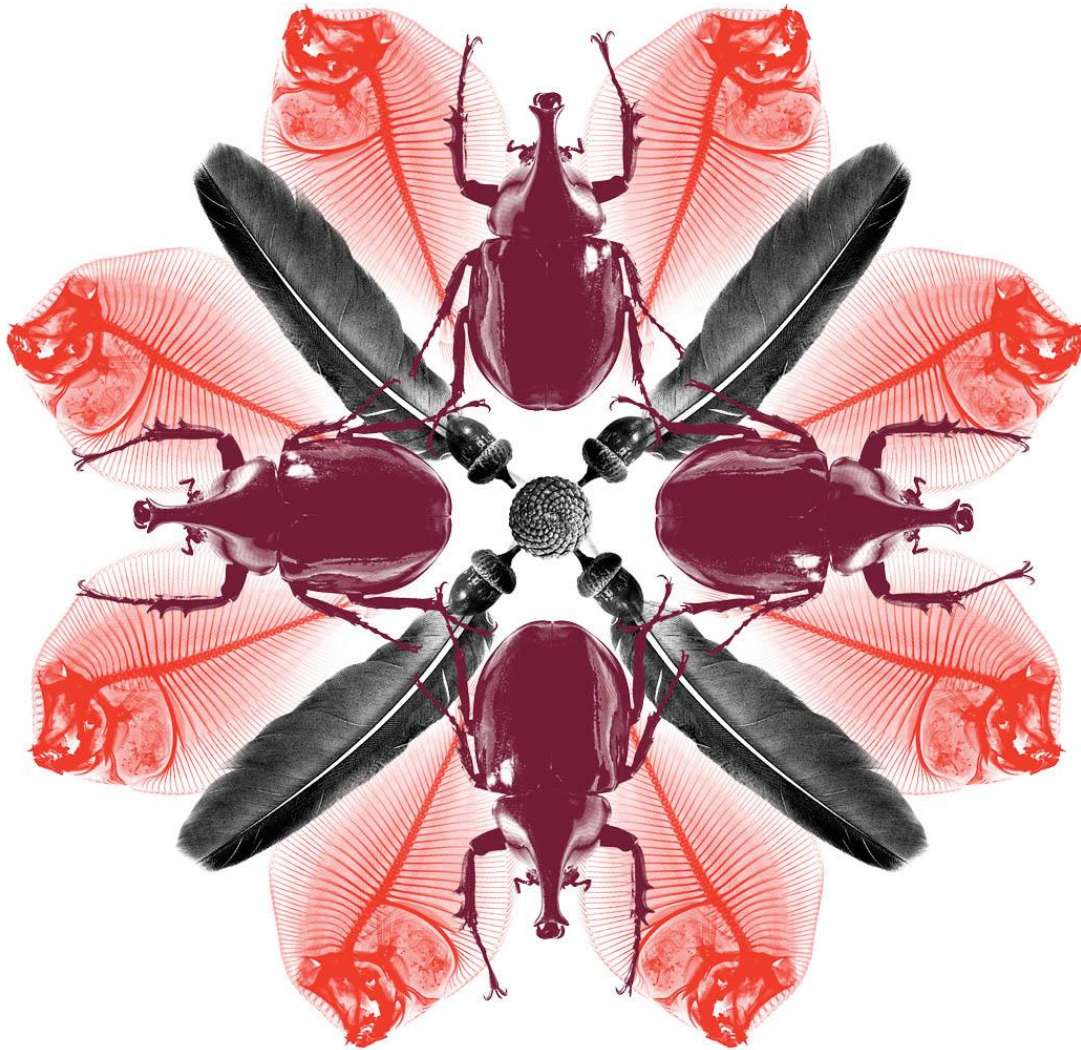


Approved Arrangements

For 1.2—Air cargo terminals
Requirements—Version 4.1



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Version control

Updates to this document will occur automatically on the department's website and this revision table will list the amendments as they are approved.

