



# Safeguarding Arrangements Scheme

## Supply Chain Actions and Processes Guide

### Purpose of this document

Applicants must provide a Supply Chain Plan which shows the management workflow and/or processes that define the specific measures required to accomplish their end-to-end product delivery as part of the application process. The plan should contain the mechanisms for risk mitigation and contingency planning, such as how BMSB contamination will be minimised and managed if it is discovered.

This document is intended to assist applicants in completing the Supply Chain Plan requirement of their application, including providing sufficient information on the mitigation and contingency processes of the supply chain.

The department's assessment of the evidence provided will assist in determining a company's ability to manage seasonal hitchhiker pest risk in their various offshore supply chains from the point of manufacture to the point of embarkation (export).

The department is unable to approve applicants who cannot provide sufficient supporting evidence of seasonal hitchhiker pest mitigation and contingency processes. All supporting documentation must comply with the department's [Minimum Documents Policy](#).

### Considerations

The "Why is BMSB a Biosecurity Risk?" information sheet and the "Biosecurity and Hitchhiker Pest Contamination Guide" are useful references to provide information on different types of biosecurity risk material and suggested ways of mitigating these risks. These documents are available in the Downloads section of the [Safeguarding Arrangements webpage](#).

### Supply Chain Plan - Processes

The supply chain processes must be defined in supporting documentation and attached to the application form to support the supply chain plan.

Prior to completing the supply chain plan and the mitigation and contingency actions processes table as part of your application, please consider the following questions:

- Who is/are the person/s responsible for ensuring that the Safeguarding Arrangement document is current, and consistently applied across all supply chains that fall under the proposed Safeguarding Arrangement?
- What preventative measures are in place to reduce the risk of contamination?

- Are goods being treated in any way?
- What type of pest control methods are used? What types of chemicals etc. are applied? Do you have reports from any pest inspections/treatments applied?
- What are the storage times, and can they be managed/reduced to minimise risk (for example: storage periods of < 120 hours)?
- If storage time exceeds 120 hours, what type of consolidation/storage procedures will be used to manage/minimise risk?
- What types of inspections are carried out to monitor and/or detect risk?
- Are there relevant procedures and work instructions for staff to follow?
- Is the site located in, or within near proximity to, a rural/agricultural location?
- Are there vegetation and/or weed controls in place?
- Where are these processes applied throughout the supply chain(s)?
- How will supplier/contractor compliance with biosecurity management requirements be achieved?
- Are there container cleanliness procedures and checks?
- Are there methods for preventing cross contamination?
- What are the procedures on arrival into Australia?

Below is an example of the type of information to be included as part of the supply chain plan. The mitigations and contingency processes must demonstrate the supply chain can effectively control and prevent the goods from being exposed and contaminated with BMSB and other exotic pests.

Detailed responses are required to accurately describe the processes being performed. For example, inspection procedures for goods must outline the exact processes carried out by staff to determine an absence of biosecurity risk material / seasonal hitchhiker pests. It is not sufficient to simply mention that 'inspections are carried out'.

The requirements for the mitigation and contingency process are described in the sections below. Applicants must provide clearly defined plans for both their mitigation and contingency processes.

## Mitigation Plan

The methods in place to preserve practises and avoid contamination of the manufacturing site and commodities while being stored, loaded, and exported are known as mitigation processes.

In developing mitigation processes, you may wish to consider the following:

### **Activities undertaken at supply chain site(s) to detect, monitor and manage risk.**

- Can storage facilities be securely closed and sealed from the outside environment to prevent entry of insects?
- Are goods inspected whilst in storage, prior to loading or distribution to detect biosecurity/seasonal hitchhiker pest risk?
- How are the goods prepared for inspection by staff to detect biosecurity/seasonal hitchhiker pest risk? Can all areas of the goods and packaging be inspected?

- How are these inspections and checks recorded? Are there detailed inspection procedures of how inspections are conducted? Does the company have photos/images to support how these goods are inspected?
- What measures are in place for isolating infested goods to prevent cross-contamination?
- How will suppliers, contractors and sub-contractors be required to demonstrate compliance with these activities?

**Activities undertaken prior to packing/loading to minimise biosecurity risk.**

- What actions or processes are undertaken prior to loading to minimise contamination, e.g., cargo packed in under 120 hours; treatment of all cargo by a BMSB approved method; fumigation; inspection?
- What actions or processes are undertaken throughout the supply chain to detect any insect infestations, e.g., self-inspection?
- What actions or processes are undertaken throughout the supply chain to minimise cross-contamination, e.g., segregation of treated and non-treated cargo? Isolation of cargo destined for Australia?
- Are containers inspected before being packed?
- Does loading of containers take place inside a secure location?
- How will suppliers, contractors and sub-contractors be required to demonstrate compliance with these activities?

**Activities undertaken on arrival to minimise biosecurity risk.**

- What actions or processes are undertaken on arrival to identify and minimise contamination, e.g., unpacked in secure metropolitan location; treatment of all cargo by a BMSB approved method; fumigation; inspection?

## Contingency Plan

Contingency processes should address the actions taken in the event BMSB or other exotic pests are detected at any point in the supply chain. These actions will be different to the mitigation processes which are used to prevent risks from occurring in the first place.

In developing contingency processes, you may wish to consider the following:

**Response to biosecurity/seasonal hitchhiker pest contamination incidents.**

What actions or processes are undertaken across the supply chain to manage potential biosecurity/seasonal hitchhiker pest contamination?

Your supply chain plan needs to list how potential contamination incidents would be managed, including any follow up procedures following the successful removal of the contamination.

In developing the contingency processes, you may wish to consider the following:

- What is the type of potential contamination?

- Where in the supply chain has/may the incident occur (For example: manufacture, storage, packing/loading, transport, embarkation)?
- What control measures would be taken to manage identified instances of contamination? For example:
  - How would contamination be isolated/removed?
  - How will surrounding goods/areas be checked for contamination?
  - Will contaminated stock be replaced with non-contaminated stock?
  - Will the goods' previously known locations (such as manufacture/storage locations) also be checked for signs of contamination?
  - How will secondary locations/incidences of contamination be managed?
- Who are the persons responsible for undertaking control, investigative and compliance measures?
- Do the persons responsible for undertaking processes have all the relevant approvals? For example, if treatment was applied, are they an approved offshore BMSB treatment provider recognised by the department? Will the company utilise pest controllers? If so, how will the pest controllers manage the contamination incident?
- Will there be a record of the processes and/or treatments provided to the department that meets the department's minimum documentary and import policy requirements?
- How will the effectiveness of processes be determined? (e.g., was contamination successfully removed? Were there no further instances of contamination detected?).
- What if the treatment or other risk mitigation tools were not effective? Are there other secondary procedures in place to manage the risk?
- What follow-up measures will be taken to ensure similar instances of contamination do not occur in the future?
- Will the company keep records regarding the management of contamination issues?

The following Mitigation and Contingency Process template may be used to assist in the completion of a supply chain plan to support your application.

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.				

Please email [safeguarding@aff.gov.au](mailto:safeguarding@aff.gov.au) if you require assistance.

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