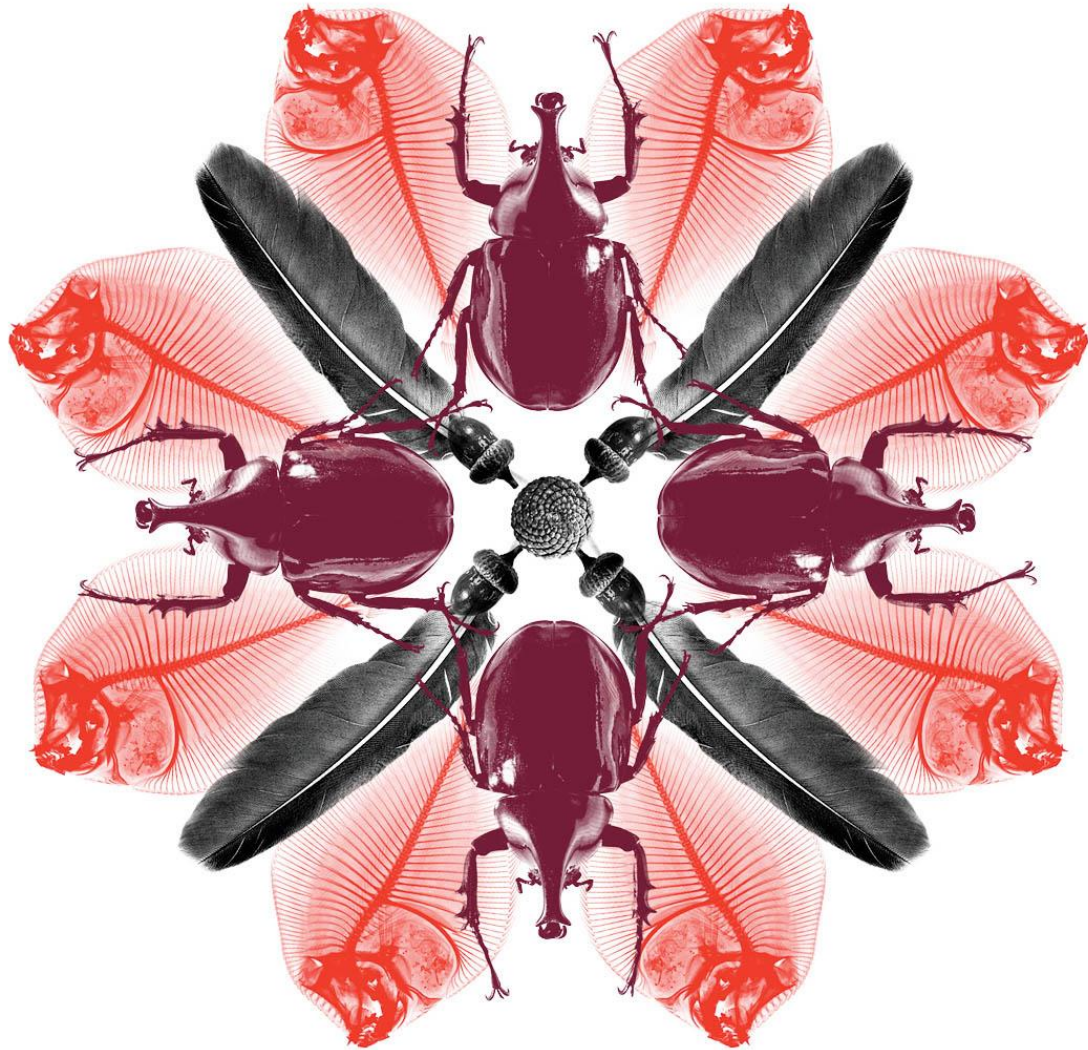


Approved Arrangements

For 13.1—Second conveyance
Requirements—Version 3.3



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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.

Approved Arrangements: 13.1—Second conveyance

Date	Version	Amendments	Approved by
	1.0	First Release	Compliance Partnerships section
May 2016	2.0	Post-consultation amendments	Approved Arrangements section
May 2016	2.1	Addition of reference to ‘Listed Human Diseases’	Approved Arrangements section
May 2016	3.0	Change to international goods definition. Addition of requirements to manage risks associated with expansion of goods eligible for receipt and for the reporting of intent to transfer to an exposed conveyance and land waste and/or used goods in Australian Territory.	Approved Arrangements section
June 2016	3.1	Document formatting changes. Amendment to vector management requirements to provide clarification.	Approved Arrangements section
August 2017	3.2	Amendment to definitions, and addition of requirements to support international provisioning of food (ship’s stores) Addition of record keeping requirements to manage interactions that impact eligibility to operate under the AA. Amendment to content to address accessibility and style guide requirements	Approved Arrangements section
February 2018	3.3	Amendment to disinsection requirements to provide clarification of applicable policy.	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, AA regional contact details and copies of relevant AA documentation is available on the [department's website](#).

