



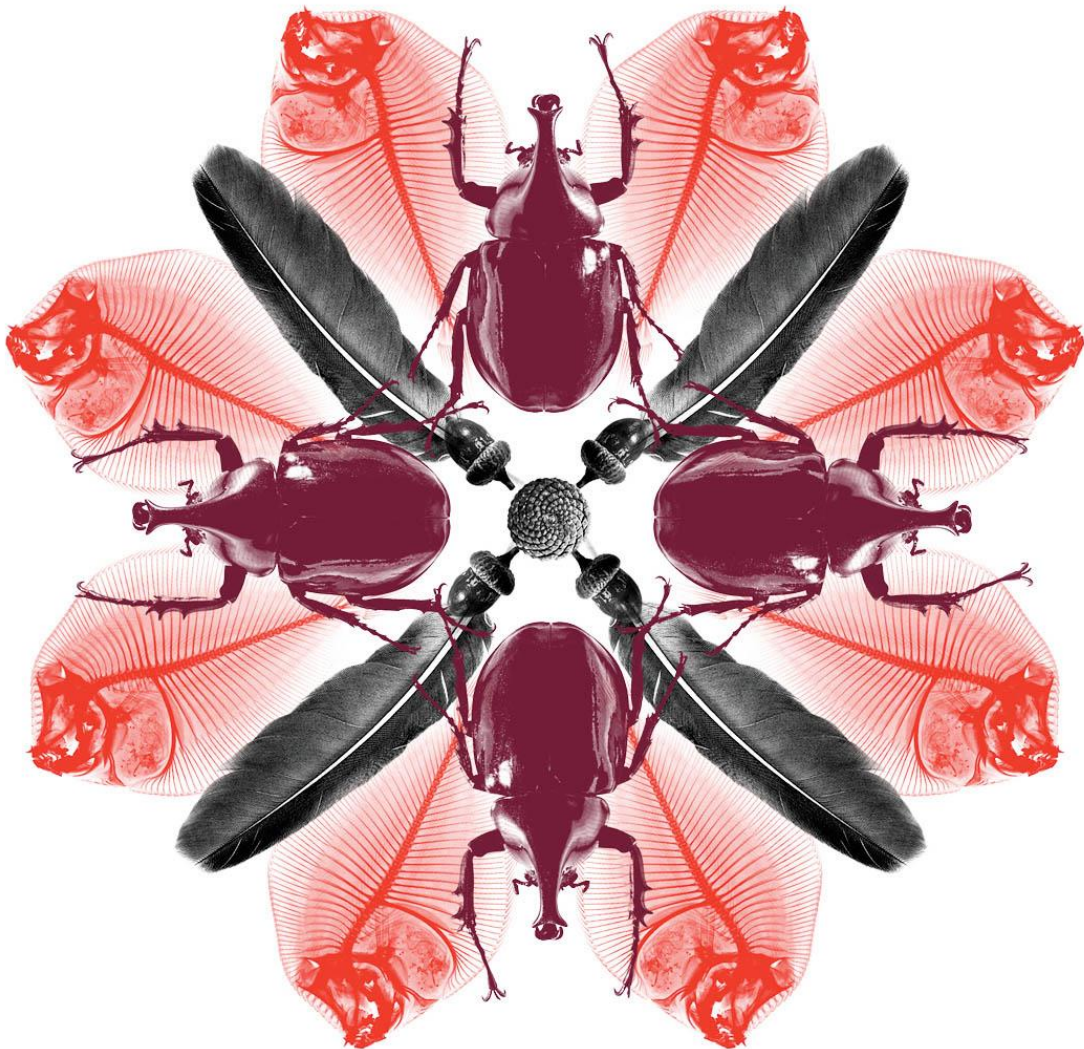
Australian Government
**Department of Agriculture
and Water Resources**

Approved Arrangement

for 43.1 – Disinsection treatments

Requirements

Version 2.0



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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
XXXXX 2016	1.0	First issue, replaces the Standard terms and Schedule for disinsection treatments.	Approved Arrangements section
15 June 2017	2.0	Removal of the 8.3 requirement regarding reporting of Reportable Biosecurity Incidents.	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.

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, regional contact details and copies of relevant AA documentation is available on the department's website: agriculture.gov.au.

The Department of Agriculture and Water Resources and the Ministry for Primary Industries New Zealand work in partnership and regulate each other's disinsection arrangements and any other undertakings as required.

Fees and levies will be applied as per the departments [Charging Guidelines](#).

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. The following definitions apply to these requirements:

Term	Definition
Appropriately trained person	A person deemed to have completed training in relation to the appropriate disinsection treatment of aircraft as per the <i>Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand</i> .
Certificate	A certificate issued by a person authorised to issue the certificate, stating that the appropriate disinsection treatment of the aircraft was conducted in accordance with these requirements and the <i>Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand</i> .
Contract of services	An agreement between the Biosecurity Industry Participant (BIP) and a third party for services pertaining to the disinsection treatment of aircraft.

