



REFERENCE

Imported bulk grain Process Management System requirements

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Purpose of this document

This document specifies the requirements for a Process Management System (PMS) to support an application for the importation and processing of bulk grain into Australia.

Compliance with the requirements of the PMS will be assessed at audit. A desk audit of documentation and other details will take place as part of the process of issuing an import permit.

This will be followed by a “physical” audit of the pathway to verify systems described within the PMS are in place and manage the biosecurity risk.

Unless specified otherwise, any references to ‘the department’ or ‘departmental’ means the Department of Agriculture and Water Resources.

Any procedures contained in other documents must be clearly referenced and be provided with the PMS for assessment.

What is a PMS?

The PMS is used to describe the processes that an importer (applicant) proposes to use to manage the importation, movement and processing of imported bulk grain. It must document the end-to-end import pathway, movement, storage and processing of the grain and detail the parties responsible for actions/activities.

A department-approved PMS document is an import permit condition, therefore without an approved PMS an import permit will not be issued. It is important that the PMS be developed taking into consideration the requirements outlined in the *Guideline: Management of grain imported bulk in ship’s hold*.

Key things to note include:

- please be aware that a PMS must cover all intended ports, storage and processing facilities.
- where activities are undertaken by a third party details must be provided and should include relevant contractual stipulations regarding conformance with the *Guideline: Management of grain imported bulk in ship’s hold*.

Requirements of a PMS

The following sections provide a brief explanation of what is required to be listed in a PMS.

1. Scope of activities

Provides details on the scope of activities.

1.1 Scope

Contains the following standard words and a detailed list of all imported grain that will be covered by the document.

“The Process Management System details all the processes and procedures for managing the biosecurity risks of imported bulk grain during discharge, transport, handling, storage and processing/out loading.”

A flow diagram showing the movement pathways of the imported bulk grain (and associated waste streams) from country of origin to completion of processing.

2. Management review

This section details the internal procedures/systems that are in place to ensure that all processes are undertaken as per the PMS. For example:

- commercial contracts
- supervisory/oversite activities
- reporting activities
- the type of action that is undertaken when a non-conformance is identified and how this is overcome

- reporting of non-conformances to the department

3. Organisational Structure

Provides details of the organisational structure of the organisation/sites.

3.1 Authorised persons

Details of all authorised persons who have functional responsibility for delivering roles within the PMS are listed here. This includes the names, positions of staff and their contact details (see example table below).

Register of authorised persons and duties (example)

Company and Position	Authorised person		Duties/responsibilities	Contact details
Example	Name	Qualifications		
Operations Manager	John Smith		Oversees all biosecurity operations and directs staff etc.	Phone: Email:
Quality Manager	Joe Brown		Transport Operations	Phone: Email:

4. Training

Details of the training provided to all persons involved in the movement of imported bulk grain, not covered by an AA.

This section includes the details on how staff will be trained in the delivery of their duties within the PMS, including the details of how staff handling imported bulk grain will be verified as competent in their roles and responsibilities.

4.1 Reference material

This section provides details of the type of reference material that staff have access to. For example, the AA requirements, the *Guideline: Management of grain imported bulk in-ship's hold*, *Reference: Conveyance standards for imported bulk grain*.

4.2 Training register

Details of all trained personnel are listed here. This includes the names, training undertaken and the date of training (see example table below).

Training register (example)

Training	Team member		Date	Trainer	
	Name	Signature		Name	Signature

5. Supply chain and assurance measures offshore

This section provides details on the processes and procedures for each of the phases prior to the importation of bulk grain.

Must include:

- proposed import program and schedule
- a description of the of grain and country of origin
- whether the proposed import is genetically modified. If so, confirmation that have you obtained the relevant license/approval for import from the relevant government agencies
- description of crop production method. This must include information on type and scale of production for example broad acre production, mechanically harvested, large scale enterprise
- systems in place to control the source of the grain. This would incorporate any identity preservation processes and systems (contracts/agreements etc)
- information on any overseas government regulatory controls, associated certification/co-operative schemes, quality/grade (certification requirements will be supplied by the department during the application process)
- if applicable, description of any offshore processing (pre-cleaning, grading)
- description of the transport, storage and loading facilities (including locations, methods limiting cross contamination etc)
- details of all other commodities stored or loaded at or through the facilities (including those not being exported to Australia)

6. Port of arrival

6.1 Site Plan

A site plan for each port of discharge showing berth, grain discharge, flow/transfer paths, temporary storage areas, waste collection and outloading/dispatch areas. The site plan must also include:

- physical address of wharf site
- location, shape and dimensions of the site boundary
- location of entry and exit points on the site boundary
- names and locations of the following roads:
 - roads immediately adjacent to the site boundary, and
 - site access roads
- location of car parking for departmental officers
- function and locations of permanent structures within the site
- location of traffic zones for vehicles/machinery within the site
- location of emergency assembly areas
- location of first aid points.