Definitions

This document is to be read in conjunction with the definitions provided in the:

- *Biosecurity Act 2015*
- Biosecurity (Exposed Conveyances - Exceptions from Biosecurity Control) Determination 2016
- Biosecurity (Pre-arrival Notices and Reports) Regulation 2016
- Approved Arrangements Glossary

which may contain words, and/or phrases that have special meaning within the context of the AA. Further arrangement specific terms are defined in the table.

Table A Terms and definitions

Term	Definition
Accredited Person	A person who has successfully completed either the online biosecurity awareness training or in-house training.
Biosecurity waste	Biosecurity risk material derived from the transfer, inspection and processing and handling of international goods, and international persons and their effects.
Exempt exposed conveyance	A domestic conveyance that departs Australian Territory, interacts only with a second conveyances, then re-enters Australian Territory to end its journey.
International goods	Goods of international origin, either new or used machinery and equipment, as defined in the department's BICON database, or of a tariff description/nature not of interest to the department, as determined by systems profiles, or ship's stores.
International person	Any person not defined in the definition for domestic person under the <i>Biosecurity (Exposed Conveyances – Exceptions from Biosecurity Control) Determination 2016</i> .
Listed human health disease	Diseases listed on the Australian Government Department of Health website .
Second conveyance	An international conveyance to which a vessel that commenced its journey in Australian territory is exposed*.
Ship's stores	Any internationally provisioned foodstuffs brought onboard the second conveyance for human consumption. Includes packaged, processed, raw and unprocessed foods. Excludes foodstuffs located within personal effects.

**for the purposes of this arrangement, a second conveyance is an installation or Petroleum Industry Vessel subject to the Arrangement.*

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*.

Applicable legislation

This AA operates in accordance with the:

- *Biosecurity Act 2015*
- Biosecurity (Exposed conveyances - exceptions from biosecurity control) Determination 2016
- Biosecurity (Pre-arrival notices and reports) Regulation 2016.

AA requirements

Table 1 Purpose

Requirements	Nonconformity guide
1.1 Arrangement for the management of the biosecurity risks associated with the receipt of international goods and persons onto installations and petroleum industry vessels (second conveyances)	Not applicable

Table 2 Scope

Requirements	Nonconformity guide
2.1 The scope of the second conveyances AA is limited to the: <ul style="list-style-type: none"> management of risks associated with the receipt of international goods and/or international persons collection, storage, treatment and transfer of biosecurity waste generated by and related to biosecurity activities performed on a second conveyance subject to this AA. 	Not applicable

Table 3 Prerequisite

Requirements	Nonconformity guide
3.1 The second conveyance must meet the respective definitions for installation or petroleum industry vessel provided in the <i>Biosecurity Act 2015</i> and Biosecurity (Exposed Conveyances – Exceptions from Biosecurity Control) Determination 2016.	Not applicable
3.2 The second conveyance must be determined as low risk in accordance with s6(2) or (3) of the determination.	Not applicable

Table 4A Operating requirements—Transfer of international goods

Requirements	Nonconformity guide
4.1 Visible surfaces of international goods and associated transport or storage units and ancillary components must be inspected for biosecurity risk material immediately upon transfer onto the second conveyance. Note: the external packaging of ship's stores is considered the 'visible surface'.	Major
4.2 External surfaces of shipping containers must be inspected upon receipt. This includes tyne pockets and twist locks.	Major
4.3 Upon receipt of containers, their doors must be opened. The visible internal surfaces and surfaces of goods visible from the container doors must be inspected for biosecurity risk material.	Major

Requirements	Nonconformity guide
4.4 If live or dead animals or live insects are detected on international goods or in containers at any time: <ul style="list-style-type: none"> • the container doors must be closed immediately • an insecticide spray must be applied • the department must be contacted immediately. 	Major or critical
4.5 As containerised goods are unpacked, the internal surfaces of the container that become visible and visible surfaces of the goods being unpacked must be fully inspected for biosecurity risk material.	Major
4.6 Internal surfaces of workshop style containers must be fully inspected upon receipt.	Major
4.7 Biosecurity risk material identified within containers or on international goods must be immediately removed and disposed of as biosecurity waste.	Major or critical
4.8 Timber packaging/dunnage (including ISPM 15 compliant timber) associated with international goods transferred onto the second conveyance must be examined for the presence of: <ul style="list-style-type: none"> • live insects and insect damage (including holes with frass) • bark. 	Major
4.9 If live insects and/or insect damage (including holes with frass) are detected on the timber packaging/dunnage the department must be contacted immediately.	Major or critical
4.10 Bark detected on timber packaging/dunnage must be removed and disposed of as biosecurity waste.	Major
4.11 Timber packaging/dunnage must be stored in a clearly defined biosecurity area or a biosecurity dunnage container until treatment or movement.	Major
4.12 ISPM 15 compliant timber packaging/dunnage that comes into contact with other imported timber packaging/dunnage must be stored in a clearly defined biosecurity area or a biosecurity dunnage container until treatment or movement.	Major

