



# Approved arrangement

## 12.1 – methyl bromide fumigation Conditions

Version 3.0



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### **Acknowledgement of Country**

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.

# 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
16 June 2016	1.0	First release. Previously compliance agreement for onshore <i>quarantine</i> fumigation scheme	Approved Arrangements section
10 September 2018	2.0	Updated <ul style="list-style-type: none"> <li>• class name to methyl bromide fumigation</li> <li>• references from <i>methyl bromide fumigation standard</i> to <i>methyl bromide fumigation methodology</i></li> <li>• <i>accredited persons</i> licensing requirements (Table 2)</li> <li>• form completion requirements (Table 3)</li> <li>• general requirements amalgamated into</li> <li>• tables 2, 3, 4 and 5.</li> </ul>	Approved Arrangements section
6 December 2021	2.0	Added <i>biosecurity risk</i> information to the scope statement in Table 1	Approved Arrangements section
26 August 2022	3.0	Added: <ul style="list-style-type: none"> <li>• information required for application</li> <li>• conditions for <i>accredited persons</i></li> <li>• condition for possession of applicable biosecurity direction</li> <li>• conditions for <i>pest</i> escape management and action</li> <li>• conditions for email notification of fumigation end time</li> <li>• conditions for photographs of instrument readings</li> <li>• conditions for record of fumigation</li> <li>• conditions for digital applications used to record methyl bromide fumigation.</li> </ul> Updated: <ul style="list-style-type: none"> <li>• web accessible template</li> <li>• conditions for <i>accredited persons</i></li> <li>• condition for monitoring fumigation in a <i>temperature controlled environment</i></li> <li>• conditions for records</li> <li>• various conditions to clarify intent of wording</li> <li>• Department of Agriculture, Water and the Environment to Department of Agriculture, Fisheries and Forestry and associated hyperlinks.</li> </ul>	Approved Arrangements program

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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*.

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, Fisheries and Forestry.

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](http://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. Further class specific terms are defined in Table A.

**Table A – Terms and definitions**

Term	Definition
Electronic signature	An electronic confirmation of an <i>accredited person's</i> identity.
Official meteorological source	An organisation: <ol style="list-style-type: none"> <li>1) whose principal business is meteorological forecasting and observation</li> <li>2) who makes that information publicly available (for free or for a fee)</li> <li>3) who is widely recognised as a source of accurate meteorological forecasting and observation information.</li> </ol>
Wet ink signature	A person's name, or a mark representing it, as hand-signed or hand-written by that person on paper.

Terms that have specific definitions contained within the [approved arrangements glossary](#) or *Biosecurity Act 2015* are *italicised* where used.

## 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*.

## Noncompliance guide

The noncompliance classification against each condition is provided as a guide only. If more than one noncompliance is listed against a condition, the actual noncompliance applied will

correspond to the gravity of the issue. The noncompliance recorded against any conditions remains at the discretion of the *biosecurity officer*.

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

The 'reference: [number]' detailed in the noncompliance guide is for internal (*departmental*) use only.

