

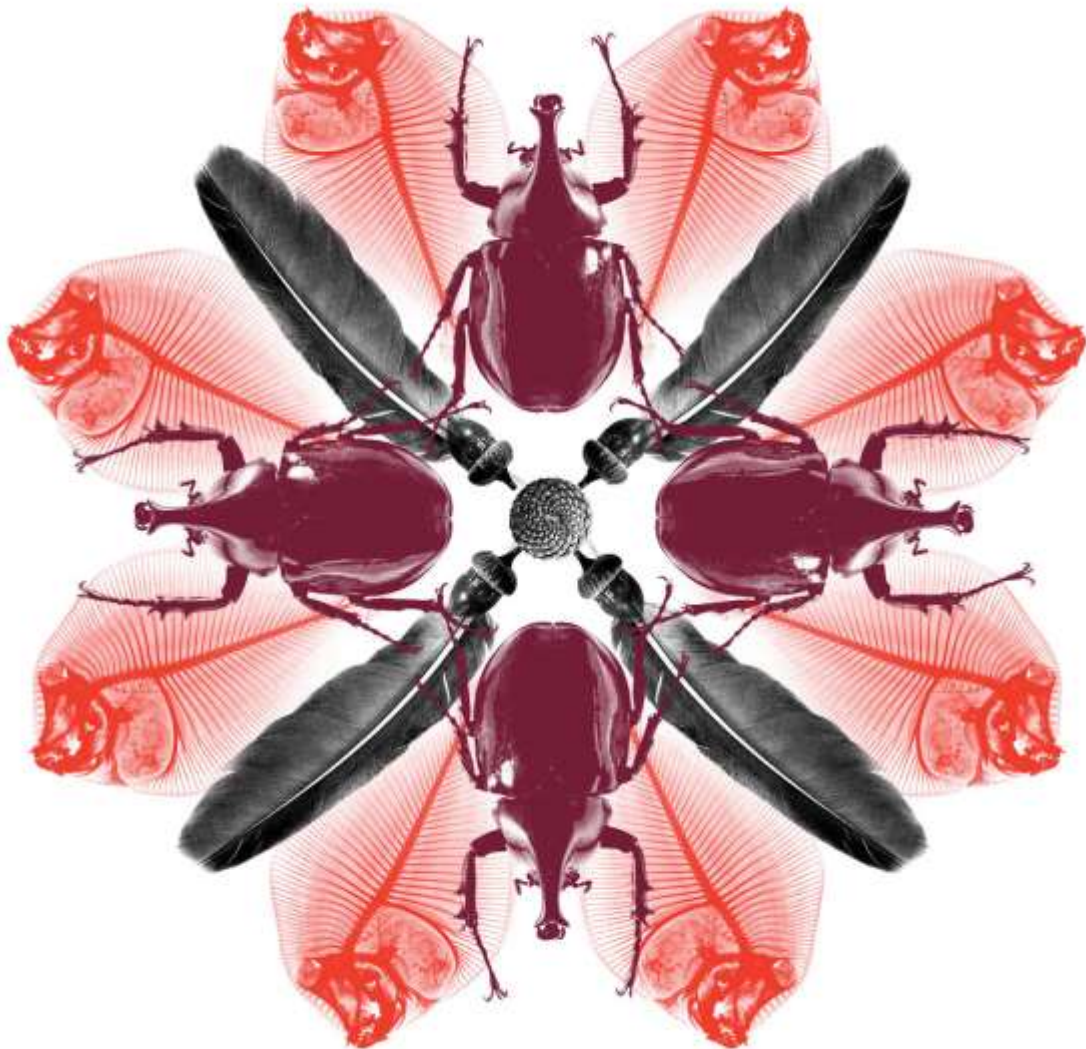


Australian Government
**Department of Agriculture
and Water Resources**

Approved arrangement

3.1 –grain processing conditions

Version 5.0



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Version control

Updates to this document will occur automatically on the department’s website and the revision table below 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 departmental branding	Industry Arrangements Reform Program
8 Feb 2016	2.0	<ul style="list-style-type: none"> Updated departmental branding Updated templated 	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section
25 Jul 2016	4.0	Minor updates to references for AA sites	Approved Arrangements section
4 Jan 2019	5.0	Updated to reflect need for written procedures and simplify conditions content.	Approved Arrangements section

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Guide to using this document

This document sets out the conditions 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.

