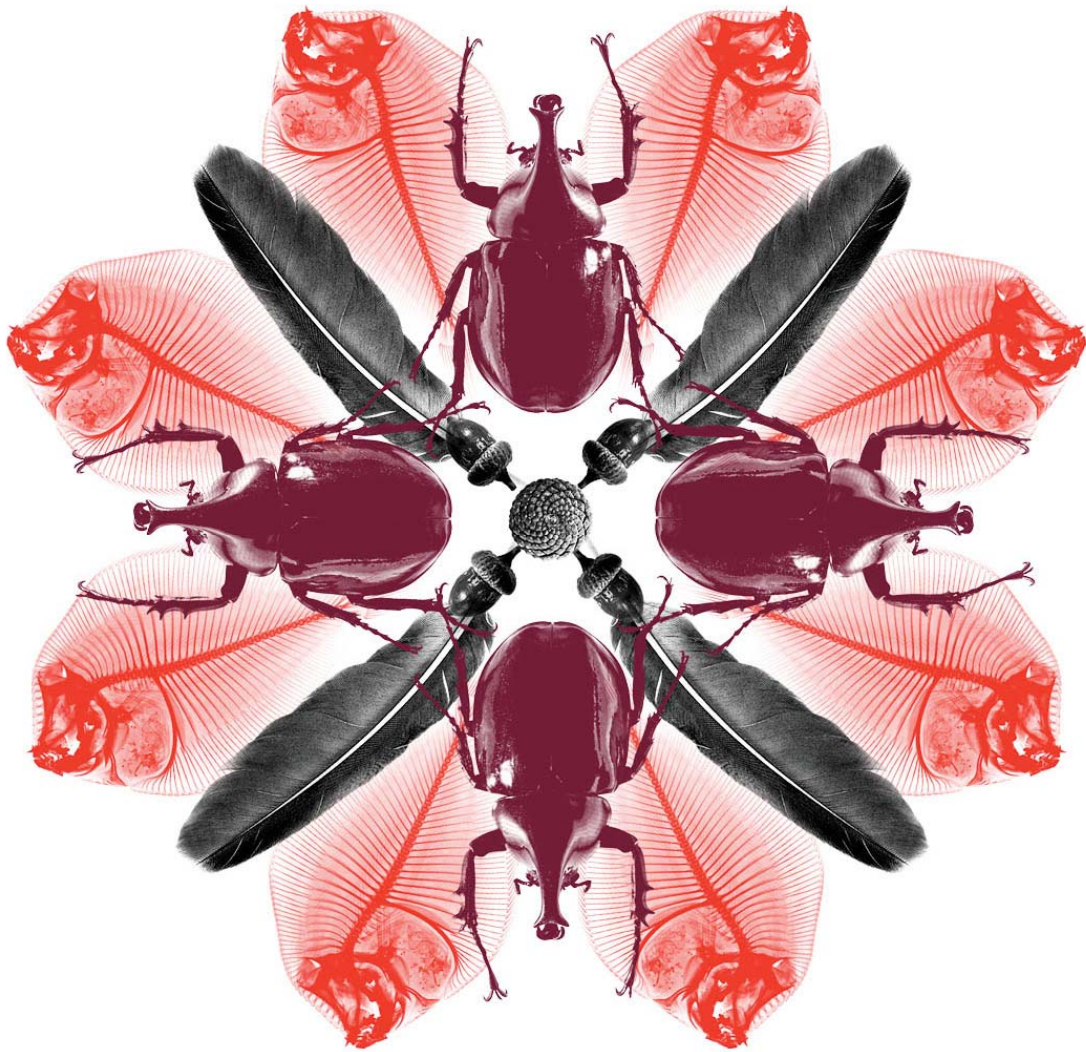


# Approved Arrangements

## For 2.8—Temporary storage of containerised refrigerated pig meat Requirements—Version 3.0



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### Version control

Updates to this document will occur automatically on the department's website and the revision table below will list the amendments as they are approved.

