



Mitigation and contingency processes template

Purpose of this document

This document is intended to provide a sample template for Safeguarding Arrangement Scheme applicants to outline and present their supply chain plan as part of their application.

If used, the template must be submitted on the applicants' own letterhead in accordance with the department's Minimum Document Policy.

The **mitigation processes** must demonstrate the supply chain can prevent and control goods from being exposed and contaminated with Brown Marmorated Stink Bug (BMSB) and other biosecurity risks. These processes can be supported by work manuals, weekly logs or the latest pest control reports.

The **contingency processes** must be outlined to demonstrate effective response actions in place for the management of BMSB detection or the incidents of biosecurity risks in the goods within the supply chain.

Detailed responses are required to accurately describe the processes. Both processes must be submitted to meet the requirements of the Safeguarding Arrangement Scheme.

Supplier name:

Mitigation processes

Outline the steps that occur throughout the supply chain (end-to-end) to ensure goods arrive BMSB free in Australia. These processes include monitoring and risk management.

Add additional rows as needed.

Process details	Supply chain process point	Address	Person/s responsible for overseeing this process	Frequency	Supporting evidence used
List the processes that take place from manufacture to arrival to prevent BMSB affecting the goods	Which point of the supply chain does this process occur? Manufacture/storage/packing/loading/ transport/ embarkation/unpacking	Provide physical address/es		How often is this process undertaken in the supply chain?	What documents support this step?
	Choose an item.				
	Choose an item.				
	Choose an item.				
	Choose an item.				

Contingency processes

Outline the contingency plans and responses if BMSB or contaminants are found at any point in the supply chain process.

*Noting that BMSB detections may not have occurred in the supply chain, the contingency process is an assurance to the department that response measures are ready if such an event occurs.

Add additional rows as needed.

Incident and response plan details	Supply chain process point	Person/s responsible for this process	Supporting evidence used
Describe the incident and the response plan.	Identify the supply chain process where incident occurs. Manufacture/storage/packing/loading/transport/ embarkation/unpacking		How does this incident get documented? What kind of documents support the response plan?
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

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