



Australian Government  
Department of Agriculture,  
Water and the Environment

# Approved arrangement

## 3.0 – processing

### Conditions

Version 4.0



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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.

<b>Date</b>	<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
9 May 2011	1.0	Revised document	Co-regulation and Support Program
30 Jun 2013	1.1	Updated to reflect DAFF branding	Industry Arrangements Reform Program
8 Feb 2016	2.0	Updated template including noncompliance ratings	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the <i>department</i> and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section
31 July 2020	4.0	<p>Added:</p> <ul style="list-style-type: none"> <li>• Key arrangement outcomes</li> <li>• Conditions relating to processing, equipment and receipt and unpack of FCL/X containers and other shipment types</li> <li>• Conditions for managing animal and invertebrate risks</li> <li>• Conditions relating to processing and release of goods subject to biosecurity control</li> <li>• Conditions for organisation charts</li> </ul> <p>Updated</p> <ul style="list-style-type: none"> <li>• Web accessible template</li> <li>• Conditions for accredited persons</li> <li>• Conditions for site hygiene</li> <li>• Conditions for biosecurity areas</li> <li>• Conditions for biosecurity waste</li> <li>• Conditions for compliance, site maps</li> </ul> <p>Removed</p> <ul style="list-style-type: none"> <li>• Conditions for internal container inspections</li> <li>• Conditions for disposal of processing residues for tanneries and taxidermists</li> <li>• Condition for processing imported animal skins and horns in batch lots</li> </ul>	Approved Arrangements section

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# Guide to using this document

This document sets out the conditions that must be met before the relevant Director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an *approved arrangement*.

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, Water and the Environment.

Further information on *approved arrangements*, *department* contact details and copies of relevant approved arrangement documentation is available on the *department's* website: [awe.gov.au](http://awe.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 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*.

## 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</i> material 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</i> sites 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> .
<i>Inspection</i>	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 3.0 *approved arrangement sites* are authorised to process *goods subject to biosecurity control* in accordance with *biosecurity import conditions* for the purpose of managing associated *biosecurity risks*.

## Scope

*Biosecurity activities* at a class 3.0 *approved arrangement* are limited to the receipt, storage and inspection and processing of *goods subject to biosecurity control*. Processing of *goods* can only be performed with a *biosecurity direction* issued by the *department* under the *Biosecurity Act 2015*, at the *approved arrangement class 3.0 site*. Any other *biosecurity activities* will require approval for the relevant *approved arrangement class*.

Examples of *goods* that may be processed at a class 3.0 *approved arrangement site* include:

- plant, *animal* or microbial derived ingredients for use in processing pet food, aquaculture or stockfeed
- hides for tanning
- hunting trophies for taxidermy (tanneries)
- wool for scouring
- bagged nuts, seeds or grain
- fresh produce.

## Site location

Class 3.0 *approved arrangement site* locations will be assessed on their individual merits, and consideration will be given to *biosecurity risks*, surrounding land use (i.e. proximity to abattoirs, grazing, cropping, horticulture and other high risk enterprises) and serviceability.

Information regarding surrounding land use for site locations intending to process imported plant, animal or microbial derived ingredients for use in pet food, aquaculture or stockfeed, or process plant material (e.g. bagged nuts, seeds or grain, fresh produce) for any other end-use, must be provided to the *department* at [imports@awe.gov.au](mailto:imports@awe.gov.au) for assessment. This includes, but is not limited to providing:

1. a description of what adjacent/surrounding land is used for e.g. farm, abattoir etc.
2. any supporting information e.g. map of the surrounding area, names of any occupying businesses.

## Prerequisites

Prior to submitting an application for a class 3.0, for site locations intending to process imported plant material for any end use or to process animal or microbial derived ingredients for use in pet food, aquaculture or stockfeed, applicants must obtain:

1. a *biosecurity risk* assessment from Plant Division and/or Animal Division, and

Note: Refer the *department's* website: [awe.gov.au](http://awe.gov.au) for information on obtaining a biosecurity risk assessment. For goods subject to processing to manage plant risks, applications must



complete the 'questionnaire for plant based commodities for processing at class 3.0 *approved arrangement sites*'.

2. endorsement of the proposed site location from the *department's* Plant Division and/or Animal Division.

Note: The above prerequisites do not apply to applicants of site locations intending to process animal derived material/ingredients, having no other plant risks, imported for processing into products having a human consumption or human therapeutic end-use, or hides for tanning, hunting trophies for taxidermy or wool for scouring.

## **Information required for application**

The following information is required by the *department* at time of application for a class 3.0 *approved arrangement*:

1. a site map which complies with conditions for *approved arrangement site* maps prescribed in this arrangement, and
2. where it forms a prerequisite requirement to process certain imported ingredients (above), also provide:
  - i. the completed *biosecurity risk assessment* issued by Plant Division and/or Animal Division, and
  - ii. the endorsement from the *department's* Plant Division and/or Animal Division of the proposed site location.

# Conditions

**Table 1 Site personnel Information**

- Accreditation training requirements are available on the [department's website](#).
- 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) as a *biosecurity waste* collector for the *biosecurity industry participant*.
- *Accredited person* records can be:
  - copies of training certificates
  - register containing the information required in the reporting conditions table.

KAO	Condition	Noncompliance guide
Awareness	1.1 The <i>biosecurity industry participant</i> must ensure only <i>accredited persons</i> or those persons under the direct supervision of an <i>accredited person</i> have physical access to <i>goods subject to biosecurity control</i> .	Major QPR Ref: 4230
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> .	Major QPR Ref: 3988
Awareness	1.3 <i>Accredited persons</i> must have successfully completed accreditation training for the relevant <i>approved arrangement</i> class as specified on the <i>department's website</i> .	Major QPR Ref: 3003
Awareness	1.4 <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> .	Major QPR Ref: 3989
Awareness	1.5 Persons having physical access to <i>goods subject to biosecurity control</i> must be able to differentiate between <i>goods subject to biosecurity control</i> and <i>goods</i> that are not subject to biosecurity control.	Major QPR Ref: 4347
Awareness	1.6 Arrangements must be in place to ensure persons handling <i>goods subject to biosecurity control</i> (included <i>goods</i> owned and handled for other parties) are aware of the biosecurity conditions that apply to that handling.	Major QPR Ref: 3532
Traceability	1.7 Records must be maintained of <i>accredited persons</i> .	Minor QPR Ref: 3004

## Table 2 Security

### Information

- Loss of *goods subject to biosecurity control*, in relation to security at the *approved arrangement site* includes:
  - theft
  - misplaced
  - unauthorised removal
  - unauthorised use.
- Security measures generally applies to the *site boundary* but may be at the containment boundary within the site.
- Security measures include both infrastructure (fences, locks, electronic monitoring) and procedural practices (training) to stop unauthorised people from accessing *goods subject to biosecurity control*.
- Unauthorised removal of *goods subject to biosecurity control* is considered to be a containment issue.
- Information on reporting *biosecurity incidents* is available on the [department's website](#).

KAO	Condition	Noncompliance guide
Security	2.1 Security measures must be in place to prevent access to and removal of <i>goods subject to biosecurity control</i> by unauthorised persons.	<i>Major</i> QPR Ref: 2970
Notification	2.2 The <i>department</i> must be contacted immediately following the detection that there is a loss of <i>goods subject to biosecurity control</i> .	<i>Critical</i> QPR Ref: 4451

## Table 3A Isolation

### Information

- *Goods subject to biosecurity control* includes *biosecurity waste*.
- Separation of *goods subject to biosecurity control* can be achieved by a minimum of one pallet width separation from other *goods* or by an impervious physical barrier e.g. shrink wrapping on all sides, storage of *goods* in separate rooms, container or silos etc.
- Equipment includes but is not limited to:
  - trolleys, pallet jacks and other equipment used to transport *goods subject to biosecurity control*
  - dustpan and brush and other equipment used to clean contamination from *goods*
  - personal protective equipment e.g. footwear, gloves, coveralls
  - receptacles used to hold, store *goods*
  - other equipment used to treat, process *goods subject to biosecurity control*
- The *department* may direct disinfection of vehicles/vessels and equipment following the removal of any *contamination*, where required by relevant *approved arrangement conditions*, import conditions and *departmental directions*.