## 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	<i>Goods subject to biosecurity control</i> are contained in a way that prevents them, or any <i>biosecurity risk material</i> escaping into the environment.
Isolation	<i>Goods subject to biosecurity control</i> are isolated from other <i>goods</i> in a manner that prevents <i>cross-contamination</i> or <i>cross-infestation</i> .
Security	Controls are in place that prevent unauthorised access to <i>goods subject to biosecurity control</i> .
Identification	<i>Goods subject to biosecurity control</i> and areas in which <i>biosecurity activities</i> are carried out must be visually identifiable as such.
Traceability	<i>Goods</i> that are or were, <i>subject to biosecurity control</i> , are linked to records of the origin and movement of the <i>goods</i> and the <i>biosecurity activities</i> carried out in relation to the <i>goods</i> .
Hygiene	<i>Approved arrangement sites</i> are maintained in a state that minimises opportunity for, and susceptibility to <i>pest</i> , <i>weed</i> and <i>disease</i> establishment and/or <i>infestation</i> .
Movement	<i>Goods subject to biosecurity control</i> only move beyond the site in accordance with <i>departmental</i> conditions and any required <i>departmental</i> authorisation.
Release	<i>Goods</i> and their derivatives <i>subject to biosecurity control</i> are dealt with as such until they are formally <i>released from biosecurity control</i> , or they are exported or destroyed.
Awareness	People performing <i>biosecurity activities</i> involving <i>goods subject to biosecurity control</i> have the knowledge and capability to carry out those activities in accordance with the conditions of the <i>approved arrangement</i> .
Inspection	The site has the equipment, facilities and processes that enable <i>inspection of goods subject to biosecurity control</i> .
Treatment	The <i>biosecurity industry participant</i> has the processes and/or equipment and facilities to perform treatments of <i>goods subject to biosecurity control</i> in accordance with the conditions of the <i>approved arrangement</i> .
Arrangement compliance	The <i>biosecurity industry participant</i> is required to carry out <i>biosecurity activities</i> in accordance with the <i>approved arrangement</i> .
Notification	The <i>department</i> is advised of any event or circumstance for which it has specified that notification must be provided.
Supporting functions	Procedures, facilities, and equipment are in place for the <i>biosecurity activities</i> carried out under the <i>approved arrangement</i> .

# Objective

Class 12.1 *approved arrangements* authorises the performance of methyl bromide fumigation to mitigate *biosecurity risks* associated with imported *goods* and packaging material that are *subject to biosecurity control*.

## Scope

*Biosecurity activities* performed under a class 12.1 *approved arrangement* are limited to the methyl bromide fumigation of *goods subject to biosecurity control*, directed by the *department* under the *Biosecurity Act 2015* at an *approved arrangement site*. This *approved arrangement class* does not authorise *biosecurity industry participants* to release *goods* from biosecurity control after a fumigation has been completed. Any other *biosecurity activities* will require approval for the relevant *approved arrangement class*.

The class 12.1 *approved arrangement* requires methyl bromide fumigation to be performed in accordance with the *department's Methyl bromide fumigation methodology*.

The types of methyl bromide fumigation performed includes both perishable and non-perishable targets.

The types of methyl bromide fumigation enclosures include:

- a dedicated chamber
- containerised
- sheeted (tarped).

Methyl bromide fumigation is used to mitigate *biosecurity risks* in or on *goods subject to biosecurity control*, such as:

- timber *pests* e.g., termites, timber boring beetles, longicorns, borers, weevils, bark beetles, some moths, and timber boring ants and wasps
- stored product *pests* e.g., khapra beetle and other beetles, weevils, moths, grain borers, and meal worms
- other invertebrates such as spiders, red fire ants, mosquitos, hitch hiker *pests* e.g., brown marmorated stink bug
- Giant African Snails and other snails.

Information on biosecurity import conditions and *biosecurity risks* for imported *goods*, containers, other cargo and arriving *vessels* is available on the *department's* website.

## Information required for application

The following information is required by the *department* upon application to carry out the *biosecurity activities* specified under class 12.1:

- for each person proposed to be an *accredited person* for carrying out fumigations, provide evidence of



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- a valid qualification and/or licence for the state or territory in which they will perform fumigations
- completing the Biosecurity Fumigation Accreditation or the *department's* methyl bromide fumigation training
- a register of proposed *accredited persons* intended to perform biosecurity fumigations under the proposed arrangement, including full names, copies of relevant licences.

# Conditions

## Table 1 Personnel Information

- *Accredited persons* who are conducting fumigations under this class are persons who hold or who have completed all of the following:
  - the *approved arrangement* accreditation training requirements available on the *department's website*
  - a valid qualification and/or licence for the state or territory in which they will perform fumigations
  - the Biosecurity Fumigation Accreditation or the *department's* methyl bromide fumigation training course available on the *department's website*.
- Personnel includes employees and others working (paid or unpaid) for the *biosecurity industry participant*.
- *Accredited person* records can be in the form of:
  - copies of training certificates
  - register containing the information required in the records conditions table.