Table 4B Operating requirements—Transfer of international goods (continued)

Requirements	Nonconformity guide
4.13 Records of transfers of international goods onto the second conveyance must be maintained.	Major
4.14 Ship's stores must not be transferred to an exposed conveyance unless intended for disposal as biosecurity waste.	Major or critical
<p>4.15 When transferring goods (originally received onto the second conveyance as used) to an exposed conveyance for transfer to and landing/discharge in an Australian territory, the biosecurity industry participant must inform the operator of the exposed conveyance:</p> <ul style="list-style-type: none"> • of the status of the goods • the reporting requirements. <p>Note: intent to land/discharge these goods must be reported to the department and directions relating to the handling and management of those goods upon landing must be complied with.</p>	Critical

Table 4C Operating requirements—Transfer of international persons

Requirements	Nonconformity guide
4.16 Aircraft transferring international personnel onto the second conveyance must be disinfected prior to disembarkation.	Major
4.17 Disinfection processes must be performed: <ul style="list-style-type: none"> • in accordance with one of the methods detailed in the Schedule of Aircraft Disinfection Procedures for Flights into Australia and New Zealand • by the person in charge or operator of the aircraft. Note: Disinfection processes performed in accordance with the methods prescribed in the Schedule of Aircraft Disinfection Procedures for Flights into Australia and New Zealand, may not necessarily be recognised when arriving into an Australian Territory.	Major
4.18 The health of international persons must be assessed upon transfer/disembarkation onto the second conveyance to ensure freedom from signs and symptoms of listed human diseases.	Major
4.19 Personal effects of international persons must be inspected for biosecurity risk material upon their transfer/disembarkation onto the second conveyance. Note: International persons cleared of signs and symptoms of listed human health diseases and whose personal effects have been confirmed free of biosecurity risk material adopt domestic person status (for biosecurity purposes only).	Major
4.20 Biosecurity risk material identified in or on an international person's personal effects must be treated as biosecurity waste.	Critical
4.21 Where a listed human disease is detected or suspected on-board the second conveyance during transfer/disembarkation health assessment or at any other time, that person must be immediately isolated and the department notified.	Major or critical

Table 4D Operating requirements—Management of Ship's stores

Requirements	Nonconformity guide
4.22 Domestically provisioned stores that are exposed to, or come into direct contact with ship's stores and / or any derivatives from ship's stores, must adopt international goods status.	Major or critical
4.23 To ensure effective separation is maintained between ships stores and domestic stores at least one of the following measures must be employed: <ul style="list-style-type: none"> • storage in separate rooms or storage devices • an impervious physical barrier eg. integral commercial packaging, plastic wrap, sealed containers • other departmental approved methods. 	Major or critical

Table 5 Hygiene

Requirements	Nonconformity guide
5.1 A vermin control plan must be in place at all times.	Major
5.2 Areas where international goods and biosecurity waste are stored and handled must be kept clean and free of residues and refuse.	Minor or major
5.3 Areas where international goods and biosecurity waste are stored and handled must be regularly monitored for signs of pests or biosecurity risk material.	Minor or major
5.4 Potential mosquito breeding sites must be minimised through active source reduction.	Minor
5.5 Mosquito and/or larval activity identified in sites subject to source reduction management must, where possible be immediately emptied and the empty vessel treated with an effective larvicide.	Minor or major
5.6 Potential mosquito breeding sites that are unable to be removed, drained or emptied must be monitored at least monthly for signs of mosquito and larval activity.	Minor
5.7 The department must be contacted where mosquito and/or larval activity is identified in sites that cannot be either: <ul style="list-style-type: none"> • removed, drained or emptied • treated with an effective larvicide. 	Major