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document.	Co-regulation and Support Program
30 Jun 2013	1.1	Updated to reflect DAFF branding.	Industry Arrangements Reform Program
8 Feb 2016	2.0	New template including nonconformity ratings.	Approved Arrangements section
2 May 2016	2.1	Changes to criteria: <ul style="list-style-type: none"> • Fumigation • Wash bay 	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section
9 Jan 2017	4.0	<ul style="list-style-type: none"> • Added requirement to attach a site map to new applications and submit one for new construction projects. • Updated wash bay to optional • Amalgamated Biosecurity area and inspection area • Removed duplication with general requirements 	Approved Arrangements section
22 May 2017	4.1	<ul style="list-style-type: none"> • Updated section 8 • Updated general requirement (section 14) points 13 & 22 • Added general requirement (section 14) point 27 	Approved Arrangements section

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Guide to using this document

This document sets out the requirements that must be met before the relevant director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an approved arrangement (AA).

This document specifies the requirements to be met for the approval, operation and audit of this class of AA. Compliance with the requirements will be assessed by audit.

In the event of any inconsistency between these requirements and any Import Permit condition, the Import Permit condition applies. If the applicant chooses to use automatic language translation services in connection with this document, it is done so at the applicant's risk.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on AAs, regional contact details and copies of relevant AA documentation is available on the [department's website](#).

Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

Other documents

The *AA General Policies* should be read in conjunction with these requirements. They will assist in understanding and complying with the obligations and requirements for the establishment and operation of an AA.

Nonconformity guide

The nonconformity classification against each criterion is provided as a guide only. If more than one nonconformity is listed against a requirement, the actual nonconformity applied will correspond to the gravity of the issue. The nonconformity recorded against any requirement remains at the discretion of the biosecurity officer.

Nonconformity classifications are detailed in the *AA General Policies*.

AA Requirements

Table 1 Purpose

Requirements	Nonconformity guide
<p>1.1 AA sites utilised for the unpacking, inspection, fumigation and cleaning of airfreight (air cargo terminal and airfreight depot operations, for example, Qantas bond type depots). These sites are approved to enable the following activities to occur:</p> <ul style="list-style-type: none"> • the receipt, inspection and holding of live animals (such as dogs and cats) prior to trans-shipment or pick-up and delivery to a quarantine station • storage, inspection and/or treatment of air cargo from all countries with correct or incorrect certification • receipt and holding of human remains • receipt and holding of biological material • holding and/or treatment of dunnage and non-ISPM 15 compliant packing • inspection and/or treatment of personal effects • holding and/or treatment of cargo with unknown import conditions. <p>Can accept delivery of all air freight commodities but may require separate approval for inspection functions. Must be in the port precinct and have access to washing facilities (minimum size 5 m x 3 m).</p> <p>The fumigation area may either be onsite or at another department-approved AA site.</p>	Not applicable

Table 2 Site locations

Requirements	Nonconformity guide
<p>2.1 To be located within close proximity to a proclaimed airport in a city where a permanently based biosecurity officer is stationed. AA sites not located within close proximity to a proclaimed airport will be considered by the department on their individual merits with consideration being given to the biosecurity risk associated with each site's location. AA sites located in rural areas are ineligible for approval under this class.</p>	Not applicable

Table 3 Isolation

Requirements	Nonconformity guide
<p>3.1 Goods subject to biosecurity control must be kept in the biosecurity area.</p>	Major or critical
<p>3.2 Goods subject to biosecurity control must be stored in such a manner to ensure that a minimum of one pallet width or an impervious physical barrier is maintained between goods subject to biosecurity control and other goods.</p>	Major

