



Australian Government

Department of Agriculture

**Imported Inorganic Bulk Cargo
Fertiliser**

**Assessment and Management
Policy**

© Commonwealth of Australia 2017

Ownership of intellectual property rights

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to as the Commonwealth).

Creative Commons licence

All material in this publication is licensed under a Creative Commons Attribution 3.0 Australia Licence, save for content supplied by third parties, logos and the Commonwealth Coat of Arms.



Creative Commons Attribution 3.0 Australia Licence is a standard form licence agreement that allows you to copy, distribute, transmit and adapt this publication provided you attribute the work. A summary of the licence terms is available from creativecommons.org/licenses/by/3.0/au/deed.en. The full licence terms are available from creativecommons.org/licenses/by/3.0/au/legalcode.

Inquiries about the licence and any use of this document should be sent to copyright@agriculture.gov.au.

Department of Agriculture

Postal address GPO Box 858 Canberra ACT 2601

Telephone 1800 900 090

Web agriculture.gov.au

This policy document is intended to facilitate and encourage industry participation in the management the biosecurity risk of inorganic fertiliser imported to Australia. The Australian Government, through the Department of Agriculture, has exercised due care in preparation of this publication. Notwithstanding, the Department of Agriculture, its employees and advisers disclaim all liability, including liability for negligence and for any loss, damage, injury, expense or cost incurred by any person as a result of accessing, using or relying upon any of the information in this discussion paper to the maximum extent permitted by law.

Version	Date	Reason for Issue	Author
1.0	2004	Initial version	DAFF/Industry Fertiliser Review Team
1.1	2005	Revised version to amend formatting; clarify that classification Levels are determined on hold-by-hold basis; and add option for Level 1 vessel determination to be made using an EX154 Prescribed Goods/Grains Loading Permit.	DAFF
2.0	2010	Removed deep core sampling; Removed maiden voyage requirements for Level 1 vessels and added a requirement for never having carried actionable cargo since new (a full trading history must be provided) or gaining Level 1 status; Added new Level 1 Gold status and criteria.	DAFF
3.0	2016	Rebranding, minor edits to align with the Biosecurity Act 2015, and incorporation of changes agreed at Industry Logistics Committee since the last update.	DAWR
4.0	2017	Update post 2017 Review and consultation.	DAWR
5.0	2019	Minor edits and incorporation of changes agreed at Industry Logistics Committee since last update	Department of Agriculture

Contents

Imported Inorganic Bulk Cargo Fertiliser	1
Assessment and Management Policy	1
Purpose	5
Definitions	5
Introduction	8
Background to the Policy	8
Assessment and Management Policy	9
LEVEL 3 – High Risk Consignment	10
Supply Chain	10
Vessel Classification	10
LEVEL 2 – Medium Risk Consignment	10
Supply Chain	10
Auditing of the Supply Chain	10
Manufacturer/Load Port Desk Audit	10
Manufacturer/Load Port Onsite Audit	11
Vessel Classification	11
Vessel Cleanliness	12
Manufacturer's Declaration	12
LEVEL 1 – Low Risk Consignment	13
Supply Chain	13
Level 1 Gold supply chains	13
Auditing of the Supply Chain	14
Manufacturer/Load Port Desk Audit	14
Manufacturer/Load Port Onsite Audit	14
Vessel Classification	14
Level 1 Certification	15
Vessel Survey	15
Vessel Voyage	16
Manufacturer's Declaration	17
Pre-Arrival Documentation	18
Import for manufacturing purposes under Department of Agriculture Issued Import Permit	19
Contamination Management Procedures	21
Biosecurity risk treatment guide	21
Attachment 1 - Initial Desk Audit	23
Background	23
Documentary Evidence Required For a Level 1/Level 2 Supply Chain Application	23
Attachment 2 - On-Site Audit Procedures	25
Background	25
Initial Checklist	26
Manufacturing Details (provide photographic evidence where possible)	27

Storage Facilities	30
Transportation	31
Loading Facilities	33
Port / Wharf Details	34
Assessment	37
Attachment 3 – Example Manufacturer’s Declaration	38
Attachment 4 – Department of Agriculture Sampling Standard	39
Introduction	39
Sampling principles	39
Methods for sampling of solid bulk fertiliser	39
Mechanical sampling	39
Manual sampling from conveyor belt	40
Sampling Frequency	40
Inspection / analysis process	42
Definitions used in this Sampling Standard	42
Attachment 5 – Example Vessel Survey, Inspection Report and Treatment Order	45
Attachment 6 – Surveyor’s Guidelines	50
Background	50
Guide	51
Standard	51
Preamble	51
Safety	51
Vessel Cargo History	52
Inspecting the Vessel	52
Attachment 7 – Department of Agriculture Pre-Arrival Fertiliser Information	56

Purpose

This 'Imported Inorganic Bulk Cargo Fertiliser Assessment and Management Policy' (the Policy) has been produced by the Department of Agriculture in consultation with the fertiliser industry, through its representative body, Fertilizer Australia Inc (Fertilizer Australia). This Policy sets out the agreed procedures, quality assurance processes, standards and qualifications to be applied to bulk in-ship fertiliser imported into Australia. The document also outlines the process for determining the levels of classification for these imports and the assessment and management regime that will apply to each fertiliser import risk classification level.

The Policy applies to goods shipped in a bulk vessels on a hold by hold basis, and to both loose and bagged goods carried in a ship's hold.

Definitions

The following definitions apply to this policy. Definitions apply when used in both single and plural. Where terms are not defined, the definitions that apply under the [Biosecurity Act 2015](#) prevail.

Term	Definition
Actionable cargo	<p>Includes, but is not limited to the following, depending on their origin:</p> <ul style="list-style-type: none"> grains and cereal crops (e.g. wheat, barley, oats, maize, sorghum); leguminous crops (e.g. beans, peas, soybean, lucerne); meals and/or stock feed; (e.g. soybean meal, canola meal, palm kernel expeller, fishmeal) oilseed crops; (e.g. rapeseed, canola, cottonseed, sunflower); rice (raw, unpolished, with husks on), excluding white polished, milled rice, bagged; sugar cane, excluding raw/processed sugar bagged or bulk; sand, excluding mineral sands e.g. rutile, ilmenite, zircon, garnet and aggregates not containing sand. <p>Note: Logs and timber products are not considered actionable cargo. However, contaminant plant material, including leaves, weed seeds, twigs, woodchips and bark are an actionable Biosecurity risk material.</p>
Biosecurity risk material	<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> all Actionable cargo;

	<ul style="list-style-type: none"> • animal material (such as hair, fur, skin, faeces, shell, blood and fluids, feathers, honey, flesh and bone); • live animals (such as rodents and reptiles); • food refuse (such as food scraps); • live insects (such as Khapra beetle); • snails (such as giant African snail); • plant pathogens (such as fungi, nematodes, bacteria, viruses etc.); • plant material (such as pollen, bark, spores, flowers, seeds, gum, leaves, branches, roots, stems, wood, fruits and vegetables); and • soil (such as dirt, mud, gravel, clay and sand).
Certified laboratory	A laboratory that is independently approved and recognised as meeting the essential requirements of a quality management system, a scientific facility equipped to conduct tests and investigations.
Department of Agriculture or the department	The Commonwealth of Australia Federal Government department responsible for the administration of the functions under Biosecurity Act 2015, as may change from time to time. (Previously known as the Department of Agriculture and Water Resources, Department of Agriculture, Fisheries and Forestry, or the Australian Quarantine Inspection Service).
Department authorised auditor	<p>Auditors that are approved by the department to conduct a specific audit.</p> <p>Note: these may be departmental staff and biosecurity officers; or Independent third party auditors.</p>
Guano	<p>Mineralised rock phosphate of marine bird excrement origin, or bat excrement for bat-guano.</p> <p>Note: If the fertiliser contains non-mineralised guano; refer to the BICON commodity, 'Fertilisers, Animal or microbial derived ingredients- Terrestrial animal or avian.'</p>
Independent third party auditor	Auditors independently accredited and registered with an international auditing body, or is determined by the department as having equivalent accreditation.
Inorganic, or Mined and chemical fertiliser	Manufactured chemical fertilisers, and mined raw materials used in the making of fertilisers, which do not contain organic, plant, animal or microbial materials. These include soil conditioners, or

	supplements used to promote growth in soil.
Large bags	Bags used in the packaging and transport of fertiliser that are greater than 100 kilograms.
Manufacturer	A company that manufactured/produced the goods intended for import into Australian territory.
Small bags	Bags used in the packaging and transport of fertiliser that accommodate 100 kilograms or less of product.
Sponsor	Australian based and registered company, who will provide the first point of contact for the department within Australia
Supply chain	The manufacturing process, handling, transport, bagging, storage and container inspection and loading facilities and procedures, and sampling procedures that were utilised in the preparation of the goods prior to export to Australian territory.

