



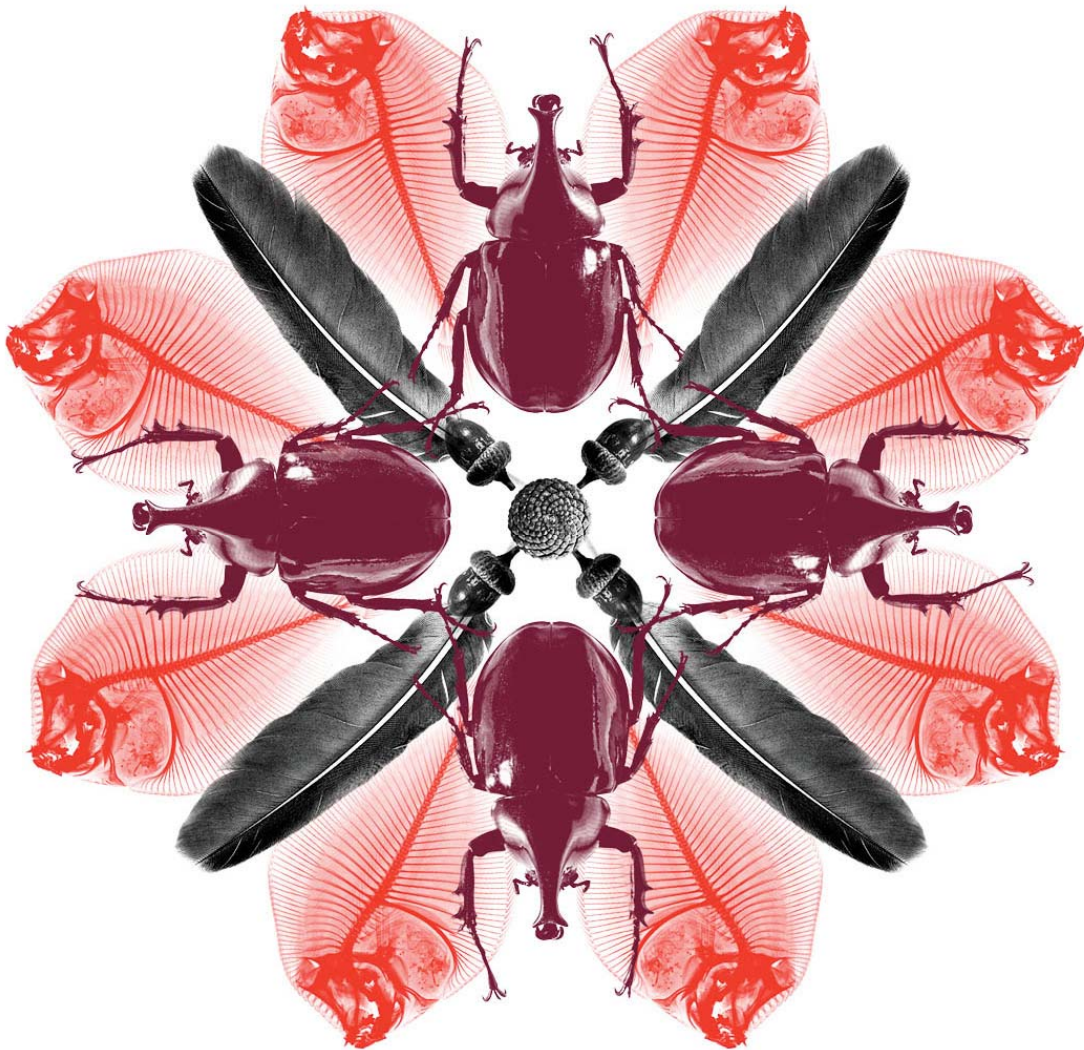
**Australian Government**  
**Department of Agriculture  
and Water Resources**

# Approved Arrangement

for 3.3 - Imported uncooked prawn product  
processing

## Requirements

Version 1.0



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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
Mar 2017	1.0	First release.	Approved Arrangements Reform Program

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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: [agriculture.gov.au](http://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 *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 requirement 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

