



Australian Government  
Department of Agriculture

# Approved arrangement

## 4.1 – heat treatment site

### Conditions

Version 3.1



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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.

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document	Co-regulation and Support Program
30 June 2013	1.1	Updated to reflect DAFF branding	Industry Arrangements Reform Program
8 February 2016	2.0	Updated template. Updated departmental branding	Approved arrangements section
16 June 2016	3.0	Updated references to the department and the <i>Biosecurity Act 2015</i>	Approved arrangements section
27 August 2019	3.1	Updated to: <ul style="list-style-type: none"> <li>• New class conditions template</li> <li>• Remove departmental approved for transport route</li> <li>• Web accessible template</li> <li>• Change scope for treatment to be performed by class 12.3</li> <li>• Add conditions for containerised and sheeted enclosures.</li> </ul> Changed from requirements to conditions to meet the <i>Biosecurity Act 2015</i>	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. Any references to contacting the department mean contacting your closest regional office.

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

## Definitions

Definitions that are not contained within the [approved arrangements glossary](#) can be found in the *Biosecurity Act 2015*, the *Heat treatment methodology* or the most recent edition of the Macquarie Dictionary.

## 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.

## Nonconformity guide

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

Nonconformity classifications are detailed in the *Approved Arrangements General Policies*.

# Key arrangement outcomes

Key arrangement outcomes (KAOs) 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 KAO.

KAOs are met by complying with the class conditions.

**Table 1 List of KAOs including their purpose and description**

KAO	Purpose	Further information
Containment	Goods subject to biosecurity control are contained in a way that prevents them, or any biosecurity risk material escaping into the environment.	<ul style="list-style-type: none"> <li>Generally applies to the biosecurity areas.</li> <li>Prevent goods subject to biosecurity control and their contaminants from accidental or deliberate release or escape.</li> <li>Both infrastructure and procedural practices for confining goods subject to biosecurity control within a defined space.</li> </ul>
Isolation	Goods subject to biosecurity control are isolated from other goods in a manner that prevents cross-contamination or cross-infestation.	Isolation must be maintained between goods subject to biosecurity and: <ul style="list-style-type: none"> <li>domestic goods</li> <li>goods previously released from biosecurity control,</li> <li>goods for export</li> <li>other consignments of goods subject to biosecurity control.</li> </ul>
Security	Controls are in place that prevent unauthorised access to goods subject to biosecurity control.	<ul style="list-style-type: none"> <li>Generally applies to the site boundary but may be at the containment boundary within the site.</li> <li>Both infrastructure (fences, locks, electronic monitoring) and procedural practices (training) to stop unauthorised people from accessing goods subject to biosecurity control.</li> <li>Note: Unauthorised removal of goods subject to biosecurity control is considered to be a containment issue.</li> </ul>
Identification	Goods subject to biosecurity control and areas in which biosecurity activities are carried out must be visually identifiable as such.	
Traceability	Goods that are or were, subject to biosecurity control, are linked to records of the origin and movement of the goods and the biosecurity activities carried out in relation to the goods.	
Hygiene	Approved arrangement sites are maintained in a state that minimises opportunity for, and susceptibility to pest, weed and disease establishment and/or infestation.	
Movement	Goods subject to biosecurity control only move beyond the site in accordance with departmental conditions and any required departmental authorisation.	
Release	Goods and their derivatives subject to biosecurity control are dealt with as such	Release from biosecurity control includes release by a biosecurity participant subject to

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KAO	Purpose	Further information
	until they are formally released from biosecurity control, or they are exported or destroyed.	s162 BA2015 only if expressly provided for in the approved arrangement and in accordance with the conditions of the approved arrangement.
Awareness	People performing activities involving goods subject to biosecurity control have the knowledge and capability to carry out those activities in accordance with the conditions of the approved arrangement.	
Inspection	The site has the equipment, facilities and processes that enable inspection of goods subject to biosecurity control.	
Treatment	The biosecurity industry participant has the processes and/or equipment and facilities to perform treatments of goods subject to biosecurity control 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). Note: SOPs are only required in those classes where there is a specific condition for a SOP to be in place.
Arrangement compliance	The biosecurity industry participant is required to carry out biosecurity activities in accordance with the arrangement.	
Notification	The department is advised of any event or circumstance for which it has specified that notification must be provided.	Those events to be notified are advised on import permits, directions, class conditions, non-standard conditions (variations), PMS and SOPs. Note: SOPs are only required in those classes where there is a specific condition for a SOP to be in place.
Supporting functions	Procedures, facilities and equipment are in place for the biosecurity activities carried out under the approved arrangement.	

