



Preliminary Information Checklist for Approval as a Place for the Performance of Quarantine

The following information and steps will assist you with your application for approval as a place for the performance of quarantine (Quarantine Approved Premises (QAP)). It identifies the location of relevant documents on the AQIS website and subsequently enables you to determine which QAP application you will need to complete. Also below is information and details of the requirements that need to be met to become a QAP.

Fees

The approval of your premises is subject to payment of a fee and compliance with the relevant QAP criteria. The annual QAP application fee is applied to the 1 July to 30 June period. For QAP applications made in the first half of the financial year (1 July to 31 December) the full fee will be charged. For applications made on or after 1 January, a reduced fee is applied (note, the full fee is applied to renewals from the commencement of the next financial year).

Audit requirements

Compliance with the QAP requirements is assessed through an on-site initial audit. Audits will also be conducted during the approval period to assess ongoing compliance and may be either announced or unannounced. All audits are chargeable at fee-for-service rates. Further information regarding AQIS fees and charges can be found on the AQIS website at www.daff.gov.au/fees/aqisfees-charges/import.

Training

People who will be handling goods subject to quarantine must complete QAP accredited persons training. Training for persons employed at QAPs approved under all classes excluding 1.1 and 1.3 can be accessed online at www.iwggq.com.au. Training for persons employed at QAPs approved as class 1.1 and 1.3 is available as face-to-face training (refer to step 6 below).

Documentation

An operations manual will need to be prepared by the proposed QAP if the location is determined to be rural or fringe rural (refer to 2.3 in Steps 12 and 13 to assist with the development of this document).

Please note that an application for approval as a place for the performance of quarantine will take a minimum of 6 weeks and in some instances may exceed 3 months to process.

Step 1

List the commodity(s) you intend to import:

Go to **Step 2**

Step 2

Does ICON indicate that the commodity(s) that you intend to import require an import permit?

Note: ICON refers to the AQIS import conditions database at www.aqis.gov.au/icon

Yes:

Go to **Step 3**

No:

Go to **Step 4**



Step 3

Do you have a current import permit? If not, complete an application to import:

Refer to the AQIS website at www.daff.gov.au/aqis/import/application

Note: An import permit may not be issued until the premises is approved.

Go to **Step 4**

Step 4

Consider whether the volume and frequency of importing justify applying to become a place for the performance of quarantine. That is, is there an existing QAP that could provide the required facilities and facilitate the proposed operations?

If you still wish to apply to become a QAP go to **Step 5**

Step 5

What do you intend to do with the imported goods subject to quarantine (e.g. import prior to distribution, process into another product, etc)?

Go to **Step 6**

Step 6

Determine which class you wish to apply for approval under by referring to the descriptions at www.daff.gov.au/aqis/import/general-info/qap/qapcriteria

Class:

If you are unsure whether a QAP would be suitable to your situation, contact your regional AQIS office

If the class is 1.1 or 1.3, please also complete a Class 1 Training Nomination Form www.iwqq.com.au/resources/Nomination_Accreditation_Training_Class1.pdf

Go to **Step 7**

Step 7

Is your premises physically located in a metropolitan, rural or fringe rural area?

Refer to the postcode classifications available in the AQIS Non-commodity Information Requirements Policy at www.daff.gov.au/aqis/import/general-info/documentary-requirements

Postcode:

Metro _____ Fringe _____ Rural _____

Metro: Go to **Step 8**

Rural/Fringe: Go to **Step 11**



Step 8

Is your premises already approved and you wish to apply for an additional co-located place for the performance of quarantine?

Or

Does your application include co-located places?

i.e. one physical site with a number of premises or a number of classes with one senior manager responsible for quarantine issues at all the premises.

No:

Go to **Step 9**

Yes:

Go to **Step 10**

Step 9 Metropolitan & Not Co-Located

To help you in preparing your QAP application, the following information is available on the AQIS website. The information will assist in ensuring that your application is completed correctly at the time of lodgement:

1. QAP Application and Supporting Documentation

- 1.1. Application for Approval www.daff.gov.au/aqis/import/general-info/qap/application
- 1.2. Explanatory Notes for Application www.daff.gov.au/aqis/import/general-info/qap/application
- 1.3. Frequently Asked Questions www.daff.gov.au/aqis/import/general-info/qap/faqs

2 QAP Background

- 2.1 Conditions of Approval www.daff.gov.au/aqis/import/general-info/qap/training/conditions
- 2.2 QAP General Policies Document www.daff.gov.au/aqis/import/general-info/qap/quarantine_approved_premises_-_general_policies
- 2.3 Attachment A Schedule 1 Regulations www.daff.gov.au/aqis/import/general-info/qap/application

3 Checklists

- 3.1 Accredited Person Checklist www.daff.gov.au/aqis/import/general-info/qap/class5/questions-answers/accredited-person-checklist
- 3.2 Driver Checklist www.daff.gov.au/aqis/import/general-info/qap/class5/questions-answers/driver-checklist

Go to **Step 14**

Step 10 Metropolitan & Co-Located

To help you in preparing your QAP application, the following information is available on the AQIS website. The information will assist in ensuring that your application is completed correctly at the time of lodgement.