Date	Version	Amendments	Approved by
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	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section

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# Guide to using this document

This document sets out the requirements 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 (AA).

This document specifies the requirements to be met for the approval, operation and audit of this class of AA. Compliance with the requirements will be assessed by audit.

In the event of any inconsistency between these requirements 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 and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on AAs, AA regional contact details and copies of relevant AA documentation is available on the [department's website](#).

## Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

## Other documents

The *AA General Policies* should be read in conjunction with these requirements. They will assist in understanding and complying with the obligations and requirements for the establishment and operation of an AA.

## Nonconformity guide

The nonconformity classification against each criterion is provided as a guide only. If more than one nonconformity is listed against a requirement, the actual nonconformity applied will correspond to the gravity of the issue. The nonconformity recorded against any requirement remains at the discretion of the biosecurity officer.

Nonconformity classifications are detailed in the *AA General Policies*.

# AA Requirements

**Table 1 Purpose**

Requirements	Nonconformity guide
1.1 AA sites utilised for the temporary storage of refrigerated containers holding imported pig meat prior to movement to a class 2.5.2 site (temporary storage of containerised refrigerated pig meat), or a registered pig meat processing site under an AA.	Not applicable
1.2 Class 2.8 sites are utilised to undertake the temporary storage of refrigerated containers holding imported pig meat as required by the department for a maximum of five working days. If sites wish to hold containers for additional time, the nominated senior manager must apply in writing to the department providing reasons for special dispensation and any other relevant information to support the case. The department may seek further information before making a decision.	Not applicable
1.3 A class 2.8 site may be situated where there is adequate space available to place containers or in a building separate from other facilities or constructed as an isolated area within a building.	Not applicable
1.4 Class 2.8 sites are not approved for any other biosecurity operations, except where the site has separate approval under another class.	Not applicable

**Table 2 Site location**

Requirements	Nonconformity guide
2.1 Sites must generally be located within the metropolitan area of a declared port that has a permanently based biosecurity officer. Applications are subject to approval by the Director of Biosecurity and will be considered on their individual merits with consideration being given to the biosecurity risk and serviceability associated with the location of each site.	Not applicable

**Table 3 Prerequisite**

Requirements	Nonconformity guide
3.1 The sites must provide the department with documentary evidence that the site complies with relevant design and construction standards in the Building Code of Australia and any subsequent amendments or revisions to these Standards. The Biosecurity Industry Participant (BIP) is responsible for obtaining certification from a local government or Council Building Surveyor or contracting a recognised third party assessor to certify that the site meets the standards under the Building Code of Australia as specified by the Australian Building Codes Board.	Minor or major

**Table 4 Security**

<b>Requirements</b>	<b>Nonconformity guide</b>
4.1 Goods subject to biosecurity control must be located within a lockable site, or within a site that is located in an area surrounded by a lockable person-proof security fence.	Major or critical
4.2 The department must be informed immediately of any incidents that could significantly compromise the biosecurity integrity of the containers. These include: <ul style="list-style-type: none"> <li>• structural damage</li> <li>• electrical breakdowns</li> <li>• unauthorised entry and the removal or theft of material subject to biosecurity control</li> <li>• any accidents or spillage.</li> </ul>	Critical
4.3 Containers must be stored in such a manner that the door cannot be opened (such as door to door, or against a wall).	Major
4.4 A document detailing security arrangements must be provided to the department at initial application and at the request of a departmental officer.	Major
4.5 Access to the biosecurity areas must be limited to persons employed by the site. Site employees must accompany visitors to the biosecurity areas including biosecurity officers.	Major