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

In the event of any inconsistency between these conditions 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 approved arrangements, department contact details and copies of relevant approved arrangement documentation is available on the department's website: agriculture.gov.au.

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 *Approved Arrangements General Policies* should be read in conjunction with these conditions. They will assist in understanding and complying with the obligations and conditions for the establishment and operation of an approved arrangement.

Nonconformity guide

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

Nonconformity classifications are detailed in the *Approved Arrangements General Policies*.

Approved arrangement conditions

Table 1 Purpose

Conditions	Nonconformity guide
1.1 Approved arrangement sites utilised for the storage, handling and processing of bulk imported grain commodities; such as maize, wheat, barley and sorghum; and their by-products.	N/A Ref: 4027

Table 2 Scope

Conditions	Nonconformity guide
2.1 The approved arrangement sites are not approved for any other biosecurity operations, except where the site has separate approval under another approved arrangement class.	N/A Ref: 1147

Table 3 Prerequisite

Conditions	Nonconformity guide
3.1 A site operations manual detailing the biosecurity operations and procedures as outlined in the <i>Site Operations Manual Conditions for Class 2.7 and 3.1 Approved Arrangements</i> must be provided at the time of application.	N/A Ref: 1170
3.2 An approved arrangement site plan that clearly identifies and accurately represents infrastructure, biosecurity areas, grain transfer pathways, site boundaries, and on-site amenities must be provided at the time of application.	N/A Ref: 4006
3.3 Approval of the proposed site location by Plant Import Operations must be provided at the time of application.	N/A Ref: 4007
3.4 A register of accredited persons intended to perform biosecurity activities under the proposed arrangement must be provided at the time of application.	N/A Ref: 4008

Table 4 Biosecurity areas

Conditions	Nonconformity guide
<p>4.1 Biosecurity areas must be constructed and maintained to prevent:</p> <ul style="list-style-type: none"> the escape of imported grain and any associated waste (residues, screenings and dust) contact by animals including birds and rodents. <p>Note: Biosecurity areas include all areas where imported grain is handled, including receipt points (e.g. hoppers and pits), movement equipment (e.g. conveyors, elevators and chutes), stored (e.g. silos, bins, flat storage buildings), and processed.</p>	Major Ref: 4028
4.2 Biosecurity areas must have floor surfaces finished with materials that are smooth, impervious, durable and easy to clean.	Major Ref: 3900
4.3 Biosecurity area floors must be maintained and be free from defects.	Major Ref: 3901
4.4 Biosecurity areas must be managed in a way that facilitates the inspection and identification of goods.	Major Ref: 1063
4.5 Biosecurity areas must allow for biosecurity officers to perform their duties without work health and safety risks.	Major Ref: 830
4.6 Biosecurity areas must display a sign to effectively convey that status.	Minor Ref: 3919
<p>4.7 Biosecurity signs must:</p> <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 Ref: 2929

Table 5 Facilities and equipment

Conditions	Nonconformity guide
5.1 Facilities and equipment must enable imported grain to be processed in accordance with departmental conditions.	Major/critical Ref: 1125
5.2 Processing equipment must be fitted with devices capable of monitoring compliance with the treatment parameters specified in the applicable permit conditions.	Major Ref: 1123
5.3 Processing system failures must be identifiable.	Major/Critical Ref: 1121
5.4 Devices used to monitor the processing imported grain and its by-products must be calibrated in accordance with manufacturers specifications.	Major Ref: 1127

Table 6A Work practices

Conditions	Nonconformity guide
<p>6.1 The department-approved site operations manual must be followed at all times. The approved manual must be:</p> <ul style="list-style-type: none"> available at the approved arrangement site provided at the request of a biosecurity officer. 	Major Ref: 3855

Table 6B Work practices (continued)