Table 6 Waste

Requirements	Nonconformity guide
6.1 Biosecurity waste must be kept isolated at all times through use of either: <ul style="list-style-type: none"> • a primary container and 1.2m separation • both a primary and secondary container. 	Major or critical
6.2 Biosecurity waste must be immediately collected and contained upon identification.	Major
6.3 Containers and equipment used in the handling of biosecurity waste must not be used for any other purpose unless disinfected with an approved disinfectant listed in the department's Broad Spectrum Disinfectants for Waste document.	Major
6.4 Biosecurity waste must be clearly identified during storage.	Major
6.5 Items exposed to or in direct contact with biosecurity waste must be treated as biosecurity waste.	Major or critical
6.6 Biosecurity waste removed from the second conveyance for transfer to an Australian Territory must be: <ul style="list-style-type: none"> • reported to the department by the exposed conveyance carrying the waste, and any directions given in relation to the waste must be complied with • collected on arrival by an entity operating under a Transportation of Quarantine Waste AA or collected, transported and disposed of under department supervision. 	Critical
6.7 Biosecurity waste must remain contained and handled in a manner that prevents spillage or leakage during transfer to the exempt exposed conveyance and during transport to Australian territory.	Critical
6.8 The biosecurity industry participant must record movements of biosecurity waste from the second conveyance.	Major
6.9 Any spillage of biosecurity waste must be immediately and thoroughly collected and the area of the spillage disinfected by a thorough application of an approved disinfectant listed in the department's Broad Spectrum Disinfectants for Waste document.	Major
6.10 Where biosecurity waste is treated on-board the second conveyance, it and by-products generated during both pre-treatment processing (such as maceration) and treatment must be contained. Note: biosecurity waste incinerated to irreducible ash is not subject to treatment as biosecurity waste where transferred to an Australian territory for disposal.	Major

Table 7 Office and record requirements

Requirements	Nonconformity guide
<p>7.1 The biosecurity industry participant must generate and maintain the following records with regard to international goods:</p> <ul style="list-style-type: none"> • date of transfer • vessel or aircraft name or call sign on which the goods arrived • description of the goods (including whether new or used at the time of receipt onto the second conveyance) • results of inspection of the goods and associated timber packaging and dunnage, as applicable. 	Major
<p>7.2 The biosecurity industry participant must generate and maintain the following records with regard to international persons:</p> <ul style="list-style-type: none"> • date of transfer • vessel or aircraft name or call sign on which the goods arrived • number of persons transferred • results of health checks. 	Major
<p>7.3 The biosecurity industry participant must generate and maintain the following records with regard to aircraft disinsection:</p> <ul style="list-style-type: none"> • date of disinsection • method of disinsection • airline name • aircraft name or call sign • aircraft type. 	Major
<p>7.4 The biosecurity industry participant must generate and maintain the following records with regard to biosecurity waste, where applicable, the date of:</p> <ul style="list-style-type: none"> • treatment • transfer to exposed conveyance for movement to an Australian territory • transfer to an international vessel for movement to a territory other than Australian territory. 	Major
<p>7.5 The biosecurity industry participant must generate and maintain the following records:</p> <ul style="list-style-type: none"> • date of each low risk determination made in relation to the second conveyance (as detailed in section 3.2) • dates when the second conveyance is, or is not operating under the AA, as determined by the department • second conveyance movements, including details of physical location and changes to physical location. 	Major
<p>7.6 Records relating to activities performed under this AA must be:</p> <ul style="list-style-type: none"> • made available to the department within two business days, upon request • retained for a minimum period of 18 months from the date the activity occurred. 	Minor, major or critical

Table 8 Administration and management

Requirements	Nonconformity guide
<p>8.1 The biosecurity industry participant must notify the department immediately if:</p> <ul style="list-style-type: none"> • there is detection of a live animal, live plant, pest, or pest related infestation on-board the second conveyance • any of the requirements of the AA cannot be met. 	Major or critical
<p>8.2 The biosecurity industry participant must notify the department immediately following detection of or suspected infection with, a listed human disease on-board the second conveyance.</p>	Major
<p>8.3 The biosecurity industry participant must immediately notify the department if the second conveyance is subject to any interaction that compromises the management of biosecurity risk. Such interactions include but are not limited to:</p> <ul style="list-style-type: none"> • receipt of goods other than those defined as international goods by this AA • interactions within territories other than an Australian territory. • Note: any such interactions may affect the second conveyance's eligibility to continue operating under the terms of this AA. 	Major or critical
<p>8.4 The biosecurity industry participant must notify the department in writing as soon as practicable within 15 working days of intending to or becoming aware of the following:</p> <ul style="list-style-type: none"> • the second conveyance ceasing of operations as an AA site, whether temporarily or permanently • closure of a second conveyance as an AA site. 	Major

Table 9 General

Requirements	Nonconformity guide
<p>9.1 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 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 Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914 • debt to the Commonwealth that is more than 28 days overdue under the Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914 • refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the Quarantine Act 1908 or the Biosecurity Act 2015. 	Critical
<p>9.2 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>	Critical
<p>9.3 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>	Critical
<p>9.4 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 for themselves that the items are being handled in accordance with the department's requirements • communicate immediately and effectively with the persons being supervised. 	Major
<p>9.5 Persons performing the function of an accredited person must have successfully completed the department's approved training to obtain and maintain accredited person status.</p>	Minor
<p>9.6 Records must be maintained of accredited persons.</p>	Major