



Australian Government

Australian Quarantine and Inspection Service

Wednesday, 10 January 2007

**INFORMATION FOR APPLICATION, DESK AUDIT & APPROVAL OF
“APPROVED ARRANGEMENTS” FOR AQIS REGISTERED LAND BASED
ESTABLISHMENTS**

1. When your Approved Arrangement documentation is ready to be submitted to AQIS it can be forwarded as a hard copy or electronic version to the Senior Inspector in your region. (Please ensure you keep a copy of all documentation that is submitted to AQIS for your records)
2. All Approved Arrangements must be accompanied by an “Application for Approval of an Approved Arrangement” signed by the occupier of the establishment. AA Application forms are available through the AQIS website at www.aqis.gov.au/eggs, or through your local AQIS Office.
3. Upon receipt of your AA application form and supporting documentation, AQIS will forward a letter to you advising that your documentation has been received. Under legislation, if AQIS has not made a decision to approve the AA within 60 days of its receipt (not including time delays where AQIS has asked for further information in relation to the arrangement) the application for an Approved Arrangement will be deemed to have been refused. However, depending on workload and resources, AQIS will endeavour to notify you on the outcome of your application well within the 60-day period.
4. An AQIS officer will be assigned to desk audit and manage your AA application and AA documentation. The officer will contact you if there is any further information required in relation to the desk audit. If there is insufficient information in the Approved Arrangement to allow a full evaluation to be conducted, the officer will return the AA documentation to you for resubmitting. However, if the AA documentation requires only minor amendments, this may be done without you having to resubmit.
5. If you have engaged a consultant or representative to assist you in the development of your Approved Arrangement and prefer your assigned officer to deal with your representative directly – you will also need to supply written authority to AQIS allowing us to discuss your details with your nominated representative. If you do not provide this written authority this may delay the desk auditing.
6. After the AQIS regional office has completed the desk audit of your AA documentation it will be forwarded to the AA Assessment and Implementation Unit in Brisbane to ensure consistent interpretation of the legislation across all regions.
7. A Brisbane unit assessor will communicate with you and regional AQIS staff if there are any issues that need clarification in regards to the AA documentation.
8. When the Brisbane Unit has reviewed your AA documentation, all documentation will be returned to your AQIS regional office for further action.
9. When the AQIS regional office receives your AA application and Approved Arrangement from the Brisbane unit they will notify you advising of the result. If the application has been approved you will receive an approval letter. Please read the approval letter carefully as it will contain important information.

10. To complete the process, the approval may be subject to conditions. One of the conditions will be that an AQIS site audit must be conducted no less than 1 month and no more than 2 months from the date of the approval letter. This will allow you to have at least 1 month of auditable records and analysis reports available for audit. AQIS need to be assured that you are complying with your Approved Arrangement as soon practicable after the desk audit.
11. An AQIS officer from your regional office will contact you to arrange a suitable date and time for the site audit.
12. At site audit you will be allocated a new rating and be informed of when your next audit is due. You may find that the new rating system results in less frequent audits, therefore submitting your Approved Arrangement early may be to your advantage.
13. If circumstances are that you are unable to comply with the conditions you may request an extension of time in order to meet the conditions. The request must be made in writing and state the reasons for requesting an extension. Requests should be submitted to the Senior Fish Exports Inspector in your local AQIS office who will decide if an extension will be granted. Each request will be treated on a case-by-case basis and depending on the circumstances your request for extension may or may not be approved.
14. If an audit has not been conducted within the 2-month period and you have failed to notify AQIS regional staff, AQIS may conduct an unannounced audit to determine compliance with the Approved Arrangement.
15. As your AQIS registration requires you to have an Approved Arrangement, it is in your interest to follow any instructions provided to you throughout the approval process.

OTHER IMPORTANT INFORMATION

- When you receive your AA approval letter please read it carefully as it will contain important information in relation to your responsibilities in managing and complying with your Approved Arrangement.

As with all AQIS activities the current fee for service charges will apply. In the case of the desk audit (if done in an AQIS office) the “in office” fee will apply. This is \$26.00 per quarter hour. The site audit will attract the “out of office” fee of \$43.00 per quarter hour.

- You must have an Approved Arrangement in place at your establishment by the 1st July 2007. If you do not have an Approved Arrangement in place by this date your product will not be eligible for export. Therefore, it is imperative that you submit your Approved Arrangement for desk audit no later than the 1st March 2007.
- If you leave it until after this date, AQIS cannot guarantee that there will be sufficient time to approve to approve your Approved Arrangement to meet the July 2007 deadline given the large number of manuals AQIS will be managing. This will result in export operations at your establishment being suspended.
- If you require any further information please contact your regional AQIS office:

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| Cairns - (07) 4030 7831 | Darwin - (08) 8920 7021 |
| Townsville - (07) 4789 7802 | Perth - (08) 9334 1572 |
| Bundaberg - (07) 4152 2511 | Adelaide - (08) 8201 6117 |
| Brisbane - (07) 3246 8726 | Sydney - (02) 8334 7488 |
| Melbourne - (03) 8318 6752 | Hobart - (03) 6233 2502 |