Conditions	Nonconformity guide
6.1 The department-approved site operations manual must be followed at all times. The approved manual must be: <ul style="list-style-type: none"> • available at the approved arrangement site • provided at the request of a biosecurity officer. 	Major Ref: 3855
6.2 The department's Approved arrangements section must be notified of intent to change any aspect of the department-approved site operations manual.	Major Ref: 4010
6.3 Changes to the department-approved site operations manual must be endorsed by the department prior to implementation.	Major/critical Ref: 4011
6.4 Containers, silos, and buildings that house grain storage areas must be secured to prevent access by unauthorised persons at all times other than during transfer/movement of grain into and out of these areas.	Major Ref: 4029
6.5 Access to biosecurity areas must be restricted to employees of the biosecurity industry participant, and persons escorted by employees of the biosecurity industry participant.	Major Ref: 2106
6.6 There must be equipment available (e.g. pressurised water/air, brooms, shovels, vacuum systems) to enable effective: <ul style="list-style-type: none"> • cleaning of grain conveyances • cleaning of grain handling and processing equipment • maintenance of site hygiene • chemical disinfection operations, where directed by the department. 	Minor Ref: 1112
6.7 Dust control systems must operate on grain intake, storage, out-load, processing and conveying systems during gain handling and movement activities, and in conveyance inspection areas during cleaning.	Major Ref: 4030
6.8 Equipment used in the handling and processing of goods subject to biosecurity control must be cleanable and constructed to ensure that spillage of residues is minimised (e.g. ensuring that chutes and augers/belts/conveyors are fully enclosed).	Major Ref: 4031
6.9 Domestic grain or its associated waste that comes into contact with unprocessed imported grain or its associated waste, or equipment or facilities used in the handling or transport of imported grain prior to decontamination, must be treated in accordance with these approved arrangement conditions, relevant import permit conditions and departmental directions.	Major or critical Ref: 4032
6.10 Biosecurity areas (including grain handling and processing equipment) must be decontaminated prior to use with domestic grain. The department's Approved Arrangements section must be notified of completion of decontamination processes and domestic grain operations must only commence following departmental approval.	Major or critical Ref: 4033
6.11 Processing and processed product must be monitored to ensure compliance with departmental conditions.	Major Ref: 4034
6.12 The department must be informed immediately of any: <ul style="list-style-type: none"> • failure to meet the processing parameters (except under circumstances where the failure has a response specified in the department-approved site operations manual) • processing equipment system failures • repairs to equipment used for processing of material subject to biosecurity control. 	Major or critical Ref: 1122
6.13 Details of imported grain processing must be recorded. Grain processing records must include: <ul style="list-style-type: none"> • the type of processing undertaken • the tonnage of grain used in processing • the import permit number under which the grain was imported and processed • a statement of whether processing met the conditions of the applicable import permit and the approved arrangement site operations manual. <p>Note: Imported grain is released from biosecurity control upon creation of a complete grain processing record stating that the conditions of the applicable import permit and the approved arrangement site operations manual have been met.</p>	Major or critical Ref: 4035
6.14 Accredited persons must be able to demonstrate an understanding of conditions applicable to the activities performed under this arrangement.	Minor or major Ref: 4014

Table 7 Isolation and hygiene

Conditions	Nonconformity guide
7.1 Goods subject to biosecurity control must be kept in the biosecurity area.	Major Ref: 2038
7.2 Biosecurity storage areas must be structurally separated from other operations to prevent inadvertent cross contamination of domestic grain and other products handled on site.	Major Ref: 4015
7.3 Biosecurity areas must be kept clean and in a state of good repair.	Major Ref: 1172
7.4 An effective pest control program must be implemented across the entire approved arrangement site to ensure that goods are not contaminated or infested by pests.	Major Ref: 4016
7.5 An effective weed control program must be implemented across the entire approved arrangement site.	Major Ref: 4017