Table 4 Biosecurity area

Requirements	Nonconformity guide
4.1 Security measures must be in place that prevent access and removal of goods subject to biosecurity control by unauthorised persons.	Major
4.2 The biosecurity area must be of a size commensurate with the proposed quantity of goods being handled and must be located within a lockable building, or within a building that is located in an area surrounded by a lockable person-proof security fence.	Critical
4.3 The biosecurity area must be sufficiently isolated from the main thoroughfare and clearly defined by either a: <ul style="list-style-type: none"> • painted yellow line on the floor • permanently affixed person-proof security fence • separate room or • other department-approved method. 	Minor
4.4 The biosecurity area must have an impervious concrete or asphalt floor that is in good condition and free of significant cracking which may enable the escape of insects, or allow weeds to become established.	Major
4.5 The biosecurity and inspection areas must allow for biosecurity officers to easily inspect goods without work health and safety risks.	Major
4.6 A non-absorbent white top inspection table must be provided for inspection. It must: <ul style="list-style-type: none"> • be a minimum of 1 m wide x 2 m long and 0.9 m to 1 m high • have a power point in close proximity • have an artificial light of not less than 600 lux intensity • be located within a biosecurity inspection area. 	Major

Table 5 Building and storage areas

Requirements	Nonconformity guide
5.1 Buildings and structures must be maintained in a state of good repair and be weatherproof. Wall and floor junctions must be sealed, or some other measure must be in place to ensure that vegetation does not grow into the building.	Major
5.2 Buildings, designated biosecurity areas and biosecurity inspection areas (including storage and receival zones and chutes) must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.	Major
5.3 Cargo to be treated in the wash bay, where tarped or containerised upon receipt, must remain tarped, be stored under cover, in a container or on an impervious surface that drains directly to sewer until such time as it can be moved to the wash bay for cleaning.	Major
5.4 Biosecurity signs must: <ul style="list-style-type: none"> • be securely affixed • be durable • be prominently displayed and able to be clearly read by persons approaching the area at all times • have black lettering on yellow background • contain the words 'Biosecurity Area - No unauthorised entry or removal of goods, Penalties Apply' or 'Quarantine Area - No unauthorised entry or removal of goods, Penalties Apply' or words to similar effect. <p>Note: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.</p>	Minor

Table 6 Hygiene

Requirements	Nonconformity guide
6.1 An effective pest control system must be in place to ensure that AA sites are managed in a way that effectively isolates goods subject to biosecurity control from environments in which pest and disease are likely to become established. As a minimum this will require the AA site to implement, and keep associated records of a periodic inspection regime and ensure knockdown spray (i.e. standard household aerosol insecticide spray) is kept onsite. In addition to details of the inspection regime and the onsite location of the knockdown spray, the pest control system may include: <ul style="list-style-type: none"> • the use of insecticides, fumigation, rodenticides, periodic inspection, baits and/or traps • a site plan with numbered bait stations • if applicable, contract details. <p>Note: the operations of adjacent facilities must be considered when determining any additional pest control measures to be implemented.</p>	Major

Table 7 Fumigation

Requirements for AA sites with fumigation facilities	Nonconformity guide
7.1 AA sites must have a licensed fumigator available to carry out fumigation at short notice.	Major
872 The fumigation site floor, for sheeted containers and stacks, must be impermeable to the fumigant.	Minor
7.3 The fumigation area must have a: <ul style="list-style-type: none"> • minimum 3 metres clearance around the enclosure in the open or 6 metres where the area is located in an enclosed facility • power supply available (either mains or generator). 	Major
7.4 The location and size of the fumigation area must be clearly marked on a site plan.	Major
7.5 Goods being moved off site for fumigation must be: <ul style="list-style-type: none"> • secured in order to prevent the potential escape and/or spread of biosecurity risk material, and • transported directly to a department-approved AA site, in line with the applicable departmental direction. 	Major or critical
7.6 A fumigation chamber must be: <ul style="list-style-type: none"> • constructed of impervious rigid materials • imperviously sealed where there are joints • gastight when the door is closed (without the need to use tape or sealant to gain a gastight seal) • fitted with an inbuilt circulation system which distributes the fumigant throughout the chamber. 	Major

Table 8 Live animal holding areas (mandatory for CTOs that receive/handle imported dogs and cats only)