KAO	Condition	Noncompliance guide
Awareness	1.1 The <i>biosecurity industry participant</i> must ensure that persons having physical access to <i>goods subject to biosecurity control</i> are aware that such items must only be handled by an <i>accredited person</i> or under the direct supervision of an <i>accredited person</i> .	<i>Major</i> Reference: 3008
Awareness	1.2 An <i>accredited person</i> must personally conduct or <i>directly supervise biosecurity activities</i> involving physical contact with, handling or treatment of <i>goods subject to biosecurity control</i> .	<i>Major</i> Reference: 3988
Arrangement compliance	1.3 <i>Accredited persons</i> performing methyl bromide fumigations must hold valid state/territory fumigation licences in the state/territory where the fumigation is performed. Note: Trainee and provisional licences do not meet this condition.	<i>Critical</i> Reference: 3951
Awareness	1.4 <i>Accredited persons</i> must have successfully completed accreditation training for the relevant <i>approved arrangement class</i> as specified on the <i>department's website</i> .	<i>Major</i> Reference: 3003
Supporting	1.5 <i>Accredited persons</i> must provide a fumigation licence to the <i>department</i> on request.	<i>Major</i> Reference: 3992
Awareness	1.6 <i>Accredited persons</i> must be able to demonstrate an understanding of conditions applicable to the <i>biosecurity activities</i> performed under this <i>approved arrangement</i> .	<i>Major</i> Reference: 3989
Traceability	1.7 Records must be maintained of <i>accredited persons</i> .	<i>Minor</i> Reference: 3004
Notification	1.8 The <i>department</i> must be notified immediately, by email to <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a> of changes to persons on the register of <i>accredited persons</i> .	<i>Minor</i> Reference: 3990

**Table 2 Assessment of fumigation suitability**

KAO	Condition	Noncompliance guide
Inspection	2.1 Where the fumigation is to treat a <i>commodity</i> , the <i>biosecurity industry participant</i> must not rely on <i>packing declarations</i> /lists alone to determine suitability of the <i>commodity</i> for fumigation unless adequate detail is included within these documents. Verification that the <i>commodity</i> is suitable for fumigation can be through a written <i>declaration</i> stating the <i>commodity</i> meets the conditions above or through a physical unpack and <i>inspection</i> of the consignment.	<i>Major</i> Reference: 2877
Supporting function	2.2 Where a fumigation is to treat <i>non-commodity</i> concerns (i.e. packaging material or <i>dunnage</i> ), the <i>biosecurity industry participant</i> can rely on a <i>packing declaration</i> or other suitable document (e.g. packing list).	<i>Minor or Major</i> Reference: 2878
Notification	2.3 The <i>department</i> must be notified where fumigations are unable to be performed as a result of regulatory controls applied to the <i>biosecurity industry participant</i> or <i>accredited person</i> by regulatory agencies other than the <i>department</i> .	<i>Major</i> Reference: 3956

## Table 3 Methyl bromide fumigation Information

- An example of an *official meteorological source* is the Bureau of Meteorology.