Table 8 Movement of imported grain between approved arrangement sites

Conditions	Nonconformity guide
8.1 Conveyances transporting imported grain must be inspected for compliance with the department-approved site operations manual prior to commencement of loading and unloading imported grain.	Major Ref: 4018
8.2 Imported grain must only be loaded into conveyances for transport from the approved arrangement site upon confirmation that the receiving approved arrangement site is a class 2.7 or 3.1 approved arrangement site listed on the relevant Import Permit, or there is a biosecurity direction for the movement. Note: Where grain is being handled for another entity, it is a condition that the biosecurity industry participant has an arrangement in place that ensures they are aware of any relevant permit conditions.	Major Ref: 4036
8.3 An <i>Imported bulk grain delivery record</i> must be completed: <ul style="list-style-type: none"> for each load of imported grain received at or despatched from the approved arrangement site prior to departure of the transporting conveyance. The record must either use: <ul style="list-style-type: none"> the departmental template provided on the department's website, or a different format but still provide all the information specified on the departmental template. 	Major Ref: 4019
8.4 Imported grain or its by-product must be received and outloaded from the approved arrangement site in accordance with the department-approved site operations manual.	Major Ref:4037
8.5 External surfaces of conveyances from which imported grain is unloaded must be free of grain and grain residues prior to leaving the approved arrangement site.	Major Ref: 1113
8.6 Empty load compartments of conveyances from which imported grain or its by-product is unloaded must be free of grain and grain residues prior to leaving the approved arrangement site unless: <ul style="list-style-type: none"> secured in a manner that prevents loss or spillage of grain or grain residues during transit moved immediately and directly to the port or another approved arrangement site. 	Major Ref: 4038
8.7 Conveyances that have returned to the port and have grain or grain residues must move directly to an approved arrangement site.	Major Ref: 4021
8.8 The biosecurity industry participant must immediately inform the department if imported grain is not received within expected timeframes.	Major Ref: 1118

Table 9 Waste disposal

Conditions	Nonconformity guide
9.1 Biosecurity waste (e.g. screenings, dust, spillages, residues) must be effectively contained and disposed of by: <ul style="list-style-type: none"> • incineration • deep burial • autoclaving • treatment or processing by department approved method. 	Major or critical Ref: 1101
9.2 Sufficient containers of an appropriate size labelled: Biosecurity Waste, are to be provided for biosecurity waste. Biosecurity waste containers must be: <ul style="list-style-type: none"> • leak and pest-proof • have a secure lid • be lined with a bag or liner • labelled 'Biosecurity Waste'. 	Minor or major Ref: 4022
9.3 Biosecurity waste must be transported by a department-approved transporter.	Major Ref: 2097
9.4 Biosecurity areas must have a means of containing or directing any flow or wash-down water to the municipal sewage system or to another department approved disposal method.	Critical Ref: 1092

Table 10 Office and records

Conditions	Nonconformity guide
<p>10.1 Records for imported grain or its by-products must include the following details:</p> <ul style="list-style-type: none"> • date of receipt or outload • type of grain • import permit number • tonnage of grain or by-product received or outloaded • tonnage of grain or by-product in storage • registration number of the conveyance (including trailer/container number if applicable) • seal numbers applied to the conveyance • conveyance verification checks • storage location within the biosecurity area • processing records (including type of processing, quantity, date, temperatures, equipment calibration) • quantity of biosecurity waste collected - including the date and method of disposal • copies of imported grain delivery forms for each load of received and despatched product • grain processing record used for the purpose of releasing goods from biosecurity control • decontamination processes and approvals to commence domestic grain operations. 	<p>Major Ref: 4039</p>
<p>10.2 Records must be made available to the department within two business days upon request.</p>	<p>Major Ref: 3744</p>
<p>10.3 The biosecurity industry participant must:</p> <ul style="list-style-type: none"> • provide 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) • provide vehicle parking for visiting biosecurity officers (Note: This may require department identified parking or providing a parking permit) • ensure adequate security for any departmental technical equipment left on the site • provide 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 ○ clean amenities . 	<p>Minor or major Ref: 2098</p>

Table 11 Administration

Conditions	Nonconformity guide
11.1 Approved arrangement site plans must be maintained to clearly identify and accurately represent infrastructure, biosecurity areas, grain transfer pathways, site boundaries, and on-site amenities must be provided at the time of application.	Minor or major Ref: 4023
11.2 Departmental approval must be obtained prior to implementing changes to the location and/or construction of the approved arrangement site or biosecurity area boundaries.	Major or critical Ref: 4024
11.3 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 Ref: 3533
<p>11.4 The biosecurity industry participant 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 • Biosecurity industry participant details, including <ul style="list-style-type: none"> ○ entity name ○ Australian Business Number or Australian Company Number ○ postal address ○ email address ○ telephone number. 	Major Ref: 3836
11.5 The department must be notified of changes to the register of accredited persons.	Minor Ref: 3990
<p>11.6 The biosecurity industry participant must notify the department within 24 hours of any of the following events:</p> <ul style="list-style-type: none"> • a breakdown in segregation between imported grain or its by-products and domestic grain, leading to domestic grain being contaminated with imported grain and not being treated in accordance with the conditions for imported grain • any event that compromises the ability of the biosecurity industry participant to contain, store or process imported grain or its by-products in accordance with relevant approved arrangement conditions, import permit conditions and departmental directions • release of imported grain, its by-products or biosecurity waste that has not been processed in accordance with relevant approved arrangement conditions, import permit conditions and departmental directions • transport of imported grain or its by-products to a party that is not an approved arrangement site listed on the import permit • transport of imported grain by a party that that has not been approved by the department • transport of imported grain in a transport unit not meeting the department’s conditions • collection of imported grain waste by a party that is not a department approved waste transporter. 	Major or critical Ref: 4040