Requirements	Nonconformity guide
8.1 These sites are for the receipt, inspection and holding of dogs and cats prior to trans-shipment or pick-up and delivery to a quarantine station.	Not applicable
8.2 Areas in which animals are held must be constructed of materials that prevent animal escape.	Major
8.3 Animals and their waste must not be removed from their crate/cage for any reason.	Major
8.4 There must be measures in place to control access to the biosecurity area where the animals are held (for example, swipe card access, door locks).	Major
8.5 Biosecurity areas must not be used as a thoroughfare or access point to non-control areas or other non-related biosecurity areas.	Major
8.6 Areas in which animals are held must have temperature/climate control sufficient to ensure animals are not subjected to extremes of heat or cold (to maintain animal welfare).	Major

Table 9A Wash bays

Requirements	Nonconformity guide
9.1 Goods being moved off site for cleaning must be: <ul style="list-style-type: none"> secured in order to prevent the potential escape and/or spread of biosecurity risk material transported directly to a department approved site, in line with the applicable departmental direction. 	Major
Where there are biosecurity wash bay facilities at the AA site the following applies	Not applicable
9.2 The location and size of the wash bay must be clearly marked on the site plan.	Minor
9.3 The wash bay must be commensurate with the size of the proposed imports to be handled by the AA site.	Major
9.4 No unauthorised traffic or personnel (those not involved in the cleaning of goods subject to biosecurity control) or equipment are permitted on the wash pad, ramp or wash bay during treatments and cleaning.	Major
9.5 The wash bay must be constructed in accordance with: <ul style="list-style-type: none"> a concrete floor which is liquid impervious a floor drain leading into a soil trap which is connected directly to municipal sewer or to another waste water disposal system approved by the department. any waste water storage, treatment and reticulation system must be enclosed. 	Major
9.6 There must be adequate equipment available in order to carry out cleaning (steam/high pressure) and chemical disinfection spraying operations as directed by biosecurity officers.	Major
9.7 A car hoist, inspection pit, ramp or stand is to be available, where required, for the inspection of the undercarriage of cars.	Major or critical
9.8 Areas immediately adjacent to the wash bay should have an impermeable surface. If the area surrounding the wash pad has vegetation, the department will inspect for introduced weed species (at cost to the Biosecurity Industry Participant (BIP)).	Minor or major
9.9 Waste water and residues from cleaning operations must be contained within the approved wash bay.	Major
9.10 Waste water and residues from cleaning operations must only be discharged via the wash bay drain.	Major
9.11 The wash bay must be washed down after cleaning operations each day.	Major

Table 9B Wash bays (continued)

Requirements	Nonconformity guide
<p>9.12 Waste water must be screened prior to discharge to municipal sewer or department approved treatment/holding tank.</p> <p>For AA sites that do not have direct access to sewer for waste water discharge, waste water may be either collected and transported off-site for discharge to sewer by a:</p> <ul style="list-style-type: none"> • waste transport service operating under an appropriate AA with the department • non-department approved waste transport service. Where a non-department approved transport service is used, the transport and disposal of the waste water must be performed under department supervision. 	Major
<p>9.13 Soil residues from the wash bay soil trap or filter must be disposed of as biosecurity waste.</p>	Critical
<p>9.14 Equipment (including footwear and protective clothing) used in the wash bay must be cleaned prior to removal from the wash bay.</p>	Critical
<p>Where recycling of waste water occurs within the wash bay at the AA site the following applies:</p>	Not applicable
<p>9.15 A recycling waste water system must incorporate screening the liquid waste through a 100 micron filter prior to use in wash bay operations with imported goods, including final washes. Recycled waste water is not permitted to be used for domestic washes.</p>	Major
<p>9.16 During the recycling process, the BIP must, when operational, undertake weekly inspection for leaks from:</p> <ul style="list-style-type: none"> • pumps • valves • tanks (where applicable) • filter housing, pipes and connections where visible. 	Major
<p>9.17 When leaks are detected they must be immediately repaired.</p>	Major
<p>9.18 Waste filter media and detritus/refuse captured by filter media or screens must be treated as biosecurity waste.</p>	Major