KAO	Condition	Noncompliance guide
Treatment	3.1 Fumigations performed under this <i>approved arrangement class</i> must comply with the requirements of the <i>Methyl bromide fumigation methodology</i> .	<i>Major or critical</i> Reference: 2517
Treatment	3.2 Fumigations of perishable commodities must also comply with the additional requirements detailed in the <i>Methyl bromide fumigation methodology</i> .	<i>Major</i> Reference: 2867
Arrangement compliance	3.3 The <i>accredited person</i> must be in possession of a <i>biosecurity direction</i> issued by the <i>department</i> that authorises the fumigation of the <i>goods subject to biosecurity control</i> at the <i>approved arrangement site</i> .	<i>Major or critical</i> Reference: 5005
Treatment	3.4 Where a <i>biosecurity direction</i> or import <i>permit</i> prescribes a retention rate that is different from the retention rate requirements detailed in the <i>Methyl bromide fumigation methodology</i> the greater rate must be applied.	<i>Critical</i> Reference: 2894
Containment	3.5 <i>Knock-down spray</i> must be made available at time of opening the container doors and during preparation of the enclosure for treatment.	<i>Major</i> Reference: 4289
Arrangement compliance	3.6 Where it is determined that methyl bromide fumigation is not suitable for the <i>goods</i> the <i>biosecurity industry participant</i> must: <ul style="list-style-type: none"> <li>a. not proceed with the fumigation</li> <li>b. contact the importer or nominated agent to arrange for amended <i>directions</i> from the <i>department</i>.</li> </ul>	<i>Major</i> Reference: 2866
Treatment	3.7 The minimum temperature experienced during the fumigation period must be verified by using at least one of the following methods: <ul style="list-style-type: none"> <li>a. minimum ambient temperature forecasts for the location of the fumigation issued by and obtained from an <i>official meteorological source</i> (e.g. Bureau of Meteorology website) within the 24 hours prior to the fumigation start time</li> <li>b. temperature readings taken within the fumigation enclosure during the exposure period.</li> </ul>	<i>Critical</i> Reference: 2872
Treatment	3.8 Where the forecast minimum ambient temperatures are predicted to go below the effective temperature range, the fumigation must not be performed unless the fumigation is performed in a <i>temperature controlled environment</i> .	<i>Major or Critical</i> Reference: 3953
Treatment	3.9 Forecast minimum ambient temperatures must not be used to determine the fumigation rate and dosage required for fresh fruit and vegetable fumigations.	<i>Major or Critical</i> Reference: 3954
Treatment	3.10 Where temperature recording equipment is used and the temperature falls below the effective temperature range for the fumigation rate applied the fumigation must be considered to have failed.	<i>Critical</i> Reference: 2871
Treatment	3.11 Where the fumigation is performed in a <i>temperature controlled environment</i> , temperature readings must be taken at intervals no greater than 60 minutes. Where a reading indicates the enclosure has fallen below the effective temperature range for the fumigation rate applied, the fumigation must be considered to have failed.	<i>Major or Critical</i> Reference: 3955
Arrangement compliance	3.12 If at any stage an <i>accredited person</i> determines that the fumigation has failed, the consignment must be re-fumigated. The suspected reasons for the fumigation failure must be noted on the record of methyl bromide fumigation form. The form must be provided to the <i>department</i> on request.	<i>Major</i> Reference: 2909

**Table 4 Pest escape action**

KAO	Condition	Noncompliance guide
Containment	<p>4.1 The <i>accredited person</i> must prevent the escape of any biosecurity <i>pests</i> into the Australian environment when preparing the <i>goods</i> and the enclosure for treatment. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>a. minimising the time that container doors remain open during all stages of the preparation process up to commencement of the treatment</li> <li>b. being vigilant for invertebrates once container doors are opened and during all stages of the preparation process up to commencement of the treatment</li> <li>c. immediately applying <i>knock-down spray</i> to invertebrates where they are detected to have left the treatment enclosure.</li> </ul>	<p><i>Major</i> Reference: 4290</p>
Containment	<p>4.2 If any <i>invertebrates</i> escape containment within the treatment enclosure, the <i>accredited person</i> must immediately:</p> <ul style="list-style-type: none"> <li>a. apply <i>knock-down spray</i>, collect and secure the <i>invertebrates</i> in a <i>sealed</i> plastic bag or container (e.g. jar, vial), and</li> <li>b. notify the <i>department</i> by phoning the <i>See. Secure. Report.</i> hotline on 1800 798 636.</li> </ul>	<p><i>Major</i> Reference: 5006</p>

## Table 5A Fumigation notification emails

### Information

- The ‘end time’ of the fumigation (placed in the subject field of the fumigation notification email) is the date and time at which equilibrium is reached plus the shortest prescribed exposure period for the fumigation (i.e. the shortest period prescribed by the *biosecurity direction* for the fumigation). For example, if equilibrium was reached at 6:48am on 4 November 2022 and the *biosecurity direction* prescribes a fumigation exposure period of either (a) 12 hours or (b) 24 hours, then the end time of the fumigation would be 6:48pm on 4 November 2022.
- End time = time and date of equilibrium + prescribed exposure period.
- The subject heading of fumigation notification emails needs to contain specific information in a specific format. For example, the subject heading for a fumigation conducted by a fumigator operating under *approved arrangement number* N1111 who is performing a fumigation at physical site operating under *approved arrangement number* N2222 for a fumigation with an end time of 6:48pm on 4 November 2022 would be “N1111 N2222 20221104 18:48 ENDTIME”.