Table 12A General

Conditions	Nonconformity guide
12.1 Goods subject to biosecurity control must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the items.	Major or critical Ref: 2991
12.2 Goods subject to biosecurity control must be maintained and processed in accordance with the conditions of the relevant approved arrangement class.	Minor, major or critical Ref: 2992
12.3 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 Ref: 2993
12.4 Goods subject to biosecurity control must be maintained and processed in accordance with an import permit.	Major or critical Ref: 2994
12.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical Ref: 2995
12.6 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 Ref: 2996
12.7 The standard of hygiene at the approved arrangement site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical Ref: 2998
<p>12.8 Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of:</p> <ul style="list-style-type: none"> • moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department • moving directly and securely to an approved arrangement 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 approved arrangement site • transport of biosecurity waste by a department-approved waste transport company (operating under an approved arrangement for biosecurity waste transport). <p>If the items are being transported by a non-accredited person (such as a truck driver), the forwarding biosecurity industry participant must ensure that this person is made aware of the conditions relating to the transport of the items.</p>	<p>Critical</p> <p>Major Ref: 3000</p>
12.9 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department.	Critical Ref: 3001
12.10 An accredited person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control.	Major Ref: 3002

Table 12B General (continued)

Conditions	Nonconformity guide
12.11 Persons performing the function of an accredited person must have successfully completed the department's approved training to obtain and maintain accredited person status.	Major Ref: 4026
12.12 Records must be maintained of accredited persons.	Minor Ref: 3004
12.13 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.	Major Ref: 3005
12.14 Records must be kept for a minimum of 18 months for goods subject to biosecurity control at the approved arrangement site.	Minor or major Ref: 3006
<p>12.15 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):</p> <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 • Major <p>Ref: 3007</p>
12.16 The biosecurity industry participant 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 Ref: 3008
<p>12.17 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the approved arrangement site. Unexpected events include:</p> <ul style="list-style-type: none"> • appearance of pests or symptoms of disease • structural damage (due to storms etc.) • 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 • Major <p>Ref: 3009</p>
<p>12.18 Ceasing or transferring operations - the department must be informed, in writing, at least 15 working days prior to intended:</p> <ul style="list-style-type: none"> • closure of a current approved arrangement site • relocation of the business, including the approved arrangement class function • ceasing of operation as an approved arrangement site. <p>Any goods subject to biosecurity control that remain at the approved arrangement site must be treated or destroyed in accordance with a department approved method or transferred to another approved arrangement site with prior approval from the department. The biosecurity industry participant will be liable for associated costs.</p>	Major Critical Ref: 3010

Table 12C General (continued)

Conditions	Nonconformity guide
<p>12.19 If there is any doubt as to whether goods:</p> <ul style="list-style-type: none"> • are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control <p>then the goods must be handled in accordance with conditions for goods subject to biosecurity control.</p>	<p>Major</p> <p>Ref: 3011</p>
<p>12.20 The biosecurity industry participant 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 biosecurity industry participant or their associates relevant to the operation of the approved arrangement 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, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or approved arrangement under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>. 	<p>Critical</p> <p>Ref: 3012</p>
<p>12.21 Biosecurity officers, biosecurity enforcement officers and department approved auditors, must be provided access to the approved arrangement site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p>	<p>Critical</p> <p>Ref: 3013</p>
<p>12.22 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>	<p>Major or critical</p> <p>Ref: 3014</p>
<p>12.23 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>	<p>Critical</p> <p>Ref: 3015</p>
<p>12.24 Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement conditions through actions including the copying of documents and taking of photographs.</p>	<p>Major or critical</p> <p>Ref: 3016</p>