KAO	Condition	Noncompliance guide
Isolation	3.1 <i>Goods subject to biosecurity control</i> must be kept physically separated from other <i>goods</i> (including during transport), including: <ol style="list-style-type: none"> <li>imported <i>goods</i> that have been <i>released from biosecurity control</i></li> <li>domestic <i>goods</i></li> <li><i>goods</i> for export</li> <li>other <i>goods subject to biosecurity control</i></li> <li>the Australian environment.</li> </ol>	<i>Major or critical</i> QPR Ref: 2997
Treatment	3.2 <i>Goods</i> which come into contact with <i>goods subject to biosecurity control</i> must be treated as subject to biosecurity control.	<i>Major or critical</i> QPR Ref: 4452

**Table 3B Isolation**

<b>KAO</b>	<b>Condition</b>	<b>Noncompliance guide</b>
Identification	3.3 If there is any doubt as to whether <i>goods</i> : a. are subject to biosecurity control b. remain subject to biosecurity control c. become subject to biosecurity control then the <i>goods</i> must be handled in accordance with conditions for <i>goods</i> subject to biosecurity control.	<i>Major</i> QPR Ref: 3011
Treatment	3.4 Vehicles/vessels and equipment that have come in contact with <i>goods</i> subject to biosecurity control must be cleaned to remove any <i>contamination</i> , prior to use with <i>goods</i> not subject to biosecurity control.	<i>Major or critical</i> QPR Ref:4453
Isolation	3.5 Any equipment detected with <i>contamination</i> from <i>goods</i> subject to biosecurity control, must not leave the <i>biosecurity area</i> until it has been: a. cleaned to remove any <i>contamination</i> , or b. disposed of in accordance with relevant <i>approved arrangement conditions, import conditions and departmental directions</i> .	<i>Major or critical</i> QPR Ref: 2999
Treatment	3.6 <i>Goods</i> that come into contact with vehicles/vessels or equipment which have not been cleaned to remove <i>contamination</i> from <i>goods</i> subject to biosecurity control, must be treated as subject to biosecurity control.	<i>Major or critical</i> QPR Ref: 4454

**Table 4 Construction**

<b>KAO</b>	<b>Condition</b>	<b>Noncompliance guide</b>
Containment	4.1 Buildings and structures, including walls and floor junctions must be weather proof and sealed.	<i>Major or critical</i> QPR Ref: 322
Containment	4.2 <i>Biosecurity areas</i> must have floor surfaces finished with materials that are smooth, impervious, durable and easy to clean.	<i>Major or critical</i> QPR Ref: 3900
Containment	4.3 <i>Biosecurity area</i> floors must be free from defects.	<i>Major</i> QPR Ref: 3901
Containment	4.4 Equipment used to process <i>goods</i> subject to biosecurity control must be constructed to ensure the <i>goods</i> and any residues or spillages generated from processing activities are contained within the <i>biosecurity area</i> .	<i>Major or critical</i> QPR Ref: 4455
Containment	4.5 Where chutes, conveyors, belts or augers etc. are used to move <i>goods</i> subject to biosecurity control to or from a <i>biosecurity area</i> or building used for processing or storage, they must be constructed to prevent access by <i>animals</i> and the escape of <i>goods</i> into the Australian environment.	<i>Major or critical</i> QPR Ref: 4456

## Table 5A Biosecurity areas Information

- It is a condition of the arrangement that treatment of *goods subject to biosecurity control* must only be performed in the *biosecurity area* approved for that type of treatment e.g. *goods* directed for treatment by:
  - cleaning, must only be cleaned/washed in the onsite wash bay/cabinet approved under *approved arrangement* class 4.3 – cleaning, or
  - fumigation, must only be treated in the onsite fumigation area/chamber approved under *approved arrangement* class 4.6 – fumigation.
- *Goods subject to biosecurity control* includes *biosecurity waste*.
- *Biosecurity areas* include areas used for the treatment, container unpack, inspection and storage of *goods subject to biosecurity control*.
- These areas are established to prevent *goods subject to biosecurity control* and their contaminants from accidental or deliberate release or escape into the Australian environment.
- It must be immediately obvious that the *goods subject to biosecurity control* and the area the *goods* are held in are subject to biosecurity control.
- Identification of *biosecurity areas* and *goods subject to biosecurity control* can be through infrastructure (signs and labels) and procedural practices (colour coding and training) and must support the traceability of the goods.
- Australian Standard AS/NZS 1680.2.1:2008 has been referenced for illumination levels in *biosecurity areas*.

KAO	Condition	Noncompliance guide
Arrangement compliance	5.1 Where goods subject to biosecurity control are directed by the department for treatment at the approved arrangement site, the: <ol style="list-style-type: none"> <li>approved arrangement for that site must be approved to carry out that type of treatment activity (e.g. irradiation, cleaning, fumigation, heat treatment, specific processing), and the</li> <li>treatment must only be performed in the biosecurity area approved under the approved arrangement class for that type of treatment activity.</li> </ol>	<i>Major or critical</i> QPR Ref: 4457
Security	5.2 <i>Biosecurity areas</i> must be located in a secure lockable building or in an area surrounded by a lockable security fence.	<i>Major or critical</i> QPR ref: 3941
Containment	5.3 Containerised <i>goods subject to biosecurity control</i> waiting for treatment or deconsolidation must be stored with the doors closed.	<i>Major</i> QPR Ref: 4458
Containment	5.4 <i>Goods subject to biosecurity control</i> must be immediately moved to a <i>biosecurity area</i> at the time of receipt.	<i>Major or critical</i> QPR Ref: 4459
Isolation	5.5 <i>Deconsolidated</i> containerised <i>goods subject to biosecurity control</i> must be stored in a <i>biosecurity area</i> that is located within a secure lockable building.	<i>Major or critical</i> QPR Ref: 4460
Isolation	5.6 <i>Goods subject to biosecurity control</i> must be kept in the <i>biosecurity area</i> .	<i>Major or critical</i> QPR Ref: 2038
Isolation	5.7 <i>Biosecurity areas</i> must not be used as a thoroughfare or access point to non-control areas or other non-related <i>biosecurity areas</i> .	<i>Major</i> QPR Ref: 2426
Identification	5.8 <i>Biosecurity areas</i> must be clearly identified as <i>biosecurity areas</i> to all persons with physical access to the <i>approved arrangement site</i> .	<i>Major</i> QPR Ref: 4234
Isolation	5.9 The boundaries of <i>biosecurity areas</i> must be: <ol style="list-style-type: none"> <li>clearly defined</li> <li>highly visible</li> <li>permanently constructed or affixed, and</li> <li>durable.</li> </ol>	<i>Major</i> QPR Ref: 4278

**Table 5B Biosecurity areas**

KAO	Condition	Noncompliance guide
Identification	<p>5.10 Entry and exit points of <i>biosecurity areas</i> must display a biosecurity sign. These signs must be:</p> <ol style="list-style-type: none"> <li>permanently affixed</li> <li>professionally made</li> <li>made to state <i>Biosecurity Area - Authorised Persons Only</i> or <i>Quarantine Area - Authorised Persons Only</i></li> <li>on a yellow background, with black lettering approximately five centimetres in height</li> <li>visible at all times.</li> </ol> <p>Note: Where new signs are being produced, the term biosecurity must be used.</p>	<p><i>Minor</i> QPR Ref: 1347</p>
Supporting functions	5.11 The <i>biosecurity area</i> must allow for <i>biosecurity officers</i> to easily perform their duties without work health and safety risks.	<p><i>Major</i> QPR Ref: 830</p>
Supporting functions	5.12 Indoor <i>biosecurity areas</i> require minimum lighting of 160 lux.	<p><i>Major</i> QPR Ref: 4235</p>
Release	5.13 <i>Goods subject to biosecurity control</i> are not permitted to leave the <i>biosecurity area</i> of an <i>approved arrangement site</i> , inadvertently or deliberately, without prior <i>direction</i> or approval from the <i>department</i> .	<p><i>Major or critical</i> QPR Ref: 4236</p>

## Table 6A Site hygiene Information

- Standard of hygiene will vary for each *approved arrangement site* dependant on the *biosecurity activities* that occur at that site.
- Unkempt vegetation is defined as uncared for or neglected or in an untidy state.
- Vegetation includes, but is not limited to any weeds growing through cracks in the *biosecurity area* floor and pot planters. Vegetation does not include *goods* that are, or contain or are made of plant material.
- Ponding water is standing (or pooled) water generated from a rain event or a tap/hose that has not drained away or evaporated within 48 hours.
- Vegetation and ponding water provide ideal living conditions for invertebrates. In addition to vegetation being a food source for invertebrates, certain plants and weeds may be susceptible to plant related diseases of concern.
- Measures to remove resident *animals* from the *approved arrangement site*, other than *animals* detected on, in or emerge from *goods subject to biosecurity control* that require containment, may include trapping or physical removal. Consideration should be given to Work, Health and Safety and the potential risk of injury to persons attempting to contain *animals* through physical capture.
- Buildings and structures that house *biosecurity areas* may also house or adjoin to office, reception areas where vegetation (e.g. pot planters) may be present in. Vegetation is permitted in office/receptions areas providing these areas are structurally segregated, by walls, doors, ceiling from the enclosed building space (or sub-space) within which the *biosecurity area* is located.
- Upon notification to the *department* of resident or migratory breeding populations of invertebrates at the *approved arrangement site*, the *department* may direct the *biosecurity industry participant* to implement certain measures to manage the population.

