensure the *goods* can be made suitable for treatment.
- The size of the *secure area* needs to be adequate to enable unpack of the *target risk container*. Considerations:
    - Where the container is placed within a *chamber* for unpack, the *chamber* must be large enough to house the entire container with additional floor space needed to unpack the *goods* to.
    - Where using a *sheet* or *mesh* to create all or part of the *secure area*, determine the size of the area based on volume of *goods* that requires unpack. For example, where the vast majority of *goods,* or the *goods* located at the back of the container are unsuitable for treatment due to presence of *impervious material*, it is likely the majority of the *container* will require unpack to effectively enable removal, slashing, opening of the *impervious material*.
    - The size of the *secure area* should also account for any equipment (for example, a forklift or pallet jack) that may be needed to remove the *goods* from the container.
- Materials used for sheeting should be suitable for the required treatment (fumigation or heat) to be administered by a department approved treatment provider following the *secure unpack*. Further information on materials used for sheeting can be found in the relevant *treatment methodology* listed on the department's website or through contacting a department approved treatment provider.
- Where the approved treatment provider determines that the *sheet* is not suitable for the required treatment, for example the *sheet* is not impervious to methyl bromide, the treatment provider will, under their approved arrangement class conditions, *sheet* over the *enclosure* (i.e. apply a second *sheet*) using suitable materials to enable treatment.
- Where *mesh* is utilised for the *secure unpack*, the department approved treatment provider will *sheet* over the *enclosure* to enable treatment. Further information on the *mesh* screen size are included as conditions in this document.

KAO	Condition	Nonconformity guide
Containment	2.5 The area within which *secure unpack* of *target risk container*s is performed must be a department approved biosecurity area.	Major or critical QPR Ref: 4322
Containment	2.6 Knockdown spray must be made available during the unpack of the *target risk container*.	Major QPR Ref: 4324

Table 2C Process – secure unpack of target risk containers

KAO	Condition	Nonconformity guide
Containment	2.7 *Secure unpack* must be performed using one of the following options: a) Unpack of *target risk container*s within a *chamber*. The: • *target risk container* must be placed completely within the *chamber* • *chamber* door must be closed prior to opening the doors of the *target risk container* • *target risk container* and the *goods* unpacked from the container must not leave the *chamber* until treatment has been completed by a department approved treatment provider. b) Unpack of *target risk containers* within an adjoining *secure area* created using a *sheet* or *mesh*. The *sheet* or *mesh* must: • enclose the doors of the *target risk container* and the area *goods* are unpacked to • be sealed to prevent escape of insects. Meaning sealed at the ground using sand snakes (or other method) and to the container using tape (or other method) where the *sheet or mesh* does not completely cover the entire container • enable unpack of the *target risk container* without *goods* being removed from the *enclosure* • be in place and sealed as required prior to opening the doors of the *target risk container* and remain intact until treatment has been completed by a department approved treatment provider c) Unpack from the *target risk container* directly to another container or *chamber* through an adjoining *secure area* created using a *sheet* or *mesh*. The *sheet* or *mesh* must: • enclose the area from the doors of the *target risk container* to the doors of the other container or *chamber* through which *goods* will be moved • be sealed to prevent escape of insects. Meaning sealed at the ground using sand snakes (or other method) and to the *target risk container* and other container or *chamber* using tape (or other method) • enable movement of the *goods* from the *target risk container* to the other container or *chamber* without the *goods* being removed from the *enclosure* • be in place and sealed as required prior to opening the doors of the *target risk container* and remain intact until treatment has been completed by a department approved treatment provider. Note: The *target risk container* needs to be position door to door (face to face or side by side) with the other container or *chamber*. d) Other methods approved by the department.	Major or critical QPR Ref: 4323
Containment	2.8 Where a *sheet* forms any part of the *secure area*, the *sheet* must be free of damage, holes or defects which could enable escape of biosecurity pests into the Australian environment.	Major QPR Ref: 4406
Containment	2.9 Where *mesh* forms any part of the *secure area*, the *mesh* screen size must be no more than 1.6mm diameter pore size and not less than 0.16mm strand thickness.	Major QPR Ref: 4407

Table 2D Process – secure unpack of target risk containers

Information

- Consideration should be given to the equipment required to unpack the *goods* from the container. Where all surfaces of the equipment (e.g. forklift) cannot be inspected to confirm freedom of insects, it must be treated with the *target risk container*.
- Examples of sealing holes or gaps in the *enclosure* to prevent escape of biosecurity pests include:
    - taping any holes or rips in the *sheet*
    - where two adjoining *sheet*s are used to create the *secure area*, roll or tape the *sheet* joins
    - sealing the gap between the ground and the underside of the container, including tyne pockets using sand snakes (or other method) where the *sheet* or *mesh* does not completely cover the entire *target risk container*.
- Consideration should be given to the weather conditions for which the enclosure may be exposed to during the the secure unpack and subsequent treatment process. For example, high winds may damage the sheet or mesh or effect how it's secured to the ground and/or container creating holes for biosecurity risk to escape.