Requirements	Nonconformity guide
<b>1 Purpose</b>	
1.1 AA sites utilised for the processing of imported uncooked prawn product.	N/A
<b>2 Scope</b>	
2.1 The AA for imported prawn product processing is limited to the: <ul style="list-style-type: none"> <li>• transport to and from, and receipt, handling, control, storage and processing of imported prawn product at a Department of Agriculture and Water Resources approved processing AA site</li> <li>• cooking of imported prawn product for human consumption</li> <li>• storage, treatment and disposal of the waste material associated with the processing of imported prawn product.</li> </ul>	N/A
<b>3 Requirements</b>	
3.1 Personnel who have responsibilities for, or perform tasks that may impact on goods subject to biosecurity control, must be able to demonstrate an understanding of department requirements.	Major
3.2 Personnel handling: <ul style="list-style-type: none"> <li>• imported prawn product</li> <li>• product derived from imported prawn product</li> <li>• waste derived from imported prawn product</li> </ul> must be trained to a level necessary to understand and fulfil the biosecurity requirements associated with their roles and responsibilities in relation to the handling and processing of imported prawn product.	Major
3.3 Personnel must be re-trained as necessary to ensure they maintain the required knowledge of biosecurity requirements to carry out their responsibilities.	Minor
3.4 The Biosecurity Industry Participant (BIP) must ensure that a biosecurity movement direction, authorising the movement of uncooked imported prawn product to or from the AA site, is obtained from the department prior to any transfers occurring.	Critical
3.5 Imported prawn product that is being moved by or on behalf of the BIP between AA sites including interstate movements made by road or rail, must be transported by direct route within a secure containerised vehicle and	Major

Requirements	Nonconformity guide
identified as subject to biosecurity control with the department's regional contact number clearly marked on the goods.	
<p>3.6</p> <p>The department must be notified immediately if imported product is not received at the BIP's AA site within 24 hours of expected arrival.</p>	Major
<p>3.7</p> <p>At any point following receipt, where imported uncooked prawn product is not contained in a completely enclosed container (that is closed on all sides) segregation must be maintained between imported uncooked prawn product and any other product including cooked imported prawn product and/or domestic product.</p>	Major
<p>3.8</p> <p>Prior to opening and unpacking a shipping container, the BIP must:</p> <ul style="list-style-type: none"> <li>• check that the seal is not missing or broken</li> <li>• check that the seal number on the container or truck is the same as that on the biosecurity movement direction</li> <li>• notify the department as soon as possible within 24 hours of the receipt of the container if the seal: <ul style="list-style-type: none"> <li>○ is missing or broken</li> <li>○ number does not match the number on the biosecurity movement direction.</li> </ul> </li> </ul>	Major
<p>3.9</p> <p>On arrival, the BIP must:</p> <ul style="list-style-type: none"> <li>• conduct a physical count of the cartons</li> <li>• inspect for damaged or thawed cartons</li> <li>• confirm the consignment matches the biosecurity movement direction.</li> </ul>	Major
<p>3.10</p> <p>The BIP must notify the department as soon as possible within 24 hours of the deconsolidation of a shipping container or receipt of cartons from a cold store if:</p> <ul style="list-style-type: none"> <li>• the physical carton count does not match the number on the biosecurity movement direction</li> <li>• there are damaged or thawed cartons</li> <li>• the country of origin on the cartons does not match the country of origin on the biosecurity movement direction</li> <li>• cartons are received from a cold store without being securely transported and identified as imported.</li> </ul>	Major
<p>3.11</p> <p>Damaged or thawed cartons must be:</p> <ul style="list-style-type: none"> <li>• immediately secured and labelled as nonconforming products with traceability information</li> </ul>	Major

<b>Requirements</b>	<b>Nonconformity guide</b>
<ul style="list-style-type: none"> <li>• stored segregated from other product pending the BIP's decision on whether to process or dispose of</li> <li>• immediately placed in a designated biosecurity waste bin for disposal as imported prawn product waste.</li> </ul>	
<p>3.12</p> <p>The BIP must hold the cartons from the transfer in storage until further advice is received from the department, in the event that the physical carton count does not match the number on the biosecurity movement direction.</p>	Major
<p>3.13</p> <p>During storage the BIP must ensure that imported uncooked prawn product is clearly identified, traceable to the biosecurity entry number and stored segregated from all other products.</p>	Major
<p>3.14</p> <p>The BIP must process any product that comes in direct contact with imported uncooked prawn product in accordance with the requirements for imported uncooked prawn product.</p>	Critical
<p>3.15</p> <p>The BIP must notify the department within 24 hours of a physical count of cartons in storage that does not match the corresponding number in the records kept by the BIP.</p>	Major
<p>3.16</p> <p>Imported prawn product and imported prawn product waste must be clearly identified and traceable at all times, from receipt and storage through to processing into a final cooked product for distribution. This is required to enable the product to be traced back to the biosecurity entry number.</p>	Major
<p>3.17</p> <p>Cooking records must be completed and kept for imported prawn product. The cooking records must clearly identify that they relate to the cooking of imported prawn product, and must include the cooking date, the cooking temperature and time, and a product identification code enabling trace back to the biosecurity entry number.</p>	Major
<p>3.18</p> <p>Every cooking process must be monitored using electronic monitoring and recording equipment. The cooking process must be verified using probes/thermometers to provide assurance that core temperatures are maintained in accordance with the department-approved core temperatures and times.</p>	Major
<p>3.19</p> <p>After a processing run for imported uncooked prawn product or product derived from imported prawn product equipment used in that run must be washed with a food grade disinfectant before domestic product can be processed as non-imported product.</p>	Major