Introduction

The importation of fertilisers into Australia can present a serious biosecurity risk if not managed appropriately. Given the high potential for direct application of fertiliser to soil, the department has maintained a zero tolerance policy on fertiliser contamination since 1995.

Imported consignments of inorganic fertiliser may be contaminated with seeds, soil, and other plant or animal material, which could introduce harmful exotic pests and diseases into Australia. Contamination can occur at a number of places throughout the supply chain; from manufacturer through to and including the voyage that the vessel takes to Australia. Recognising this, critical control points through the supply chain have been identified and related contamination management strategies were put in place.

There is also a legislative requirement for importers to meet certain conditions to import fertiliser into Australia. These conditions are given effect under the Biosecurity Act 2015, as set out under Section 40 of the [Biosecurity \(Prohibited and Conditionally Non-Prohibited Goods\) Determination 2016](#).

The department employs a range of strategies to effectively manage the biosecurity risk through collaboration with industry across the supply chain. However, it is acknowledged that the same level of intervention is not appropriate in all circumstances. To allow for this differentiation, the policy reflects a three tier approach aligned with the contamination management strategies employed by manufacturers and/or importers. The three tiers are as follows:

- **Level 3 – High Risk**
- **Level 2 – Medium Risk**
- **Level 1 – Low Risk**

In instances where there are no recognised contamination management strategies in place, consignments are classified as Level 3, high risk. Where some specific strategies have been implemented, consignments are classified as Level 2, medium risk. Where the full suite of strategies has been implemented and there is a high level of confidence in the biosecurity integrity of the consignment, it is classified as Level 1, low risk.

Background to the Policy

The policies described in this document are the result of a cooperative project between the department and the Australian fertiliser industry through its representative body, Fertilizer Australia. This cooperative approach has enabled the development of a policy that improves the effectiveness and efficiency of the various parties involved in importing fertilisers that are vital to Australian agriculture.

The policy was introduced in 2004 to clearly articulate the biosecurity assessment and management procedures for the importation of bulk in-ship fertiliser. These arrangements do not supersede the import requirements for bulk fertiliser; they are designed to address the risk of biosecurity contaminants associated with these imports. The policy underwent reviews in 2005, 2010 and 2017.

From a biosecurity perspective, the Policy not only provides confidence in the integrity of biosecurity controls at the border, but also encourages industry compliance.

From an industry perspective, the Policy ensures a clear understanding of biosecurity assessment and management procedures. It also provides opportunities for companies to reduce the commercial risk of importing fertilisers by implementing supply chain procedures and quality assurance that significantly reduce the risk of biosecurity contamination.

In the development of this Policy, the department has maintained its zero tolerance policy on fertiliser contamination. Further, the Policy provides a high level of integrity and transparency in the biosecurity decision-making system. The Policy also allows importers to take extra measures to reduce commercial risk and capture the maximum benefit.

The department may update this document from time to time. Prior to making amendments to this Policy, to ensure relevance for the fertiliser industry, the department may continue to engage with industry stakeholders, including Fertilizer Australia for consultation.

Assessment and Management Policy

Each of the three levels of classification for imported bulk in-ship fertiliser has a corresponding biosecurity intervention, reflecting the level of quality assurance and biosecurity risk management applied to the supply chain to reduce contamination risk. The assessment is applied to the vessel on a hold by hold basis and applies to loose and bagged in ship's hold consignments.

There are two components of assessment, the supply chain to the loading wharf and the vessel to be loaded. The classification of each hold will be determined by the component with the highest risk level, as illustrated by the following table.

The consequence of a Level 3 rating is a high level of department intervention at the border. The consequence of a Level 2 rating is a medium level of department intervention at the border. The consequence of a Level 1 rating is a low level of department intervention at the border.

Refer to [BICON](#) for details of assessment and management requirements on arrival for each risk level.

Table - Risk level matrix for classification of goods on a per hold basis

	Level 1 vessel	Level 2 vessel	Level 3 vessel
Level 1 supply chain	Goods are Level 1	Goods are Level 2	Goods are Level 3
Level 2 supply chain	Goods are Level 2	Goods are Level 2	Goods are Level 3
Level 3 supply chain	Goods are Level 3	Goods are Level 3	Goods are Level 3

LEVEL 3 – High Risk Consignment

Supply Chain

For a supply chain to be classified as a Level 3, one or more of the components of the supply chain, including manufacturing and load port facilities, do not provide sufficient evidence of contamination control. For example, where the manufacturing facility and load port have not been audited by the department authorised auditor.

Level 3, or high-risk goods are cleared on a port-by-port basis, meaning that a portion of a consignment discharged in one port can be cleared without being affected by assessment and management results for the consignment in another port of discharge.

Vessel Classification

A vessel that does not meet the evidence requirements for a lower risk level of classification such as Level 2 is classified as Level 3 by the department.

For example, where the vessel has carried actionable cargo within its last six voyages.

A vessel hold certificate of cleanliness is a mandatory requirement for all vessels carrying bulk inorganic fertiliser, including Level 3.

LEVEL 2 – Medium Risk Consignment

Supply Chain

For a supply chain to be recognised as a Level 2, all of the stages of the supply chain, including the manufacturing and load port facilities, must have provided some evidence of contamination control. Details of acceptable levels of biosecurity control for a Level 2 supply chain are provided below. In summary, requirements of a Level 2 are:

- manufacturing facilities and load port have been audited by the department, or a department authorised auditor (at least every three years); and
- manufacturer declaration provided for each consignment.

Auditing of the Supply Chain

Manufacturer/Load Port Desk Audit

Manufacturers and load ports wishing to be classified in the Level 2 risk category must apply in writing to the department. Applications will be subject to a desk audit by the department and will be assessed on their individual merits with consideration being given to the biosecurity risk. The purpose of the desk audit is to confirm that the manufacturing processes, sampling procedures, transport operations, storage facilities and wharf operations are sufficient to mitigate the biosecurity risk material that may be present within the product, in particular managing contamination. The process of approval incorporates the following principles:

- appropriate level of rigor in the assessment process;
- equity between the assessment of different applicants; and
- transparency in the process.

Applications must be supported by an Australian based and registered company, who will provide the first point of contact for the department within Australia.

The minimum documentary evidence required for an application is at [Attachment 1](#).

The desk audit is processed by the department within 6 weeks from receipt of the application. The outcomes of the desk audit will be provided to the applicant on completion of the desk audit process.

Manufacturer/Load Port Onsite Audit

An initial onsite audit of the supply chain procedures and facilities is undertaken after the completion of the desk audit. The department will only progress with an initial onsite audit after the documentary evidence has been assessed and the department concludes that the supply chain processes have capacity to mitigate the biosecurity risk. The purpose of the initial onsite audit is to confirm that the manufacturing processes, sampling procedures, transport operations, storage facilities and the wharf operations can ensure the biosecurity integrity of the product. The initial onsite audit will be undertaken by a biosecurity officer.

Where desk audit requirements have been met and the department chooses to proceed with an onsite audit, the site audit will be scheduled within a six-month timeframe of the conclusion of the desk audit. Where there are extenuating circumstances this timeframe may require to be extended, and a new timeframe will be agreed between the department and applicant.

To maintain a Level 2 status, an onsite audit must be undertaken every three years by a department authorised auditor. The purpose of the 3-yearly onsite audit is to confirm that the manufacturing processes, sampling procedures, transport operations, storage facilities and wharf operations have not changed, or where changes have occurred to ensure the ongoing biosecurity integrity of the supply chain process and the goods.

Details of the on-site audit format are at [Attachment 2](#). Onsite audits will be scheduled at a time convenient to both the department and the applicant.

Follow-up audits should not be conducted any later than five months after the time intended under this Policy, unless there are extenuating circumstances outside of the control of the applicant, and an extension is agreed with the department.

Vessel Classification

To be classified as Level 2, the vessel and voyage carrying the goods must meet the following mandatory criteria:

- the vessel has not carried actionable cargo within the last six voyages; and

- provide a vessel hold certificate of cleanliness.

The vessel can take either a direct or a non-direct route to Australia.

Vessel Cleanliness

For a consignment to be classified as a Level 2, the vessel must **not** have carried actionable cargo within the last six voyages. As part of the import clearance process, the department must be provided with a list of cargo carried within the last six voyages, to demonstrate the vessel is free of biosecurity contamination.

Manufacturer's Declaration

For a consignment to be classified as Level 2, it must be accompanied by a Manufacturer's Declaration. An individual declaration must be made for every consignment, must accompany each shipment of imported fertiliser and must be presented along with other documents to allow for assessment of the risk status of the goods. The purpose of the Manufacturer's Declaration is to demonstrate to the department that the manufacturing processes, transport operations, storage facilities and the wharf operations have not changed since the latest audit in any way that would impact on the biosecurity integrity of the goods being imported.