**Table 5 Biosecurity area**

<b>Requirements</b>	<b>Nonconformity guide</b>
5.1 Biosecurity areas must have an impervious surface, which is free of significant cracking.	Major
5.2 The containers must not be placed over storm water drains or drainage systems that go directly to deep sewerage.	Critical
5.3 The biosecurity areas must be managed in a way that facilitates the easy identification of containers.	Major
5.4 Residues, contaminants and spillages from containers must be cleaned up and correctly disposed of by a department-approved method.	Major
5.5 Biosecurity areas must be managed to allow biosecurity officers to conduct adequate inspections of goods in a timely and effective manner. This can occur by having: <ul style="list-style-type: none"> <li>• illumination to a sufficient level within a building (this will require a minimum 400 lux in storage areas and 600 lux in biosecurity inspection areas)</li> <li>• goods accessible for inspection (this will require that goods be stored no more than 2.5 m high unless racks are used).</li> </ul> <p>Note: Accessible means goods must be able to be inspected as directed by a biosecurity officer. Generally, block stacking will not be regarded as being accessible.</p>	Major

**Table 6 Building and storage areas**

<b>Requirements</b>	<b>Nonconformity guide</b>
6.1 Areas where goods subject to biosecurity control are stored, handled or treated must display a sign to effectively convey that status.	Minor
6.2 Buildings, designated biosecurity areas and biosecurity inspection areas (including storage and receival zones and chutes), must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.	Major

**Table 7 Inspection area**

<b>Requirements</b>	<b>Nonconformity guide</b>
7.1 The biosecurity inspection area must be of a size commensurate with the proposed quantity of goods being handled and must be located within a lockable building, or within a building that is located in an area surrounded by a lockable person-proof security fence.	Critical
7.2 The biosecurity area must be sufficiently isolated from the main thoroughfare and clearly defined by one of the following: <ul style="list-style-type: none"> <li>• painted yellow line on the floor</li> <li>• permanently affixed person-proof security fence</li> <li>• separate room,</li> <li>• other department-approved method.</li> </ul>	Minor
7.3 The biosecurity and inspection areas must allow for biosecurity officers to easily inspect goods without work health and safety risks.	Major

**Table 8 Wash bays**

<b>Requirements</b>	<b>Nonconformity guide</b>
8.1 No unauthorised traffic or personnel (those not involved in the cleaning of goods subject to biosecurity control) or equipment are permitted on the wash pad, ramp or wash bay during treatments and cleaning.	Major
8.2 There must be adequate equipment available in order to carry out cleaning (steam/high pressure) and chemical disinfection spraying operations as directed by biosecurity officers.	Major

**Table 9 Waste disposal**

<b>Requirements</b>	<b>Nonconformity guide</b>
9.1 The biosecurity area must have a means of containing or directing any flow or wash-down water to the municipal sewage system or to another department-approved disposal method.	Critical
9.2 A document outlining the collection and disposal procedures of any biosecurity waste (such as through container breakdown) must be supplied with the application form.	Minor or major

**Table 10 Operating requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
10.1 Access to the entire AA site must be available to biosecurity officers.	Major or critical
Full details of the following must be faxed or emailed to the department before the containers are moved from the wharf: <ul style="list-style-type: none"> <li>• container number</li> <li>• seal number</li> <li>• Import Permit number</li> <li>• biosecurity entry number.</li> </ul>	Critical
10.3 Procedures must be in place for regular examination and maintenance of equipment. This will require a documented examination and maintenance schedule for all containers used for the storage of imported pig meat.	Major



