



Australian Government
Department of Agriculture,
Water and the Environment

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

Version 9.1



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Version control

Date	Version	Amendments	Approved by
18/05/2016	1.0	First version of document created for transition of AEPCOMM to an approved arrangement under the <i>Biosecurity Act 2015</i> . Process changes include the removal of import permit requirements for commodities and update to some document requirements to reflect the BICON conditions.	Compliance Assessment and Management
12/12/2016	2.0	Removal of content and procedures due to the implementation of determining AEPCOMM codes through BICON	Compliance Assessment and Management
03/01/2017	3.0	Removal of commodities green coffee, fresh asparagus and fresh tomatoes from the arrangement due to policy changes	Compliance Assessment and Management
06/05/2017	4.0	Addition of commodities to the scope of the arrangement as part of Phase 1 of the AEP Reform Project. Commodity groups affected include 1, 4, 5, 6 and 10	Compliance Assessment and Management
14/03/2018	5.0	Combining timber tariffs under one commodity group, combining used passenger vehicles and part and used machinery and parts under one commodity group, updates to minor issues identified as part of AEP reform phase 1 commodity expansion and removal of non-conformity relating to the NCCC AA.	Compliance Assessment and Management
27/04/2018	6.0	Requirements updated to reflect changes implemented as part of phase 2 AEP reform (23 June 2018). Changes include refined requirements, new AEPCOMM codes, changes to commodity groupings and lodgement information.	Assessment Policy and Projects
21/05/2018	6.1	Minor update to table 8 and 10 regarding tariff groups 4409 and 4418 and update to unfinished timber group to include INS and FUM pathways. This will be implemented as part of phase 2 of the AEP reform (23 June 2018)	Assessment Policy and Projects
26/09/2018	7.0	Policy updated and declaration added. Requirements updated to include BMSB onshore measures. Additional BMSB group created and BMSB outcomes added to machinery, unfinished timber and manufactured wooden articles.	Assessment Policy and Projects
22/11/2018	7.1	Removal of Break Bulk from the commodity groups Timber and timber products and Highly processed and manufactured Wooden Articles	Assessment Policy and Projects
26/08/2019	8.0	Updating policy into Requirements and Conditions in accordance with legislative requirements. Adding new commodity groups Starter cultures, manufactured articles containing animal derived material, prefabricated buildings, honey, unaccompanied personal effects and boats to the arrangement. Removing Garlic from the arrangement. AEPCOMM outcomes removed. BICON update for Milling products for human consumption with outcome of Grain and Seeds removing option for REL (Release)	Legislative Reform and Assessment Policy

Date	Version	Amendments	Approved by
15/05/2020	8.1	Update to department name. New tariffs added to the Manufactured articles containing animal derived material commodity group and the inclusion of Cartilaginous fish to the Seafood commodity group.	Legislative Reform and Assessment Policy
31/07/2020	9.0	Prerequisite requirements 4 and 5 moved to become condition 9 and 10, other condition numbering amended to reflect this. Rewording of Condition 11 and 15 to clarify expectations. Appendix 2 In-scope commodities and related information removed from document and the link to website included. Minor updates to wording to improve understanding of conditions.	Legislative Reform and Assessment Policy
12/July/2021	9.1	Update to condition 18 removing requirement for consignment to be treated offshore by a registered treatment provider.	Assessment Policy

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About this document

This document sets out the requirements and 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. It also sets out the conditions to be met for the operation of a Class 19.2 approved arrangement.

When operating under this arrangement the biosecurity industry participant is responsible for complying with each condition as set out in this document.

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

Information on approved arrangements, department contact details and copies of relevant approved arrangement documents are available on the [approved arrangements](#) page on the department's website.

Declaration

The approved arrangement manager is required to complete the [Appendix 2: Declaration](#) and return it to the department via email to broker.accreditation@awe.gov.au.

Definitions

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

Supporting documents

Ensure you understand and comply with the requirements and conditions for establishing and operating an approved arrangement. Read this document in conjunction with the most current online versions of:

- [Approved arrangements general policies](#)
- [Minimum documentary and import declaration requirements policy](#)
- [Requirements and conditions for approved arrangement class 19.1: non-commodity for containerised cargo clearance](#)
- [Compliance classifications for broker class approved arrangements](#)

Monitoring of compliance

Compliance with the conditions of operating a class 19.2 approved arrangement is monitored in accordance with the [Approved arrangements general policies](#) document. The department will notify the biosecurity industry participant where non-compliance with the conditions has been detected.

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

Operating a class 19.2 approved arrangement

Purpose

The class 19.2 approved arrangement is for the assessment of commodity documentation and management of biosecurity concerns associated with the goods. These commodity groups are subject to biosecurity control and managed in accordance with the department's [Biosecurity import conditions system](#) (BICON).

Scope

Biosecurity activities performed under a class 19.2 approved arrangement are limited to assessing commodity documentation and managing goods in accordance with BICON and the [Minimum documentary and import declaration requirements policy](#). To determine commodities that are in scope for the Automatic entry processing for commodities (AEPCOMM) refer to [the Approved commodities and related information class 19.2 AEPCOMM approved arrangement webpage](#).