The declaration must:

- meet the [Documentary requirements for clearance](#);
- be on letter head of the supply company, under the same name and identifying information as per the latest audit documents;
- be signed by a representative of that company, including a signature block identifying the position of the representative;
- be legible and in English;
- be dated;
- specify consignment details including name of products and tonnage loaded;
- detail the name of the vessel and the voyage number;
- detail the bill(s) of lading number(s);
- specify manufacturing plant/s where the product was made;
- specify the berth the vessel was loaded at;
- include the date on which the facility was last audited; and
- verify that there have been no alterations to the premises, associated machinery, manufacturing process and supply chain that would increase the risk of entry of animal/ plant / soil material or their by-products into the consignment.

A sample Manufacturer's Declaration is at [Attachment 3](#).

LEVEL 1 – Low Risk Consignment

Supply Chain

For a supply chain to be classified as a Level 1, a number of contamination management strategies must be in place across the supply chain from the point of manufacture through to loading of the goods onto the vessel. These contamination management strategies are recognised by the department as best practice principles that provide a high level of confidence in the biosecurity integrity of the consignment. Details of the requirements for a Level 1 supply chain are provided below. In summary, the requirements are:

- the manufacturing facilities and load port have been audited by an independent third party auditor annually;
- the manufacturing and load port facilities audit has been performed by a departmental biosecurity officer, or a new department authorised auditor every third year;
- a manufacturer's declaration has been provided for each consignment; and
- sample analysis declaration has been provided for each consignment.

Level 1 Gold supply chains

For Level 1 supply chains that are considered by the department to be very low risk due to a long-term history of compliance, a status of Level 1 Gold may apply.

To be eligible for Gold status, a Level 1 risk status must have already been achieved by the supplier, and already be considered low-risk by the department. However, before the supply-chain can be considered for Gold status the following application requirements must be met:

- show capability to meet biosecurity requirements in at least two audits conducted by department authorised auditors; and
- meet all Level 1 requirements for annual supply chain audits; and
- complete at least 10 consignments over a five year period; and
- have zero detections of biosecurity risk within those consignments.

All new supply chains that meet these initial criteria will need to go through an application process and be reviewed by the department prior to classification as a Level 1 Gold supply chain. This review will seek to ensure that these facilities have had no recent, or ongoing issues in relation to the management of their current supply chain. Such issues would not be limited to actual identified biosecurity risk, but may include concerns around documentation or audit and verification requirements.

The auditing regime for Level 1 Gold status supply chains allows for the departmental audit schedule to reduce to an audit every six years by a department authorised auditor. This audit cycle will remain in place unless there are significant changes to processes, procedures, the physical structure, or management structure of the supply chain. The auditing requirements may also be amended by the department in the

event of contamination being detected in imported product.

Auditing of the Supply Chain

Manufacturer/Load Port Desk Audit

Manufacturers and load ports wishing to be classified in the Level 1 risk category must apply in writing to the department and be subject to a desk audit. The initial desk audit process and requirements are the same as outlined for [Level 2](#) above. The minimum documentary requirements for a desk audit are at [Attachment 1](#).

Manufacturer/Load Port Onsite Audit

An initial onsite audit of the manufacturing and load port facilities is the next step after the completion of the desk audit. The department will only progress with an initial onsite audit after the documentary evidence has been assessed and the department concludes that the supply chain processes can mitigate the biosecurity risk. The initial onsite audit of the procedures and facilities will be required in accordance with the procedure outlined for [Level 2](#) above.

Where desk audit requirements have been met and the department chooses to proceed with an onsite audit, the site audit will be scheduled within a six-month timeframe of the conclusion of the desk audit. Where there are extenuating circumstances this timeframe may require to be extended, and a new timeframe will be agreed between the department and applicant.

To maintain a Level 1 risk status, an onsite audit must be undertaken annually by an independent third party auditor. Every third year a new department authorised auditor must be utilised for the supply chain audit.

The purpose of the annual onsite audit is to confirm that the manufacturing processes, transport operations, storage facilities and the wharf operations have either not changed or that any changes do not impact on the ongoing biosecurity integrity of the product.

Audits are scheduled at a time convenient to both the department and the applicant.

An audit should not be conducted any later than five months after the time intended under this Policy, unless there are extenuating circumstances outside of the control of the applicant and an extension is agreed by the department.

Vessel Classification

For a vessel to be classified at Level 1, certain vessel and voyage requirements must be met to demonstrate a low level of biosecurity risk. The conditions that apply for a Level 1 vessel are:

- a vessel hold cleanliness certificate is provided for each consignment;
- a marine surveyor's vessel survey inspection report and treatment order provided for each consignment, issued at the load-port, where:
 - the assessing biosecurity officer is able to conduct a documentary verification on arrival that high reach equipment, such as a man lift was

used;

Note: photographic evidence of the man lift in each hold that has been inspected is appropriate as photographic evidence. Date must be visible and legibly chalked on the ships hold (refer to attachment 1 for examples of acceptable photographic evidence).

- the vessel has **not** carried an actionable cargo in the last two years; and
- the vessel takes a direct route to Australia (refer to [Vessel Voyage](#) for information where an indirect route is involved).

Alternatively, where the vessel has carried actionable cargo in the last two years, a Level 1 classification can also be attained where:

- the vessel has not carried actionable cargo since achieving the department's Level 1 certification following importation of fertiliser or as part of the Australian cabotage procedure; or
- the vessel obtained a [PE103 Bulk Vessel Approval Record](#) issued by the department as a result of a department inspection for prescribed bulk goods exports under the [Export Control Act 1982](#) since it last carried actionable cargo.

The purpose of these criteria is to provide a high level of confidence that the vessel is free of contamination. As part of the import clearance process for each consignment, the department must be provided with a full, complete and accurate list of cargoes for the vessel over the last two years, or since Level 1 certification by the department.

Level 1 Certification

Level 1 hold certification may only be obtained for:

- vessels importing fertiliser into Australia; or
- vessels that have undergone a department survey for prescribed goods/grains exports; or
- vessels that are required to be inspected as part of the Australian cabotage procedure.

An original PE103 Bulk Vessel Approval Record issued for Prescribed Goods / Grain exports is considered valid documentary evidence of a Level 1 certification.

For vessels importing fertilizer, Level 1 certification will be granted following successful clearance of the cargo, this will be recorded by the biosecurity officer in the ship's log.

For vessels inspected as part of the Australian Cabotage procedures and that meet the requirements for Level 1 certification, this will be recorded by the biosecurity officer in the ship's log.

Vessel Survey

For a vessel to be classified as a Level 1 it must be accompanied by a vessel hold cleanliness certificate and a 'Vessel Survey, Inspection Report and Treatment Order' from a qualified marine surveyor. A qualified marine surveyor is one that has been assessed by industry to possess the necessary qualifications, skills, experience and

resources to successfully conduct the inspection and issue the required certification.

Fertilizer Australia maintains a list of qualified surveyors on its [website](#).

The qualified marine surveyor should be independent from the supplier of the fertiliser consignment to be carried by the vessel.

The qualified marine surveyor is audited by the department through assessment of the vessel on arrival in Australian territory prior to any vessel moving to Level 1 status and prior to leaving Australia for subsequent return voyages

An example 'Vessel Survey, Inspection Report and Treatment Order' is provided at [Attachment 5](#). Guidelines for surveyors are provided at [Attachment 6](#).

[Vessel Voyage](#)

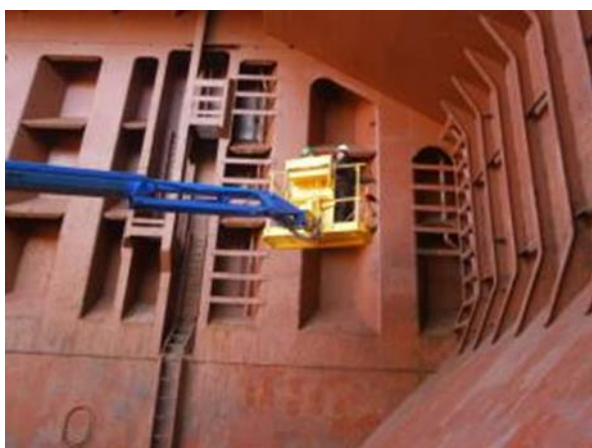
For the vessel to be classified as Level 1 risk, the voyage undertaken by the vessel must not include any cargo activity between loading at a Level 1 supply chain load port and the vessel's arrival in Australia.

Where the vessel has taken an indirect route to Australia, documentary evidence of the voyage must demonstrate that there has been no cargo activity between loading and arrival.

Vessels undertaking any cargo activity between loading and discharge in Australia will be subject to further assessment to maintain Level 1 status and will be assessed on a per hold basis. It is the importers responsibility to provide the department with documentary evidence that the biosecurity integrity of any Level 1 holds has not been affected.