KAO	Condition	Noncompliance guide
Containment	6.1 The <i>biosecurity industry participant</i> must contain and isolate <i>goods subject to biosecurity control</i> from <i>animals</i> that have the ability to consume and/or remove <i>goods</i> and <i>biosecurity risk material</i> from the <i>approved arrangement site</i> .	Major QPR Ref: 4461
Hygiene	6.2 The <i>approved arrangement site</i> , including buildings and <i>biosecurity areas</i> must be kept free of: <ol style="list-style-type: none"> <li>cargo and packaging residues, spillages</li> <li>ponding water, and the</li> <li>accumulation of any other materials that favour <i>infestation</i> by vertebrates (e.g. rodents, reptiles, birds) or invertebrates (e.g. insects, snails).</li> </ol>	Major QPR Ref: 4462
Hygiene	6.3 The <i>approved arrangement site</i> must be maintained free of unkempt vegetation, dropped fruit, leaf litter build-up.	Minor or Major QPR Ref: 4463
Hygiene	6.4 Vegetation (e.g. pot plants) must not be located within the same fully enclosed (indoor) building space or sub-space as the <i>biosecurity area</i> . Note: This includes office, reception areas which share the same enclosed building space or sub space as the <i>biosecurity area</i> .	Major QPR Ref: 4464
Hygiene	6.5 <i>Biosecurity areas</i> must be free of: <ol style="list-style-type: none"> <li>vegetation</li> <li>ponding water.</li> </ol>	Major QPR Ref: 4465
Hygiene	6.6 External (outdoor) <i>biosecurity areas</i> used for container storage, treatment or unpack must be surrounded by a minimum of a 3 metre wide buffer that is free of vegetation and ponding water.	Major QPR Ref: 4466
Hygiene	6.7 Cargo and packaging residues and spillages: <ol style="list-style-type: none"> <li>from <i>goods subject to biosecurity control</i>, or that are</li> <li>detected in areas where <i>goods subject to biosecurity control</i> are, or have been handled</li> </ol> must be cleaned up immediately and disposed of as <i>biosecurity waste</i> .	Major or critical QPR Ref: 4467

**Table 6B Site hygiene**

KAO	Condition	Noncompliance guide
Notification	6.8 The <i>department</i> must be notified immediately where cargo and packaging residues and spillages from <i>goods subject to biosecurity control</i> cannot be cleaned up immediately and/or disposed of as <i>biosecurity waste</i> .	<i>Major</i> QPR Ref: 4468
Hygiene	6.9 Buildings within which <i>biosecurity areas</i> are located must be maintained free of: a. resident <i>animals</i> (e.g. rodents, reptiles, nesting birds), and b. resident or migratory breeding populations (e.g. swarms, hives, colonies, nests) of invertebrates (e.g. ants, insects, spiders, snails).	<i>Major</i> QPR Ref: 4469
Hygiene	6.10 External (outdoor) <i>biosecurity areas</i> must be maintained free of resident or migratory breeding populations (e.g. swarms, hives, colonies, nests) of invertebrates (e.g. insects, spiders, snails, ants).	<i>Major</i> QPR Ref: 4470
Hygiene	6.11 Measures must be in place to remove resident <i>animals</i> (e.g. rodents, reptiles, nesting birds), other than <i>animals</i> detected on, in or emerge from <i>goods subject to biosecurity control</i> that require containment, from the <i>approved arrangement site</i> .	<i>Major</i> QPR Ref: 4471
Notification	6.12 The <i>department</i> must be notified immediately following the detection of resident or migratory breeding populations (e.g. swarms, hives, colonies, nests) of invertebrates (e.g. insects, spiders, snails, ants) at the <i>approved arrangement site</i> .	<i>Major</i> QPR Ref: 4472
Traceability	6.13 Records must be kept for cleaning of vehicles/vessels and receptacles.	<i>Minor</i> QPR Ref: 4473



## Table 7A Site hygiene – site monitoring activities

### Information

- Site monitoring is used to identify *animals*, invertebrates and vegetation and minimise the potential for *biosecurity risks* to escape into the Australian environment.
- Evidence of *animals*, invertebrates and evidence of *animal* or invertebrate activity includes:
  - ant nests within the site
  - termite tracks on timber surfaces
  - birds nesting or sleeping within the site
  - accumulations of bird droppings on surfaces as well as around the perimeter of buildings
  - rodent droppings on and around ledges and building perimeters
  - food scraps dragged behind into nesting areas
  - visible sightings of reptiles such as geckos on walls/windows
  - snail trails or excrement on concrete pathways
  - frass on or under timber items
- Information on reporting *biosecurity incidents* is available on the *department's* website. Incidents that must be reported includes where 'the *goods* are infested with a live *pest* (for example, an insect, invertebrate or other *animal*)'.
- Measures to contain and isolate *goods* from any *animals* that have the ability to consume or remove *goods* or *biosecurity risk material* from the *approved arrangement site*, are intended to prevent any potential spread of *biosecurity risk* and ensure that any *reportable biosecurity incident* for *animals* detected on, in or emerge from *goods* are for *animals* that were likely imported with the *goods*.
- Measures to ensure *knockdown spray* is located in areas where *goods subject to biosecurity control* are handled, ensure the spray is easily accessible for immediate use to prevent escape of invertebrates.

KAO	Condition	Noncompliance guide
Arrangement compliance	7.1 The <i>accredited person</i> must monitor for the presence of <i>animals</i> , invertebrates and evidence of <i>animal</i> or invertebrate activity on or in <i>goods subject to biosecurity control</i> in the <i>biosecurity area</i> a minimum of once per day.	<i>Major or critical</i> QPR Ref: 4474
Containment	7.2 Where live <i>animals</i> are detected on, in or emerge from <i>goods subject to biosecurity control</i> , the <i>accredited person</i> must immediately contain the <i>animal</i> to prevent its escape.	<i>Major or critical</i> QPR Ref: 4475
Containment	7.3 Where invertebrates and evidence of invertebrate activity is detected on or in <i>goods subject to biosecurity control</i> in the <i>biosecurity area</i> , the following must occur immediately: <ol style="list-style-type: none"> <li>invertebrates must be contained and <i>goods</i> must remain in the <i>biosecurity area</i></li> <li>where invertebrates cannot be contained (e.g. invertebrates are detected on external surfaces of the <i>goods</i> or on floor surfaces of the <i>biosecurity area</i> under or near the <i>goods</i>), apply <i>knockdown spray</i> directly to the invertebrate immediately to prevent its escape</li> <li>collect the invertebrates following the application of <i>knockdown spray</i> and secure them in a sealed plastic bag or container (e.g. vial) at the <i>approved arrangement site</i>.</li> </ol>	<i>Major or critical</i> QPR Ref: 4476
Notification	7.4 The <i>department</i> must be notified immediately following the detection of: <ol style="list-style-type: none"> <li>live <i>animals</i> on, in or emerge from <i>goods subject to biosecurity control</i></li> <li>invertebrates and evidence of invertebrate activity is detected on or in <i>goods subject to biosecurity control</i>.</li> </ol>	<i>Major</i> QPR Ref: 4477

