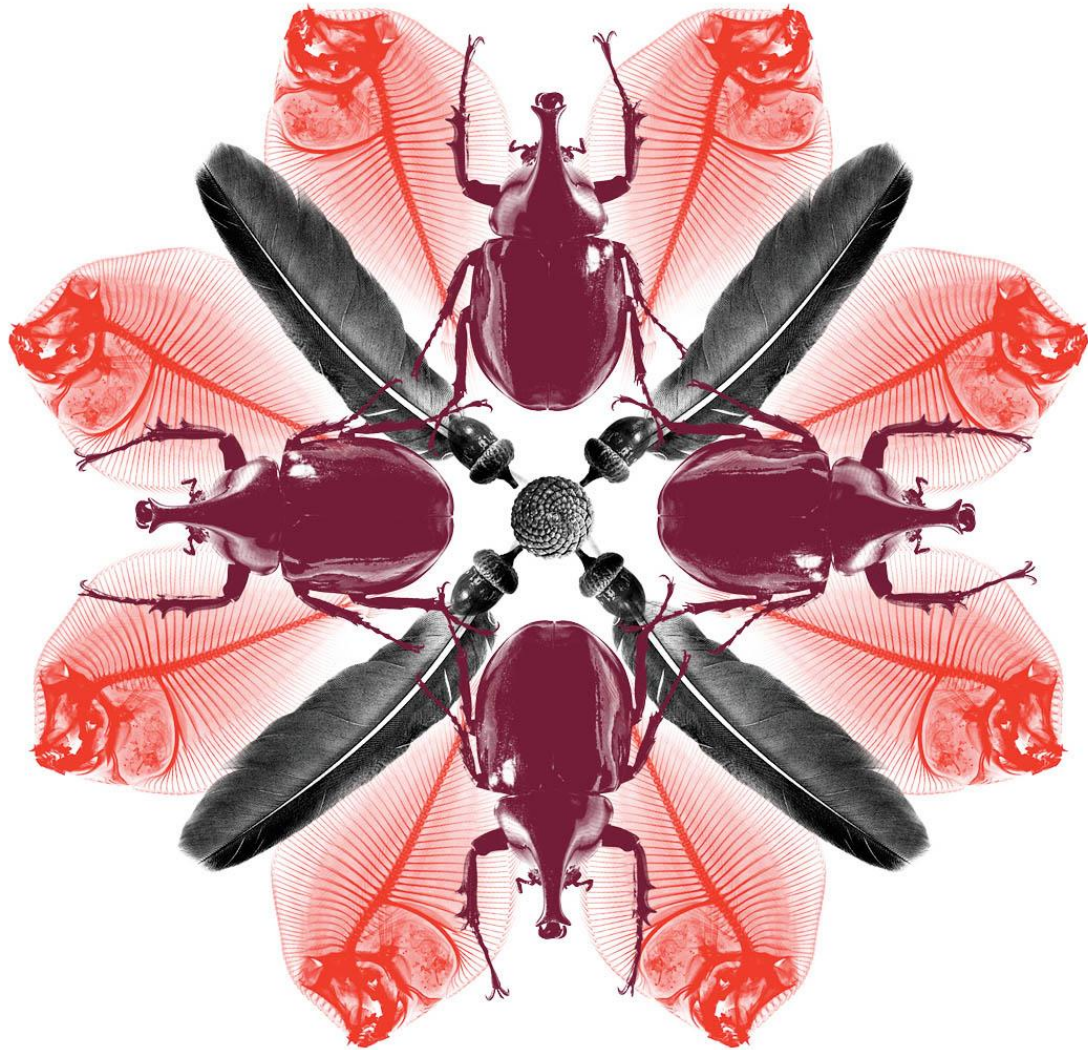


# Approved Arrangements

For 7.9—Zoo animals

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                          |
|-------------|---------|--|--------------------------------------|
| Jun 2009    | 1.0     | Revised document   | Co-regulation and Support Program    |
| Jun 2013    | 1.1     | Updated to reflect DAFF branding   | Industry Arrangements Reform Program |
| 2 May 2016  | 2.0     | New 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, 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**