# Objective

Class 4.1 approved arrangement site provide the infrastructure to enable the use of heat treatment to mitigate biosecurity risks associated with imported goods and packaging material that are subject to biosecurity control.

## Scope

Biosecurity activities performed under a class 4.1 approved arrangement are limited to the receipt, securing, deconsolidation, storage and inspection (post treatment) of imported goods subject to biosecurity control directed by the department under the *Biosecurity Act 2015* for heat treatment at the approved arrangement site.

Any other biosecurity activities, including performance of the heat treatment process itself will require approval for the relevant approved arrangement class.

Heat treatment of goods subject to biosecurity control must only be performed by a treatment provider operating under approved arrangement class 12.3 – heat treatment.

The types of heat treatments performed by a class 12.3 at the approved arrangement site are limited to:

- forced dry heat
- humidity controlled forced hot air
- kiln drying.

Heat treatment is used to mitigate biosecurity risks, such as:

- disease pathogens in or on goods made of plant material (e.g. seeds)
- insects e.g. borers and seasonal hitchhiker pests including Brown Marmorated Stink Bug (BMSB).

## Site location

Approved arrangement class 4.1 sites must be located within the metropolitan area of a first point of entry for goods where a permanently based biosecurity officer is stationed.

## Information required for application

The following information is required by the department at time of application for a class 4.1 approved arrangement:

- a site map which complies with conditions for approved arrangement site maps prescribed for this arrangement.



# Conditions

**Table 1 Site personnel  
Information**

- Accreditation training requirements are available on the [department's website](#).
- The definition of directly supervise is contained in the [Approved arrangements glossary](#).
- 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) for the biosecurity industry participant at the approved arrangement site.
- Accredited person records can be:
  - copies of training certificates
  - register containing the information required in the conditions below.

KAO	Condition	Nonconformity guide
Awareness	1.1 The biosecurity industry participant must ensure only accredited persons or those persons under the direct supervision of an accredited person have physical access to goods subject to biosecurity control.	Major
Traceability	1.2 Records must be maintained of accredited persons.	Minor
Awareness	1.3 An accredited person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control.	Major
Awareness	1.4 Accredited persons must have successfully completed accreditation training for the relevant approved arrangement class as specified on the <a href="#">department's website</a> .	Major
Awareness	1.5 Accredited persons must be able to demonstrate an understanding of conditions applicable to the activities performed under this arrangement.	Major
Awareness	1.6 Arrangements must be in place to ensure persons handling goods subject to biosecurity control (included goods owned and handled for other parties) are aware of the biosecurity conditions that apply to that handling.	Major
Awareness	1.7 Where goods subject to biosecurity control are being transported by a non-accredited person (such as a truck driver), the forwarding biosecurity industry participant must ensure that this person is made aware of the conditions relating to the transport of the goods.	Major

**Table 2 Site**

<b>KAO</b>	<b>Condition</b>	<b>Nonconformity guide</b>
Security	2.1 Security measures must be in place to prevent access to and removal of goods subject to biosecurity control by unauthorised persons.	Major
Security	2.2 The biosecurity area must be located in a secure lockable building or in an area surrounded by a lockable security fence.	Major or critical
Hygiene	2.3 The standard of hygiene at the approved arrangement site must be appropriate for the nature of the goods subject to biosecurity control.	Minor or major
Hygiene	<p>2.4 An effective pest and weed control system must be in place to ensure that goods subject to biosecurity control are isolated from environments in which pest and disease are likely to become established. The biosecurity industry participant must implement, and keep associated records of a periodic inspection regime and ensure knockdown spray (i.e. standard household aerosol insecticide spray) is kept onsite. The onsite location of the knockdown spray, the pest and weed control system must include:</p> <ul style="list-style-type: none"> <li>the use of insecticides, fumigation, rodenticides, periodic inspection, baits and/or traps</li> <li>a site plan with numbered bait stations</li> <li>if applicable, contract details.</li> </ul> <p>Note: the operations of adjacent facilities must be considered when determining any additional pest control measures to be implemented.</p>	Major
Hygiene	2.5 Areas where international goods and biosecurity waste are stored and handled must be regularly monitored for signs of pests or biosecurity risk material.	Minor or major
Hygiene	2.6 Measures must be in place to prevent contamination or loss of goods subject to biosecurity control (by wind, birds, vermin, feral animals, etc.) at the time of unloading, treatment and/or storage.	Major
Hygiene	2.7 Buildings and biosecurity areas must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and disposed of as biosecurity waste without delay.	Major
Compliance	2.8 The biosecurity industry participant must provide the department access to the approved arrangement site to install and monitor insect traps for surveillance purposes.	Critical

