Lodging AEPCOMM consignments

This task card describes the information required to lodge an import declaration in accordance with the Class 19.2 Automatic Entry Processing for Commodities (AEPCOMM) approved arrangement. Automated biosecurity directions will be issued through the Agriculture Import Management System (AIMS) via Automated Entry Processing (AEP).

1 Accreditation Requirements

1.1 Accreditation

Before lodging a consignment in the Integrated Cargo System (ICS) or third-party software, you (the individual) must be accredited and be employed by a Biosecurity Industry Participant (BIP) who has entered into both a Class 19.1 Non-commodity for Containerised Cargo Clearance (NCCC) and a Class 19.2 Automatic Entry Processing for Commodities (AEPCOMM) approved arrangement (AA) with the department.

To become an accredited person you must meet all requirements as outlined on the Training and accreditation for approved arrangements webpage. Once approved, you must maintain your accreditation for the NCCC and AEPCOMM approved arrangements by completing continued biosecurity competency (CBC) sessions stipulated by the department in a given CBC period.

If you or your business do not hold both a Class 19.1 and a Class 19.2 Broker AA, you will need to review the class requirements documents and apply online: Applying for an approved arrangement.

1.2 Biosecurity Import Condition (BICON) system access

Prior to the assessment and lodgement of AEPCOMM consignments you will need to sign up to BICON AEPCOMM User access. The AEPCOMM information required for your import declaration lodgement will only be available through this log-in.

If you have not signed up for AEPCOMM User Access, refer to the help section in BICON for assistance: BICON HELP

2 Assessment and outcome lodgement

2.1 Document assessment

Once you have compiled your consignment information, you need to assess the import documentation of the goods using the most current version of:

- Class 19.1 Non-commodity for Containerised Cargo Clearance (NCCC)
- Class 19.2 Automatic Entry Processing for Commodities (AEPCOMM)
- Approved arrangements general policies
- Minimum documentary and import declaration requirements policy
- Non-commodity information requirements policy
- Biosecurity Import Conditions (BICON)

2.2 Navigating BICON

The following procedure only applies if the goods are deemed 'in scope' of the AEPCOMM arrangement. To determine the suitability of the goods you will need to refer to BICON and the Class 19.2 AA.

Log in to your BICON account and search for the goods you are importing. This can be done by tariff code or commodity description. Select the most appropriate BICON case and answer each question about the goods to refine the import scenario down to the biosecurity *Import Conditions*. From the *Import Conditions* page, select *next* at the bottom of the page and progress through the *Onshore Assessment* questions. Each of your answers must be based on the supporting evidence accompanying the goods. Once complete, the *Onshore Outcomes* will indicate if the goods are 'in scope' of AEPCOMM and the appropriate AEP code for you to enter into your import declaration.

2.3 Full Import Declaration (FID) lodgement

Once you have assessed the goods and supporting documentation, you can now lodge the Full Import Declaration. This will be lodged through the ICS or third-party software and must include all mandatory information as outlined in the above policies.

Firstly, for containerised sea freight you will need to assess the non-commodity documentation and enter any non-commodity concerns. For efficient clearance of your consignment, ensure that outcomes applied for commodity and non-commodity concerns are consistent with each other. Refer to task card *Lodging NCCC consignments*.

For the commodity, enter the AEP code on each appropriate line as determined from your BICON assessment (e.g. REL, INS, FUM). For all codes other than release you will need to nominate an AA site ID for the activity to take place. You must ensure that the AA site ID is approved to perform the biosecurity function before entering the AA site ID in the *AQIS Premise ID* field on each line.

2.4 Lodgement specific information

A number of in scope AEP commodities require additional information to be entered at the time of lodgement. This includes:

- AQIS Commodity Codes (ACC's)
- Phytosanitary certificates
- AEI information
- Vehicle identification number (VIN)
- eCert details

Please refer to the [requirements and conditions for approved arrangement class 19.2](#) document as well as [BICON](#) to ensure you meet all lodgement requirements.

3 Automated directions

The lodgement of AEPCOMM codes and/or concern types will generate automated biosecurity directions that are emailed to the branch email address nominated in ICS. Based on the directions issued you will need to identify the associated line of goods and action the direction accordingly:

- NCCC or AEP Verification – submit documentation through the Cargo Online Lodgement System (COLS)
- Document processing required – submit documentation through the COLS
- AEP processing error – submit documentation through the COLS
- Re-lodge – refer to task card: Identifying and resolving an AEP error
- Inspection – go to the [Biosecurity portal](#) to request an inspection
- Fumigation – contact the third-party provider, fumigation results must be submitted to the department on completion of the treatment.

- Release – check the ICS status of the consignment and if there are no other biosecurity concerns the consignment may be collected.

*Where consignments do not meet the standard assessment and lodgement outlined in this task card refer to **Lodging non-standard AEP consignments**. This includes consignments where not all lines are 'in scope' of AEP or requiring different outcomes across one commodity group.*