| <b>Requirements</b>  | <b>Nonconformity guide</b> |
|--|----------------------------|
| 1.1 Sites utilised to undertake the isolation, examination and testing of live imported zoo animals as required by Import Permit conditions.   | Not applicable             |
| 1.2 Sites are only approved to hold animal species as outlined in the site relevant state/territory zoo/wildlife park registration.  | Not applicable             |
| 1.3 Biosecurity areas may be used for animals not undergoing quarantine only when there are no animals undergoing quarantine present.  | Not applicable             |
| 1.4 Sites are not approved for any other biosecurity operations except where the site has separate approval under another class.   | Not applicable             |
| 1.5 The biosecurity area must be located within a registered zoo or wildlife park which is approved by the relevant state/territory authority to hold the species nominated on the department's Import Permit. | Not applicable             |
| 1.6 There may be more than one biosecurity area within an AA site to accommodate different species of animals.   | Not applicable             |

**Table 2A Security**

| <b>Requirements</b>   | <b>Nonconformity guide</b> |
|---|----------------------------|
| <p>2.1 Biosecurity areas where animals are undergoing quarantine must be clearly defined and display biosecurity signage to assist in effectively managing the security of animals subject to biosecurity control. These signs must be:</p> <ul style="list-style-type: none"> <li>• secured (but not be permanently affixed if the site is used for other purposes) on buildings, fences, gates and/or doors and be visible at all times there are animals in quarantine</li> <li>• professionally made</li> <li>• made to state 'Biosecurity Area - Authorised Persons Only, No Entry or Removal of Animals or Goods, Penalties Apply, (Biosecurity Act 2015)', or 'Quarantine Area - Authorised Persons Only, No Entry or Removal of Animals or Goods, Penalties Apply, (Quarantine Act 1908)' or as directed for specific biosecurity operations</li> <li>• on a yellow background with black lettering</li> <li>• signs must not be displayed when animals are not in quarantine if the site is used for other purposes.</li> </ul> <p>Note 1: Cardboard and paper signs are not acceptable.<br/>Note 2: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.</p> | Minor                      |
| <p>2.2 Signs on external structures must be:</p> <ul style="list-style-type: none"> <li>• a minimum 600 mm x 400 mm with lettering a minimum 50 mm height</li> </ul> <p>weatherproof and resistant to the elements.</p>   | Minor                      |
| <p>2.3 Signs within structures must be a minimum 295 mm x 210 mm with lettering a minimum 25 mm height.</p>   | Minor                      |
| <p>2.4 The following procedures must be applied to manage the site in a way that effectively secures animals subject to biosecurity control from movement or interference by unauthorised persons:</p> <ul style="list-style-type: none"> <li>• The department must be immediately informed of any incidents which could compromise the biosecurity security of the site. This may include structural damage, escapes or unauthorised entry and the removal of material subject to biosecurity control.</li> <li>• The person responsible for the site must ensure visitors to the biosecurity area are accompanied or supervised by an authorised person at all times.</li> </ul> <p>Occupied animal houses, pens/kennels in the biosecurity area must be locked when unattended.</p>  | Major                      |