**Table 3 Biosecurity areas**

<b>KAO</b>	<b>Condition</b>	<b>Nonconformity guide</b>
Isolation	3.1 Goods subject to biosecurity control must be immediately moved to a biosecurity area at the time of receipt or at unpack from the container in which the goods arrived.	Major or critical
Isolation	3.2 Goods subject to biosecurity control must be kept in the biosecurity area.	Major or critical
Isolation	3.3 Biosecurity areas must not be used as a thoroughfare or access point to non-control areas or other non-related biosecurity areas.	Major
Identification	3.4 Biosecurity areas must be clearly identified as biosecurity areas to all persons with physical access to the approved arrangement site.	Major
Identification	<p>3.5 Entry and exit points of biosecurity areas must display a biosecurity sign. These signs must be:</p> <ul style="list-style-type: none"> <li>• permanently affixed</li> <li>• professionally made</li> <li>• made to state Biosecurity Area - Authorised Persons Only or Quarantine Area - Authorised Persons Only</li> <li>• on a yellow background, with black lettering approximately five centimetres in height</li> <li>• visible at all times.</li> </ul> <p>Note: Where new signs are being produced, biosecurity must be used.</p>	Minor
Supporting functions	3.7 The biosecurity area must allow for biosecurity officers to easily perform their duties without work health and safety risks.	Major
Supporting functions	3.8 Indoor biosecurity areas require minimum lighting of 160 lux.	Major
Release	3.9 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department	Major or critical

**Table 4 Construction**

<b>KAO</b>	<b>Condition</b>	<b>Nonconformity guide</b>
Isolation	4.1 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), including: <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>	Major or critical
Isolation	4.2 Buildings and structures used as biosecurity areas, must be water-proof, weather-proof and sealed	Major or critical
Isolation	4.3 Biosecurity areas must have floor surfaces finished with materials that are smooth, impervious, durable and easy to clean.	Major or critical
Treatment	4.4 Floor surfaces of biosecurity areas used to conduct heat treatment in a sheeted enclosure must be hard and flat.	Major
Treatment	4.5 Where heat treatment chambers are used, they must be: <ul style="list-style-type: none"> <li>constructed from rigid materials on all sides, including the door</li> <li>made airtight by sealing all vents and other openings, including join between the walls, roof and floor.</li> </ul>	Major
Treatment	4.6 Temperature sensors and humidity sensors, if used and fitted to heat treatment chambers must be calibrated in accordance with the manufacturer's instructions or relevant national or international standards.	Major or critical

## Table 5 Waste Information

Department approved disposal methods include:

- solid waste:
  - incineration
  - burial
  - autoclaving
- liquid waste:
  - sewer
- or as prescribed in the import permit or other departmental direction.