Activities covered under this approved arrangement include:

- assessing documentation for commodities in scope of the arrangement to address commodity biosecurity risks
- applying an AEPCOMM code to generate a biosecurity direction in the Agriculture import management system (AIMS) which will be used for the assessment and management of commodity biosecurity risk associated with the goods
- receiving biosecurity directions generated by AIMS and ensuring that the directions are complied with.

Some consignments may also be subject to inspection and testing under the imported food inspection scheme.

Class 19.2 prerequisite requirements

Section 79 of [Biosecurity Regulation 2016](#) stipulates the requirements that the Director must be satisfied a proposed arrangement meets – both at the time of application and during the life of the arrangement. To demonstrate the biosecurity industry participant has the capability, equipment and facilities necessary to carry out the biosecurity activities covered by the arrangement the following prerequisite requirements must be evident at the time of application for and the operation of a class 19.2 AEPCOMM approved arrangement.

Requirement 1: The biosecurity industry participant must hold an approved class 19.1 approved arrangement and have at least one employed or contracted person who is accredited to undertake tasks under the class 19.1 arrangement.

Requirement 2: The biosecurity industry participant must have a minimum of one employed or contracted person who is accredited to undertake activities under the class 19.2 arrangement.

Requirement 3: When applying for an approved arrangement, the biosecurity industry participant must notify the [department](#) of the accredited persons that will perform the

approved activities on behalf of the biosecurity industry participant. They must include their customs broker licence number as part of the application.

Training and accreditation obligations under the approved arrangement are available at [Training and accreditation for approved arrangements, broker accreditation](#).

Conditions for operating a Class 19.2 approved arrangement

The class 19.2 AEPCOMM approved arrangement is subject to the following conditions that must be complied with.

General Conditions

Condition 1: All accredited persons employed or contracted by the biosecurity industry participant must maintain their accreditation as stipulated by the [Training and accreditation for broker approved arrangements \(class 19.1 and class 19.2\)](#) policy, including completing [Continued biosecurity competency](#) (CBC) training each CBC period (1 April to 31 March).

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

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

- details of accredited persons who join or depart the approved arrangement
- when the approved arrangement ceases to employ or contract at least one accredited person
- when the contact details or the approved arrangement manager for the approved arrangement changes.

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

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

Condition 5: The department must be notified of any [reportable biosecurity incident](#) as soon as practicable, in accordance with the determination made by the Director of Biosecurity.

Condition 6: The biosecurity industry participant must provide site access to biosecurity officers, biosecurity enforcement officers and department-approved auditors to perform the

functions and exercise the powers granted to them by the Biosecurity Act or another law of the Commonwealth.

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

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

Operating conditions

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

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

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

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

Condition 11: Accredited persons must determine if the commodity is in scope of the approved arrangement and must only enter an AEPCOMM code if the commodity is in scope at the time of lodging the import declaration. This is achieved by referring to:

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

The department will update this webpage and BICON when the list of in scope commodities or pathways are changed. These changes will be communicated to biosecurity industry participants through the department's [Import industry advice notice](#) webpage.

Condition 12: Only accredited persons are to assess all documentation for commodities in scope of this approved arrangement.

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

Condition 14: Accredited persons must be in possession of all documents required as per relevant BICON import conditions prior to the import declaration being lodged under the approved arrangement.

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

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

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

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

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

- entering the AEPComm code as specified in the BICON onshore outcomes against the relevant line in the AEP processing type field
- entering the AQIS commodity code (ACC) (if required) as specified in the BICON onshore outcomes against the relevant line in the ACC field
- entering an approved arrangement site number into the AQIS premises ID field to ensure that a location is assigned to the biosecurity direction.

The approved arrangement site must be an appropriate class to perform the directed biosecurity activity as listed in individual BICON commodity onshore outcomes.

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

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

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

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

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

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

Condition 22: The biosecurity industry participant must ensure that biosecurity directions generated by AIMS are carried out or arranged to be carried out within the designated AIMS direction timeframe.

The biosecurity industry participant is responsible for the goods (as the primary receiver of AIMS directions) and must do the following required by the direction:

- arrange inspection activities
- provide non-broker approved arrangements with biosecurity directions to be carried out within the designated AIMS direction timeframe (e.g. inspection/treatment location)
- provide third parties other than approved arrangement sites with biosecurity directions to be carried out within the designated AIMS direction timeframe (e.g. transport/logistics providers who move containers)
- present any documentation as specified on AIMS directions when directed.

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

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

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

Administration and management conditions

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

- import declaration number
- description of goods
- BICON permit (where applicable)
- commodity documentation specified per the relevant BICON cases
- evidence of the AEPCOMM codes and premises location IDs (where used)
- record of the accredited person who performed the assessment and lodgement
- any other relevant documentation and records e.g. providing biosecurity directions to third parties

- any other records or documents that have been used in the assessment and import declaration lodgement process
- evidence of amendments to documentation used in the clearance of the consignment in accordance with Condition 25.

