



Instructions and Guidelines

AQIS Referrals and Seal Requirements **September 2010**

**This Instruction & Guideline refers to Practice Statement No:
PS2009/22 – Inspection and Examination of Sea Cargo**

Published date: 1 March 2011
Availability: Internal and External
Subject: Australian Quarantine And Inspection Service Referrals
Purpose: Procedures to be followed for AQIS referral
Owner: National Director Cargo
Category: Operational
Contact: National ISO coordinator, Sea Cargo Improvement

The electronic version published on the intranet is the current Instruction and Guideline

Summary of main points

- Wash direction procedures
- Procedures for AQIS referral during course of examination

This Instruction and Guideline applies to staff in:

- Container Examination Facilities in Brisbane, Fremantle, Melbourne and Sydney
- Cargo Examination Facilities in Adelaide, Darwin, Launceston, Newcastle, Townsville

Introduction

Instructions and Guidelines

During the examination process at CEF, a referral to AQIS will be necessary in the following situations:

1. A Wash Direction sticker is on a container that has been selected for physical examination.
2. A detection of suspected quarantine material has been located during the examination of the goods.
3. A seal has been removed and replaced on the container that has a health certificate accompanying the goods

Procedures

Wash Direction sticker

Any container issued with a yellow AQIS identifier cannot be dropped at the CEF unless there is an AQIS-approved specific quarantine strategy for the site. Where no strategy is in place, AQIS-identified containers targeted for unpack/repack should first be taken to a wash station for treatment prior to being unloaded from the truck.

Quarantine Detection during Course of Examination

If a quarantine anomaly is detected during an unpack/repack or external container check, the examination should be temporarily halted while the following actions are taken:

1. Advise the Team Leader/Case Officer that a possible quarantine risk has been identified.
2. Make a visual recording of the anomaly.

3. Being careful not to disturb the item further, close the container and reseal any unpacked cargo.
4. Contact AQIS and inform them of the details of the quarantine anomaly. If applicable, provide AQIS with any visual records and any other information available. In instances where the quarantine contamination is suspected to be significant or serious, the container should be isolated pending further advice from AQIS.
5. In consultation with AQIS representatives, the Team Leader/Case Officer must risk assess the situation through considerations of the following issues:
 - In instances where the anomaly is deemed to be minor or present minimal quarantine risk work may continue, however special care should be taken to continually monitor the scope of the potential quarantine risk to gauge whether the initial threat assessment should be upgraded.
 - If the anomaly is determined to represent a significant or serious quarantine risk, the Team Leader/Case Officer should consult with AQIS representatives to develop an effective management strategy.

Note: Depending on the nature of the anomaly and the accessibility to AQIS representatives to the CEF, the Team Leader/Case Officer may arrange for AQIS to personally inspect the container.

6. If a determination is made that the container is to be fumigated on-site, then the Team Leader/Case Officer is to designate an appropriate area at the CEF for the fumigation to take place.
7. All relevant fields in the EXAMS system are completed (refer to relevant Instruction and Guidelines).

Australian Quarantine and Inspection Service Seal Requirement

AQIS need to be notified of the Original seal number, replacement seal number and container number when:

IMPORT

- The goods examined hold a health certificate. An example is imported pig meat; the import permit requires the consignment to arrive seals intact as the seal numbers are declared on the health certificate. This requirement is in place to ensure that pig meat from other destinations is not added to the consignment and to allow appropriate tracing of the product until it is cooked and the quarantine risks are therefore addressed.

EXPORT/IMPORT

- Australian produced goods are being returned to Australia because they were unable to be unloaded at the port of destination (returning Australian goods). For returning Australian goods - if the original export seal is still on the container, then the goods can be safely returned to the Australian market place without quarantine risk. If the seal is not intact, risk mitigation measures, (treatment or destruction) will be considered.
1. Determine commodity through description on manifest. A further cross check can be done by identifying either:
 - a. Tariff 0203 MEAT OF SWINE, FRESH, CHILLED OR FROZEN
 - b. A consignment with Country of origin = Australia
 2. If the commodity description matches an item of AQIS interest and an examination is required advise the AQIS officer at the CEF.
 3. If container is examined advise AQIS officer of container number, original seal number and replacement seal number.
 4. If AQIS officer unavailable advise of container number, original seal number and replacement seal number to EMNCC@aqis.gov.au [only applies where a container of AQIS interest has been examined and resealed].

Related Policies and References

Practice Statements:

- Inspection and Examination of Sea Cargo
- OH & Safety Practice Statement

Other Instructions & Guidelines

- Instructions and Guidelines relating to CEF Operations
- EXAMS User Guide for CEFs

Key Roles and Responsibilities

National ISO Coordinator, Sea Cargo Improvement, Canberra
CEF Managers

Copies of this document are controlled. Master copies of the document are on the Intranet. National ISO coordinator is responsible for version control.

Consultation

Internal

The following internal stakeholders have been consulted in the development of these Instructions and Guidelines.

- CEF Management and staff
- ISO Coordinators
- Sea Cargo Improvement

External

BCS CLASSIFICATION: TDFC_POLICY

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- AQIS

Approval

Approved on	(date)	(signature)
By	National Director Cargo	
Review Period	This guideline is to be formally reviewed annually at the ISO Coordinators meetings.	