[Attachment 1 - examples of photographic evidence](#)





Manufacturer's Declaration

For a consignment to be classified as Level 1, it must be accompanied by a Manufacturer's Declaration. An individual manufacturer's declaration must be made for every consignment, must accompany each shipment of imported fertiliser and must be presented along with other documents to allow for assessment of the risk status of the goods. All requirements for a [Manufacturer's Declaration guidelines for](#)

[Level 2](#) must also be met for all Level 1 consignments. A sample declaration is at [Attachment 3](#).

The purpose of the Manufacturer's Declaration is to demonstrate to the department that the manufacturing processes, transport operations, storage facilities and the wharf operations have not changed since the latest audit in any way that would impact on the biosecurity integrity of the consignment.

The Manufacturer's Declaration for a Level 1 consignment must confirm that samples were taken in line with approved methods and certify that there was no biosecurity risk material contamination was identified in the sample.

Samples must be taken by a third party in line with the department's standards detailed at [Attachment 4](#). The composite sub sample is required to be analysed by an independently certified laboratory, where the sample is required to be sieved and inspected to check for biosecurity risk material following the procedures and conditions as set out in [Attachment 4](#).

Pre-Arrival Documentation

The 'Pre-Arrival Fertiliser Information' document (template at [Attachment 7](#)) and other relevant documents must be lodged with the department no later than 5 working days prior to arrival at the first discharge port. Failure to provide all of the required documentary evidence will result in the vessel and cargo being classed as Level 3, or high risk.

The minimum information required by the department includes:

1. The vessels name;
2. Intended ports of discharge in Australia;
3. Estimated Time of Arrival (ETA) at each Australian port;
4. Quantity of fertiliser to be discharged from each hold at each Australian port;
5. Fertiliser type;
6. Manufacturing location;
7. Loading location;
8. Vessel hold cleanliness certificate;
9. Photographic evidence of ships hold (if applicable)
10. Bill of lading (B/L);
11. Importer information contact details; and
12. List of the Vessel's six previous cargoes, including load port and country, date (MM/YY) and cargo description.

Note: For vessels which have achieved or are seeking Level 1 status, please provide the vessel's history for the last two years, or since certification was issued. Photographic evidence of the man lift in each hold inspected and date to be visibly chalked on the hold.

In addition;

1. For level 1 and 2 consignments, a Manufacturer's Declaration is required; and

2. For level 1 consignments, the marine surveyor's 'Vessel Survey, Inspection Report and Treatment Order', and a sample analysis declaration are required for each consignment.

It is essential that the importer includes the details of a contact person, so that the department is able to forward the assessed fertiliser schedule to the appropriate person. These details should include at least the following:

1. The Person's Name
2. Telephone number
3. Email address
4. Postal address

All information for risk assessment of bulk fertiliser imported in ship's holds is to be forwarded to the department at fertiliser.chemical@agriculture.gov.au

On receipt of the pre-arrival documentation, the department will classify the risk status of the consignment. In accordance with the details in the sections above, the consignment will be classified as Level 1, Level 2 or Level 3.

After assessing all the above information the department will forward a completed fertiliser inspection schedule to the importer (or the contact person indicated) and to the regional department offices responsible for the discharge ports for that consignment. Once the department has issued this schedule, it is the Importer's responsibility to notify the department in writing regarding any and all changes to the existing schedule (including, but not limited to changes to dates of arrival, quantities of discharged fertiliser, and/or ports of discharge).

The department is aware that on occasion importers of bulk fertiliser imported in ship's holds will share a vessel, or hold with other importers of fertiliser or even share the vessel with other goods. Importers should be aware that the sharing of either a hold or a vessel with the goods of another importer is a commercial decision and is solely the responsibility of the importers concerned.

The department discharges all its responsibility for any inconvenience, delay, costs or other imposition which an importer may experience as a result of the department exercising its powers under the Biosecurity Act 2015 in respect of the goods with which the importer may share either a hold or the vessel.

Import for manufacturing purposes under Department of Agriculture Issued Import Permit

It is an import requirement for mined and chemical inorganic fertiliser that each consignment must be free of any biosecurity risk material before arrival in Australian territory.

Importers of raw materials for manufacturing have the option of using either the fertiliser classification system described in this policy in adhering to the import requirements, or seeking an import permit for alternative conditions for onshore processing if they can demonstrate that their supply chain and manufacturing

processes meet certain conditions (i.e. closed transport and storage facilities at an Approved Arrangement site, located in close proximity to the wharf).

Importers wishing to make an application for a new import permit should submit their application through BICON www.agriculture.gov.au/bicon .

Contamination Management Procedures

The department maintains the zero tolerance policy on fertiliser contamination in the application of this import policy. However, the department also recognises that minor spot contamination that is not widespread throughout a consignment, may pose a sufficiently low risk to be addressed following arrival onshore.

The department may choose to assess and manage a consignment of fertiliser onshore following arrival within Australian territory, and this decision will be made by the relevant biosecurity officer or the Director of Biosecurity (or delegate). Such a decision will be made on a case by case basis.

The biosecurity officer, or the Director of Biosecurity (or delegate) may take into account whether:

- the contamination can be easily contained;
- the contamination is not widespread;
- the contamination can be easily managed;
- any applicable management can be applied within the confines of the relevant port facilities;
- volume of consignment and size limitations of approved management options;

The department may choose to review and amend the level of risk posed by the consignment or the supply chain as a result of contamination to a Level 3 status, until the department is satisfied that the reason for contamination has been identified and corrective actions implemented. The approval for treatment rests with the department.

- Any infestation detected must be dealt with first, prior to dealing with contaminant issues.
- If contaminants can be removed, all contaminants are to be destroyed through an approved method at an Approved Arrangement site in a metropolitan area.
- If none of the treatment options are acceptable or suitable, the department may consider a proposal to reprocess the product, or a proposed alternative end use for the product on a case by case basis.
- If there are no acceptable or suitable treatment options and the product cannot be re-processed or given an alternative end use, the consignment is to be exported or destroyed through an approved method at an Approved Arrangement site in a metropolitan area.
- Biosecurity risk treatment procedures may be subject to department supervision and/or re-inspection of the goods.

Biosecurity risk treatment guide

This Biosecurity risk treatment guide provides advice to users about department approved treatments that address biosecurity risks detected as contaminants on imported commodities.

The following decision tree is provided for the management of contamination.