KAO	Condition	Nonconformity guide
Containment	5.1 Waste containers must be provided for loose items, residues, spillages or material of biosecurity concern. Such containers must have lids that remain closed and are to be emptied and, if required, disinfected in accordance with any provisions set by the department.	Major
Containment	5.2 The biosecurity waste container must: <ul style="list-style-type: none"> <li>• be leak and pest-proof</li> <li>• have a secure lid.</li> </ul>	Major or critical
Identification	5.3 The biosecurity waste container must be labelled 'Biosecurity Waste'.	Minor
Treatment	5.4 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 approved arrangement requirements, import conditions and departmental directions.	Major or critical
Treatment	5.5 Any goods subject to biosecurity control that remain at the approved arrangement site must be treated or destroyed in accordance with a department approved method or transferred to another approved arrangement site with prior approval from the department. The biosecurity industry participant will be liable for associated costs.	Major
Treatment	5.6 Biosecurity waste, both liquid and solid, must be effectively contained and decontaminated or disposed of by a department approved method.	Major or critical
Movement	5.7 Solid waste disposal must only be undertaken at an approved arrangement site with approval under class 8 – waste disposal.	Major or critical
Movement	5.8 Goods being moved off site for treatment (including fumigation, cleaning, heat and gamma) must be: <ul style="list-style-type: none"> <li>• secured in order to prevent the potential escape and/or spread of biosecurity risk material</li> <li>• transported directly to a department approved site, in line with the applicable departmental direction.</li> </ul>	Major
Awareness	5.9 Biosecurity waste must be identified as such to the waste disposal company and waste transporter.	Minor or major

## Table 6A 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	Nonconformity guide
Traceability	6.1 Goods subject to biosecurity control must be 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>
Traceability	6.2 Records for each heat treatment of goods subject to biosecurity control must include: <ul style="list-style-type: none"> <li>Biosecurity direction</li> <li>description of the goods, including quantity</li> <li>date of receipt and treatment of goods at the AA site</li> <li>country of origin of the goods</li> <li>name and company of the department approved treatment provider that conducted the heat treatment</li> <li>the copy of the completed <i>Record of heat treatment</i> for treatments (where created and provided by a third party heat treatment provider).</li> </ul>	Major
Treatment	6.3 Records of calibration for temperature sensors and humidity sensors, where used and fitted to heat treatment chambers, must include: <ul style="list-style-type: none"> <li>date on which the calibration was performed</li> <li>name and organisation of the person that performed the calibration.</li> </ul>	Major
Traceability	6.4 Accredited persons records must include: <ul style="list-style-type: none"> <li>name of accredited person</li> <li>date accreditation training completed</li> <li>method of accreditation training (online or in-house)</li> <li>copy of online training accreditation certificate – if applicable</li> <li>copy of in-house training attendance record – if applicable.</li> </ul>	Major

## Table 6B Records

Traceability	6.5 Biosecurity waste pickup records must include: <ul 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 biosecurity waste</li> <li>• name and signature of accredited person supervising pickup of biosecurity waste</li> </ul>	Minor or major or critical
Traceability	6.6 Records of the cleaning and disinfecting of the waste receptacles must be kept. Records to include: <ul style="list-style-type: none"> <li>• date of cleaning waste receptacles</li> <li>• name of department approved disinfectant used</li> <li>• name and signature of person cleaning waste receptacles.</li> </ul>	Minor or Major
Traceability	6.7 The biosecurity industry participant must ensure records are kept for a minimum of two years for goods subject to biosecurity control.	Minor or major
Traceability	6.8 Records must be made available to the department upon request.	Minor or major

**Table 7A Compliance**

<b>KAO</b>	<b>Condition</b>	<b>Nonconformity guide</b>
Arrangement compliance	<p>7.1 The biosecurity industry participant must:</p> <ul style="list-style-type: none"> <li>• carry out the biosecurity activities in accordance with the arrangement</li> <li>• comply with any requirements specified in the arrangement</li> <li>• comply with any conditions to which the arrangement is subject.</li> </ul>	Major or critical
Arrangement compliance	7.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant approved arrangement class.	Major or critical
Arrangement compliance	7.3 Goods subject to biosecurity control must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the items.	Minor or major or critical
Arrangement compliance	7.4 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 or major or critical
Arrangement compliance	7.5 Goods subject to biosecurity control must be maintained and processed in accordance with an import permit.	Major or critical
Arrangement compliance	7.6 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor or major or critical
Arrangement compliance	7.7 Goods subject to biosecurity control must be handled and maintained and processed in accordance with the Biosecurity Act 2015 and subordinate legislation.	Minor or major or critical
Arrangement compliance	7.8 Departmental officers and department approved auditors, must be provided access to the approved arrangement site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.	Critical
Arrangement compliance	7.9 Biosecurity officers 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 Biosecurity Act.	Major or critical
Arrangement compliance	7.10 Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement requirements through actions including the copying of documents and taking of photographs.	Major or critical
Arrangement compliance	<p>7.11 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the approved arrangement site. Unexpected events include:</p> <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>• Major</li> </ul>
Identification	<p>7.12 The boundaries of biosecurity areas must be:</p> <ul style="list-style-type: none"> <li>• clearly defined</li> <li>• highly visible</li> <li>• permanently constructed or affixed</li> <li>• durable</li> </ul>	Major