**Table 7B Site hygiene – site monitoring activities**

KAO	Condition	Noncompliance guide
Arrangement compliance	<p>7.5 The <i>accredited person</i> must monitor:</p> <ul style="list-style-type: none"> <li>a. building and structures that house <i>biosecurity areas</i>,</li> <li>b. external (outdoor) <i>biosecurity areas</i> used for container storage, treatment or unpack, including the surrounding minimum 3 meter buffer, and</li> <li>c. areas where non-containerised <i>goods</i> move through the site</li> </ul> <p>for presence of vegetation a minimum of:</p> <ul style="list-style-type: none"> <li>d. once per week when there are <i>goods subject to biosecurity control</i> at the <i>approved arrangement site</i>, and</li> <li>e. once every week for three weeks commencing from the date the last consignment of <i>goods subject to biosecurity control</i> have left the site.</li> </ul>	<i>Major or critical</i> QPR Ref: 4478
Treatment	<p>7.6 Where vegetation is detected during site monitoring in one or more of the following areas, the <i>accredited person</i> must immediately collect the vegetation and dispose of it as <i>biosecurity waste</i>:</p> <ul style="list-style-type: none"> <li>a. building and structures that house <i>biosecurity areas</i></li> <li>b. external (outdoor) <i>biosecurity areas</i> used for container storage, treatment or unpack, including the surrounding minimum 3 meter buffer</li> <li>c. areas where non-containerised <i>goods</i> move through the site.</li> </ul>	<i>Major</i> QPR Ref: 4479
Traceability	<p>7.7 Records of monitoring activity detections for <i>goods subject to biosecurity control</i> and the <i>approved arrangement site</i> must be kept.</p>	<i>Minor</i> QPR Ref: 4480
Compliance	<p>7.8 The <i>biosecurity industry participant</i> must provide the <i>department</i> access to the <i>approved arrangement site</i> for plant <i>pest</i> and <i>disease</i> surveillance purposes including the installation and monitoring of insect traps.</p>	<i>Major</i> QPR Ref: 4481
Compliance	<p>7.9 Insect traps installed by the <i>department</i> must not be interfered with or damaged.</p>	<i>Major</i> QPR Ref: 4482

## Table 8A Verification of *goods subject to biosecurity control* against the biosecurity direction

### Information

- The *accredited person* is required to visually verify the physical *goods subject to biosecurity control* to confirm they match (i.e. are traceable to) the *goods* directed for biosecurity intervention, whether inspection, processing etc., on the *biosecurity direction*.
- Upon notification the *department* will provide further instruction or *direction* to resolve instances where the *accredited person* finds discrepancies between the goods and the *biosecurity direction*.

KAO	Condition	Noncompliance guide
Arrangement compliance	8.1 The <i>biosecurity industry participant</i> must be in possession of: <ol style="list-style-type: none"> <li>a <i>biosecurity direction</i> issued by the <i>department</i> that authorises processing of the <i>goods subject to biosecurity control</i> at the approved arrangement class 3.0 site, and</li> <li>where the <i>goods subject to biosecurity control</i> are imported subject to conditions for processing specified in an <i>import permit</i>, the <i>import permit</i> issued by the <i>department</i> for the <i>goods</i>.</li> </ol>	<i>Critical</i> QPR Ref: 4483
Arrangement compliance	8.2 Prior to opening the <i>FCL/X</i> container doors the <i>accredited person</i> must: <ol style="list-style-type: none"> <li>physically verify the container number matches the container number listed on the <i>biosecurity direction</i>, and</li> <li>where the <i>biosecurity direction</i> specifies a container seal number, the <i>accredited person</i> must also verify that the:               <ol style="list-style-type: none"> <li>container <i>seal</i> is intact, and</li> <li><i>seal</i> number matches the <i>seal</i> number detailed on the <i>biosecurity direction</i>.</li> </ol> </li> </ol>	<i>Major</i> QPR Ref: 4484
Isolation	8.3 <i>FCL/X</i> containers must be secured onsite and doors must not be opened where one or more of the following is detected: <ol style="list-style-type: none"> <li>the container number does not match the <i>biosecurity direction</i></li> <li>the container <i>seal</i> is broken or missing, where the <i>direction</i> specifies a <i>seal</i> number</li> <li>the <i>seal</i> number does not match the <i>biosecurity direction</i>, where the <i>direction</i> specifies a <i>seal</i> number.</li> </ol>	<i>Major</i> QPR Ref: 4485
Notification	8.4 The <i>department</i> must be notified immediately where one or more of the following is detected: <ol style="list-style-type: none"> <li>the container number does not match the <i>biosecurity direction</i></li> <li>the container <i>seal</i> is broken or missing, where the <i>direction</i> specifies a <i>seal</i> number</li> <li>the <i>seal</i> number does not match the <i>biosecurity direction</i>, where the <i>direction</i> specifies a <i>seal</i> number.</li> </ol>	<i>Major</i> QPR Ref: 4240
Traceability	8.5 Prior to unpacking the <i>FCL/X</i> container, the <i>accredited person</i> must physically verify the <i>goods</i> description on the product labelling for <i>goods subject to biosecurity control</i> to confirm the <i>goods</i> match the line description listed on the <i>biosecurity direction</i> .	<i>Major</i> QPR Ref: 4486
Isolation	8.6 Where the <i>goods</i> description detailed on product labelling for <i>goods subject to biosecurity control</i> does not match the <i>biosecurity direction</i> , the <i>FCL/X</i> container must: <ol style="list-style-type: none"> <li>not be unpacked</li> <li>be secured onsite with the container doors closed.</li> </ol>	<i>Major or critical</i> QPR Ref: 4487

**Table 8B Verification of *goods subject to biosecurity control* against the biosecurity direction**

KAO	Condition	Noncompliance guide
Traceability	8.7 During unpack of the <i>FCL/X</i> container or on receipt of other shipment types (e.g. <i>LCL</i> , air cargo), the <i>accredited person</i> must physically verify <i>goods subject to biosecurity control</i> to confirm the:	<i>Major</i> QPR Ref: 4488
	a. total quantity of <i>goods</i> (cartons, packages and/or containers) received matches that listed on the <i>biosecurity direction</i>	
Isolation	b. <i>goods</i> description on the product labelling matches the line description listed on the <i>biosecurity direction</i> .	<i>Major or critical</i> QPR Ref: 4489
	8.8 <i>Goods subject to biosecurity control</i> must be secured in the <i>biosecurity area</i> where one or more of the following is detected:	
Arrangement compliance	a. the total quantity of <i>goods</i> (cartons, packages and/or containers) received does not match the <i>biosecurity direction</i>	<i>Major or critical</i> QPR Ref: 4490
	b. the <i>goods</i> description on the product labelling does not match the line description listed on the <i>biosecurity direction</i> .	
Notification	8.9 <i>Goods subject to biosecurity control</i> must not be processed where one or more of the following is detected:	<i>Major</i> QPR Ref: 4491
	a. the total quantity of <i>goods subject to biosecurity control</i> received does not match the <i>biosecurity direction</i>	
	b. the <i>goods</i> description on the product labelling does not match the line description listed on the <i>biosecurity direction</i> .	

## Table 9A Managing animals, invertebrates and contamination at receipt of *goods*

### Information

- The *accredited person* should consider the weather prior to opening and unpacking containers having *goods subject to biosecurity control*. For instance, bad weather such as high winds may increase the likelihood for some invertebrates to escape into the Australian environment and allow for some *contamination* (for example, spores) to spread more easily.
- A variety of methods may be adopted to contain, secure *animals* that have escaped from the *goods*. Consideration should be given to Work, Health and Safety and the potential risk of injury to persons attempting to contain *animals* through physical capture. For *animals* like cats that could cause significant harm from a bite or scratch, alternative methods to contain the *animal* may include securing the *animal* in a building. Constant visual monitoring for other *animals* like snakes may provide effective means for containment pending a *departmental* response.
- *Contamination* is defined in the *approved arrangements* glossary and includes contaminants such as soil, seeds or other plant material, water and mould. The *department* must be notified where water and mould *contamination* is detected, as the *department* may direct the *goods* for treatment to manage any potential *biosecurity risk*.