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

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

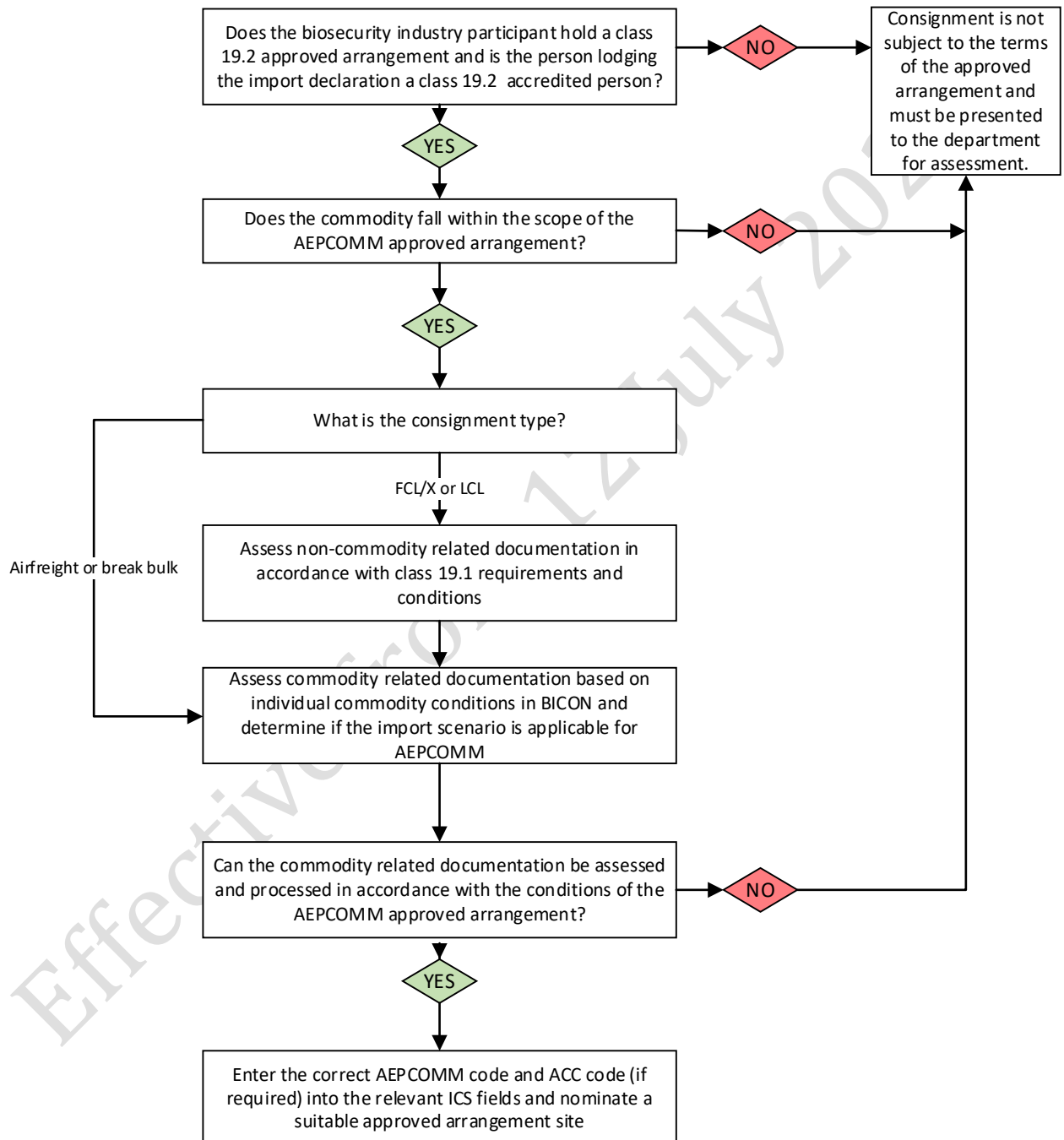
Any request for further documentation for assessment after the initial request is considered a new document assessment.

Effective from 12 July 2021

Appendix 1: AEPCOMM work activities flowchart

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

Figure 1 AEPCOMM work activities



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

Appendix 2: Declaration

Please complete the following declaration and return it to the department via email to broker.accreditation@awe.gov.au:

I,		Position held:
Legal entity name (must match ABN/ACN name):		Branch ID:
ABN:	ACN:	Requirements and conditions for approved arrangement class 19.2: automatic entry processing for commodities (Version 9.0)

Declare that:

1. I have the authority to act on behalf of the legal entity listed above.
2. I have read and understood the *Requirements and conditions for approved arrangement class 19.2: automatic entry processing for commodities (Version 9.0)* and agree to carry out biosecurity activities in accordance with them.
3. I acknowledge that by not meeting the conditions the legal entity may be subject to regulatory action as described in the *Approved arrangements general policies and Compliance classifications for broker class approved arrangements*, in accordance with the *Biosecurity Act 2015*, which may include the suspension or revocation of the approved arrangement.
4. I understand that giving false or misleading information is a serious offence punishable by up to 12 months imprisonment.

Signed:	Date:
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