**Table 7B Compliance**

KAO	Condition	Nonconformity guide
Identification	<p>7.13 An up-to-date approved arrangement site map that clearly identifies and accurately represents all of the following must be provided to the department:</p> <p><u>Identifying details</u></p> <ul style="list-style-type: none"> <li>• date of approved arrangement site map preparation</li> <li>• approved arrangement site reference number</li> <li>• physical address of approved arrangement site</li> </ul> <p><u>Site Boundary</u></p> <ul style="list-style-type: none"> <li>• accurate and precise representation and measurement (within 5% or 1 metre, whichever is less) of the shape, location and dimensions of the approved arrangement site boundary</li> </ul> <p><u>Entry/exit points</u></p> <ul style="list-style-type: none"> <li>• location of entry and exit points on the approved arrangement site boundary</li> </ul> <p><u>Roads</u></p> <ul style="list-style-type: none"> <li>• names and locations of the following roads:</li> <li>• roads immediately adjacent to the approved arrangement site boundary, and</li> <li>• approved arrangement site access roads,</li> </ul> <p><u>Permanent structures</u></p> <ul style="list-style-type: none"> <li>• function and locations of permanent structures within the approved arrangement site</li> </ul> <p><u>Location, size and shape of biosecurity areas</u></p> <ul style="list-style-type: none"> <li>• location of biosecurity area boundaries within the approved arrangement site that provides: <ul style="list-style-type: none"> <li>○ accurate and precise measurements (within 5% or 1 metre, whichever is less) of the location of biosecurity areas in relation to distances from one or both of the following: <ul style="list-style-type: none"> <li>- the approved arrangement site boundary, or</li> <li>- permanent structures within the approved arrangement site</li> </ul> </li> <li>○ accurate and precise dimensions (within 5% or 1 metre, whichever is less ) of biosecurity areas, and</li> <li>○ accurate representation of the shape of biosecurity areas,</li> </ul> </li> </ul> <p><u>Areas used by other entities</u></p> <ul style="list-style-type: none"> <li>• the location of the boundary of any areas within the approved arrangement site boundary that are shared with or under the control of other entities (including under subleasing arrangements)</li> </ul> <p><u>Other locations</u></p> <ul style="list-style-type: none"> <li>• location of traffic zones for vehicles/machinery within the approved arrangement site</li> <li>• location of emergency assembly areas</li> <li>• location of first aid points</li> <li>• location of car parking for departmental officers.</li> </ul>	Major