**Table 2B Security (continued)**

| <b>Requirements</b>   | <b>Nonconformity guide</b> |
|---|----------------------------|
| <p>2.5 Documented procedures must be in place for:</p> <ul style="list-style-type: none"> <li>• controlling access to the site, including a register of people authorised to access site</li> <li>• prevention of unauthorised movement of consignments subject to biosecurity control into or out of the site, including contingency plans if an animal undergoing quarantine escapes, either to within or outside the site</li> <li>• routine perimeter fence checks and fence maintenance</li> <li>• nightly lock-down.</li> </ul> | Minor                      |
| <p>2.6 No animals other than the animals undergoing quarantine are permitted in the biosecurity area.</p>   | Minor                      |
| <p>2.7 Biosecurity areas where animals are undergoing quarantine must be clearly defined by a permanently affixed person/animal-proof security fence, or within a person/animal-proof building.</p>   | Major                      |
| <p>2.8 Documentary evidence must be made available that ensures cages and/or enclosures meet the minimum standards set by state/territory legislation, particularly for dangerous animals.</p> <p>Note: Where there are no state government standards, zoos should consult with Australasian Regional Association of Zoological Parks and Aquaria (ARAZPA) and refer to the <i>New South Wales Exhibited Animals Protection Act 1986</i>, General Standards for Exhibiting Animals in New South Wales.</p>                            | Minor                      |

**Table 3A Biosecurity area**

| <b>Requirements</b>  | <b>Nonconformity guide</b> |
|--|----------------------------|
| 3.1 The biosecurity area must be structurally separated from operations undertaken by legal entities other than the entity operating the AA site. The structure/barrier employed to provide the required separation must ensure security of goods subject to biosecurity control and prevent against access by unauthorised persons.   | Major                      |
| 3.2 The biosecurity area must be isolated from other operations within the site. The nominated method of achieving adequate separation must be detailed in the application for approval and receive endorsement from the department.   | Major                      |
| 3.3 The site must be managed to ensure that effective separation is maintained between animals undergoing biosecurity and any animals not undergoing quarantine. The nominated method of achieving adequate separation must be detailed in the application for approval for individual imports and receive endorsement from the department.  | Major or critical          |
| 3.4 Should contact between animals under biosecurity control and other animals occur, animals shall be ordered into biosecurity control and be subject to the same conditions as the imported animals.   | Major                      |
| 3.5 The site must have facilities for the safe unloading of animals from transport vehicles into the biosecurity area (such as a loading ramp for trucks, room for cranes).  | Minor                      |
| 3.6 Fencing/barriers for biosecurity areas must be able to: <ul style="list-style-type: none"> <li>• contain animals</li> <li>• prevent physical contact between animals or material associated with animals undergoing quarantine and animals not undergoing quarantine.</li> </ul> This physical containment requirement must take into account the animal's ability to throw or disperse items, including water splash. | Major                      |
| 3.7 Animal enclosures within the biosecurity area (including aquatic enclosures) holding animals subject to biosecurity control must be serviced by a water supply that is not circulated or accessible to animals not subject to biosecurity control.   | Major                      |
| 3.8 Animal enclosures within the biosecurity area must be constructed to prevent the dispersal of liquid waste. This may include bunding, nib walls or solid fencing.  | Major                      |



**Table 3B Biosecurity area (continued)**

| Requirements  | Nonconformity guide |
|---|---------------------|
| <p>3.9 Indoor enclosures or indoor sections of animal enclosures within the biosecurity area must:</p> <ul style="list-style-type: none"> <li>• be on a floor constructed of a durable non-porous material (such as concrete)</li> <li>• be bunded to prevent liquid waste dispersal outside the enclosure</li> <li>• have drains connected directly to municipal sewer or to a waste water disposal system approved by the department</li> <li>• have drains covered, and sewerage/drainage lines must be protected from physical damage.</li> </ul>   | Major               |
| <p>3.10 Access points of enclosures within the biosecurity area must be secure to prevent opening by animals.</p>   | Major               |
| <p>3.11 For outdoor enclosures within the biosecurity area, the nominated method of achieving adequate containment must be detailed in the application for approval for individual import and receive endorsement from the department.</p>  | Major               |
| <p>3.12 The biosecurity area must enable the examination and treatment of animals undergoing quarantine. This includes as a minimum:</p> <ul style="list-style-type: none"> <li>• adequate restraining facilities for animal examination, medication and sample collection</li> <li>• adequate lighting to complete examinations</li> <li>• facilities/equipment for the taking and transporting of samples</li> <li>• bench space large enough for completion of examination records</li> <li>• nearby sink and disinfectant for washing hands</li> <li>• disposable sharps container.</li> </ul>  | Major               |
| <p>3.13 Veterinary examination must occur within the biosecurity area. No animal may be moved from the biosecurity area without prior departmental approval.</p>  | Major               |
| <p>3.14 Each biosecurity area where people come into direct contact with animals must be equipped with:</p> <ul style="list-style-type: none"> <li>• handwashing facilities adjacent to the biosecurity area supplied with hospital grade disinfectant for human use</li> <li>• a facility adjacent to the biosecurity area for changing and storing dedicated clothing, this may be an anteroom or other dedicated area</li> <li>• either footbaths or dedicated footwear</li> <li>• in some operational circumstances, showering facilities adjacent to the biosecurity area. This will be determined by the department at the application for approval for individual import.</li> </ul> | Major               |
| <p>3.15 A wash facility must be available within each biosecurity area to wash and disinfect equipment used with animals.</p>   | Major               |
| <p>3.16 Equipment used for biosecurity operations must be washed and disinfected prior to removal from the biosecurity area.</p>  | Major               |

