

Contract of Services

<Date>

This document outlines the agreements reached between:

<Airline operator name> and <Treatment provider name>, for the disinsection treatment for flights departing to Australia and New Zealand.

1 <Airline operator> will ensure that <Treatment provider> has at all times a current copy of the following documents:

- documentation identified in Appendix 1 of the *Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand*
- the most up-to-date copy of the *Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand*, available on the Department of Agriculture and Water Resources website.

2 <Treatment provider> will ensure that persons performing disinsection treatments on <Airline operator> aircraft have been trained in procedures specified in the *Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand*.

3 <Treatment provider> will ensure that trained personnel have completed a course of training including no less than the following:

- biosecurity requirements in relation to aircraft disinsection and the requirements of the <Airline operator> approved arrangement with the Department of Agriculture and Water Resources
- procedures for the disinsection of the aircraft
- requirements for chemicals used
- recordkeeping, including certification requirements.

4 <Treatment provider> will maintain records of training conducted and provide copies of those records to <Airline operator> when requested for audit purposes. <Treatment provider> will advise <Airline operator> the name of any person completing a course of training and forward a copy of the training certificate so details can be entered in the <Airline operator> register of trained persons.

5 <Treatment provider> will provide two copies of each disinsection certificate issued to <Airline operator>, one to be displayed in the aircraft and the other to be entered in the aircraft logbook. <Treatment provider> will retain a further copy of any disinsection certificate for record purposes and will make these available to an auditor when requested.

6 <Treatment provider> will maintain such records as are necessary to demonstrate that disinsection procedures have been carried out in accordance with the most up-to-date version of the *Schedule of Aircraft Disinsection Procedures for Flights into Australia and New Zealand*. <Treatment provider> undertakes to produce such records to a <Airline operator> auditor or a Biosecurity Officer when requested to do so.

7 <Airline operator> will conduct audits of <Treatment provider> at least once a year and maintain records of these audits.

8 <Airline operator> will ensure that all records covering all activities associated with the disinsection of aircraft are maintained for 12 months and are made available upon request from a Biosecurity Officer.

9 The Department of Agriculture and Water Resources reserves the right to access <Airline operator> and <Treatment provider> disinsection operations and records for the purpose of auditing.

10 <Any other requirements as required by either the airline operator or treatment provider – delete if none>.

Agreed contact officers from each party are shown below:

<Airline operator>

Name:	
Postal address:	
Phone:	
Mobile:	
E-mail:	

Signed _____ Date: _____

(For <Airline operator>)

<Treatment provider>

Name:	
Postal address:	
Phone:	
Mobile:	
E-mail:	

Signed _____ Date: _____

(For <Treatment provider>)