Requirements	Nonconformity guide
<p>3.20</p> <p>Imported uncooked prawn product for human consumption must be cooked using a method that:</p> <ul style="list-style-type: none"> <li>allows measurement of core temperature</li> <li>ensures the protein in the product has coagulated.</li> </ul> <p>Cooking methods may include: grilling, pan- or deep-frying, baking, boiling/poaching, steaming or microwave cooking.</p> <p>Cooking must meet minimum core temperature and time requirements, which have been approved by the Department of Agriculture and Water Resources. Examples of acceptable time and temperature requirements are:</p> <ul style="list-style-type: none"> <li>60°C for 1 minute</li> <li>70°C for 11 seconds</li> </ul> <p>If the BIP wishes to use a method that is not listed above, the BIP must seek approval from the department before applying any alternative methods. Please contact <a href="mailto:aa.canberra@agriculture.gov.au">aa.canberra@agriculture.gov.au</a> to seek this approval.</p>	<p>Critical</p>
<p>3.21</p> <p>Temperature measuring equipment used for the measurement of imported prawn product cooking must be calibrated against a NATA-accredited thermometer. Temperature measuring equipment must be calibrated in accordance with any:</p> <ul style="list-style-type: none"> <li>method documented by the equipment manufacturer. If no calibration method is documented by the manufacturer, calibrations must incorporate at least two temperature points. The range between these two temperature points must come within 5°C of spanning the cooking or heat treatment temperatures that the equipment is subsequently used to verify</li> <li>timeframe or frequency documented by the equipment manufacturer. If no calibration timeframe or frequency is documented by the manufacturer, the equipment must be calibrated at a minimum of once every two weeks.</li> </ul>	<p>Major</p>
<p>3.22</p> <p>The BIP must maintain a schedule of calibration for temperature measurement devices, showing the frequency of calibration for each type of device.</p>	<p>Minor</p>
<p>3.23</p> <p>The department must be notified immediately of a failure to use calibrated equipment in accordance with the requirements for temperature calibration for the measurement of imported prawn product cooking or heat treatment temperatures.</p>	<p>Minor</p>
<p>3.24</p> <p>Records of servicing and calibration must include details of the:</p> <ul style="list-style-type: none"> <li>date on which the calibration was performed</li> <li>method of calibration including calibration temperatures</li> </ul>	<p>Major</p>



Requirements	Nonconformity guide
<ul style="list-style-type: none"> <li>cooking equipment and processing area for which the temperature measurement equipment is used</li> <li>name and address of any external organisation that conducts calibration on behalf of the BIP.</li> </ul>	
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3.25	
The BIP must notify the department within 24 hours of any of the following events:	
<ul style="list-style-type: none"> <li>structural failure of any building containing imported prawn product that could compromise the ability of the building to exclude rodents, birds or persons not authorised by the BIP</li> </ul>	Critical
<ul style="list-style-type: none"> <li>catastrophic event (e.g. a fire, storm or flood) that disrupts the ability of the BIP to contain, store, refrigerate, or process imported prawn product or imported prawn product waste in accordance with the requirements of this document</li> </ul>	Critical
<ul style="list-style-type: none"> <li>theft of imported prawn product or a break-in that could have resulted in access to imported prawn product</li> </ul>	Critical
<ul style="list-style-type: none"> <li>refrigeration failure that results in thawing or spoilage of imported prawn product in excess of the amount that can be immediately managed in a manner that does not contravene any other requirements in this document</li> </ul>	Major
<ul style="list-style-type: none"> <li>imported uncooked prawn product including imported prawn product waste leaving the AA site without having being processed or treated in accordance with the procedures</li> </ul>	Major
<ul style="list-style-type: none"> <li>loss of integrity of receptacles storing untreated imported prawn product waste, liquid or solid</li> </ul>	Major
<ul style="list-style-type: none"> <li>collection of untreated imported prawn product waste by a party that is not a department approved waste transporter.</li> </ul>	Major
<hr/>	
3.26	
The BIP must notify the department within 24 hours of a breakdown in segregation between Imported uncooked prawn product and any other product product, leading to product being contaminated with imported prawn product and/or product not being processed/treated in accordance with the requirements for imported prawn product.	Major
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3.27	
The department must be notified in writing within 15 working days from the time the BIP is advised or made aware of:	
<ul style="list-style-type: none"> <li>permanent closure of the current AA site</li> <li>proceedings for liquidation, winding up or dissolution</li> <li>bankruptcy</li> <li>any form of external administration.</li> </ul>	Major
<p><b>Note:</b> Where the BIP proposes to change its AA site, the new location must undergo the same approval process as a new Imported Prawn product Processor.</p>	