Table 9C Wash bays (continued)

Requirements	Nonconformity guide
<p>9.19 Wash facilities must:</p> <ul style="list-style-type: none"> • be of a size commensurate with the vehicles or equipment being cleaned • be constructed of impermeable material and in a manner which ensures that residues/sediment and splash from cleaning operations are contained and flow directly into holding tanks or a municipal sewage system or department-approved system • have sewage/drainage lines protected from physical damage. <p>Note: Where municipal sewage connection is not available and tanks are used, the tanks must be fully enclosed.</p>	Major
<p>9.20 Soil traps must be installed in drains in locations where drainage inflow is likely to contain solids (such as detritus, refuse or other particulates).</p>	Major

Table 10 Dunnage and waste disposal

Requirements	Nonconformity guide
<p>10.1 Overseas dunnage, including pallets which are detected, must be stored in a clearly defined biosecurity area or a biosecurity dunnage container or storage device for a maximum period of 14 days. Within the specified storage period, dunnage must be treated by a department-approved method.</p>	Major
<p>10.2 For any dunnage, packing material and waste inspected and found to contain pests or disease agents, a biosecurity control order will be issued describing the treatment required, location of the treatment and disposal methodology.</p>	Not applicable

Table 11 Waste disposal

Requirements	Nonconformity guide
<p>11.1 Sufficient containers of an appropriate size labelled 'Biosecurity Waste' are to be provided for loose items, residues, spillages or material of biosecurity concern. Such containers must have lids that remain closed and are to be emptied and, if required, disinfected in accordance with any provisions set by the department.</p>	Major or critical

Table 12 Office and record requirements

Requirements	Nonconformity guide
<p>12.1 Office and general AA site requirements must provide the department with the confidence that applicable work health and safety standards have been met, this is achieved by:</p> <ul style="list-style-type: none"> • providing a first aid cabinet/kit which is fully stocked and meets the minimum commercial Australian Standard (AS2675-1983: Portable first aid kits for use by consumers) • providing vehicle parking for visiting biosecurity officers (note: this may require department identified parking or providing a parking permit) • ensuring adequate security for any departmental technical equipment left on the site • providing access and the availability of: <ul style="list-style-type: none"> - a desk, chair and a telephone with direct outside call access - toilet facilities - handwashing facilities and a hygienic means of drying hands - suitable arrangements to ensure amenities are clean. 	Minor or major

Table 13 Administration

Requirements	Nonconformity guide
13.1 The site must hold a current 77G depot licence issued by the Australian Border Force.	Major
13.2 Where goods are handled for a third party, it is a requirement of approval that the BIP have an arrangement in place that ensures they are aware of any relevant permit conditions	Minor, major or critical
13.3 Applications are to be accompanied by scale drawings of the proposed area and biosecurity storage, treatment/processing facilities, and parking for biosecurity officers.	Minor or major
13.4 To ensure conformance to the AA site requirements, the department must be notified in writing, at least 15 working days prior to any modification to, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Major

Table 14A General

Requirements	Nonconformity guide
14.1 Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the goods.	Major or critical
14.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.	Minor, major or critical
14.3 Goods subject to biosecurity control must be maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON).	Minor, major or critical
14.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit (if applicable)	Minor, major or critical
14.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
14.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Major or critical
14.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to: <ul style="list-style-type: none"> • imported items that have been released from biosecurity control • domestic items • the Australian environment. Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control.	Major or critical
14.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
14.9 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant AA requirements, import conditions and departmental directions.	Major or critical

Table 14B General (continued)