Other documents

The *Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand* should be read in conjunction with these requirements. This schedule is issued as a guide to enable airline personnel to develop detailed cabin and hold procedures which are appropriate for destroying pest and disease vectors that could be present on aircraft flying into Australia and New Zealand. This document has been prepared in cooperation between the department and the Ministry for Primary Industries New Zealand for the regulation of disinsection arrangements of aircraft flying into Australia and New Zealand.

Nonconformity guide

The nonconformity classification against each requirement 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 requirements remains at the discretion of the Biosecurity Officer.

AA requirements

Requirements	Nonconformity guide
1 Purpose	
1.1 AA class used for the treatment of international aircraft by disinsection to prevent the introduction of potential disease vectors and harmful pests.	N/A
2 Scope	
2.1 This AA class is limited to the performing of disinsection of aircraft flying into Australia and New Zealand.	N/A
3 Operating requirements	
3.1 Disinsection treatments must be conducted in accordance with the procedures detailed in the <i>Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand</i> .	Minor, major or critical
3.2 Any instances of nonconformance with these requirements must be reported to the department or the Ministry for Primary Industries New Zealand at the aircraft's airport of destination as soon as possible.	Major
4 Third party providers	
4.1 A contract of services must be provided to the department if the Biosecurity Industry Participant (BIP) is intending to use a third party to perform their disinsection treatments on its behalf. Note: The BIP is not relieved of any of the obligations under this AA because it has contracted a third party to perform their disinsection treatments. This means the BIP is responsible for ensuring compliance with these requirements by any third party, including the third party's employees, contractors or personnel.	Major
4.2 The contract of services must include a clause providing for access by the department to the third party's operations and records, relating to the disinsection treatment for the purpose of audit.	Minor
4.3 The BIP must ensure that the third party provider is aware of, and kept up-to-date with, these requirements.	Major
4.4 The BIP must audit at least once per calendar year any contracted third party provider in relation to the third party's compliance with these requirements.	Major

Requirements	Nonconformity guide
<p>4.5</p> <p>Records of audits which must be adequate to confirm the activities of the disinsection treatments performed by the third party on behalf of the BIP, and be available to the department on request.</p>	Major
<h2>5 Appropriately trained persons</h2>	
<p>5.1</p> <p>The BIP must ensure that persons involved with disinsection activities are appropriately trained to a standard that provides sufficient understanding of, and are kept up to date with any changes to the following:</p> <ul style="list-style-type: none"> • biosecurity requirements in relation to aircraft disinsection and the requirements of their AA • procedures for the disinsection treatment • the requirements of the <i>Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand</i> • recordkeeping obligations under this AA. 	Major
<p>5.2</p> <p>Where a third party performs the disinsection treatments, the BIP must ensure that the third party's personnel carrying out the treatment are appropriately trained.</p>	Major
<h2>6 Treatment certificates</h2>	
<p>6.1</p> <p>On completion of a disinsection treatment of an aircraft, the BIP must ensure that an appropriately trained person issues a certificate of disinsection for the aircraft.</p>	Major
<p>6.2</p> <p>The original treatment certificate must be retained onboard the aircraft until the aircraft arrives in Australia or New Zealand.</p>	Minor
<p>6.3</p> <p>A copy of the certificate must be retained for audit purposes.</p>	Major
<p>6.4</p> <p>If an aircraft, operated by the BIP, is travelling to Australia or New Zealand without a valid certificate, the BIP must, before the arrival of the aircraft into Australia or New Zealand, notify the department or the Ministry for Primary Industries New Zealand of the alternative treatment arrangement the BIP has undergone.</p>	Critical
<p>6.5</p> <p>An entry must be added to ADI when disinsection treatments have been undertaken under this AA.</p>	Major

Requirements	Nonconformity guide
7 Office and record requirements	
<p>7.1</p> <p>The BIP must maintain records and documents relating to the disinsection treatments, including the contract of services with third parties and details of the treatment methods used under those contract of services.</p>	Major
<p>7.2</p> <p>Records in relation to training, supervising, performing, monitoring and testing of the disinsection treatments for 12 months after the activity, including:</p> <ul style="list-style-type: none"> • records covering activities associated with the disinsection treatment of aircraft • a register of appropriately trained persons, which sets out the names and training history of such persons • the results of any audits conducted on third parties • copies of treatment certificates. 	Major
8 General	
<p>8.1</p> <p>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"> • conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • 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>. 	Critical
<p>8.2</p> <p>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>8.3</p> <p>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