KAO	Condition	Noncompliance guide
Containment	9.1 <i>Knockdown spray</i> must be located in the immediate area to where the <i>accredited person</i> is physically handling <i>goods subject to biosecurity control</i> .	<i>Major</i> QPR Ref: 4492
Isolation	9.2 Persons handling <i>goods subject to biosecurity control</i> must prevent the escape of any <i>biosecurity risks</i> into the Australian environment. This includes but is not limited to: <ol style="list-style-type: none"> <li>immediately moving <i>goods</i> once unpacked from the container to an indoor <i>biosecurity area</i>, or where <i>goods</i> arrive at the site not in a container, ensure the <i>goods</i> are moved immediately to an indoor <i>biosecurity area</i></li> <li>monitoring for <i>animals</i> and invertebrates, and evidence of <i>animal</i> and invertebrate activity at all times when handling <i>goods subject to biosecurity control</i>.</li> <li>taking immediate action to contain any <i>animals</i>, invertebrates and <i>contamination</i> and prevent their escape, in accordance with the conditions specified in this arrangement.</li> </ol>	<i>Major or critical</i> QPR Ref: 4493
Containment	9.3 The <i>accredited person</i> must visually verify the <i>goods subject to biosecurity control</i> (including the container) for the presence of <i>contamination</i> , live or dead <i>animals</i> , invertebrates and evidence of <i>animal</i> or invertebrate activity at the time <i>goods subject to biosecurity control</i> are received by the <i>biosecurity industry participant</i> at the <i>approved arrangement site</i> .	<i>Major</i> QPR Ref: 4494
Containment	9.4 Where live or dead <i>animals</i> , invertebrates or evidence of <i>animal</i> or invertebrate activity are detected in the container, at time the container is opened or during unpack, the <i>accredited person</i> must immediately close the container doors.	<i>Major</i> QPR Ref: 4494

## Table 9B Managing animals, invertebrates and contamination at receipt of *goods*

KAO	Condition	Noncompliance guide
Containment	9.5 Where live or dead <i>animals</i> are detected:	
	a. to have left the container, at time the container is opened or during unpack, or	
	b. on, in or emerge from <i>goods subject to biosecurity control</i> following unpack or that arrive at the <i>approved arrangement</i> site not in a container	
	the <i>accredited person</i> must immediately contain the <i>animal</i> by:	Major or critical QPR Ref: 4496
	c. capturing and containing the <i>animals</i> in a cage, container or receptacle, if safe to do so,	
Containment	d. containing the <i>animal</i> in a building or other structure at the <i>approved arrangement site</i> , or	
	e. if it is not safe to attempt to contain the <i>animal</i> , maintaining constant observation of the location that the <i>animals</i> escaped into pending further advice by the <i>department</i> .	
	9.6 Where live invertebrates are detected:	
	a. to have left the container at time the container is opened or during unpack, or	
	b. on <i>goods subject to biosecurity control</i> following unpack or that arrive at the <i>approved arrangement site</i> not in a container	Major or critical QPR Ref: 4497
Notification	the <i>accredited person</i> must:	
	c. apply <i>knockdown spray</i> to the invertebrate to prevent its escape, and	
	d. collect the invertebrate and secure it in a sealed plastic bag or container (e.g. vial) at the <i>approved arrangement site</i> .	
	9.7 The <i>department</i> must be notified immediately where live or dead <i>animals</i> or invertebrates or evidence of <i>animal</i> or invertebrate activity are detected:	
	a. in the container, at time the container is opened or during unpack, or	Major QPR Ref: 4498
Contamination	b. to have left the container, at time the container is opened or during unpack, or	
	c. on, in or emerge from <i>goods subject to biosecurity control</i> following unpack or that arrive at the <i>approved arrangement</i> site not in a container.	
	9.8 Where water or mould <i>contamination</i> is detected on:	
	a. an internal surface of the container, or	
	b. <i>goods</i> within, or unpacked from the container, or	
Notification	c. <i>goods</i> that arrive at the <i>approved arrangement site</i> not in a container	Major QPR Ref: 4499
	the <i>accredited person</i> must immediately contain the <i>goods</i> by:	
	d. closing the container doors, where the <i>contamination</i> is detected within the container, or	
Notification	e. moving the <i>goods</i> , those already unpacked from the container or arrive at the site not in a container, to an indoor <i>biosecurity area</i> .	
	9.9 The <i>department</i> must be notified immediately where water and/or mould <i>contamination</i> is detected on:	
	a. an internal surface of the container, or	Major QPR Ref: 4500
Notification	b. <i>goods</i> within or unpacked from the container, or	
	c. <i>goods</i> that arrive at the <i>approved arrangement site</i> not in a container.	

## Table 9C Managing animals, invertebrates and contamination at receipt of *goods*

KAO	Condition	Noncompliance guide
Containment	<p>9.10 Where <i>contamination</i>, other than water and/or mould, is detected:</p> <ol style="list-style-type: none"> <li>to have fallen from the external container surface, or</li> <li>on an internal surface of the container, but not on the <i>goods</i>, or</li> <li>to have fallen from the <i>goods</i> during unpack</li> </ol> <p>the <i>accredited person</i> must immediately:</p> <ol style="list-style-type: none"> <li>collect (sweep up) the <i>contamination</i>, and</li> <li>place the <i>contamination</i> in a <i>biosecurity waste</i> container.</li> </ol>	<p><i>Major</i> QPR Ref: 4501</p>

## Table 10 Processing *goods subject to biosecurity control*

### Information

- Where domestic *goods* or imported *goods* that have been *released from biosecurity control* are mixed with *goods subject to biosecurity control* during processing or are processed using equipment that has not been cleaned to remove *contamination* following processing of *goods subject to biosecurity control*, then the *goods* must be handled in accordance with conditions for *goods subject to biosecurity control*.
- Equipment used to process *goods subject to biosecurity control* needs to be fit for purpose and calibrated in order to ensure *goods* can be processed in accordance with import conditions.
- The *department* will provide further instruction or *direction* to the *biosecurity industry participant* where processing activities cannot be performed/completed, for example:
  - due to detection of processing failures or other equipment malfunctions, or
  - where *goods subject to biosecurity control* are processed together with other *goods subject to biosecurity control*; and the *biosecurity industry participant* is unable to achieve the required processed parameters for each of the *goods*, where different.

KAO	Condition	Noncompliance guide
Treatment	<p>10.1 <i>Goods subject to biosecurity control</i> must be processed in accordance with:</p> <ol style="list-style-type: none"> <li>import conditions</li> <li>the conditions of the <i>approved arrangement</i>.</li> </ol>	<p><i>Critical</i> QPR Ref: 4502</p>
Supporting functions	<p>10.2 Equipment used to process <i>goods subject to biosecurity control</i> must be capable of achieving, maintaining and monitoring the processing parameters prescribed in the import conditions</p>	<p><i>Major or critical</i> QPR Ref: 4503</p>
Supporting functions	<p>10.3 Equipment used to process and monitor compliance with processing parameters for <i>goods subject to biosecurity control</i> must be calibrated in accordance with manufacturers specifications.</p>	<p><i>Major or critical</i> QPR Ref: 4504</p>
Containment	<p>10.4 If at any stage the <i>biosecurity industry participant</i> determines that <i>goods subject to biosecurity control</i> cannot be processed in accordance with import conditions or the conditions of the <i>approved arrangement</i>, then:</p> <ol style="list-style-type: none"> <li>processing activities must cease</li> <li>the <i>goods</i> must be secured in a <i>biosecurity area</i>.</li> </ol>	<p><i>Major or critical</i> QPR Ref: 4505</p>
Notification	<p>10.5 The <i>department</i> must be notified immediately where the <i>biosecurity industry participant</i> is unable to process <i>goods subject to biosecurity control</i> in accordance with import conditions or the conditions of the <i>approved arrangement</i>.</p>	<p><i>Major</i> QPR Ref: 4506</p>

## Table 11 Releasing *goods subject to biosecurity control*

### Information

- Records created by the *biosecurity industry participant* declaring the *goods subject to biosecurity control* have been processed in accordance with this arrangement and import conditions are required to be kept in accordance with record keeping requirement for this arrangement.
- Records declaring *goods subject to biosecurity control* have been processed in accordance with this arrangement and import conditions to enable *release from biosecurity control*, provides the *biosecurity industry participant* the permission for the *goods* to leave the *biosecurity area* and the *approved arrangement site*.

KAO	Condition	Noncompliance guide
Release	11.1 <i>Goods subject to biosecurity control</i> must only be <i>released from biosecurity control</i> when:	<i>Critical</i> QPR Ref: 4507
	<ul style="list-style-type: none"> <li>a. they are processed in accordance with the import conditions and the conditions of the <i>approved arrangement</i></li> <li>b. a record is created by the <i>biosecurity industry participant</i> that declares the <i>goods</i> have been processed in accordance with this arrangement and import conditions.</li> </ul>	

## Table 12A Waste

### Information

- Biosecurity waste* includes any:
  - contamination*, cargo and packaging residues and spillages cleaned up from *goods subject to biosecurity control* or removed from equipment having direct contact with *goods subject to biosecurity control*
  - vegetation that is required to be collected/removed from certain areas at the *approved arrangement site* and disposed of a *biosecurity waste*
  - other waste material subject to a *department* approved disposal method as prescribe in import conditions and *biosecurity directions*.
- Department* approved disposal methods include:

Solid waste disposal	Liquid waste disposal
Incineration (class 8.1)	Municipal sewer
Burial (class 8.2)	
Autoclave (class 8.3)	
As prescribed in the <i>import permit</i> or other <i>biosecurity direction</i> .	