**Table 11 Office and record requirements**

Requirements	Nonconformity guide
<p>11.1 An electronic or manual inventory detailing the nature, receipt, use and disposal of goods subject to biosecurity control imported through, entering or leaving the site must be maintained (these can be commercial documents).</p>	Major
<p>11.2 An annual summary of records, which includes the above information, must be provided, at audit and at the request of a departmental officer.</p>	Major
<p>11.3 Records for each consignment of goods subject to biosecurity control must include the:</p> <ul style="list-style-type: none"> <li>• type of regulated goods and the quantity</li> <li>• date of receipt of goods</li> <li>• location or part of site where each biosecurity consignment is held and quantity</li> <li>• disposal of any waste, including type of waste and the signature and date of the biosecurity officer who released the waste</li> <li>• details for any movement, including the date, name and address of class 2.5.2 (cold store), or an AA site the goods are moved to (a biosecurity direction will meet this requirement)</li> <li>• comprehensive details of any breaches of goods subject to biosecurity control from the site</li> <li>• biosecurity entry number</li> <li>• Import Permit number.</li> </ul>	Critical
<p>11.4 Office and general site requirements must provide the department with the confidence that applicable work health and safety standards have been met, this is achieved by:</p> <ul style="list-style-type: none"> <li>• providing a first aid cabinet/kit which is fully stocked and meets the minimum commercial Australian Standard (AS2675-1983: Portable first aid kits for use by consumers)</li> <li>• providing vehicle parking for visiting biosecurity officers (note: this may require department identified parking or providing a parking permit)</li> <li>• ensuring adequate security for any departmental technical equipment left on the site</li> <li>• providing access and the availability of: <ul style="list-style-type: none"> <li>- a desk, chair and a telephone with direct outside call access</li> <li>- toilet facilities</li> <li>- handwashing facilities and a hygienic means of drying hands</li> <li>- suitable arrangements to ensure amenities are clean.</li> </ul> </li> </ul>	Minor or major

**Table 12 Administration**

<b>Requirements</b>	<b>Nonconformity guide</b>
12.1 Control and security of the biosecurity area is the responsibility of the nominated senior person of the company. The name, designation/position title and contact details of the nominated person must be supplied with the application and at each renewal.	Minor
12.2 Applications are to be accompanied by scale drawings of the proposed area and biosecurity storage, treatment/processing facilities including parking for biosecurity officers. In the case of new constructions these plans must be approved before any construction is undertaken.	Minor or major
12.3 To ensure conformance to the site requirements, the department must be notified in writing at least 15 working days prior to any: <ul style="list-style-type: none"> <li>alterations to site management arrangements</li> <li>modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.</li> </ul>	Major
12.4 Prior written departmental approval must be obtained to move, accept, transfer or release any goods subject to biosecurity control from the site to another department site. If the site wish to move goods from the site, to another department-approved site the nominated manager must apply in writing to the department providing details of the intended transport route and any other relevant information to support the case. The department may seek further information before making a decision.	Major or critical
12.5 Departmental instructions and relevant department Import Permit conditions must be complied with. The sites must comply with movement or treatment of goods instructions within 24 hours of receiving the notification, unless further approval is obtained in writing from the department. Where goods are handled for a third party, it is a requirement of registration that BIP have an arrangement in place, which ensures that permit conditions are communicated to both parties. Please note that a breach of this clause may lead to suspension of the approval as a class 2.8 site.	Minor, major or critical

**Table 13 Isolation and hygiene**

<b>Requirements</b>	<b>Nonconformity guide</b>
13.1 Biosecurity areas must be separate from other operations within the site.	Major

**Table 14A General**

<b>Requirements</b>	<b>Nonconformity guide</b>
14.1 Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the items.	Major or critical
14.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.	Minor, major or critical
14.3 Goods subject to biosecurity control must be maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON).	Minor, major or critical
14.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.	Minor, major or critical
14.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
14.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Major or critical
<p>14.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to:</p> <ul style="list-style-type: none"> <li>• imported items that have been released from biosecurity control</li> <li>• domestic items</li> <li>• the Australian environment.</li> </ul> <p>Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control</p>	Major or critical
14.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
14.9 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant AA requirements, import conditions and departmental directions.	Major or critical