6.2 Discharge Operations

Description of discharge operations including:

- a list of products typically handled by equipment used for discharge

- the systems in place to identify and manage grain subject to biosecurity control
- details of any quality management systems in place at the facility and any valid certification
- a process for calibration of equipment (i.e. scales, weighbridges etc.)
- details of processes and associated procedures of unloading and subsequent outloading operations including:
 - description of method of discharging grain from vessel (i.e. grab)
 - details of how the grain will be moved following discharge (i.e. hopper to truck or hopper to conveyor) for transport to storage
 - description of equipment used in wharf-side handling of grain
 - method of measurement and recording of tonnage of grain discharged from vessel
 - spill management and cleaning regime (including details of equipment and subsequent cleaning/decommissioning)
 - identification and management of biosecurity waste
 - dust control measures
 - identity preservation procedures
 - management of equipment used in cleaning
- if grain is to be moved to multiple sites following discharge a detailed description of how this will be managed (including inventory management).
- nominated points of contact (roles and responsibilities).

6.3 Hygiene management

This section includes the following work procedures for hygiene management:

- cleaning of discharge and loading areas and equipment used to handle goods subject to biosecurity control including:
 - frequency of cleaning
 - areas to be cleaned
 - method of cleaning
- preventing grain and residues leaving the site on personnel e.g. use of dedicated or disposable clothing and footwear
- pest control program:
 - use of insecticides/fumigants, rodenticides, baits and/or traps
 - frequency of pest monitoring
 - a site plan with numbered bait stations
 - contract details for 3rd party pest control providers (if applicable)
- weed control program:
 - the use of herbicides
 - frequency of monitoring
 - contract details for 3rd party weed control provider (if applicable)

6.4 Biosecurity waste management

This section includes:

- a description of the material that will be collected as biosecurity waste e.g. spillages, screenings, residues
- projected tonnage and volume of waste to be generated for each unloading
- work procedures for biosecurity waste management including:
 - collection
 - storage
 - disposal
- details of any offsite biosecurity waste disposal arrangements including the method of disposal and the department approved waste transporter and disposal site.

6.5 Decommissioning

This section outlines work procedures for decommissioning discharge and loading areas and equipment on completion of discharge and prior to use with domestic grain and includes:

- cleaning procedures
- flushing procedures (if applicable)
 - tonnage of domestic grain to be used
 - management of grain prior to flushing
- inspection procedures.

6.6 Records

This section outlines work procedures for record keeping including:

- grain delivery records
- waste records
 - tonnage of waste collected
 - tonnage of waste disposed including the date and method of disposal
- cleaning records
- maintenance records
- pest and weed control records.

Note: details must be provided for any electronic storage of records and subsequent access of records.

6.7 Reporting

This section outlines what must be reported to the department during operations with imported grain including:

- notification of the site operating hours (along with any alteration to these hours) for the discharge of imported grain
- notification of planned decommissioning activities
- reportable biosecurity incidents including those such as:
 - large spillage

- cross contamination between imported and domestic grain
- intent to change the department-approved PMS.
- daily provision of discharge and outload records. Must complete the *imported bulk grain delivery record* and the *Bulk Grain Reconciliation* spreadsheet provided by the Department.

7. Transport

This section includes work procedures for managing conveyances for compliance with the department's *Guideline: Conveyance standards for imported bulk grain* prior to movement of imported bulk grain; and procedures for managing conveyances prior to movement of the by-products of imported bulk grain still subject to biosecurity control.

Any movements of grain or grain by-products still subject to biosecurity control must be described including:

- description of means of conveyance
- description of route
- distance
- company and responsible persons
- details of how requirements of conveyance standard will be met and maintained
- hours of operation including detail on how a conveyance will be secured or cleaned when not in use
- description of driver training in biosecurity awareness
- details of decommissioning process following completion of imported bulk grain or by-product transport
- details of Emergency Notification and Recovery Procedures in case of transport accident including responsible parties, details of equipment, training, contact details, disposal of waste from spills, decommissioning of equipment used.

8. AA Facilities

This section provides details of the storage and processing sites for the imported grain and must include:

- details of the site/s to be used to store and process imported grain and by-products:
 - name of company/site
 - street address
 - AA number
 - points of contact (phone, email)
- details of storage and processing operations must be outlined in the relevant AA Site Operations Manuals.

9. PMS amendments

This section provides details on who is responsible for controlling the PMS and the process for making amendments.

Note: The department must be notified at least 15 business days prior to the proposed date of any changes to the PMS.

Related material

The following related material is available on the department's website:

- *Approved Arrangement 2.7 and 3.1 conditions*
- *Reference: Imported bulk grain Site Operations Manual requirements*
- *Guideline: Management of grain imported bulk in-ship's hold*
- *Reference: Conveyance standards for imported bulk grain*
- *Imported bulk grain delivery record*
- *Bulk grain weight reconciliation spreadsheet*

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.0	28 January 2019	First publication of this reference.