1. QAP Application and Supporting Documentation

- 1.1 Application for Approval Co-Located www.daff.gov.au/aqis/import/general-info/qap/additional
- 1.2 Explanatory Notes for Application Co-located www.daff.gov.au/aqis/import/general-info/qap/additional
- 1.3 Frequently Asked Questions www.daff.gov.au/aqis/import/general-info/qap/faqs

2. QAP Background

- 2.1 Conditions of Approval www.daff.gov.au/aqis/import/general-info/qap/training/conditions
- 2.2 QAP General Policies Document www.daff.gov.au/aqis/import/general-info/qap/quarantine_approved_premises_-_general_policies
- 2.3 Attachment A Schedule 1 Regulations www.daff.gov.au/aqis/import/general-info/qap/application



Step 10 (Continued)

3. Checklists

- 3.1 Accredited Person Checklist www.daff.gov.au/aqis/import/general-info/qap/class5/questions-answers/accredited-person-checklist
- 3.2 Driver Checklist www.daff.gov.au/aqis/import/general-info/qap/class5/questions-answers/driver-checklist

Go to **Step 14**

Step 11

Is your premises already approved and you wish to apply for an additional co-located place for the performance of quarantine?

Or

Does your application include co-located places?

i.e. one physical site with a number of premises or a number of classes with one senior manager responsible for quarantine issues at all the premises.

No:

Go to **Step 12**

Yes:

Go to **Step 13**

Step 12 Rural/Fringe Rural & Not Co-Located

To help you in preparing your QAP application, the following information is available on the AQIS website. The information will assist in ensuring that your application is completed correctly at the time of lodgement.

1. QAP Application, Example Fringe/Rural/Rural Operations Manual and Supporting Documentation

- 1.1 Application for Approval www.daff.gov.au/aqis/import/general-info/qap/application
- 1.2 Explanatory Notes for Application www.daff.gov.au/aqis/import/general-info/qap/application
- 1.3 Rural Checklist www.daff.gov.au/aqis/import/general-info/qap/fringerural-rural
- 1.4 Rural Checklist – (Application Guide)
www.daff.gov.au/aqis/import/general-info/qap/fringerural-rural
- 1.5 Frequently Asked Questions www.daff.gov.au/aqis/import/general-info/qap/faqs

2. QAP Background

- 2.1 Conditions of Approval www.daff.gov.au/aqis/import/general-info/qap/training/conditions
- 2.2 QAP General Policies Document www.daff.gov.au/aqis/import/general-info/qap/quarantine_approved_premises_-_general_policies
- 2.3 Example Operations Manual www.daff.gov.au/aqis/import/general-info/qap/fringerural-rural
- 2.4 Attachment A Schedule 1 Regulations www.daff.gov.au/aqis/import/general-info/qap/application

Go to **Step 14**

Step 13 Rural/Fringe Rural & Co-Located

To help you in preparing your QAP application, the following information is available on the AQIS website. The information will assist in ensuring that your application is completed correctly at the time of lodgement.

1. QAP Application, Example - Fringe Rural/Rural Operations Manual and Supporting Documentation

- 1.1 Application for Approval Co-Located www.daff.gov.au/aqis/import/general-info/qap/additional
- 1.2 Explanatory Notes for Application Co-located www.daff.gov.au/aqis/import/general-info/qap/additional
- 1.3 Rural Checklist www.daff.gov.au/aqis/import/general-info/qap/fringerural-rural



Step 13 (Continued)

- 1.4 Rural Checklist – (Application Guide) www.daff.gov.au/aqis/import/general-info/qap/fringerural-rural
- 1.5 Frequently Asked Questions www.daff.gov.au/aqis/import/general-info/qap/faqs

2. QAP Background

- 2.1 Conditions of Approval www.daff.gov.au/aqis/import/general-info/qap/training/conditions
- 2.2 QAP General Policies Document www.daff.gov.au/aqis/import/general-info/qap/quarantine_approved_premises_-_general_policies
- 2.3 Example Operations Manual www.daff.gov.au/aqis/import/general-info/qap/fringerural-rural
- 2.5 Attachment A Schedule 1 Regulations www.daff.gov.au/aqis/import/general-info/qap/application

Go to **Step 14**

Step 14

Where the import conditions specify the class at which the goods must be handled, is the class the same one that you are applying for?

Refer to AQIS's import conditions database at www.aqis.gov.au/icon

Yes:

Go to **Step 15**

No:

Contact your regional AQIS office

Step 15

Complete the application relevant to your situation.

Please note that completing an application for approval of a place for the performance of quarantine does not guarantee that you will become approved as a QAP.

Go to **Step 16**

Step 16

When you have completed your application(s) and attached photocopies of supporting documentation, please forward to your regional AQIS office along with this completed Preliminary Information Checklist.

Review the class criteria to determine what supporting documentation is required. For example: trade waste water agreement, fumigation agreement, off-site wash bay agreement.

Once your application has been considered, you will be contacted by a quarantine officer who will provide assistance with the next steps needed to progress your QAP application.