**Table 3C Biosecurity area (continued)**

| <b>Requirements</b>  | <b>Nonconformity guide</b> |
|--|----------------------------|
| 3.17 Wash area size must be commensurate with the size of equipment being washed (this may be a large sink in some cases).   | Major                      |
| 3.18 There must be adequate equipment available to allow biosecurity officers to safely and adequately inspect material associated with the transport of animals.  | Minor                      |
| 3.19 Wash areas must be able to contain waste water.   | Major                      |
| 3.20 No unauthorised traffic or personnel (those not involved in the cleaning of goods subject to biosecurity control) are permitted on the wash area during treatments.   |                            |
| 3.21 Wash areas must be must be washed down and disinfected straight after cleaning.   | Major                      |
| 3.22 Where a site chooses to hold waste at the site for the period an animal is undergoing quarantine, a suitable holding site must be available.  | Major                      |
| 3.23 Waste holding facilities must be: <ul style="list-style-type: none"> <li>• located within the biosecurity area</li> <li>• constructed of an impervious material</li> <li>• able to be cleaned</li> <li>• fully enclosed (such as a water tank or shipping container)</li> <li>• animal-proof (including rodents and insects)</li> <li>• clearly signed as holding biosecurity waste</li> <li>• locked at all times waste is not being placed in the container.</li> </ul> | Major                      |
| 3.24 Waste water treatment facilities/tanks must be constructed in a way to: <ul style="list-style-type: none"> <li>• restrict access to water prior to and during treatment</li> <li>• ensure untreated water is not released</li> <li>• enable consistent agitation</li> <li>• enable holding for at least one hour during treatment.</li> </ul> <p>Only fresh water arriving with animals or any water not going to sewage requires treatment prior to disposal.</p>        | Major                      |
| 3.25 There must be an escape-proof facility within the biosecurity area where animals can be removed from transport containers to be identified, weighed and health checked on arrival (this may be the animal's enclosure).   | Major                      |

**Table 3D Biosecurity area (continued)**

| Requirements  | Nonconformity guide |
|---|---------------------|
| <p>3.26 Wash areas must be constructed in the following manner:</p> <ul style="list-style-type: none"> <li>• a floor constructed of a durable non-porous material (such as concrete or asphalt)</li> <li>• splash walls are to be affixed inside coving at all wall to floor junctions to provide containment of all wash water and residues</li> <li>• splash walls on three sides commensurate to the goods being treated/cleaned (or a minimum of 2 m high) and to provide containment of spray and residues (constructed of non-absorbent material)</li> <li>• for facilities used to wash soiled items (such as crates), the floor/sink must drain into a soil trap which is connected directly to a sewerage or septic system through 100 micron filtration, or to another waste water disposal system approved by the department. Any connection to sewerage must be approved by the Environment Protection Agency (EPA) and local council</li> <li>• for facilities used to wash non-soiled items (such as plastic toys) the floor/sink must drain directly to a sewerage or to another waste water disposal system approved by the department. Any connection to sewerage must be approved by the EPA and local council</li> <li>• drains and tanks must be covered and sewerage/drainage lines must be protected from physical damage.</li> </ul> | <p>Major</p>        |

