



**Australian Government**  
**Department of Agriculture**

## **Class 5 and 7 level 3 and 4 approved arrangement site**

### **Refurbishment checklist**

This checklist is to be used by Biosecurity Industry Participants, who operate under the class: 95.1, 95.2, 95.3 and 95.4 classified as PC3 or PC4 facility or 5 and 7 containment level 3 or 4 requirements (BC or BIC requirements), when refurbishing their approved arrangement sites in order to attain or to maintain approval under the class 5 or 7 containment requirements.

This checklist is also required for use where refurbishment entails the removal of material subject to biosecurity control and any potentially contaminated installation.

<b>Legal entity name</b>	
<b>Approved arrangement reference number</b>	
<b>Physical address</b>	
<b>Person who completed this checklist</b>	

### **Refurbishment processes and completion schedule**

The following steps must be followed to undertake the refurbishment or decommissioning of an approved arrangement site in accordance with the Department of Agriculture and Water Resources requirements:

- a submission must be provided to the department detailing the schedule for completion of the listed processes
- detailed procedures for completion of each step must be outlined in the submission
- documentary evidence of the completion of each step must be kept for audit purposes.

<p><b>A risk assessment should be completed prior to the commencement of any refurbishment. The outcomes of this risk assessment will assist in determining if an AA site can be operational during refurbishment</b></p> <p>The following are some areas requiring consideration before refurbishment commences:</p> <ul style="list-style-type: none"> <li>• type and extent of construction and renovation/repair work</li> <li>• likelihood of contaminating adjacent storage / work areas</li> <li>• impact on traffic and supply routes; quarantine storage areas</li> <li>• airflow patterns/pressure differential in the area (if appropriate)</li> <li>• waste disposal (both solid and liquid).</li> </ul>	<input type="checkbox"/>
<p><b>Interim arrangements</b></p> <p><b>Identify and document interim arrangements (structural and procedural) that will be implemented to mitigate biosecurity risks associated with the deficiencies identified by the Third Party Assessors (3PA):</b></p>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• suspension of approved arrangement approval</li> <li>• update Standard Operating Procedure (SOP) – provide a copy to the department – including:             <ul style="list-style-type: none"> <li>○ isolation – processes that will ensure goods subject to quarantine will remain separated from domestic or previously cleared goods to prevent cross contamination</li> <li>○ hygiene – detail how the maintenance and cleanliness will be maintained during refurbishment</li> <li>○ list of Accredited Persons on duty during refurbishment</li> <li>○ pest control – changes to arrangements to include construction materials</li> <li>○ access and security</li> </ul> </li> <li>• processes to ensure goods subject to biosecurity control are not subject to unauthorised movement or interference during refurbishment</li> <li>• contingency plan for unplanned electrical breakdowns, structural damage etc. as a result of refurbishment</li> <li>• timeframes for the implementation of the interim arrangements</li> <li>• arrangements for construction workers:             <ul style="list-style-type: none"> <li>○ site induction</li> <li>○ access to biosecurity areas</li> </ul> </li> </ul> <p>Establishing a specific control, inspection and reporting system to ensure compliance with the above requirements.</p>	
<p><b>Transfer or destroy (by an approved method) material subject to biosecurity control</b></p> <p>If transfer of any goods subject to biosecurity control to another approved arrangement site is required:</p> <ul style="list-style-type: none"> <li>• a transport plan detailing how the goods will be taken from the site to the new site. This plan will need to be submitted to <a href="#">Audit Services</a> for assessment. The plan needs to ensure the following requirements are met:             <ul style="list-style-type: none"> <li>○ the name of the Biosecurity Industry Participant or Accredited Person responsible for the transfer</li> <li>○ the name and approved arrangements reference number for the receiving AA site</li> <li>○ transport company name (if applicable)</li> <li>○ the transport route is the most direct route between the two sites,</li> <li>○ the route taken is on sealed roads only, and</li> <li>○ what will happen in the event of an accidental spill of the goods subject control and what equipment will be used?</li> <li>○ method of containment to prevent exposure to the external environment</li> <li>○ procedures to ensure that the driver is made aware of the conditions relating to the movement of goods</li> <li>○ contingency plan for transportation</li> </ul> </li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>○ the records that will be kept including.</li> <li>• date and time goods left old site and arrived at the new site</li> <li>• type of goods transferred</li> <li>• quantity</li> <li>• date of transfer</li> <li>• transport provider</li> <li>• transfer must be to a site of a containment level equal to or higher than required</li> <li>• in higher risk circumstances the department may require the transport process to be carried out under direct departmental supervision.</li> </ul> <p>Refer to the driver and Accredited Persons checklist on the department's website (under question What if I need to move goods subject to biosecurity control from one approved arrangements site to another approved arrangements site?). Transport paths (including map) to be provided. Where goods subject to biosecurity control are to be destroyed (now biosecurity waste) – this must be carried out using an approved method. See biosecurity waste section below.</p>	
<p><b>Site or work area cleaned and disinfected – to be carried out prior to the commencement of any refurbishment works:</b></p> <ul style="list-style-type: none"> <li>• remove and destroy (as described in biosecurity waste below): <ul style="list-style-type: none"> <li>○ absorbent surfaces e.g. carpet</li> <li>○ pest bait stations and other pest traps/deterrents</li> <li>○ waste including animal bedding, drain trap waste and dunnage</li> </ul> </li> <li>• disinfect: <ul style="list-style-type: none"> <li>○ surfaces <ul style="list-style-type: none"> <li>▪ benches</li> <li>▪ cabinetry</li> <li>▪ framing</li> <li>▪ shelving</li> <li>▪ other exposed surfaces</li> </ul> </li> <li>○ floors</li> <li>○ doors</li> <li>○ windows</li> <li>○ walls</li> <li>○ ceilings <ul style="list-style-type: none"> <li>▪ ceiling tiles to be washed</li> <li>▪ acoustics bags to be washed</li> </ul> </li> <li>○ ventilation openings</li> <li>○ fume cupboards and cabinets</li> </ul> </li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>▪ fume cupboards</li> <li>▪ recirculating fume cupboards</li> <li>▪ Biological Safety Cabinet</li> <li>○ fridges/freezers/cool rooms/storage rooms</li> <li>○ animal pens and cages</li> <li>○ drain traps</li> <li>○ equipment used within facility that is to be reused (Autoclaving can be used, 121°C (core temperature) for 15 minutes or 121°C for 30 minutes where core temperature is not measured. Where 15 minute autoclaving time is used, the Biosecurity Industry Participant must specify how the core temperature was reached and how this temperature was recorded).</li> </ul> <p><b>Note:</b> Cleaning and disinfectant waste is to be considered and disposed of as biosecurity waste.</p>	
<p><b>Gaseous decontamination of rooms (including airlocks), filter canisters and exhaust ducting upstream of filter canisters prior to refurbishment works:</b></p> <ul style="list-style-type: none"> <li>• spore strips are to be used post decontamination in areas of expected high contamination (e.g. Biological Safety Cabinets) to confirm efficacy of the decontamination</li> <li>• the potential Work Health and Safety risks and possible requirement of neutralisation of gases and ventilation of decontamination areas must be acknowledged through this process.</li> </ul>	<input type="checkbox"/>
<p><b>Biosecurity waste to be removed and destroyed</b></p> <p><b>Where biosecurity waste is to be destroyed – this must be carried out using an approved method. Approved methods include:</b></p> <ul style="list-style-type: none"> <li>• as stated in Import Permit conditions</li> <li>• high temperature incineration (approved facility)</li> <li>• autoclave.</li> </ul>	<input type="checkbox"/>
<p><b>On completion of refurbishment</b></p>	
<p><b>Procedures</b></p> <p>Identify and document arrangements (structural and procedural) that will be implemented as a result of the refurbishment</p> <ul style="list-style-type: none"> <li>• update SOP – provide a copy to the department</li> <li>• timeframes for the implementation of the arrangements.</li> </ul>	<input type="checkbox"/>
<p><b>Third Party Assessment report and certificate (class 5.2 and 7.2 only)</b></p> <p>Provide the department with copies of the Third Party Assessment report and Third Party Assurance certificate completed after refurbishment:</p>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>a copy of the full assessment report completed by the -Approved Third Party Assessor must be provided to the department. The report is supplied to the AA site upon completion of the assessment.</li> <li>the Third Party Assurance certificate will have been provided to the site along with the assessment report.</li> </ul>	
<b>Onsite audit</b> Inspection is a chargeable activity - charged at fee for service rates.	<input type="checkbox"/>