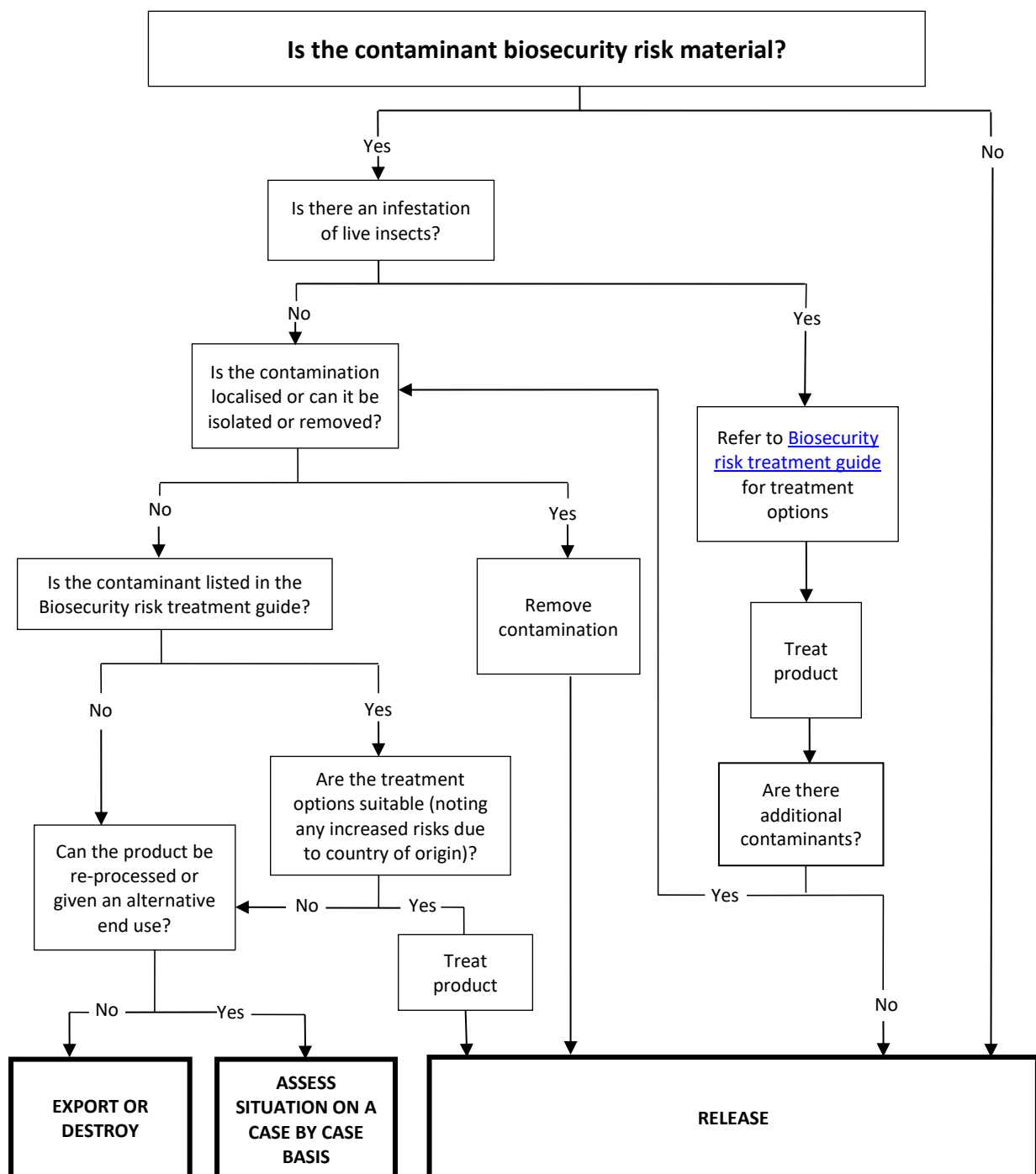


Figure 1 - decision tree for management of biosecurity risk material

Attachment 1 - Initial Desk Audit

Background

Manufacturers and load ports wishing to be recognised as part of the Level 1 or 2 category must apply in writing to the department. Applications will be subject to a desk audit by the department and will be assessed on their individual merits with consideration being given to the biosecurity risk. The purpose of the desk audit is to confirm that the manufacturing processes, sampling procedures, transport operations, storage facilities and wharf operations can mitigate the biosecurity risk. The process of approval incorporates the following principles:

- appropriate level of rigor in the assessment process;
- equity between the assessment of different applicants; and
- transparency in the process.

Documentary Evidence Required For a Level 1/Level 2 Supply Chain Application

1. The importer's details, including contact name, phone and fax number and email address.
2. Contact for an Australian based and registered company, who will provide the first point of contact for the department within Australia.
3. The type of facility including diagrams/pictures and extensive plans of the plant.
4. A brief description of the processes that the facility performs.
5. The country of operation, including a brief history of operation.
6. A site plan, particularly in relation to the wharf (including pictures, if available).
7. A list of types of fertiliser manufactured at the site.
8. A copy of the manufacturer's quality assurance and/or work procedures.
9. A flow chart identifying all movements of the fertiliser from mine to ship's hold. Steps should include the mine/plant location and manufacturing location.
10. Storage including terminal storage, seaport terminals and cleaning processes. List of all commodities stored in the same facilities and other commodity storage facilities nearby in the area.
11. Methods of transport including barges, railway, trucks and conveyor systems. This should include all other commodities which are transported using the same transportation or are transported in the direct vicinity and the cleaning process (if any) of transport.
12. Loading facilities including ship belt conveyors, bottom dumpers, hoppers, grabs, front-end loaders, conveyors and any other transfer equipment used. This should include all other commodities, which are loaded using the same facilities or are loaded in the direct vicinity of loading facilities and the cleaning process (if any).
13. Details of the inspection location and access to treatment facilities.
14. A nominated date when the facility will be available for offshore inspection and the expected duration.
15. Details of how samples are drawn for analysis and by which parties and what International Standards are applied

16. Details of sampling process, manual or automatic
17. Details of other commodities transported to or from berths
18. A signed declaration from the manufacturer stating that they are prepared to undergo an audit every three years and if they wish to maintain Level 1, provide the department with an independent audit report every year to verify that no changes have been made to the manufacturing process, supply chain and load port. Any action undertaken to maintain the system as audited, is acceptable.
19. Details of person to accompany the biosecurity officer for the on site audit or contact details for overseas appointed person.

For current fees for the desk audit and off shore audit activities or for initial advice on making a submission contact the department at airandseacargo@agriculture.gov.au.

Applications should be made in writing (in English) and provided in electronic copy to:

Department of Agriculture – Audit and Assurance Group

Email: auditservices@agriculture.gov.au

Attachment 2 - On-Site Audit Procedures

Background

On-site audits are designed to confirm that the manufacturing processes, sampling procedures, transport operations, storage facilities and wharf operations provide a high level of confidence in the biosecurity integrity of the consignment. To achieve and maintain a Level 2 status, on-site audits must be conducted by the department's biosecurity officers or by a department authorised auditor with an appropriate level of expertise every three years.

To achieve and maintain a Level 1 status, in addition to the Level 2 requirements, annual audits must be undertaken by an independent third party auditor, with a new Department authorised auditor performing the audit every third year. Third party auditors must be independently accredited and registered with a recognised Auditing body.

Independent third party auditors should address all of the points as set out below, and supply photographic evidence, or copies of the supply chain procedural documents to support information collected through the on-site audit process to allow the department to review the evidence.

Where auditors do not supply sufficient evidence or information for the department to assess the audit outcomes, the department may seek additional information following the submission of an audit report, or reject a report, where this additional information is not provided within reasonable timeframes.

Audit details

Auditor: Name: _____

Title: _____

Company: _____

Qualification: _____

Accompanied by: _____

The aim of this visit was to assess the _____ supply chain through _____ wharf in relation to its ability to achieve/maintain classification as a 'reduced risk' port. The objective of the audit was to ensure all biosecurity risks associated with the supply chain from manufacture, processing to the exporting vessel are identified and controlled. The audit identifies how the biosecurity risks are being addressed/controlled to minimise the risk of contamination of fertiliser imports to Australia.

Initial Checklist

Is the manufacturing facility located at the load berth? YES/NO

If yes, is the load berth used for fertiliser only (i.e. dedicated)? YES/NO

Is the product brought to the port by an external transport mode? YES/NO

If yes, provide brief details of transport mode:

Truck ☐

Rail car ☐

Barge ☐

Conveyor ☐

Other ☐

If other, describe:

Is the transport system used for fertiliser only (i.e. dedicated)? YES/NO

Is intermediate storage facility used? YES/NO

If yes, is the intermediate storage facility dedicated for fertiliser? YES/NO

Is wharf storage facility used? YES/NO

If yes, is the loading facility dedicated for fertiliser products? YES/NO

Are there any points in the supply chain where other products including soil, seed, wood chip etc., come within close proximity to finished fertiliser? YES/NO

Manufacturing Details (provide photographic evidence where possible)

Where is the manufacturer located in relation to the wharf?

List the type of fertiliser manufactured on site.

Does the manufacturer have quality assurance and/or work procedures in place for storage/handling of products? If so, provide details including dates of last audits if applicable.

Inspect the handling systems at the plant (pay loaders, conveyor systems etc.) do they provide sources of possible contamination?

Are there possible contaminants being produced/manufactured/handled in the local area? If so, list.

Is the plant clean and tidy?

YES/NO

What procedures are in place to reduce the known risks?

Are there evident sources of cross contamination? If so, list.

Is there traffic/transport through the site that could potentially carry contaminants? If so, how are these dealt with?

After manufacture, is the product screened prior to storage or transport or loading? If yes, describe.

Check raw product receipt areas and detail cross contamination issues.

Are second-hand bags used for storage of raw product?

How is the raw product delivered to the site?

In terms of biosecurity contamination, biosecurity risk material can include, but are not limited to the following items:

- grains and cereal crops (e.g. wheat, barley, oats, maize, sorghum);
- leguminous crops (e.g. beans, peas, soybean, lucerne);
- meals and/or stock feed;
- oilseed crops;
- rice (raw, unpolished, with husks on);
- sugar cane;
- sand; (excluding mineral sands e.g. rutile, ilmenite, zircon, garnet)
- soil;
- contaminant plant material (e.g. leaves, weed seeds, twigs, woodchips, bark, etc.); and
- animal material e.g. feathers, bird excreta etc.

Storage Facilities

State location of storage facility (note: there may be multiple intermediate storage facilities).

What information is provided to workers on biosecurity control?

What signage is used at the facility that relates to contamination and quality control?

Check records of hygiene activity and company inspection of flow paths.

Does the plant perform regular vermin baiting programs?

Provide an assessment of the storage facility(s) in relation to:

- list all commodities stored in same: _____

- cleaning process employed, if any: _____

- storage facilities for other commodities in the area: _____

- standard of facility used: _____

- means for separation of product: _____

- how the product is brought in/out of the facility: _____

- procedure for checking cleanliness of transport mode used: _____

Transportation

What method/s of transport are used to move the fertiliser to the wharf?