**Table 4 Building and storage areas**

| Requirements   | Nonconformity guide |
|--|---------------------|
| <p>4.1 Buildings and structures must be maintained in a state of good repair and be weatherproof. Wall and floor junctions must be sealed, or some other measure must be in place to ensure that vegetation does not grow into the building.</p> | <p>Major</p>        |

**Table 5A Waste disposal**

| <b>Requirements</b>   | <b>Nonconformity guide</b> |
|---|----------------------------|
| <p>5.1 Biosecurity waste must be effectively contained and disposed of in a manner approved by the department. A document outlining specific procedures for the holding or disposal of biosecurity waste must be included in the application for approval for individual imports and receive endorsement from the department.</p> <p>Note: Effective containment of solid biosecurity waste includes:</p> <ul style="list-style-type: none"> <li>• double bagging within a bin</li> <li>• having an effective storage device such as sufficient bins/containers (with lids or able to be closed) of an appropriate size</li> <li>• having an effective insecticide pad or insecticide strip (dichlorvos strips) attached to the bin/container lid</li> <li>• ensuring bins/containers remain closed when not in use</li> <li>• ensuring that the bins/containers are maintained in a reasonable state of repair</li> <li>• securely storing the bins/containers within the site to prevent loss, spillage or unauthorised access</li> <li>• bins/containers must be labelled 'Biosecurity Waste' or 'Quarantine Waste'; such signs must comply with requirement 2.1</li> <li>• bins must be cleaned and disinfected in accordance with departmental requirements.</li> </ul> <p>Note: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.</p> | Major                      |
| <p>5.2 For waste being held at the site for the period the animal is in quarantine the document must include a detailed description of the holding container being used.</p>  | Minor                      |
| <p>5.3 For waste being removed from the site during the period the animal is in quarantine the document must include the following:</p> <ul style="list-style-type: none"> <li>• collection and securing of solid waste</li> <li>• collection and securing of liquid waste</li> <li>• transport of waste by a department approved transporter.</li> </ul> <p>Note: Effective disposal of quarantine waste includes:</p> <ul style="list-style-type: none"> <li>• transport by a department-approved waste transporter or under department supervision</li> <li>• treatment/disposal by a department-approved waste disposal site in a manner approved by the department.</li> </ul> <p>Biosecurity waste must be identified as such to the waste disposal company and/or waste transporter.</p>   | Minor                      |

**Table 5B Waste disposal (continued)**

| Requirements  | Nonconformity guide |
|---|---------------------|
| <p>5.4 For waste water being treated at the site during the period the animal is in quarantine the document must include the following:</p> <ul style="list-style-type: none"> <li>• collection and securing of waste</li> <li>• treatment being applied</li> <li>• treatment application regime.</li> </ul> <p>Effective fresh waste water treatment:<br/>Chlorination</p> <p>The following requirements apply to the chlorination treatment of biosecurity waste water:</p> <ul style="list-style-type: none"> <li>• water that contains any visible particulates must be filtered through a minimum of a 100 micron filter prior to the addition of chlorine based chemicals</li> <li>• sufficient chemical must be added to achieve a final concentration of at least 200 ppm chlorine at a neutral pH</li> <li>• once chlorine has been added, the water is to be mixed for ten minutes and held for a minimum of one hour. If required, the water can be treated with a neutralising agent (such as sodium thiosulphate) prior to discharge.</li> </ul> <p>The following are examples of chemicals that may be used for chlorine treatment or quarantine waste water:</p> <ul style="list-style-type: none"> <li>• sodium hypochlorite</li> <li>• calcium hypochlorite</li> <li>• bleach.</li> </ul> <p>Only fresh water arriving with animals or any water not going to sewage requires treatment prior to disposal.</p> | Critical            |
| <p>5.5 Biosecurity waste includes manure, urine, soiled bedding, food scraps, water, water splash and disposable equipment that have been used in biosecurity operations. Waste must be collected from the enclosure on a regular basis and must be protected from unauthorised removal or access by other animals, including native wildlife, during storage.</p>  | Major               |
| <p>5.6 Waste from aquatic animal systems, both freshwater and marine, includes the solid waste from traps/skimers, and backwash water from the filtration system. Waste water may be released directly to municipal sewerage without prior treatment. If access to municipal sewerage cannot be achieved, water must be treated as waste water prior to release.</p>  | Critical            |