Requirements	Nonconformity guide
<p>3.28</p> <p>Where the BIP simultaneously processes both imported uncooked prawn product and domestic prawn product product, product and associated waste materials must be treated in accordance with the requirements for imported uncooked prawn product.</p>	Major or critical
<p><b>4 Waste</b></p>	
<p>4.1</p> <p>Imported prawn product waste must be placed in clearly identified leak-proof receptacles, securely contained and inaccessible to animals, birds and persons not authorised to handle imported prawn product waste prior to collection for treatment and/or disposal.</p>	Critical
<p>4.2</p> <p>Imported prawn product waste must be disposed of by one of the following methods:</p> <ul style="list-style-type: none"> <li>• incineration at a department AA site for the incineration of biosecurity waste</li> <li>• autoclaving (121°C core temperature, 105kPa (15psi) for 15 minutes) at a department AA site for the autoclaving of biosecurity waste prior to disposal as general waste</li> <li>• heat treatment to one of the following approved minimum core temperatures and times: <ul style="list-style-type: none"> <li>○ 100°C for 30 minutes</li> <li>○ 99°C for 40 minutes</li> <li>○ 98°C for 50 minutes</li> <li>○ 97°C for 60 minutes</li> <li>○ 96°C for 80 minutes</li> <li>○ 95°C for 100 minutes</li> <li>○ 94°C for 120 minutes</li> <li>○ 93°C for 150 minutes</li> <li>○ 92°C for 200 minutes</li> </ul> </li> <li>• deep burial at a department AA site for the deep burial of biosecurity waste</li> <li>• discharge to municipal sewerage system (for liquid waste only)</li> <li>• an alternative method specifically approved in writing by the department.</li> </ul> <p><b>Note:</b> Untreated imported prawn product waste must not be disposed of as general waste.</p>	Critical
<p>4.3</p> <p>The BIP must ensure that only department-approved waste transporters are used to transport the untreated imported prawn product waste to an external department-approved treatment and/or disposal facility.</p>	Critical

Requirements	Nonconformity guide
<p>4.4</p> <p>The BIP must ensure that imported prawn product waste will not be sold, used or recycled for any purpose unless specifically approved in writing by the department.</p>	Critical
<p>4.5</p> <p>Effluent treatment equipment must prevent access by animals and birds to effluent potentially contaminated by imported prawn product waste.</p>	Critical
<p><b>5 Office and record requirements</b></p>	
<p>5.1</p> <p>The BIP must ensure that records are kept which allow products derived from imported prawn product to be traced in back to the biosecurity entry number.</p>	Major
<p>5.2</p> <p>The BIP must maintain a waste register for imported prawn product waste. The waste register must accurately:</p> <ul style="list-style-type: none"> <li>• specify the types of imported prawn product waste generated at the AA site in accordance with the level of detail provided in the definition of imported prawn product waste</li> <li>• identify whether the waste is from pre-cook or post-cook processing.</li> </ul>	Minor
<p>5.3</p> <p>For each type of waste generated from the processing of imported prawn product, the waste register must provide the following information:</p> <ul style="list-style-type: none"> <li>• details of any treatment conducted on the imported prawn product waste at the AA site (including core temperature and duration details, where applicable)</li> <li>• the name of the external contractor that collects the waste from the facility</li> <li>• the locations that the waste is taken to for further treatment and/or disposal (including the name of the organisation conducting the treatment/disposal activities at each location)</li> <li>• details of treatments (including time and temperature details, where applicable) and/or disposal conducted on the waste at each location to which the waste is taken.</li> </ul>	Major
<p>5.4</p> <p>The BIP is responsible for ensuring that accurate records and required documentation to enable verification of compliance with this AA class are created, maintained and retained for a minimum of two years from the date that the imported prawn product product or waste left the AA site. Records and documentation required may include the following:</p> <ul style="list-style-type: none"> <li>• training records</li> <li>• inventory receipt and storage records</li> <li>• cooking records</li> </ul>	Major