For each method stated, identify:

- all other commodities transported using the same system: _____

- all other commodities transported in the direct vicinity: _____

Provide details of the cleaning/inspection process in place at the facility

Detail who provides inspection certification, declarations and check compliance with any quality systems.

Provide details of where, when, how inspection is undertaken

Is there a QA procedure covering inspection and certification procedure?

Provide details of ISO Accreditation

Date of last independent audit/s

Verify audit records

What is the procedure in case of contamination for each section of the transport chain?

If transfer to another mode of transport, outline details of the following:

- transfer equipment used: _____

- is equipment dedicated: _____

-
- cleaning procedures in place: _____

If railcar dump pits/truck dump pits used, outline details for each leg of transport chain including:

- inspection procedure followed: _____

-
- certification procedures followed: _____

Loading Facilities

Provide details of the type of load-out facility

State all equipment used (e.g. ship belt conveyors, bottom dumpers, hoppers, grabs, front end loader, conveyors) in the loading procedures. For each identify:

- all other commodities loaded using the same system: _____

-
- cleaning procedure followed: _____

-
- certification of cleanliness provided, need to be: _____

Who provides certification of cleanliness?

Identify who is responsible for cleanliness of equipment and check records?

Is there an independent inspection by a qualified independent person?

Inspect and report on the storage areas?

Is there separation/segregation of product?

Is there cleaning between products?

Port / Wharf Details

Provide a site plan of the port area, especially in relation to the wharf.

Is the wharf dedicated to fertiliser products?

YES/NO

If no, what other products are handled at the port and wharf?

Please state location in relation to other products.

What are the risks of contamination?

What procedures are followed to ensure contamination does not occur?

Is there a policy manual/procedure in place?

Who implements/checks procedures are being adhered to?

Is there an independent certification of the procedures followed?

If no, does there need to be?

Is high-reach equipment available for vessel inspection?

YES/NO

What are the receival procedures at the port?

Detail sampling facilities and procedures to be used at the load port facility during export out-loading

In the event of contamination what facilities are there for discharge?

What berths are used for the export product?

Assessment

[Proforma to be used by independent third party auditors]

I hereby attest that the procedures, operations, and pertinent infrastructure identified in the Department of Agriculture Site Audit Report (on date) have not changed since the last audit performed by (insert name, company & date).

I further declare that the management of the manufacturer producing the fertiliser, is committed to ensuring the manufacture, storage, supply chain and load facilities continue to comply with the requirements instigated and documented at the initial department audit.

Overall Audit Result:

PASS/FAIL

Name and Position of Independent third party auditor

Signature

/ /
Date

Attachment 3 – Example Manufacturer's Declaration

(Insert letter head of Manufacturer)

Manufacturer's Declaration

Date:..... (Insert date)

Consignment Details			
Vessel			
Product	Metric Tonnes	Load port	Berth #
Bill(s) of lading			

WE HEREBY DECLARE that the product type, manufacturer, process plant and supply chain to load port terminal have been assessed by the Department of Agriculture as reduced risk, Level (insert level) on (insert date). We further declare that since the last department or third party audit on (insert date) there have been no alterations to the premises or associated machinery that would increase the risk of entry of animal / plant / soil material or their by-products entering the consignment listed above.

CERTIFIED TRUE AND CORRECT

Title person giving signature

Authorised Manufacturer's Representative Signature

For Level 1 only (strike out if not applicable)

We confirm that a representative load sample of the products listed above have been independently drawn in accordance with accepted procedures agreed upon and instigated at initial Department of Agriculture audit. Analysis and visual examination for organic contaminants has been performed under the auspices of an independent certified approved laboratory or suitably qualified third party inspector.

CERTIFIED TRUE AND CORRECT

Authorised Manufacturer's Representative Signature

Attachment 4 – Department of Agriculture Sampling Standard

Introduction

Sampling is a key function of the analytical process. Regardless of the quality of the final laboratory analysis or inspection, the degree of accuracy of the results rely on the initial sampling operation and how this was performed.

Sampling may be carried out by either mechanical or manual means. The manner by which increments are collected or how sampling is carried out is potentially the most important step in this process. In this document, methods will be addressed for the collection of samples of solid bulk fertiliser at the vessel load point.

Sampling principles

The basic purpose of sampling is to collect a manageable mass of material that is representative of the total mass of material from which it was collected. The manageable mass of material is called a sample and is subject to certain preparation procedures, which render it suitable for either physical or chemical analysis.

The frequency of sampling, sample size and sample processing are determined by the application of various theories and applied statistics, from which sampling standards have been developed. There is a requirement to collect increments from all parts of the lot, and therefore it is necessary that the total lot is accessible. In summary, it is fundamental that all particles in the lot have the same probability of being included in the final sample. This is one of the key principles of this sampling process.

Methods for sampling of solid bulk fertiliser

Mechanical sampling

Mechanical sampling is the collection of increments by mechanical means. It is the most reliable method for the extraction of representative samples. Mechanical sampling systems have several advantages over manual sampling, some of which are obtaining samples with better overall precision, ability to collect primary increments from the full cross section of the stream in a single pass (particularly applicable with today's large lots and high capacity flow rates) and ability to sample at the required frequency and is generally a lot more reliable and economical, due to labour costs reduction.

All sampling systems should be operated and maintained according to the original design and manufacturer's recommendations. It is essential that all personnel involved with the sampling system be made aware of the significant contribution that correct sampling has in overall process and quality control. It is essential that personnel are provided with on-site training in the principles of sampling, operation and maintenance of the sampling system.

It is essential that sampling systems be regularly inspected and audited to ensure correct sampling and compliance to original design and applicable standard. At a

minimum, the three following steps should be used for quality measure of mechanical sampling systems.

1. Critical Inspection – inspection of a sampling system, observing the system under dynamic and static conditions, checking if system components conform to manufacturer design specifications. The critical inspection provides current operating information about the sampling system, recommendations for operation and maintenance.
2. Bias Test – a precision test to evaluate the performance of a sampling system by determining if samples collected and processed by the mechanical sampling system are being collected without bias, with respect to reference samples collected during a test interval.
3. Statistical Process Control (SPC) – in conjunction with periodic critical inspections, SPC is used to give assurance that the same conditions as existed during the bias test actually do prevail throughout the ongoing operation of the mechanical sampling system.

Manual sampling from conveyor belt

This method provides for obtaining a gross sample of fertiliser by taking increments from high capacity stream conveyor belts. A sample scoop with a 500ml-sample cup and with a three-foot (around 90cm) handle or similar is the preferred tool for sample collection.

Sample increments are taken based on systematic sampling procedures of time base sampling and will vary depending on total tonnage and load rate.

Prior to sampling the belt system must be clean and dry. Material to be sampled should be verified before sampling commences. Conveyor belts that transport solid materials are typically “V” shaped with the centre of the belt at a lower point than the edges. This has a channelling effect on the product and tends to reduce the stream into a line down the centre of the belt. In order to obtain a representative sample, the whole depth of the stream must be penetrated. It should be ensured that all sample increments are of the same size for a truly representative gross sample. The person sampling should stand in a position where they can easily reach the centre of the product stream.

Increments are to be collected by inserting sample scoop down and into the centre of the moving product stream until the bottom of the belt is reached and collection scoop is full. Extreme care should be exercised during the sampling procedure since the moving product will force the scoop in the direction of the flow. Increments are to be placed in a moisture proof container with full marks for final delivery to the laboratory.

Sampling Frequency

The necessary sampling frequency typically decreases as the size of a homogenous lot increases. Guidelines for chemical and physical analysis of fertilisers are listed in the

table below. For use in manual systems, the sampling intervals have been rounded to the nearest half-minute.

The precise interval for any particular tonnage, load rate and number of sampling increments can be calculated using the following equation:

- Sampling Interval = Tonnage/Load Rate x 60/Increments

Total Tonnes	Sampling Increments	Load Rate t/h			
		400	800	1000	1400
		Sampling Intervals (minutes)			
2,500	120	3.0	1.5	1.5	1.0
3,000	120	4.0	2.0	1.5	1.0
4,000	120	5.0	2.5	2.0	1.5
4,500	120	6.0	3.0	2.5	1.5
5,000	120	6.5	3.0	2.5	2.0
8,000	230	5.0	2.5	2.0	1.5
10,000	230	6.5	3.5	3.0	2.0
12,000	230	8.0	4.0	3.0	2.0
15,000	230	10.0	5.0	4.0	3.0
18,000	300	9.0	4.5	4.0	2.5
20,000	300	10.0	5.0	4.0	3.0
25,000	300	12.5	6.5	5.0	3.5
30,000	300	15.0	7.5	6.0	4.5
35,000	350	15.0	7.5	6.0	4.5
40,000	350	17.0	8.5	7.0	5.0
45,000	350	19.5	6.5	7.5	5.5
50,000	350	21.5	10.5	8.5	6.0
55,000	400	20.5	10.5	8.5	6.0

Inspection / analysis process

Once drawn, samples will be blended and a composite sub sample is to be sieved and inspected to visually check for organic material contaminants.