KAO	Condition	Nonconformity guide
Containment	2.10 The *accredited person* must prevent the escape of any biosecurity pests into the Australian environment during the *secure unpack*. This includes, but is not limited to: • sealing any holes or gaps in the *secure area* prior to opening the doors of the *target risk container* • minimising entry and exit of personnel and equipment to the *secure area* once the doors of the *target risk container* are opened. • inspecting personnel and equipment prior to leaving the *secure area* to confirm freedom of insects • being vigilant for insects once container doors are opened and during the unpack. This includes ensuring exits and doorways from the *secure area* are free of insects prior to exiting • immediately applying knockdown spray to insects where detected to have left the *secure area*.	Critical QPR Ref: 4325
Treatment	2.11 Where all surfaces of equipment cannot be inspected to confirm freedom of insects prior to leaving the *enclosure*, the equipment must: • not be removed from the *enclosure* • be treated with the *target risk container*.	Major or critical QPR Ref: 4326
Notification	2.12 The department must be notified immediately where insects leave the *enclosure* and are not contained using knockdown spray.	Critical QPR Ref: 4327

Table 2E Process – rectifying treatment suitability

Information

- When rectifying issues that have prevented treatment, the *accredited person* can seek guidance from the department approved treatment provider responsible for treating the *enclosure* following *secure unpack*.

KAO	Condition	Nonconformity guide
Arrangement compliance	2.13 The *accredited person* must be in possession of the *biosecurity direction* issued by the department authorising treatment of the *target risk container* at the approved arrangement site following the *secure unpack*.	Major or critical QPR Ref: 4328
Arrangement compliance	2.14 The *accredited person* must assess the *biosecurity direction* for treatment to confirm the type of treatment required following the *secure unpack*, whether: • Methyl bromide fumigation • Sulfuryl fluoride fumigation • Heat treatment. Note: This is needed to identify the relevant *treatment methodology* that can be used as guidance when rectifying reasons that prevented treatment.	Major QPR Ref: 4329
Treatment	2.15 Where the *biosecurity direction* for *secure unpack* specifies that the department approved treatment provider was unable to treat due to presence of *impervious material*s, the *accredited person* must remove, slash or open the *impervious material* to enable effective treatment by a department approved treatment provider.	Major or critical QPR Ref: 4330
Treatment	2.16 *Impervious material*s that are removed from the *goods* must • not leave the *enclosure* • be treated with the *target risk container* • not be bundled tightly, in the case of shrink wrapping, such that the department approved treatment provider cannot effectively treat.	Major or critical QPR Ref: 4331
Treatment	2.17 Where the *biosecurity direction* specifies that the department approved treatment provider was unable to treat due to insufficient free air space and/or an inability to correctly place treatment monitoring equipment, the *accredited person* must redistribute the *goods* to: • create sufficient free air space to enable even distribution of the fumigant or hot air as required by the relevant *treatment methodology* • enable the department approved treatment provider to place treatment monitoring equipment in accordance with the requirements of the relevant *treatment methodology*.	Major or critical QPR Ref: 4332
Notification	2.18 The *accredited person* must immediately notify the department where they cannot: • remove, slash or open the *impervious material* • redistribute the *goods* to enable sufficient free air space and correct placement of treatment monitoring equipment.	Major QPR Ref: 4333
Containment	2.19 The *enclosure* must remain intact where the *accredited person* has contacted the department and advised they cannot: • remove, slash or open the *impervious material* • redistribute the *goods* to enable sufficient free air space and correct placement of treatment monitoring equipment.	Critical QPR Ref: 4334

Table 2F Process – rectifying treatment suitability

KAO	Condition	Nonconformity guide
Treatment	2.20 The *accredited person* must notify the department approved treatment provider responsible for treating the *goods* following *secure unpack* and advise them of the: • reason the *target risk container* was originally determined unsuitable for treatment i.e. *impervious material*, insufficient free air space and/or inability to correctly place treatment monitoring equipment • activities the *accredited person* performed to rectify reasons preventing treatment • *enclosure* that is subject to treatment.	Major QPR Ref: 4335

Table 3 Records

Information

- Records and systems maintained by the *biosecurity industry participant* are able to track *goods subject to biosecurity control* through the stages of the biosecurity *goods* pathway they are responsible for. This includes receipt, handling, treatment, disposal and release.
- There must be two-way traceability, from the:
  - records to the physical *goods*
  - physical *goods* to the records.