Requirements	Nonconformity guide
<ul style="list-style-type: none"> <li>• equipment calibration records</li> <li>• plant and equipment cleaning and sanitation records</li> <li>• movement of imported uncooked prawn product to and from the AA site records</li> <li>• waste register</li> <li>• Import Permits</li> <li>• internal audit records.</li> </ul>	
5.5	
Records must be made available to the department within 48 hours upon request.	Major
<b>6 Administration</b>	
6.1	
The following must be complied with:	
<ul style="list-style-type: none"> <li>• the <i>Biosecurity ACT 2015</i> and subordinate legislation</li> <li>• Import Permit conditions</li> <li>• directions given by the department</li> <li>• the department's Biosecurity Import Conditions Database (BICON).</li> </ul>	Minor, major or critical
6.2	
The BIP must:	
<ul style="list-style-type: none"> <li>• ensure compliance with relevant conditions and procedures carried out in relation to goods subject to biosecurity control at the AA site</li> <li>• ensure that its officers, employees, agents and contractors act consistently with, and ensure the proper performance of, the relevant conditions and the procedures in relation to the goods subject to biosecurity control at the AA site</li> <li>• assist the department with any investigation relating to compliance with the Act.</li> </ul>	Minor, major or critical
<b>7 General</b>	
7.1	
Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the items.	Major or critical
7.2	
Goods subject to biosecurity control must be maintained and processed in accordance with:	
<ul style="list-style-type: none"> <li>• the requirements of the relevant AA class</li> <li>• import conditions specified in the department's Biosecurity Import Conditions Database (BICON).</li> <li>• an Import Permit</li> </ul>	Minor, major or critical



<b>Requirements</b>	<b>Nonconformity guide</b>
<p>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"> <li>visually verify for themselves that the items are being handled in accordance with the department's requirements</li> <li>communicate immediately and effectively with the persons being supervised.</li> </ul>	
7.9	
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
7.10	
Records must be maintained of Accredited Persons.	Minor
7.11	
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
7.12	
Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
<ul style="list-style-type: none"> <li>declaration/entry number</li> <li>import Permit number</li> <li>Air Waybill or Bill of Lading number</li> <li>date of receipt</li> <li>processing (including inspection, treatment, testing) details</li> <li>release from Biosecurity Control</li> <li>disposal details</li> <li>storage location</li> <li>Accredited Person responsible for the items.</li> </ul>	<ul style="list-style-type: none"> <li>Major</li> <li>Major</li> <li>Minor</li> <li>Major</li> <li>Major</li> <li>Major</li> <li>Major</li> <li>Major</li> <li>Major</li> </ul>
7.13	
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
7.14	
A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the AA site. Unexpected events include:	

<b>Requirements</b>	<b>Nonconformity guide</b>
<ul style="list-style-type: none"> <li>• appearance of pests or symptoms of disease</li> <li>• structural damage (due to storms etc.)</li> <li>• unauthorised removal of goods subject to biosecurity control</li> <li>• spillages of goods subject to biosecurity control</li> <li>• sudden unavailability of an Accredited Person.</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Minor</li> </ul>
<p>7.15</p> <p>The goods must be handled in accordance with requirements for goods subject to biosecurity control if there is any doubt as to whether goods:</p> <ul style="list-style-type: none"> <li>• are subject to biosecurity control</li> <li>• remain subject to biosecurity control</li> <li>• become subject to biosecurity control</li> </ul>	Major
<p>7.16</p> <p>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"> <li>• 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></li> <li>• debt to the 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></li> <li>• 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>.</li> </ul>	Critical
<p>7.17</p> <p>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>7.18</p> <p>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>7.19</p> <p>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

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<b>Requirements</b>	<b>Nonconformity guide</b>
7.20 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.	Major or critical

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