KAO	Condition	Noncompliance guide
Treatment	12.1 Packaging (cartons, plastic sleeves, pouches, empty bags) removed from <i>goods subject to biosecurity control</i> must be disposed of by a <i>department</i> approved method for <i>biosecurity waste</i> .	<i>Major or critical</i> QPR Ref: 4508
Containment	12.2 Waste containers must be provided for loose items, contamination, residues, spillages or material from <i>goods subject to biosecurity control</i> .	<i>Major</i> QPR Ref: 4041
Containment	12.3 The <i>biosecurity waste</i> container must:	<i>Major or critical</i> QPR Ref: 3943
	<ul style="list-style-type: none"> <li>a. be leak and <i>pest-proof</i></li> <li>b. have a secure lid.</li> </ul>	
Identification	12.4 The <i>biosecurity waste</i> container must be labelled ' <i>Biosecurity Waste</i> '.	<i>Minor</i> QPR Ref: 4260
Containment	12.5 Lids of <i>biosecurity waste</i> containers must remain closed except when opened to add or remove <i>biosecurity waste</i> .	<i>Major or critical</i> QPR Ref: 4509



**Table 12B Waste**

KAO	Condition	Noncompliance guide
Treatment	12.6 Any <i>goods subject to biosecurity control</i> that remain at the <i>approved arrangement site</i> must be treated or destroyed in accordance with a <i>department</i> approved method or transferred to another <i>approved arrangement site</i> with prior approval from the <i>department</i> . The <i>biosecurity industry participant</i> will be liable for associated costs.	<i>Critical</i> QPR Ref: 4258
Treatment	12.7 <i>Biosecurity waste</i> , both liquid and solid, must be effectively contained and decontaminated or disposed of by a <i>department</i> approved method.	<i>Major or critical</i> QPR Ref: 4259
Movement	12.8 Solid waste disposal must only be undertaken at an <i>approved arrangement site</i> that is approved for waste disposal.	<i>Major or critical</i> QPR Ref: 4340
Containment	12.9 Soil traps must be installed in drains in locations where drainage inflow is likely to contain solids from <i>goods subject to biosecurity control</i> .	<i>Major</i> QPR Ref: 2976
Treatment	12.10 Installed soil traps must be cleaned to prevent the blocking of drainage outflow systems that remove solids (e.g. detritus, plant refuse or other particulates). Any solids removed must be disposed of as <i>biosecurity waste</i> .	<i>Critical</i> QPR Ref: 3312
Movement	12.11 <i>Biosecurity waste</i> must be transported by a <i>department</i> approved waste transporter.	<i>Major</i> QPR Ref: 2097
Movement	12.12 <i>Goods</i> being moved off site for treatment (including fumigation, cleaning, heat and irradiation) must be: <ul style="list-style-type: none"> <li>a. secured in order to prevent the potential escape and/or spread of <i>biosecurity risk material</i></li> <li>b. transported directly to a <i>department</i> approved site, in line with the applicable <i>departmental direction</i>.</li> </ul>	<i>Major</i> QPR Ref: 3949
Awareness	12.13 <i>Biosecurity waste</i> must be identified as such to the waste disposal company and waste transporter.	<i>Minor or Major</i> QPR Ref: 1091

**Table 13A 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	Noncompliance guide
Traceability	13.1 <i>Goods subject to biosecurity control</i> must be traceable in terms of (where applicable): <ul style="list-style-type: none"> <li>a. <i>biosecurity direction</i> number</li> <li>b. <i>import permit</i> number</li> <li>c. Air Waybill or Bill of Lading number</li> <li>d. date of receipt</li> <li>e. processing (including inspection, treatment, testing) details</li> <li>f. <i>release from biosecurity control</i></li> <li>g. disposal details</li> <li>h. storage location</li> <li>i. <i>accredited person</i> responsible for the items.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Major</i></li> <li>b. <i>Major</i></li> <li>c. <i>Minor</i></li> <li>d. <i>Major</i></li> <li>e. <i>Major</i></li> <li>f. <i>Major</i></li> <li>g. <i>Major</i></li> <li>h. <i>Major</i></li> <li>i. <i>Major</i></li> </ul> QPR Ref: 3517

**Table 13B Records**

KAO	Condition	Noncompliance guide
Traceability	<p>13.2 Records for each consignment of <i>goods subject to biosecurity control</i> must include:</p> <ul style="list-style-type: none"> <li>a. <i>biosecurity direction</i></li> <li>b. <i>import permit</i></li> <li>c. container number (where applicable)</li> <li>d. container <i>seal</i> number (where applicable)</li> <li>e. description of the <i>goods subject to biosecurity control</i> (including scientific names, if applicable)</li> <li>f. date of receipt of <i>goods</i> and country of origin</li> <li>g. quantity / volume/ weight received</li> <li>h. details of any discrepancies identified on arrival, including actions taken to secure the consignment onsite</li> <li>i. the date of movement and the <i>department's</i> permission for any movement of <i>goods subject to biosecurity control</i> from the <i>approved arrangement site</i></li> <li>j. notice of release of <i>goods subject to biosecurity control</i></li> <li>k. details of notifications to the <i>department</i>, including date and reason for the contact.</li> </ul>	<p><i>Minor, Major or critical</i> QPR Ref: 4510</p>
Traceability	<p>13.3 Records of processing for <i>goods subject to biosecurity control</i> must include:</p> <ul style="list-style-type: none"> <li>a. date of processing</li> <li>b. the quantity / volume / weight used</li> <li>c. the quantity / volume / weight that remains unprocessed in storage</li> <li>d. type of processing</li> <li>e. details of processing parameters achieved e.g. logs showing the temperature range and duration</li> <li>f. details of any instances where <i>goods</i> have not been processed in accordance with import conditions.</li> </ul>	<p><i>Major</i> QPR Ref: 4511</p>
Traceability	<p>13.4 Records of calibration for equipment used to process <i>goods subject to biosecurity control</i> must include:</p> <ul style="list-style-type: none"> <li>a. date on which the calibration was performed</li> <li>b. name and address of any third party that performed the calibration on behalf of the <i>biosecurity industry participant</i>.</li> </ul>	<p><i>Major</i> QPR Ref: 4512</p>
Traceability	<p>13.5 <i>Accredited persons</i> records must include:</p> <ul style="list-style-type: none"> <li>a. name of <i>accredited person</i></li> <li>b. date accreditation training completed</li> <li>c. method of accreditation training (online or in-house)</li> <li>d. copy of online training accreditation certificate – if applicable</li> <li>e. copy of in-house training attendance record – if applicable.</li> </ul>	<p><i>Major</i> QPR Ref: 4275</p>
Traceability	<p>13.6 The following <i>animal</i> and invertebrate detection records must be maintained:</p> <ul style="list-style-type: none"> <li>a. date and times of detection</li> <li>b. identity of person conducting the monitoring and recording the detection</li> <li>c. locations of <i>animal/invertebrate</i> detected</li> <li>d. description of area of spread of <i>animal/invertebrate</i></li> <li>e. identification of <i>biosecurity direction</i> numbers of any imported consignments that detections are associated with</li> <li>f. description of level of <i>infestation</i>, i.e. <i>animal/invertebrate</i> numbers</li> <li>g. details of notifications to the <i>department</i>, including date and reason for the contact.</li> </ul>	<p><i>Minor or Major or critical</i> QPR Ref: 4513</p>

**Table 13C Records**

KAO	Condition	Noncompliance guide
Traceability	13.7 The following vegetation detection records must be maintained: <ol style="list-style-type: none"> <li>date and time of detection</li> <li>identity of person conducting the monitoring and recording the detection</li> <li>locations of vegetation detected</li> <li>description of the level of vegetation, including common and scientific name if known.</li> </ol>	<i>Minor or Major or critical</i> QPR Ref: 4514
Traceability	13.8 <i>Biosecurity waste</i> pickup records must include: <ol style="list-style-type: none"> <li>quantity / volume /weight</li> <li>date and time of pickup</li> <li>waste collection company name</li> <li>vehicle registration number</li> <li>destination (for treatment/disposal)</li> <li>confirmation driver is aware waste is <i>biosecurity waste</i></li> <li>name and signature of <i>accredited person</i> supervising pickup of <i>biosecurity waste</i>.</li> </ol>	<i>Minor or Major or critical</i> QPR Ref: 4272
Traceability	13.9 Records of the cleaning and disinfecting of the waste receptacles must be kept. Records to include: <ol style="list-style-type: none"> <li>date of cleaning waste receptacles</li> <li>name of <i>department</i> approved disinfectant used</li> <li>name and signature of person cleaning waste receptacles.</li> </ol>	<i>Minor or Major</i> QPR Ref: 4515
Traceability	13.10 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>Minor or Major</i> QPR Ref: 4004
Traceability	13.11 Records must be made available to the <i>department</i> upon request.	<i>Minor or Major</i> QPR Ref: 3944

**Table 14 Ceasing operations Information**

- The *biosecurity industry participant* is liable for all costs associated with closing and ceasing operations as an *approved arrangement site*.