Requirements	Nonconformity guide
<p>14.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of:</p> <ul style="list-style-type: none"> moving directly and securely to another AA site, of the appropriate AA class, with prior written approval from the department 	Critical
<ul style="list-style-type: none"> moving directly and securely to an AA site of the same class (or of the same class but a higher biosecurity containment level sub-class) that is co-located with the original AA site 	
<ul style="list-style-type: none"> transport of biosecurity waste by a department-approved waste transport company (operating under an AA for biosecurity waste transport). <p>If the items are being transported by a non-Accredited Person (such as a truck driver), the forwarding BIP must ensure that this person is made aware of the conditions relating to the transport of the items.</p>	Major
<p>14.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an AA site, inadvertently or deliberately, without prior written direction or approval from the department.</p>	Critical
<p>14.12 An Accredited Person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. 'Directly supervise' means that the Accredited Person must be present in the area where the items subject to biosecurity control are being handled and must be able to:</p> <ul style="list-style-type: none"> visually verify that the items are being handled in accordance with the department's requirements communicate immediately and effectively with the persons being supervised. 	Major
<p>14.13 Persons performing the function of an Accredited Person must have successfully completed the accreditation training.</p>	Major
<p>14.14 Records must be maintained of Accredited Persons.</p>	Minor
<p>14.15 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.</p>	Major
<p>14.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.</p>	Minor or major

Table 14C General (continued)

Requirements	Nonconformity guide
14.17 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
<ul style="list-style-type: none"> • declaration/entry number • Import Permit number • Air Waybill or Bill of Lading number • date of receipt • processing (including inspection, treatment, testing) details • release from Biosecurity Control • disposal details • storage location • Accredited Person responsible for the items. 	<ul style="list-style-type: none"> • Major • Major • Minor • Major • Major • Major • Major • Major • Major
14.18 The BIP must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an Accredited Person or under the direct supervision of an Accredited Person.	Major
14.19 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the AA site. Unexpected events include:	
<ul style="list-style-type: none"> • appearance of pests or symptoms of disease • structural damage (for example, due to storms) • unauthorised removal of goods subject to biosecurity control • spillages of goods subject to biosecurity control • sudden unavailability of an Accredited Person. 	<ul style="list-style-type: none"> • Major • Major • Major • Major • Minor
14.20 Ceasing or transferring operations—the department must be informed in writing at least 15 working days prior to intended:	
<ul style="list-style-type: none"> • closure of a current AA site 	<ul style="list-style-type: none"> • Major
<ul style="list-style-type: none"> • relocation of the business, including the AA class function 	
<ul style="list-style-type: none"> • cessation of operation as an AA site. 	
Any goods subject to biosecurity control that remain at the AA site must be treated or destroyed in accordance with a department-approved method or transferred to another AA site with prior approval from the department. The BIP will be liable for associated costs.	Critical
14.21 If there is any doubt as to whether goods: <ul style="list-style-type: none"> • are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control then the goods must be handled in accordance with requirements for goods subject to biosecurity control.	Major

Table 14D General (continued)

Requirements	Nonconformity guide
<p>14.22 The BIP must notify the department in writing as soon as practicable within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the BIP or their associates relevant to the operation of the AA in relation to any of the following matters:</p> <ul style="list-style-type: none"> • conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i> • debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i> • Refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>. 	Critical
<p>14.23 Biosecurity officers, biosecurity enforcement officers and department-approved auditors must be provided access to the AA site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p>	Critical
<p>14.24 Departmental auditors or department-approved auditors must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	Major or critical
<p>14.25 The department must be notified of any Reportable Biosecurity Incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.</p>	Critical
<p>14.26 Department-approved auditors must be permitted to collect evidence of compliance and noncompliance with AA requirements through actions including the copying of documents and taking of photographs.</p>	Major or critical
<p>14.27 The BIP must notify the department in writing as soon as practicable within 15 days of any change in:</p> <ul style="list-style-type: none"> • Persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement • BIP details, including: <ul style="list-style-type: none"> - entity name - ABN or ACN - postal address - email address - facsimile number - telephone number. 	Major or critical