KAO	Condition	Noncompliance guide
Notification	<p>5.1 An email notifying the <i>department</i> of the fumigation must be sent to <a href="mailto:fumigation@agriculture.gov.au">fumigation@agriculture.gov.au</a>:</p> <p>a. within 1 hour of the fumigation reaching equilibrium for fumigations where the prescribed exposure period is less than or equal to 6 hours long, or</p> <p>b. within 3 hours of the fumigation reaching equilibrium for fumigations where the prescribed exposure period is more than 6 hours long.</p>	<p><i>Minor</i></p> <p>Reference: 5007</p>
Notification	<p>5.2 The email notifying the <i>department</i> of the fumigation must contain the following information in the subject heading field of the email:</p> <p>a. the <i>approved arrangement number</i> of the <i>biosecurity industry participant</i> performing the fumigation using the format AAAAA</p> <p>b. the <i>approved arrangement number</i> of the site at which the fumigation is being performed using the format BBBBB</p> <p>c. the end time (including date) for the fumigation using the format YYYYMMDD HH:MM (the time must be provided in 24 hour time). The end time of the fumigation must be calculated as the time and date that equilibrium is reached plus the shortest prescribed exposure period for the fumigation (i.e. the shortest period prescribed by the <i>biosecurity direction</i> for the fumigation)</p> <p>d. the word, “ENDTIME”.</p>	<p><i>Minor</i></p> <p>Reference: 5008</p>
Notification	<p>5.3 The subject heading field in the email notifying the <i>department</i> of the fumigation must be in the format, “AAAAA BBBBB YYYYMMDD HH:MM ENDTIME”.</p>	<p><i>Minor</i></p> <p>Reference: 5009</p>
Notification	<p>5.4 The email notifying the <i>department</i> of the fumigation must contain the following information in the body of the email:</p> <p>a. biosecurity entry number(s) associated with the <i>goods</i> being fumigated</p> <p>b. container number(s) associated with the <i>goods</i> being fumigated</p> <p>c. time at which equilibrium was reached.</p>	<p><i>Minor</i></p> <p>Reference: 5010</p>



**Table 5B Fumigation notification emails**

KAO	Condition	Noncompliance guide
Notification	<p>5.5 A single email notifying the <i>department</i> of multiple fumigations equilibrium must only be used in the following circumstances:</p> <ul style="list-style-type: none"> <li>a. the fumigations in the email must all be carried out at the same <i>approved arrangement site</i></li> <li>b. the end times for all the fumigations in the email must be within 1 hour of each other</li> <li>c. for each fumigation in the email, the following information must be provided in the body of the email                             <ul style="list-style-type: none"> <li>i. biosecurity entry number(s) associated with the <i>goods</i> being fumigated</li> <li>ii. container number(s) associated with the <i>goods</i> being fumigated</li> <li>iii. time at which equilibrium was reached</li> </ul> </li> <li>d. the date and time in the subject field of the notification email must be the earliest end time of all the fumigations in the body of the email.</li> </ul>	<p><i>Minor</i> Reference: 5011</p>

## Table 6 Photographs of instrument readings Information

- Photographs are to be made available to *departmental* officers or *department* approved *auditors* as requested.