**Table 7C Compliance**

KAO	Condition	Nonconformity guide
Arrangement compliance	<p>7.14 Departmental approval displayed on the site map must be obtained prior to implementing any changes to any of the following:</p> <ul style="list-style-type: none"> <li>the location and/or construction of any part of the approved arrangement site boundary</li> <li>the location and/or construction of any part of a biosecurity area boundary</li> <li>the location and/or construction of any part of the boundary of any areas within the approved arrangement site boundary 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 approved arrangement site boundary</li> </ul>	Major or critical
Arrangement compliance	<p>7.15 Approved arrangement site maps must be submitted to the department at <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a> at the following times:</p> <ul style="list-style-type: none"> <li>On application for: <ul style="list-style-type: none"> <li>a new approved arrangement site</li> <li>departmental approval for changes to the location of any part of the approved arrangement site boundary or any part of a biosecurity area boundary</li> <li>departmental approval for changes to the location of any part of the boundary of any areas within the approved arrangement site boundary that are shared with or under the control of other entities (including under subleasing arrangements)</li> </ul> </li> <li>Within 14 days of implementing changes to the locations or functions of structures/areas on the approved arrangement site, for approved arrangement site changes that do not that involve a change to the location of any parts of the following: <ul style="list-style-type: none"> <li>the approved arrangement site boundary</li> <li>a biosecurity area boundary</li> <li>the boundary of any areas within the approved arrangement site boundary that are shared with or under the control of other entities (including under subleasing arrangements).</li> </ul> </li> </ul>	Major or critical
Arrangement compliance	<p>7.16 The most recent department-approved approved arrangement site map and displaying the department's approval must be:</p> <ul style="list-style-type: none"> <li>prominently displayed at all biosecurity areas where inspection of goods subject to biosecurity control is performed</li> <li>a minimum of A3 size, readable and legible.</li> </ul>	Major or critical
Arrangement compliance	<p>7.17 An up-to-date organisation chart or list for the approved arrangement site must be prepared and maintained that identifies the following:</p> <ul style="list-style-type: none"> <li>names of persons performing the following roles: <ul style="list-style-type: none"> <li>approved arrangement manager</li> <li>approved arrangement contact person(s) for the approved arrangement site</li> <li>approved arrangement accredited person(s) for the approved arrangement site</li> </ul> </li> <li>date of preparation of the chart or list.</li> </ul>	Major or critical

**Table 7D Compliance**

Arrangement compliance	<p>7.18 The organisation chart or list must be:</p> <ul style="list-style-type: none"> <li>• prominently displayed at the: <ul style="list-style-type: none"> <li>○ entry to the approved arrangement site,</li> <li>○ entry to the primary building within the approved arrangement site, or</li> <li>○ primary biosecurity area where inspection of goods subject to biosecurity control is performed</li> </ul> </li> <li>• a minimum of A3 size, readable and legible.</li> </ul>	Major or critical
Arrangement compliance	<p>7.19 The department must be notified by email to <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a> of any proposed changes to any of the following:</p> <ul style="list-style-type: none"> <li>• the location and/or construction of any part of the approved arrangement site boundary</li> <li>• the location and/or construction of any part of a biosecurity area boundary</li> <li>• the location and/or construction of any part of the boundary of any areas within the approved arrangement site boundary 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 approved arrangement site boundary.</li> </ul>	Major or critical
Notification	<p>7.20 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> <p>Note: Information on reporting biosecurity incidents is available on the departments website.</p>	Critical
Notification	<p>7.21 Ceasing or transferring operations - the department must be notified, v <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a>, at least 15 working days prior to intended:</p> <ul style="list-style-type: none"> <li>• closure of a current approved arrangement site</li> <li>• relocation of the business, including the approved arrangement class function</li> </ul> <p>ceasing of operation as an approved arrangement site.</p>	Major
Movement	<p>7.22 Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of:</p> <ul style="list-style-type: none"> <li>• moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department</li> <li>• moving directly and securely to an approved arrangement 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 approved arrangement site.</li> </ul>	Critical
Movement	<p>7.23 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department.</p>	Critical
Identification	<p>7.24 If there is any doubt as to whether goods:</p> <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> <li>• then the goods must be handled in accordance with requirements for goods subject to biosecurity control.</li> </ul>	Major

## Table 7E Compliance

Arrangement compliance	<p>7.25 The biosecurity industry participant must notify the department, <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a>, within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the biosecurity industry participant or their associates relevant to the operation of the approved arrangement 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 <i>Criminal Code</i> or the <i>Crimes Act 1914</i></li> <li>debt 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 <i>Criminal Code</i> 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 approved arrangement under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li> </ul>	Critical
Notification	<p>7.26 The biosecurity industry participant must notify the department, at <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a>, within 15 days of any change in:</p> <ul style="list-style-type: none"> <li>persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement</li> <li>biosecurity industry participant details, including: <ul style="list-style-type: none"> <li>entity name</li> <li>Australian business number or Australian company number</li> <li>postal address</li> <li>email address</li> <li>facsimile number</li> <li>telephone number.</li> </ul> </li> </ul>	Major or critical
Arrangement compliance	<p>7.27 Information (verbal, electronic or hard copy) provided to the department must be accurate. Note: Civil, criminal and regulatory penalties apply to giving false or misleading information.</p>	Major or critical