KAO	Condition	Noncompliance guide
Notification	14.1 The <i>department</i> must be notified, <a href="mailto:aa.canberra@awe.gov.au">aa.canberra@awe.gov.au</a> , at least 15 working days prior to intended: <ol style="list-style-type: none"> <li>closure of a current <i>approved arrangement site</i></li> <li>relocation of the business, including the <i>approved arrangement class</i> function</li> <li>ceasing of operation as an <i>approved arrangement site</i>.</li> </ol>	<i>Major</i> QPR Ref: 3699
Treatment	14.2 Any <i>goods subject to biosecurity control</i> that remain at the <i>approved arrangement site</i> must be: <ol style="list-style-type: none"> <li>treated or destroyed in accordance with a <i>department</i> approved method or</li> <li>transferred to another <i>approved arrangement site</i> with prior approval from the <i>department</i>.</li> </ol>	<i>Major</i> QPR Ref: 4516

Table 15A Site Maps

KAO	Condition	Noncompliance guide
Identification	<p>15.1 An up-to-date <i>approved arrangement site</i> map that clearly identifies and accurately represents all of the following must be provided to the <i>department</i>:</p> <p><u>Identifying details</u></p> <ul style="list-style-type: none"> <li>a. Date of preparation and version number of <i>approved arrangement site</i> map</li> <li>b. <i>Approved arrangement site</i> reference number</li> <li>c. Physical address of <i>approved arrangement site</i></li> </ul> <p><u>Site Boundary</u></p> <ul style="list-style-type: none"> <li>d. Accurate and precise representation and measurement (within 5% or 1 metre, whichever is less) of the shape, location and dimensions of the <i>approved arrangement site boundary</i></li> </ul> <p><u>Entry/exit points</u></p> <ul style="list-style-type: none"> <li>e. Location of entry and exit points on the <i>approved arrangement site boundary</i></li> </ul> <p><u>Roads</u></p> <ul style="list-style-type: none"> <li>f. Locations and names (if names exist) of the following roads: <ul style="list-style-type: none"> <li>i. Public roads immediately adjacent to the <i>approved arrangement site boundary</i>, and</li> <li>ii. <i>Approved arrangement site</i> access roads (public or private),</li> </ul> </li> </ul> <p><u>Significant site areas</u></p> <ul style="list-style-type: none"> <li>g. Function and locations of <i>significant site areas</i> within the <i>approved arrangement site</i></li> </ul> <p><u>Location, size and shape of biosecurity areas</u></p> <ul style="list-style-type: none"> <li>h. Location of <i>biosecurity area</i> boundaries within the <i>approved arrangement site</i> that provides: <ul style="list-style-type: none"> <li>i. Accurate and precise measurements (within 5% or 1 metre, whichever is less) of the location of <i>biosecurity areas</i> in relation to distances from one or both of the following: <ul style="list-style-type: none"> <li>- the <i>approved arrangement site boundary</i>, or</li> <li>- <i>permanent structures</i> within the <i>approved arrangement site</i></li> </ul> </li> <li>ii. Accurate and precise dimensions (within 5% or 1 metre, whichever is less ) of <i>biosecurity areas</i>, and</li> <li>iii. Accurate representation of the shape of <i>biosecurity areas</i>.</li> </ul> </li> </ul> <p><u>Areas used by other entities</u></p> <ul style="list-style-type: none"> <li>i. The location of the boundary of any areas within the <i>approved arrangement site boundary</i> that are under the: <ul style="list-style-type: none"> <li>i. occupancy or control, or</li> <li>ii. shared occupancy or control of any other entities (note that this includes subleasing arrangements),</li> </ul> </li> </ul> <p><u>Other locations</u></p> <ul style="list-style-type: none"> <li>j. Location of traffic zones for vehicles/machinery within the <i>approved arrangement site</i></li> <li>k. Location of emergency assembly areas</li> <li>l. Location of first aid points</li> <li>m. Location of car parking for <i>departmental</i> officers.</li> </ul>	<p>Major</p> <p>QPR Ref: 4279</p>

**Table 15B Site Maps**

KAO	Condition	Noncompliance guide
Arrangement compliance	<p>15.2 <i>Departmental</i> approval displayed on the site map must be obtained prior to implementing any changes to any of the following:</p> <ol style="list-style-type: none"> <li>a. The location and/or construction of any part of the <i>approved arrangement site boundary</i></li> <li>b. The location and/or construction of any part of a <i>biosecurity area</i> boundary</li> <li>c. The location and/or construction of any part of the boundary of any areas within the <i>approved arrangement site boundary</i> that are under the: <ol style="list-style-type: none"> <li>i. occupancy or control, or</li> <li>ii. shared occupancy or control of any other entities (note that this includes subleasing arrangements)</li> </ol> </li> <li>d. The identity of any other entities that: <ol style="list-style-type: none"> <li>i. occupy or control, or</li> <li>ii. share occupancy or control of any areas within the <i>approved arrangement site boundary</i> (note that this includes subleasing arrangements).</li> </ol> </li> </ol>	<p><i>Major</i> QPR Ref: 4280</p>
Arrangement compliance	<p>15.3 <i>Approved arrangement site</i> maps must be submitted to the <i>department</i> at <a href="mailto:aa.canberra@awe.gov.au">aa.canberra@awe.gov.au</a> at the following times:</p> <ol style="list-style-type: none"> <li>a. On application for: <ol style="list-style-type: none"> <li>i. A new <i>approved arrangement site</i></li> <li>ii. <i>Departmental</i> approval for changes to the location of any part of the <i>approved arrangement site boundary</i> or any part of a <i>biosecurity area</i> boundary</li> <li>iii. <i>Departmental</i> approval for changes to the location of any part of the boundary of any areas within the <i>approved arrangement site boundary</i> that are under the: <ul style="list-style-type: none"> <li>- occupancy or control, or</li> <li>- shared occupancy or control of any other entities (note that this includes subleasing arrangements)</li> </ul> </li> </ol> </li> <li>b. Within 15 <i>business days</i> of implementing changes to the locations or functions of structures/areas on the <i>approved arrangement site</i>, for <i>approved arrangement site</i> changes that do not that involve a change to the location of any parts of the following: <ol style="list-style-type: none"> <li>i. The <i>approved arrangement site boundary</i></li> <li>ii. A <i>biosecurity area</i> boundary</li> <li>iii. The boundary of any areas within the <i>approved arrangement site boundary</i> that are under the: <ul style="list-style-type: none"> <li>- occupancy or control, or</li> <li>- shared occupancy or control of any other entities (note that this includes subleasing arrangements).</li> </ul> </li> </ol> </li> </ol>	<p><i>Major</i> QPR Ref: 4281</p>
Arrangement compliance	<p>15.4 The most recent <i>department</i>-approved <i>approved arrangement site</i> map and displaying the <i>department's</i> approval must be:</p> <ol style="list-style-type: none"> <li>a. Prominently displayed at the: <ol style="list-style-type: none"> <li>i. entry to the <i>approved arrangement site</i>, or</li> <li>ii. entry to the primary building within the <i>approved arrangement site</i>, or where applicable</li> <li>iii. primary <i>biosecurity area</i> where <i>inspection of goods subject to biosecurity control</i> is performed</li> </ol> </li> <li>b. a minimum of A3 size, readable and legible.</li> </ol>	<p><i>Major</i> QPR Ref: 4282</p>