Sampled fertiliser is to be sieved using a nest of sieves, designed to separate contaminate material from the product being examined. The nest will incorporate at least 2 layers of sieves; with a base dish at the bottom. The sieves will be arranged such that the one with the greatest aperture is on top, descending in order of aperture size so that the finest sieve is at the bottom, adjacent to the dish.

At the completion of each sieve load, any residue is to be examined under lighting of min 600 lux intensity. If necessary, magnification lamps or magnifying glasses are to be used to identify residues. The inspection is to be performed under the auspices of an independent certified approved laboratory or suitably qualified third party inspector.

Definitions used in this Sampling Standard

The following definitions apply to this document. The terms in the Definitions section of the 'Imported Inorganic Bulk Cargo Fertiliser Assessment and Management Policy' also apply. Definitions apply when used in both single and plural. Where terms are not defined, the definitions that apply under the [Biosecurity Act 2015](#) prevail.

Term	Definition
Bias	The tendency to obtain a value that is either persistently higher or lower than the true value
Division	The process of decreasing the sample mass (without modification of the particle size distribution) where a representative part of the sample is retained while the remainder may be rejected
Error	The procedures of sampling, sample preparation and analysis which are necessarily imperfect and the experimental results will be dispersed about the true figures.
Gross sample	A sample formed when all increments collected from a lot are combined for reduction to a laboratory, or the total quantity of increments.
Increment	The quantity taken by a single pass of the sampling device.
Lot (sample portion)	A quantity of fertiliser delivered at one time. The lot may be composed of one or more

	sampling units or sub-lots
Manual sampling	The operation of sampling when the increments forming sub samples and gross samples are taken by human effort using a hand held implement.
Mass basis sample	The method of taking increments at uniform mass intervals throughout the sampling unit or lot.
Mechanical sampling	The operation of sampling when the increments forming sub samples and gross samples are taken by a sampling machine.
Precision	A measure of the way in which a set of observations agree with each other.
Preparation	The process of preparing the sample for analysis or testing.
Reduced sample	Intermediary sample obtained after mixing and reducing the gross sample.
Sampling unit	The discrete units (railcar, sections of belt, daily production) which comprise the lot.
Time basis sample	The method of taking increments at uniform time intervals throughout the sampling unit or lot.

Attachment 5 – Example Vessel Survey, Inspection Report and Treatment Order

The inspection should be very thorough with emphasis on, but not limited to the following:-

HOLD

	HOLD 1	HOLD 2	HOLD 3	HOLD 4	HOLD 5	HOLD 6	HOLD 7
High-reach equipment used							
Hatch covers, joints and hinges							
Steel pontoons, horizontal stiffeners and pockets,							
Coamings, pontoon ledges hatch covers							
Tracks and seals, deck-head beams & hatch end beams,							
Ship's side frames, stiffeners, fittings & corner gussets,							
Pipe casings, flanges, guards & securing brackets,							
Spar ceiling & sockets,							
Forward and aft transverse bulkheads, access ladders, platforms and access spaces including ventilation trunking and monitor pipes,							
Tank top plating, ceilings & other metal surfaces, manhole covers, bilges & lower wing tanks							

DECKS

All weather decks, framing & scuppers							
Hatch, ends, sides and piping							
Mast Houses and Crane Structures							
Focsle and Focsle Lockers							
Ship's Gear including crane drums and wires							
Superstructure							

Contamination Codes to be used in above tables:

Contamination	Code
Grains/seeds	G
Meals	M
Plant material	PM
Soil/sand	S
Animal material	AM
Other organic	O
Rust	R
Mineral	MN
Other inorganic	I

Other Comments:

We hereby certify that we have carried out the pre-load Vessel Cleanliness Survey Inspection as per the Hold Cleanliness Checklist and Guidelines and to the specifications of the Charterer.

A copy of the completed Checklist is attached.

Vessel Name: _____

Vessel Call Sign: _____

Signature: _____

Nominated Surveyor for: _____

Inspection Times and Dates: _____

Name (print): _____

Company: _____

Distribution: Original to (importer) by fax when completed then by mail

Copy to Agent for _____

Example: Treatment Order

To the Master:

You are advised that the vessel will not be used for the loading of the intended goods until the action detailed below has been taken, after which a further inspection will be required.

Your co-operation is sought to assist the surveyor in undertaking his duties on our behalf. This may include a request from our surveyor for assistance e.g. a request to provide extra ship's lighting, etc.

	HOLD 1	HOLD 2	HOLD 3	HOLD 4	HOLD 5	HOLD 6	HOLD 7	DECKS
Clean								
De-Scale								
Dismantle/Remove								

Contamination	Code
Grains/seeds	G
Meals	M
Plant material	PM
Soil/sand	S
Animal material	AM
Other organic	O
Rust	R
Mineral	MN
Other inorganic	I

Note: More than one code indicates more than one condition present. E.g. GS indicates Grains/seeds plus Soil/sand in inspected areas.

Additional Treatment and Remarks Ordered by Marine Surveyor

Report on action taken to meet requirements of treatment order

Signature: _____ Signed: _____

Nominated Surveyor for

(Master Official stamp)

Date: _____ Date: _____

Name (print): _____

Company: _____

Vessel Name: _____

Vessel Call Sign: _____

Attachment 6 – Surveyor's Guidelines

This document should be considered to be advisory and for use by ship surveyors employed to undertake inspections on behalf of individuals or companies importing fertilisers in bulk, or bagged in ship's holds into Australia.

This document is designed as a guide only and covers minimum requirements that should be used by load port surveyors in conjunction with the surveyor's own qualifications, experience, expertise and common sense in order to avoid cargo contamination from the vessel.

Background

Australia imports several million tonnes of chemical fertilisers every year. Commodities include urea, a range of phosphates and sulphur. Some of these goods are processed prior to being offered for sale. Others (like urea) receive no processing at all and are applied directly to the land.

A large percentage of the total tonnage of imported fertiliser arrives in Australia on board dry bulk carriers in consignments of up to 50,000 tonnes per vessel. It is common for these vessels to discharge parcels of cargo at a number of Australian ports – to suit consumer demands and the storage capacity of the importers in various regions.

The type of ship that is favoured for fertiliser imports is the single deck, geared, 'handy sized' and dry bulk carrier. This class of vessel usually falls in the range of 20,000 Dead-Weight-Tonnage (DWT) to 50,000 DWT. Such vessels generally have between four and five cargo holds. Ships' gear usually consists of three or four cranes, each with safe weight loading around 25 metric tonnes.

The usual method of discharge of the goods is by mechanical grabs that can be attached to the ships' cranes. Commonly, cargo is grabbed out of ships' cargo holds and loaded into trucks for carting into store via portable hoppers placed alongside the vessels at the wharf.

This type of vessel, which is favoured for use in the Australian bulk fertiliser trade, is also the type most favoured for the carriage of grain in bulk, and is widely used in the international log trade. A number of structural members (deck beams) are located in under-deck areas and the use of trimmers usually causes grain to come into contact with these beams.

Unless great care and attention is paid by ships' crews to removing grain residues from the upper reaches of cargo holds (involving sweeping off the affected areas while standing on top of the cargo stow prior to discharge), a vessel that has previously carried grain will retain traces of that cargo until specific attention is given to the relevant areas.

The inclusion of a single grain of foreign seed in a cargo of fertiliser could be sufficient

cause for the department to direct the entire shipment to be re-exported.

Items of biosecurity concern that may be present as a contaminant include, but not limited to:

- grains and cereal crops (e.g. wheat, barley, oats, maize, sorghum);
- leguminous crops (e.g. beans, peas, soybean, lucerne);
- meals and/or stock feed (e.g. soybean meal, canola meal, palm kernel expeller, fish meal);
- oilseed crops (e.g. rapeseed, canola, cottonseed, sunflower);
- rice (raw, unpolished, with husks on);
- sugar cane;
- sand; (excluding mineral sands e.g. rutile, ilmenite, zircon, garnet)
- soil;
- contaminant plant material (e.g. leaves, weed seeds, twigs, woodchips, bark, etc.); and
- animal material e.g. feathers, bird excreta etc.

These guidelines are for personnel who inspect bulk vessels intending to load fertilisers for shipment to Australia. The guidelines assume a standard of knowledge to be expected from a marine surveyor who is well experienced in standard designs of handy sized bulk carriers.

Guide

Standard

For vessels proceeding to Australia, no ship-borne contamination is acceptable.

Preamble

Inspections must be carried out during daylight hours only with hatches open and with the use of man-lifts (where applicable) to enable proper access to all areas of holds. Appropriate high-powered hand held lighting and extendable mirrors should be used to assist in inspections.