KAO	Condition	Noncompliance guide
Traceability	6.1 Photographs must be taken of the initial and final fumigant concentration readings on the display of the fumigant monitoring instrument which match the readings on the record of fumigation.  Note: Photographs of TLV readings are not required.	<i>Major</i> Reference: 5012
Traceability	6.2 Photographs of the initial and final fumigant concentration readings on the display of the fumigant monitoring instrument must be electronically stamped with the: <ol style="list-style-type: none"> <li>a. date and time-that each photograph was taken, and the</li> <li>b. type of device used to take each photograph.</li> </ol>	<i>Major</i> Reference: 5013
Traceability	6.3 The date-, time- and device type-stamping of photographs must: <ol style="list-style-type: none"> <li>a. accurately indicate the date and time that each photograph was taken</li> <li>b. be precise to at least the nearest minute</li> <li>c. be made by the device that was used to take the photographs</li> <li>d. be accessible through being                             <ol style="list-style-type: none"> <li>i. visible on the photographs themselves, and/or</li> <li>ii. present as metadata associated with the photograph files.</li> </ol> </li> </ol>	<i>Major</i> Reference: 5014

## Table 7 Recording the fumigation Information

- An example record of fumigation form is provided in the *Methyl bromide fumigation methodology* available on the department's [website](#).
- The *department* will accept records of fumigation in a variety of formats, for example:
  - the example record of fumigation form provided in the *Methyl bromide fumigation methodology*
  - the *department's* electronic Microsoft Excel template (available from [treatments@agriculture.gov.au](mailto:treatments@agriculture.gov.au))
  - a record of fumigation from a digital application.
- An *accredited person* may only use a stored image of a *wet ink signature* if the *wet ink signature* is their own.
- An *electronic signature* can be provided by one of the following methods:
  - handwriting a signature directly onto each completed record of fumigation using a touch screen device (for example, phone, tablet)
  - applying a stored electronic image of a *wet ink signature* to each completed record of fumigation.

KAO	Condition	Noncompliance guide
Traceability	7.1 The record of fumigation must be completed in accordance with the requirements of the <i>Methyl bromide fumigation methodology</i> .	<i>Minor or major</i> Reference: 5015
Traceability	7.2 The result of the fumigation must be recorded on the record of methyl bromide fumigation form.	<i>Minor</i> Reference: 2908
Traceability	7.3 The record of methyl bromide fumigation must be endorsed by the <i>accredited person</i> who conducted or <i>directly supervised</i> the fumigation using at least one of the following endorsement methods: <ol style="list-style-type: none"> <li>signed using a <i>wet ink signature</i></li> <li>signed using an <i>electronic signature</i></li> <li>using a digital application that meets the digital application conditions in this document.</li> </ol>	<i>Major</i> Reference: 3960
Traceability	7.4 Each field on the record of fumigation must be completed: <ol style="list-style-type: none"> <li>by the <i>accredited person</i> who measured the data for that field</li> <li>immediately after the data for that field was measured.</li> </ol>	<i>Major</i> Reference: 5016
Traceability	7.5 Upon completion, the record of fumigation must not be altered.	<i>Major or critical</i> Reference: 5017
Traceability	7.6 For fumigations performed in a <i>temperature controlled environment</i> , all temperature monitoring readings, including the time and location at which they were taken must be included as an attachment to the record of methyl bromide fumigation form.	<i>Minor or major</i> Reference: 3958
Traceability	7.7 The completed record of methyl bromide fumigation form must be provided to the <i>department</i> .	<i>Major</i> Reference: 2910

## Table 8 Digital applications without an electronic signature Information

- A *digital application* is software used by a *biosecurity industry participant* to enter biosecurity fumigation information and complete and transmit a record of fumigation to the *department*.
- The *biosecurity industry participant* is not required to meet the signature aspect of requirement 10.1.2 in the *Methyl bromide fumigation methodology* where the digital application being used has the capability to meet the conditions in Table 8 below.
- The *biosecurity industry participant* is responsible for ensuring the digital application they use fulfills the conditions of this document.