KAO	Condition	Nonconformity guide
Traceability	3.1 *Goods subject to biosecurity control* must be 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 QPR Ref: 3517
Traceability	3.2 Records for the *secure unpack* of the *target risk container* must include: • *biosecurity direction* for *secure unpack* and treatment at the approved arrangement site • date and time of the unpack • name of the *accredited person* that performed activities prescribed in this arrangement • details of the how the *target risk container* was secured for unpack, whether *chamber* or by using a *sheet* or *mesh* • reason the container was originally determined unsuitable for treatment, as specified on the *biosecurity direction* for contained unpack • details of the rectification to manage *impervious material* and/or redistribute the *goods* to enable sufficient free air space / correct placement of temperature monitoring equipment. • date and time of treatment following the unpack • name and company of the department approved treatment provider that conducted the treatment	Major QPR Ref: 4336
Traceability	3.3 *Accredited person*s records must include: • name of *accredited person* • date accreditation training completed • method of accreditation training (online or in-house) • copy of online training accreditation certificate – if applicable • copy of in-house training attendance record – if applicable.	Major QPR Ref: 4275
Traceability	3.4 The *biosecurity industry participant* must ensure records are kept for a minimum of two years for *goods subject to biosecurity control.*	Minor or major QPR Ref: 4004
Traceability	3.5 Records must be made available to the department upon request.	Minor or major QPR Ref: 3944

Table 4A Compliance

KAO	Condition	Nonconformity guide
Arrangement compliance	4.1 The *biosecurity industry participant* must: • carry out the biosecurity activities in accordance with the arrangement • comply with any requirements specified in the arrangement • comply with any conditions to which the arrangement is subject.	Major or critical QPR Ref: 4276
Arrangement compliance	4.2 *Goods subject to biosecurity control* must be maintained and processed in accordance with the requirements of the relevant approved arrangement class.	Major or critical QPR Ref: 2991
Arrangement compliance	4.3 *Goods subject to biosecurity control* must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the items.	Minor or major or critical QPR Ref: 2992
Arrangement compliance	4.4 *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 or major or critical QPR Ref: 2993
Arrangement compliance	4.5 *Goods subject to biosecurity control* must be maintained and processed in accordance with any applicable import permit.	Major or critical QPR Ref: 3536
Arrangement compliance	4.6 *Goods subject to biosecurity control* must be maintained and processed in accordance with any other direction from the department.	Minor or major or critical QPR Ref: 2995
Arrangement compliance	4.7 *Goods subject to biosecurity control* must be handled and maintained and processed in accordance with the Biosecurity Act 2015 and subordinate legislation.	Minor or major or critical QPR Ref: 2996
Arrangement compliance	4.8 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.	Major or critical QPR Ref: 3014
Arrangement compliance	4.9 Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement requirements through actions including the copying of documents and taking of photographs.	Major or critical QPR Ref: 3016
Notification	4.10 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. Information on reporting biosecurity incidents is available on the departments website.	Critical QPR Ref: 3015
Movement	4.11 *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 QPR Ref: 3001
Identification	4.12 If there is any doubt as to whether goods: • are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control • then the *goods* must be handled in accordance with requirements for goods subject to biosecurity control.	Major QPR Ref: 3011

Table 4B Compliance

KAO	Condition	Nonconformity guide
Arrangement compliance	4.13 The *biosecurity industry participant* must notify the department, aa.canberra@agriculture.gov.au, 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: • conviction of an offence or order to pay a pecuniary penalty under the *Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914* • debt to the Commonwealth that is more than 28 days overdue under the *Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914* • refusal, involuntary suspension, involuntary revocation/cancelation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or approved arrangement under the *Quarantine Act 1908* or the *Biosecurity Act 2015*.	Critical QPR Ref: 3012
Notification	4.14 The *biosecurity industry participant* must notify the department notified, aa.canberra@agriculture.gov.au, within 15 days of any change in: • persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement • *biosecurity industry participant* details, including: o entity name o Australian business number or Australian company number o postal address o email address o facsimile number o telephone number.	Major or critical QPR Ref: 3836