For Level 1 vessels, high-reach equipment (such as a man lift) is mandatory, for level's 2 and 3 vessels, high-reach equipment is optional.

Attached standard Checklist and/or Treatment order can be used for all vessels.

Safety

Surveyors should adhere to safe working practices. These should include abiding by Country, Port and Local safe practice procedures, using qualified and licensed operators of lifting equipment, ensuring equipment is well maintained and is lifted in a safe manner.

When in any hold space, ensure the hatch is open and vented and a person remains standing by on deck in case of emergency.

The Master should be asked to declare whether any hold(s) have been chemically treated in the past four weeks and, if so, the chemical should be clearly identified and the appropriate safety precautions taken relating to that chemical and the safe entry to any space with it.

Vessel Cargo History

Prior to commencing the inspection, the inspector should discover what cargoes the vessel has been carrying. The department requires the reporting of a minimum of the last six cargoes carried. For the purpose of this type of inspection, it is considered prudent to compile a trading history that covers every port of call and cargo operation in the last two years. If a vessel has carried actionable cargo in the last two years, chances are that some residues will remain. It is up to the inspector to find those residues and supervise their removal.

Inspecting the Vessel

1. Accommodation Ladders (including pilot extension ladders)

This is the first area of a ship that is seen by anyone boarding. These ladders need to be scrupulously clean. If a vessel has recently discharged actionable cargo, there is a strong possibility that it may have been spilled during discharge and has found its way onto the accommodation ladders. Both ladders need to be checked for residues. In the event that the ladders' construction includes any box sections, capable of holding residues, whose internal areas cannot be seen, the ends of the box sections should be permanently closed up using a resin or other permanent sealant.

Accommodation ladders' falls – that are coated with grease or camrax, should be run off their drums and inspected to ensure that no residues are adhering.

2. Upper Decks

A close inspection of all upper deck areas must be made. Areas under pipelines, walkways and around any deck fittings (e.g. ships' grab storage areas) must be inspected and any loose material must be efficiently removed.

The tops of mast houses and upper deck storerooms must be included in this search.

Ensure that the mooring positions on the forecastle and poop decks are inspected. Check mooring machinery, rollers and mooring ropes. Anywhere that grease has been applied is a potential trap for residues.

Loose scale may present problems. The inclusion of loose scale in a fertiliser cargo is likely to affect the value of the cargo – large particles can block up the screens used by farmers to control the rate of application to the land.

Sheets of loose scale may also conceal residues and for these reasons, all loose material should be removed. The application of fresh paint on deck can be a good idea but mariners should be instructed not to paint over any loose material – grains / organic material will still be considered a biosecurity risk issue to the

department even if they are painted over.

3. Upper Deck Storerooms

Any storerooms, located on or adjacent to the upper deck, that need to be accessed during the vessel's intended Australian coastal passage, should be stripped of all contents. The storerooms themselves should be inspected and, if necessary, cleaned. The contents should be inspected and, if necessary, cleaned before being stowed away again.

It is recommended that gear that will be required for use in Australia should be stored in a single storeroom. All other storerooms may then be locked up with padlocks and the department can place biosecurity seals on the locks on arrival in Australia. Locked, sealed storerooms do not need to be inspected by the department if seals remain intact during the vessel's time in Australian territory.

4. Ships' Cranes

Very few ports in Australia are equipped with cranes for the discharge of fertiliser in bulk. Ships' cranes are nearly always used in these operations. Since ships' cranes will almost certainly be used for discharge operations, it is essential to ensure that crane access ways and cabins are entirely free from residues.

Where cranes have internal access ways, if loose gear is stowed in these areas, they should be treated as upper deck storerooms (see above).

Crane wires and block / hook arrangements tend to be well greased. These areas should be inspected to ensure that no residues are adhering.

If a vessel is fitted with grabs, the grabs need to be closely examined and any residues removed. See also comments about loose scale above.

5. Hatch Covers

Hatch covers should be opened and closed at least three (3) times each prior to inspection or cleaning, with a view to shaking down any residues of past cargoes. Particular attention to the hatch covers should be paid where any of the most recent six cargoes have been actionable.

Hatch covers' wheels and hinges are usually well greased. These areas need to be examined.

The tops of hatch covers should be inspected while slightly opened so that joins between the covers can be seen. Pay attention to water drainage channels fitted on hatch tops. Quick acting cleats should be operated to ensure that no residues are trapped. Securing dogs fitted around the perimeter of the hatch coamings should be cleaned of grease and loose material. It is not uncommon to find residues trapped between washers on these devices.

Drains in coaming track ways should be cleaned out using compressed air or a water jet.

The undersides of hatch covers may be inspected in a partially open position from a personnel hoist during the hold inspection. Where the internal framing of the hatch covers is exposed, it may be preferable to climb up the inside of the hatch covers in the fully opened position. Every section inside open framed covers must be examined.

If the covers are inspected in the fully opened position, do not neglect the parts of the covers that butt up against each other when the hatches are closed.

Hatch sealing rubbers should be closely examined – any damaged rubber should be replaced. It is not uncommon for residues to be trapped between rubbers and the steel of their housing channels.

6. Cargo Holds

Cargo holds must be free from any previous cargo residue. They must also be clean and dry and in all respects in a suitable condition, fit and safe to receive and preserve the intended cargo.

It is essential to gain access to every area inside every cargo hold. Even a single piece of biosecurity risk material, if found as a contaminant in a cargo of fertiliser may be sufficient cause for the department to reject the entire consignment and require it to be re-exported.

A personnel hoist should be used to provide close access to the upper reaches of the cargo holds. The preferred type of personnel hoist for hold inspections is that with a telescopic boom capable of 360-degree rotation. The machine must be large enough to comfortably reach all areas of the hold.

Only suitably trained personnel should operate personnel hoists.

Surveyors should assess areas where residues might be found inside cargo holds.

A number of common places where residues has been discovered are:

- Pipe brackets
- Ships' side frame upper brackets – and associated lightening holes
- Angle steel pipe protectors – particularly where these are welded across a flat surface (e.g. deep frame)
- Ventilator trunks in deck heads
- Void spaces around the tops of hold entrance ladders
- Inside damaged pipes – including handrails on combination hold ladders
- All over the under deck beams
- Trapped behind rust scale
- Anywhere there is a tight hidden space
- Anywhere that is not in plain sight.

For tank plated sides with deep water ballast tanks: Lashing “D” ring inserts – inside the swivel. These should be lifted and slammed to ensure any contaminants are loosened and can be removed.

The cargo holds must be closely examined. Surveyors should assess the design of the cargo hold and inspect the most difficult to access spaces within the cargo hold. Areas that are hard to reach with high-reach equipment are not possible for the vessel crew to easily access. As a result, it is likely these hard to reach spaces may contain residues.

If there are any areas that cannot be properly inspected due to ships' fittings, the fittings must be removed to permit the required inspection. For example, if pipelines were protected by steel casings and those casings obstructed the view of what was hidden behind them, the casings must be taken off – regardless of cost – if the vessel is to be accepted for the carriage of bulk fertilisers into Australia.

Chalk may be used to mark the sides and ends of holds after a section has been inspected to ensure that no part of the superstructure is missed with the movement of the high-reach equipment up and down or sideways for cleaning purposes.

Surveyors should use all their senses to search for residues. For example, rotting grain has a distinctive smell – if that odour is present, it is essential to find and remove its source.

If the presence of residues is detected or suspected inside damaged piping, the relevant pipes must be cut off and residues removed. Taping over a hole in a pipe is not acceptable.

If a vessel has any kind of timber sheathing in the holds, it will all need to be removed so that areas behind / beneath it can be inspected.

7. General

It is also required that the following items are checked and reported on:

- All bilge / access way / manhole / tank top covers should be inspected and properly secured.
- Bilge wells should be clean and dry.
- It must be ascertained that ventilator shafts and temperature monitoring pipes are entirely clean. If this is not possible, then such areas must be efficiently sealed. The Master's approval must be obtained before any sealing takes place.
- Tank tops should be free from protrusions (e.g. container fittings, pad eyes etc.) as these would interfere with grab discharges.

As the Charterer's Surveyor, any certificate or statement should indicate that you are certifying that the holds were inspected and were found to be in clean, dry and apparently free from any agricultural product or other specified organic contaminant in accordance with the terms and conditions of the Charter Party.

Attachment 7 – Department of Agriculture Pre-Arrival Fertiliser Information

Expires:		EXPECTED DISCHARGE SCHEDULE FOR VESSEL MV "" IN TONNES								
		HOLD #	1	2	3	4	5			
		Importer								
PORT		Product / Date (ETA)								
		TOTALS								
Manufacturing plant/Loading Location										
Voyage (the latest on top)	Date Loading (MM/YY)	Cargoes				Load Port		Load Country		
1										
2										
3										
4										
5										
6										