**Table 6 Operating requirements**

| <b>Requirements</b>  | <b>Nonconformity guide</b> |
|--|----------------------------|
| <p>6.1 A procedure must be in place which ensures that the department is notified immediately of any:</p> <ul style="list-style-type: none"> <li>• symptoms of animal illness</li> <li>• detections of parasites</li> <li>• private vet consultations.</li> </ul>  | Major                      |
| <p>6.2 A documented plan for either cleaning or storing of transport crates and vehicles after animals have been unloaded must be included in the application for approval for individual imports and receive endorsement from the department.</p>   | Major                      |
| <p>6.3 The site must have documented animal management and husbandry procedures, including but not limited to:</p> <ul style="list-style-type: none"> <li>• the name and position title of personnel (including veterinary staff) that will be responsible for management and husbandry of the animal for the period of quarantine</li> <li>• enclosure cleaning routine</li> <li>• health check routine</li> <li>• parasite and pest control regimes</li> <li>• waste management.</li> </ul>  | Major                      |
| <p>6.4 The site must have access to specialised equipment such as a tranquiliser gun and staff accredited to use equipment.</p>  | Major                      |
| <p>6.5 Documented procedures for feral animal control at the site is required. Examples include: professional rodent control programs, bird proofing, fencing maintenance regimes.</p>   | Major                      |
| <p>6.6 A documented transport plan detailing how the animal will be taken from the port of arrival to the site must be included in the application for approval for individual imports and receive endorsement from the department. When developing the plan, Biosecurity Industry Participant (BIP) will need to ensure the following requirements are met:</p> <ul style="list-style-type: none"> <li>• the transport route is the most direct route between the two sites</li> <li>• the route taken is on designated roads only</li> <li>• the vehicle used to transport the animal reduces the risk of exposure to other animals or escape</li> <li>• suitable restraint and capture equipment is on hand.</li> </ul> | Major                      |
| <p>6.7 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.</p>  | Major                      |

**Table 7 Administration and management**

| <b>Requirements</b>   | <b>Nonconformity guide</b> |
|---|----------------------------|
| <p>7.1 Recordkeeping and administrative procedures must provide the department with the confidence that the system has adequate biosecurity controls and the necessary evidence to verify animal identification. This can be achieved by:</p> <ul style="list-style-type: none"> <li>• electronic or manual records of animals imported through the site. This includes retaining originals or copies of: <ul style="list-style-type: none"> <li>- health certificates</li> <li>- Import Permits</li> <li>- vet checks</li> <li>- biosecurity entries/directions</li> </ul> </li> <li>• electronic or manual records of animals that may have shared quarantine periods.</li> <li>• electronic or manual records of waste collection and waste water treatment.</li> <li>• retaining records for a minimum period of two years after the animal is released from biosecurity control.</li> <li>• ensuring that records are available on demand for animals while they are performing biosecurity activities.</li> </ul> | Minor or major             |
| <p>7.2 Records for each animal must include as a minimum:</p> <ul style="list-style-type: none"> <li>• reference number (microchip if present)</li> <li>• a copy of the Import Permit</li> <li>• date of arrival into quarantine</li> <li>• biosecurity directions issued for the animal</li> <li>• date and results of vet and health checks</li> <li>• details of any treatments or medications</li> <li>• reference to any other animals that shared quarantine</li> <li>• release from biosecurity control details</li> <li>• record of people who have had access to the animal.</li> </ul>  | Major                      |
| <p>7.3 Information retained in relation to the biosecurity waste activity performed must include (as applicable):</p> <ul style="list-style-type: none"> <li>• records of movement</li> <li>• tank identifier (liquid waste only)</li> <li>• source of the waste</li> <li>• nature/type of the waste</li> <li>• quantity - either in volume or weight</li> <li>• treatments applied, including dosage rate and date</li> <li>• cleaning of equipment</li> <li>• maintenance/calibration of equipment</li> <li>• spillages/loss of quarantine waste.</li> </ul>  | Major                      |

