



September
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Booking an inspection



Ensure you have everything ready prior to the biosecurity officer attending

Inadequate preparation can prevent scheduled inspections proceeding.

To facilitate your inspection proceeding in accordance with the scheduled appointment, it is imperative you have sufficient labour capacity available (if required) and ensure the goods are readily accessible, and are visible to the biosecurity officer to conduct the inspection.

This comprises having the requisite consignment presented in accordance with the biosecurity direction it **does not** extend to pre-selection of samples if this is a requirement of the inspection. The importer is responsible to ensure the goods are ready and presented to enable the biosecurity officer to select samples where required.

Biosecurity officers will not wait for extended periods for the goods to be presented.

Ensure you have all documentation available at the inspection

Biosecurity officers will require visibility of supporting documentation such as invoices, manufacturer's declarations, permits and biosecurity directions in order to validate the consignment against the documentation.

To avoid unnecessary delays, or in some cases the requirement to reschedule an inspection, ensure you have all necessary documentation available for biosecurity officers at the point of inspection.

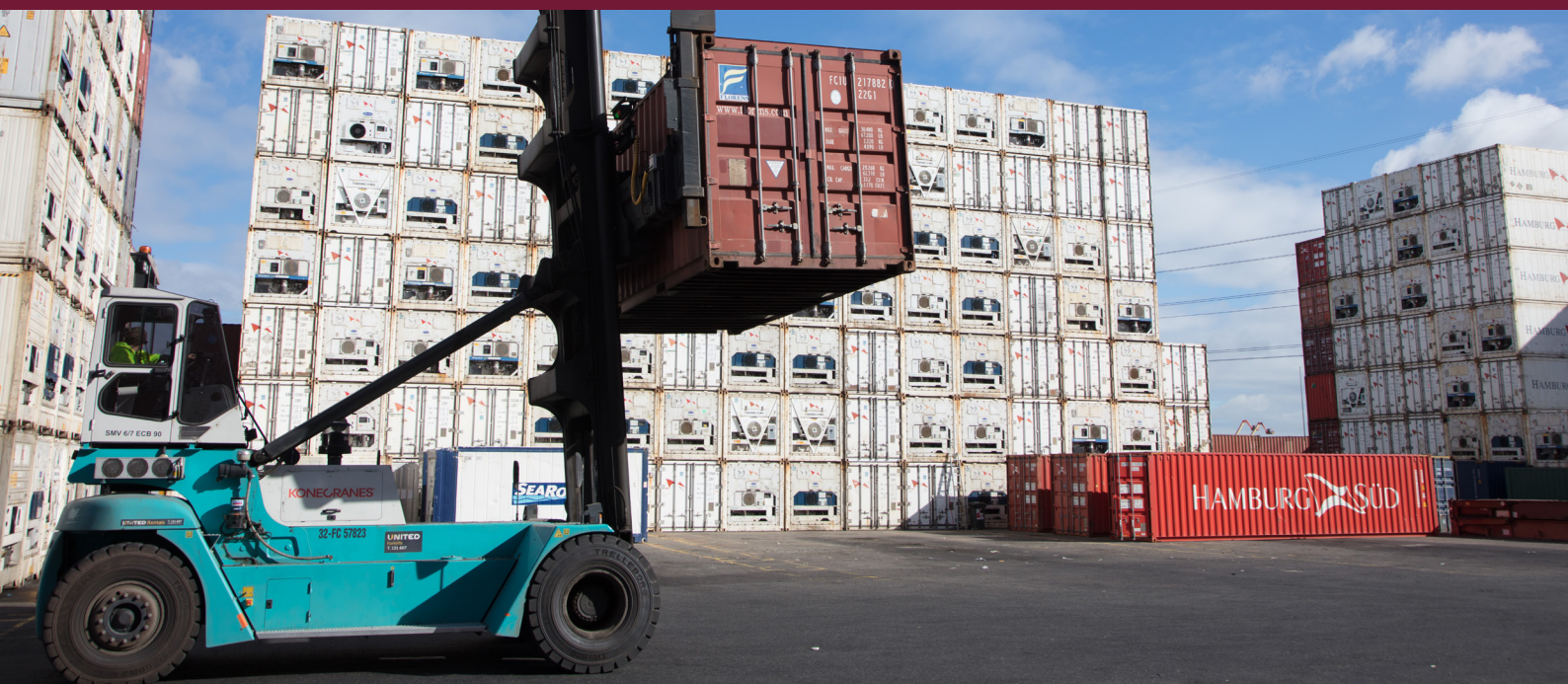
Requesting a priority appointment

Periodically, appointments are cancelled due to various circumstances. This can realise availability of biosecurity officers to be reallocated to other inspections. Within that context, officers can be assigned to priority appointments.

To request a priority appointment (if available), forward your request via email to the relevant location booking service. You will be notified if an earlier inspection becomes available.

In the event rescheduling a booking for inspection is necessary, it is critical to provide up to date contact details.

There are many instances where a priority booking request is unable to be enacted due to the inability to contact the broker/importer to confirm a revised inspection booking.



What can importers/brokers do to help?

Effective communication supports inspections and helps prevent delays.

Biosecurity officers regulate and will manage and control the inspection. Biosecurity officers will make certain requests of brokers, importers or Approved Arrangement operators in preparation for and throughout the inspection. Biosecurity officers will provide feedback on instances of non-compliance detected and will advise importers to communicate with their suppliers to address anomalies and improve compliance.

Importers can remain informed of requirements and any changes, particularly in peak periods, via the department's website agriculture.gov.au and their peak industry associations.



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