**Table 14B General (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
14.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of:	
<ul style="list-style-type: none"> <li>moving directly and securely to another AA site, of the appropriate AA class, with prior written approval from the department</li> </ul>	
<ul style="list-style-type: none"> <li>moving directly and securely to an AA site of the same class (or of the same class but a higher biosecurity containment level sub-class) that is co-located with the original AA site</li> </ul>	Critical
<ul style="list-style-type: none"> <li>transport of biosecurity waste by a department approved waste transport company (operating under an AA for biosecurity waste transport.</li> </ul>	
If the items are being transported by a non-Accredited Person (e.g. a truck driver), the forwarding BIP must ensure that this person is made aware of the conditions relating to the transport of the items.	Major
14.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an AA site, inadvertently or deliberately, without prior written direction or approval from the department	Critical
<p>14.12 An Accredited Person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. Directly supervise means that the Accredited Person must be present in the area where the items subject to biosecurity control are being handled and must be able to:</p> <ul style="list-style-type: none"> <li>visually verify for themselves that the items are being handled in accordance with the department's requirements</li> <li>communicate immediately and effectively with the persons being supervised.</li> </ul>	Major
14.13 Persons performing the function of an Accredited Person must have successfully completed the department's approved training to obtain and maintain Accredited Person status.	Major
14.14 Records must be maintained of Accredited Persons.	Minor
14.15 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.	Major
14.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.	Minor or major

**Table 14C General (continued)**

Requirements	Nonconformity guide
14.17 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
<ul style="list-style-type: none"> <li>• declaration/entry number</li> <li>• import Permit number</li> <li>• Air Waybill or Bill of Lading number</li> <li>• date of receipt</li> <li>• processing (including inspection, treatment, testing) details</li> <li>• release from Biosecurity Control</li> <li>• disposal details</li> <li>• storage location</li> <li>• Accredited Person responsible for the items</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Minor</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> </ul>
14.18 The BIP must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an Accredited Person or under the direct supervision of an Accredited Person.	Major
14.19 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the AA site. Unexpected events include:	
<ul style="list-style-type: none"> <li>• appearance of pests or symptoms of disease</li> <li>• structural damage (due to storms etc.)</li> <li>• unauthorised removal of goods subject to biosecurity control</li> <li>• spillages of goods subject to biosecurity control</li> <li>• sudden unavailability of an Accredited Person.</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Minor</li> </ul>
14.20 Ceasing or transferring operations - the department must be informed, in writing, at least 15 working days prior to intended:	
<ul style="list-style-type: none"> <li>• closure of a current AA site</li> </ul>	Major
<ul style="list-style-type: none"> <li>• relocation of the business, including the AA class function</li> </ul>	
<ul style="list-style-type: none"> <li>• ceasing of operation as an AA site</li> </ul>	
Any goods subject to biosecurity control that remain at the AA site must be treated or destroyed in accordance with a department approved method or transferred to another AA site with prior approval from the department. The BIP will be liable for associated costs.	Critical
14.21 If there is any doubt as to whether goods: <ul style="list-style-type: none"> <li>• are subject to biosecurity control</li> <li>• remain subject to biosecurity control</li> <li>• become subject to biosecurity control</li> </ul> then the goods must be handled in accordance with requirements for goods subject to biosecurity control.	Major

**Table 14D General (continued)**

Requirements	Nonconformity guide
<p>14.22 The BIP must notify the department in writing as soon as practicable within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the BIP or their associates relevant to the operation of the AA in relation to any of the following matters:</p> <ul style="list-style-type: none"> <li>• Conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i></li> <li>• Debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i></li> <li>• Refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li> </ul>	Critical
<p>14.23 Biosecurity officers, biosecurity enforcement officers and department-approved auditors must be provided access to the AA site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p>	Critical
<p>14.24 Departmental auditors or department-approved auditors must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	Major or critical
<p>14.25 The department must be notified of any Reportable Biosecurity Incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.</p>	Critical
<p>14.26 Department-approved auditors must be permitted to collect evidence of compliance and noncompliance with AA requirements through actions including the copying of documents and taking of photographs.</p>	Major or critical