# Contract of Services

<Date>

This document outlines the agreements reached between:

<Airline operator name> and <Treatment provider name>, for the disinsection treatment for flights departing to Australia and New Zealand.

1 <Airline operator>will ensure that <Treatment provider> has at all times the

most up-to-date copy of the *[Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand,](http://www.agriculture.gov.au/biosecurity/avm/aircraft/disinsection/procedures/schedule-aircraft-disinsection) and documentation identified in Appendix A.*

2 <Treatment provider> will ensure that trained personnel have completed a course of training including no less than the following:

* [*Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand,*](http://www.agriculture.gov.au/biosecurity/avm/aircraft/disinsection/procedures/schedule-aircraft-disinsection)
* biosecurity requirements in relation to aircraft disinsection and the requirements of the <Airline operator> approved arrangement with the Department of Agriculture, Water and the Environment
* procedures for the disinsection of the aircraft
* requirements for chemicals used
* Recordkeeping, including certification requirements.

3 <Treatment provider> will maintain records of training conducted and provide copies of those records to <Airline operator> when requested for audit purposes. <Treatment provider> will advise <Airline operator> the name of any person completing a course of training and forward a copy of the training certificate so details can be entered in the <Airline operator> register of trained persons.

4 <Treatment provider> will provide a copy, either electronic or hardcopy of the disinsection certificate issued to <Airline operator>. The electronic or hard copy must be carried on board and made available to an officer on request. <Treatment provider> will also retain a copy of any disinsection certificates for record purposes for 12 months and will make these available to an auditor when requested.

5 <Treatment provider> will maintain such records as are necessary to demonstrate that disinsection procedures have been carried out in accordance with the most up-to-date version of the *Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand.* <Treatment provider> undertakes to produce such records to a <Airline operator> auditor or a Biosecurity Officer when requested to do so.

6 <Airline operator> will conduct audits of <Treatment provider> at least once a year and maintain records of these audits.

7 The Department of Agriculture, Water and the Environment reserves the right to access <Airline operator> and <Treatment provider> disinsection operations and records for the purpose of auditing.

8 <Any other requirements as required by either the airline operator or treatment provider – delete if none>.

Agreed contact officers from each party are shown below:

**<Airline operator>**

|  |  |
| --- | --- |
| Name: |  |
| Postal address: |  |
| Phone: |  |
| Mobile: |  |
| E-mail: |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For <Airline operator>)

**<Treatment provider>**

|  |  |
| --- | --- |
| Name: |  |
| Postal address: |  |
| Phone: |  |
| Mobile: |  |
| E-mail: |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For <Treatment provider>)