KAO	Condition	Noncompliance guide
Supporting functions	<p>8.1 If an <i>accredited person</i> uses a digital application that does not place an <i>electronic signature</i> on the record of fumigation, the <i>accredited person</i> user accounts (the accounts used to complete and submit to the <i>department</i> a record of fumigation) for that digital application must be:</p> <ol style="list-style-type: none"> <li>specific to each user</li> <li>protected using a password or biometric features.</li> </ol>	<p><i>Major</i> Reference: 5018</p>
Supporting functions	<p>8.2 If an <i>accredited person</i> uses a digital application that does not place an <i>electronic signature</i> on the record of fumigation, the <i>accredited person</i> must not:</p> <ol style="list-style-type: none"> <li>use the <i>accredited person</i> user accounts of other <i>accredited persons</i></li> <li>communicate their password to other persons or otherwise enable or facilitate access to their <i>accredited person</i> user account.</li> </ol>	<p><i>Major or critical</i> Reference: 5019</p>

## Table 9A Records Information

- Records and systems maintained by the *biosecurity industry participant* must be 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	Noncompliance guide
Traceability	9.1 Records for each fumigation must include: <ol style="list-style-type: none"> <li><i>biosecurity direction</i></li> <li>consignment suitability records (for example, invoice, packing list) where used to assess and determine consignment suitability</li> <li>temperature records, including those obtained from an <i>official meteorological source</i> and from applicable temperature measuring equipment</li> <li>photographs of instrument readings</li> <li>fumigation notification email</li> <li>the completed record of fumigation</li> <li>any other records required by the <i>Methyl bromide fumigation methodology</i>.</li> </ol>	Major Reference: 5020
Traceability	9.2 The register of <i>accredited persons</i> must include the following information: <ol style="list-style-type: none"> <li>full name</li> <li>fumigation licence details               <ol style="list-style-type: none"> <li>state of issue</li> <li>issuing authority</li> <li>licence number</li> </ol> </li> <li>date of issue</li> <li>licence type</li> <li>licence status (full / trainee / provisional)</li> <li><i>department</i> accreditation details               <ol style="list-style-type: none"> <li>accreditation number</li> <li>date of issue</li> </ol> </li> <li>user account name for <i>digital applications</i> (where used).</li> </ol>	Major Reference: 3962
Traceability	9.3 The <i>biosecurity industry participant</i> must create and maintain calibration and or service records for equipment as required by the <i>Methyl bromide fumigation methodology</i> .	Major Reference: 3064
Traceability	9.4 Minimum ambient temperature records must include the predicted minimum temperatures obtained from an <i>official meteorological source</i> (e.g. Bureau of Meteorology website) for the duration of the exposure period and the date and time the forecast was obtained.	Major Reference: 3952
Traceability	9.5 Field notes/records created during the performance of fumigations must be maintained and provided to the <i>department</i> on request.	Major Reference: 3959
Traceability	9.6 Records and documents that are related to a single fumigation must be linked using a unique identifier such as the <i>biosecurity</i> entry number.	Major Reference: 3961
Arrangement compliance	9.7 The <i>biosecurity industry participant</i> must provide access to fumigant records created or maintained for commercial reasons or to meet other legislative requirements (e.g. methyl bromide usage records) on request by the <i>department</i> for audit purposes.	Major Reference: 2907

## Table 9B Records

KAO	Condition	Noncompliance guide
Traceability	9.8 The <i>biosecurity industry participant</i> must ensure records are kept for a minimum of two years for <i>goods subject to biosecurity control</i> .	<i>Major</i> Reference: 4004
Traceability	9.9 Records must be made available to the <i>department</i> upon request.	<i>Major</i> Reference: 3944



## Table 10A Compliance Information

- *Release from biosecurity control* includes release by a *biosecurity industry participant* subject to section 162 of the *Biosecurity Act 2015* only if expressly authorised in the *approved arrangement* and in accordance with the conditions of the *approved arrangement*.
- Required treatments will be advised on *import permits*, *directions*, class conditions, non-standard conditions (variations), *process management systems (PMS)* and *standard operating procedures (SOPs)*.
- Information on reporting *biosecurity incidents* is available on the *department's website*.