## Operator comments

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This procedures checklist and the accompanying time schedule will need to be provided to [Audit Services](#) prior to any actions being undertaken.

## Privacy notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the Biosecurity Act.

'Sensitive information' is a type of personal information and includes any information or opinion about an individual's racial or ethnic origin; political opinions; religious beliefs or affiliations; philosophical beliefs; sexual orientation or practices; membership of a political association, professional or trade association or union; or criminal record. It also includes health or genetic information about an individual and biometric information or templates.

The collection of 'protected information' including personal and commercial-in-confidence information by the Department of Agriculture and Water Resources in relation to this application is being collected under the *Biosecurity Act 2015* for the purposes of assessing your application and related purposes. If the relevant personal information requested in this application is not provided by you, the department may be unable to process your application. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. A person to whom protected information relates may consent to the information being disclosed for a certain purpose.

The personal information requested on this form may be disclosed to other Commonwealth agencies such as the Department of Home Affairs (DHA).

With the consent of relevant individuals or entities named in this application, the department may disclose the following information to the DHA for the purpose of DHA assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme:

- Information about individuals in this application (personal and protected information).** This information includes personal information, as defined in the *Privacy Act 1988*, that is protected information under the *Biosecurity Act 2015*. This information may also include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, about individuals that is protected information.
- Information about the applicant which is not personal information (entity and protected information).** This information may include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, that is protected information under the Biosecurity Act.

Note: Decisions regarding this consent provision do not impact on the assessment of this application. If consent is provided it may be withdrawn at any time by notifying the department at [aa.canberra@agriculture.gov.au](mailto:aa.canberra@agriculture.gov.au).

**Consent can be given by relevant persons by completing the below declarations.**

### Consent to disclose personal and protected information

This application contains personal information and/or commercial-in-confidence information which constitutes protected information under the Biosecurity Act. Under subsection 588(3) of the Biosecurity Act the department may disclose protected information that relates to me with my consent.

By signing below, I provide consent for the department to disclose personal and protected information that relates to me, to DHA, for DHA to use that information for the purpose of assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme.

Signature	Declarant full name
Signature	Approved arrangements manager full name

Signature	Approved arrangements site contact full name

**Consent to disclose entity information**

By signing below, the named entity provides consent for the department to disclose entity information to DHA, which may include protected information under the Biosecurity Act, for the purpose of DHA assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme:

Signature	Declarant full name	Name of entity
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See our [Privacy Policy](#) webpage to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.