**Table 15C Site Maps**

KAO	Condition	Noncompliance guide
Notification	<p>15.5 The <i>department</i> must be notified by email to <a href="mailto:aa.canberra@awe.gov.au">aa.canberra@awe.gov.au</a> of any proposed changes to any of the following:</p> <ol style="list-style-type: none"> <li>the location and/or construction of any part of the <i>approved arrangement site boundary</i></li> <li>the location and/or construction of any part of a <i>biosecurity area boundary</i></li> <li>the location and/or construction of any part of the boundary of any areas within the <i>approved arrangement site boundary</i> that are shared with or under the control of other entities (including under subleasing arrangements)</li> <li>the identity of any other entities that share or control any areas within the <i>approved arrangement site boundary</i>.</li> </ol>	<p><i>Major</i> QPR Ref: 4285</p>

**Table 16 Organisational chart**

KAO	Condition	Noncompliance guide
Arrangement compliance	<p>16.1 An up-to-date organisation chart or list for the <i>approved arrangement site</i> must be prepared and maintained that identifies the following:</p> <ol style="list-style-type: none"> <li>names of persons performing the following roles: <ol style="list-style-type: none"> <li><i>approved arrangement manager</i></li> <li><i>approved arrangement contact person(s)</i> for the <i>approved arrangement site</i></li> <li><i>approved arrangement accredited person(s)</i> for the <i>approved arrangement site</i></li> </ol> </li> <li>date of preparation of the chart or list.</li> </ol>	<p><i>Major</i> QPR Ref: 4283</p>
Arrangement compliance	<p>16.2 The organisation chart or list must be:</p> <ol style="list-style-type: none"> <li>prominently displayed at the: <ol style="list-style-type: none"> <li>entry to the <i>approved arrangement site</i>, or</li> <li>entry to the primary building within the <i>approved arrangement site</i>, or</li> <li>primary <i>biosecurity area</i> where <i>inspection of goods subject to biosecurity control</i> is performed</li> </ol> </li> <li>a minimum of A3 size, readable and legible.</li> </ol>	<p><i>Major</i> QPR Ref: 4284</p>

## Table 17A Compliance Information

- *Release from biosecurity control* includes release by a *biosecurity industry participant* subject to s162 *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)*.
- Those events to be notified are advised on import permits, *directions*, class conditions, non-standard conditions (variations), *PMS* and *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	17.1 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> </ol>	<i>Major or critical</i> QPR Ref: 4316
Arrangement compliance	17.2 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with the conditions of the relevant <i>approved arrangement class</i> .	<i>Major or critical</i> QPR Ref: 3535
Arrangement compliance	17.3 <i>Goods subject to biosecurity control</i> must be maintained and processed at an <i>approved arrangement site</i> appropriate for the <i>biosecurity risk</i> associated with the <i>goods</i> .	<i>Minor or Major or critical</i> QPR Ref: 2992
Arrangement compliance	17.4 <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 or Major or critical</i> QPR Ref: 2993
Arrangement compliance	17.5 <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> QPR Ref: 3536
Arrangement compliance	17.6 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with any other <i>direction</i> from the <i>department</i> .	<i>Minor or Major or critical</i> QPR Ref: 2995
Arrangement compliance	17.7 <i>Goods subject to biosecurity control</i> must be handled and maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	<i>Minor or Major or critical</i> QPR Ref: 2996
Notification	17.8 The <i>department</i> must be notified immediately following detection of any of the following : <ol style="list-style-type: none"> <li><i>goods subject to biosecurity control</i> have left the <i>approved arrangement site</i>, inadvertently or deliberately, without prior written <i>direction</i> or approval from the <i>department</i></li> <li><i>goods subject to biosecurity control</i> were not maintained and processed in accordance with the conditions of the relevant <i>approved arrangement class</i></li> <li><i>goods subject to biosecurity control</i> were not maintained processed in accordance with import conditions specified in the <i>department's Biosecurity Import Conditions Database (BICON)</i> and/or <i>import permit</i></li> <li><i>goods subject to biosecurity control</i> were not maintained and processed in accordance with any other <i>direction</i> from the <i>department</i></li> <li><i>goods subject to biosecurity control</i> were not maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.</li> <li>the <i>approved arrangement site</i> is not appropriate to manage the <i>biosecurity risk</i> associated with <i>the goods subject to biosecurity control</i>.</li> </ol>	<i>Major or critical</i> QPR Ref: 4517

## Table 17B Compliance

KAO	Condition	Noncompliance guide
Arrangement compliance	17.9 <i>Departmental</i> officers and <i>department</i> approved <i>auditors</i> , must be provided access to the <i>approved arrangement site</i> to perform the functions and exercise the powers conferred on them by the <i>Biosecurity Act</i> or another law of the Commonwealth.	<i>Critical</i> QPR Ref: 3013
Arrangement compliance	17.10 <i>Biosecurity officers</i> must be provided with all reasonable facilities, assistance and information necessary for the effective performance of their functions or duties or the exercise of their powers under the <i>Biosecurity Act</i> .	<i>Major or critical</i> QPR Ref: 4518
Arrangement compliance	17.11 Information (verbal, electronic or hard copy) provided to the <i>department</i> must be accurate. Note: Civil, criminal and regulatory penalties apply to giving false or misleading information.	<i>Major or critical</i> QPR Ref: 4519
Arrangement compliance	17.12 <i>Department</i> approved <i>auditors</i> must be permitted to collect evidence of compliance and noncompliance with <i>approved arrangement conditions</i> through actions including the copying of documents and taking of photographs.	<i>Major or critical</i> QPR Ref: 3016
Arrangement compliance	17.13 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the <i>approved arrangement site</i> . Unexpected events include: <ul style="list-style-type: none"> <li>a. appearance of <i>pests</i> or symptoms of <i>disease</i></li> <li>b. structural damage (due to storms etc.)</li> <li>c. accident during transit</li> <li>d. unauthorised removal of <i>goods subject to biosecurity control</i></li> <li>e. spillages of <i>goods subject to biosecurity control</i></li> <li>f. sudden unavailability of an <i>accredited person</i>.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Major</i></li> <li>b. <i>Major</i></li> <li>c. <i>Major</i></li> <li>d. <i>Major</i></li> <li>e. <i>Major</i></li> <li>f. <i>Major</i></li> </ul> QPR Ref: 3009
Notification	17.14 The <i>department</i> must be notified, <a href="mailto:aa.canberra@awe.gov.au">aa.canberra@awe.gov.au</a> , at least 15 <i>business days</i> prior to any modification to, or closure of, <i>biosecurity areas</i> where <i>goods subject to biosecurity control</i> are stored or treated/processed or otherwise dealt with.	<i>Major or critical</i> QPR Ref: 4520
Compliance	17.15 <i>Departmental</i> approval must be obtained prior to implementing changes to the location and/or construction of the <i>approved arrangement site</i> or <i>biosecurity area</i> boundaries.	<i>Major</i> QPR Ref: 4024
Notification	17.16 The <i>department</i> must be notified by email to <a href="mailto:aa.canberra@awe.gov.au">aa.canberra@awe.gov.au</a> of any proposed changes to any of the following: <ul style="list-style-type: none"> <li>a. The location and/or construction of any part of the <i>approved arrangement site boundary</i></li> <li>b. The location and/or construction of any part of a <i>biosecurity area</i> boundary</li> <li>c. The location and/or construction of any part of the boundary of any areas within the <i>approved arrangement site boundary</i> that are under the: <ul style="list-style-type: none"> <li>i. occupancy or control, or</li> <li>ii. shared occupancy or control of any other entities (note that this includes subleasing arrangements)</li> </ul> </li> <li>d. The identity of any other entities that: <ul style="list-style-type: none"> <li>i. occupy or control, or</li> <li>ii. share occupancy or control of any areas within the approved arrangement site boundary (note that this includes subleasing arrangements).</li> </ul> </li> </ul>	<i>Major or critical</i> QPR Ref: 4521



**Table 17C Compliance**

KAO	Condition	Noncompliance guide
Arrangement compliance	<p>17.17 The <i>biosecurity industry participant</i> must notify the <i>department</i>, <a href="mailto:aa.canberra@awe.gov.au">aa.canberra@awe.gov.au</a>, within 15 <i>business days</i> 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 2012, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i></li> <li>b. debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2012, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i></li> <li>c. refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an <i>Import Permit</i>, quarantine approved premises, compliance agreement or <i>approved arrangement</i> under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2012</i>.</li> </ul>	<p><i>Critical</i> QPR Ref: 3012</p>
Notification	<p>17.19 The <i>biosecurity industry participant</i> must notify the <i>department</i> notified, <a href="mailto:aa.canberra@awe.gov.au">aa.canberra@awe.gov.au</a>, within 15 <i>business days</i> 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>	<p><i>Major or critical</i> QPR Ref: 3836</p>