**Table 8 Office and record requirements**

| <b>Requirements</b>  | <b>Nonconformity guide</b> |
|--|----------------------------|
| <p>8.1 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                      |

**Table 9 Requirements**

| <b>Requirements</b>  | <b>Nonconformity guide</b> |
|--|----------------------------|
| <p>9.1 Any changes to the site, structural or operational arrangements, should be carried out in a manner which preserves compliance with:</p> <ul style="list-style-type: none"> <li>• the AA requirements</li> <li>• the relevant design and construction standards in the Australian Building Code</li> <li>• conditions of approval.</li> </ul>              | Major                      |
| <p>9.2 If a BIP has any doubt as to whether a proposed change to either the:</p> <ul style="list-style-type: none"> <li>• site operating procedures</li> <li>• physical structure of the premises</li> </ul> <p>has any potential to reduce the level of biosecurity integrity, the department's approval must be obtained before the change is implemented.</p> | Major                      |
| <p>9.3 To ensure conformance to the site requirements, the department must be notified in writing:</p> <ul style="list-style-type: none"> <li>• no less than 15 working days prior to any alterations to site operating arrangements</li> <li>• within 15 working days of any alterations to site management arrangements.</li> </ul>                            | Major                      |
| <p>9.4 Where any structural alterations have been made the BIP must, with the annual approval form, provide a written declaration outlining details of the alterations made.</p>   | Major                      |



**Table 10A General**

| <b>Requirements</b>   | <b>Nonconformity guide</b> |
|---|----------------------------|
| 10.1 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          |
| 10.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.  | Minor, major or critical   |
| 10.3 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   |
| 10.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.   | Minor, major or critical   |
| 10.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.  | Minor, major or critical   |
| 10.6 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>10.7 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          |
| 10.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.   | Major or critical          |
| 10.9 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 10B General (continued)**

| Requirements  | Nonconformity guide |
|---|---------------------|
| 10.10 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>   | Critical            |
| <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>   |                     |
| <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> <p>If the items are being transported by a non-Accredited Person (such as a truck driver), the forwarding BIP must ensure that this person is made aware of the conditions relating to the transport of the items.</p>   | Major               |
| 10.11 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>10.12 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 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               |
| 10.13 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               |
| 10.14 Records must be maintained of Accredited Persons.   | Minor               |
| 10.15 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               |
| 10.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.   | Minor or major      |

**Table 10C General (continued)**

| <b>Requirements</b>  | <b>Nonconformity guide</b>  |
|--|---|
| 10.17 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> |
| 10.18 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   |
| 10.19 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 (for example, due to storms)</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>   |
| 10.20 Ceasing or transferring operations - the department must be informed in writing at least 15 working days prior to intended:  | Major   |
| <ul style="list-style-type: none"> <li>• closure of a current AA site</li> <li>• relocation of the business, including the AA class function</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• cessation of operation as an AA site.</li> </ul> <p>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.</p>  | Critical  |
| 10.21 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 10D General (continued)**

| <b>Requirements</b>   | <b>Nonconformity guide</b> |
|---|----------------------------|
| <p>10.22 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>10.23 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>10.24 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>10.25 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>10.26 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          |