**Note:** *SOPs* are only required in those classes where there is a specific condition for a *SOP* to be in place.

KAO	Condition	Noncompliance guide
Arrangement compliance	10.1 The <i>biosecurity industry participant</i> must: <ol style="list-style-type: none"> <li>carry out the <i>biosecurity activities</i> in accordance with the arrangement</li> <li>comply with any conditions specified in the arrangement</li> <li>comply with any <i>requirements</i> to which the arrangement is subject</li> <li>comply with any <i>biosecurity direction</i> from the <i>department</i></li> <li>comply with any <i>biosecurity control notice</i> from the <i>department</i></li> <li>comply with any <i>biosecurity control order</i> from the <i>department</i>.</li> </ol>	<i>Major or critical</i> Reference: 4316
Arrangement compliance	10.2 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with import conditions specified in the <i>department's Biosecurity Import Conditions Database (BICON)</i> .	<i>Minor, major or critical</i> Reference: 2993
Arrangement compliance	10.3 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with any applicable <i>import permit</i> .	<i>Major or critical</i> Reference: 3536
Arrangement compliance	10.4 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with any <i>biosecurity direction</i> from the <i>department</i> .	<i>Minor, major or critical</i> Reference: 2995
Arrangement compliance	10.5 <i>Goods subject to biosecurity control</i> must be handled, maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	<i>Minor, major or critical</i> Reference: 2996
Arrangement compliance	10.6 The <i>biosecurity industry participant</i> must comply with local, state and federal requirements relevant to the licensing and performance of fumigations. Documented evidence of compliance with these requirements must be provided to the <i>department</i> on request.	<i>Minor or Major</i> Reference: 3957
Arrangement compliance	10.7 <i>Departmental officers</i> and <i>department approved auditors</i> , must be provided access to the <i>approved arrangement</i> fumigation site to perform the functions and exercise the powers conferred on them by the <i>Biosecurity Act 2015</i> or another law of the Commonwealth.	<i>Critical</i> Reference: 4005
Arrangement compliance	10.8 <i>Departmental officers</i> or <i>department approved auditors</i> , must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.	<i>Major or critical</i> Reference: 3014
Notification	10.9 The <i>department</i> must be notified of any reportable biosecurity incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.	<i>Critical</i> Reference: 3015
Arrangement compliance	10.10 <i>Department approved auditors</i> must be permitted to collect evidence of compliance and noncompliance with <i>approved arrangement</i> conditions through actions including the copying of documents and taking of photographs.	<i>Major or critical</i> Reference: 3016

**Table 10B Compliance**

KAO	Condition	Noncompliance guide
Notification	10.11 The <i>biosecurity industry participant</i> must notify the department, by email to <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a> , at least 15 business days prior to ceasing or transferring operations of an <i>approved arrangement</i> .	<i>Major</i> Reference: 3983
Notification	<p>10.12 The <i>biosecurity industry participant</i> must notify the <i>department</i>, by email to <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a>, within 15 business days of becoming aware of any change of status, not previously been notified to the <i>department</i>, of the <i>biosecurity industry participant</i> or their <i>associates</i> relevant to the operation of the <i>approved arrangement</i> in relation to any of the following matters:</p> <ul style="list-style-type: none"> <li>a. 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</i> or the <i>Crimes Act 1914</i></li> <li>b. 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</i> or the <i>Crimes Act 1914</i></li> <li>c. refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an <i>import permit, quarantine approved premises, compliance agreement</i> or <i>approved arrangement</i> under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li> </ul>	<i>Critical</i> Reference: 3012
Notification	<p>10.13 The <i>biosecurity industry participant</i> must notify the <i>department</i>, by email to <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a>, within 15 business days of any change in:</p> <ul style="list-style-type: none"> <li>a. persons in positions responsible for controlling, directing, enforcing or monitoring people performing <i>biosecurity activities</i> associated with the <i>approved arrangement</i></li> <li>b. <i>biosecurity industry participant</i> details, including <ul style="list-style-type: none"> <li>i. entity name</li> <li>ii. Australian business number or Australian company number</li> <li>iii. postal address</li> <li>iv. email address</li> <li>v. telephone number.</li> </ul> </li> </ul>	<i>Major or critical</i> Reference: 3836