Australian Government

Australian Quarantine and Inspection Service

Imported Bulk or Large Bagged Containerised Fertiliser

Industry and AQIS Audit and Inspection Protocols

CONTENTS

BACKGROUND

In answer to the recommendations arising from the 1996 review of Australia's quarantine policies and operations, *Australian Quarantine – a Shared Responsibility*, the Government's 1997 Response accepted several principles aimed at strengthening the quarantine continuum and keeping quarantine risks offshore. The continuum of the quarantine concept proposed a holistic approach, commencing offshore with Australia's neighbours and trading partners, proceeding through the traditional quarantine border and continuing through to onshore activities.

The importation of fertilisers into Australia presents a quarantine risk. Imported consignments may be contaminated with quarantine risk material such as seed, soil and other plant and animal material, which have the potential for introducing exotic pests and diseases into Australia.

As such, there is a legislative requirement for most importers to have specific permission to import fertiliser into Australia. This permission is granted through a Permit to Import Quarantine Material (permit) and complies with Section 33 of the *Quarantine Proclamation 1998* which states:

"Fertiliser of any type, including synthetic fertiliser, mined fertiliser, chemical fertiliser, and guano, but not including:

a) chemical liquid fertiliser; and
b) chemical fertiliser packed at the place of production, in new packaging, in units of 100kg or less,

as prohibited unless a Director of Quarantine has granted a permit to import into Australia."

Given the high potential for direct application of fertiliser to soil, the Australian Quarantine and Inspection Service (AQIS) has developed import and permit conditions which mandate a nil tolerance policy on fertiliser contamination. These requirements were implemented in 1995.

Since that time, the Australian fertiliser industry has developed and implemented a number of initiatives designed to reduce the presence of quarantine contaminants in the fertiliser pathway and supply chain. Given these advances, and in recognition of the need to keep quarantine risks offshore as far as possible, the quarantine operational arrangements for the importation of bulk in-ship fertiliser into Australia underwent a review in 2003.

Procedures to manage the quarantine risks associated with bulk in-ship fertiliser were developed through a joint project between AQIS and the Fertiliser Industry Federation of Australia (FIFA). The new procedures were implemented in 2004 and since implementation; the contamination rate has dropped from 18% in 1996 to zero in 2004-06 for bulk shipments in ships holds.

Based on these outcomes, FIFA requested AQIS commence a review of the procedures in place for bulk and large bagged (greater than100kg units) imported as containerised fertiliser. AQIS and FIFA commenced a joint project in June 2006 to review these conditions and apply similar risk management strategies to those employed for bulk in-ship consignments.

The following protocol has been developed as a result of this project. The new arrangements do not supersede the pre-existing import requirements for bulk or bulk-bagged fertiliser in containers, but are designed to recognise risk management strategies for contaminants within the importation process for containerised fertilisers.

The underlying principles include:

1. alignment of classification and inspection procedures with critical control points and appropriate quality assurance mechanisms;
2. an open and transparent decision making model; and
3. consistent implementation of efficient and effective procedures for dealing with any quarantine contamination of fertiliser in containers including cargo.

From a quarantine perspective these protocols ensure that inspection procedures provide confidence in the integrity of the quarantine border, and that the industry is encouraged to adopt systems that reduce the potential for contamination throughout the supply chain.

From an industry perspective these protocols ensure a clear understanding of quarantine inspection procedures. They provide opportunities for companies to reduce the commercial risk of importing fertilisers by implementing supply chain procedures and quality assurance that significantly reduce the potential for contamination.

CLASSIFICATION LEVELS

This document sets out the procedures, the quality assurance processes, and the standards and qualifications to be applied for imported bulk or large bagged containerised mined and chemical fertiliser. All mined and chemical fertiliser requires an Import Permit, unless it is imported in bags less than 100kg. The conditions of the import permit are dependant on the assessed classification of the supply chain.

There are three levels of classification for fertiliser imports and each has an appropriate inspection regime that reflects the level of quality assurance and risk management that applies through the supply chain, prior to arrival and inspection in Australia.

Level 3: High potential for contamination
For a consignment to be classified as a Level 3, it has either not been assessed by AQIS, or one or more of the stages of the manufacturing process do not provide sufficient evidence of systems management/contamination control.

Fertiliser sourced from Level 3 supply chains require a high level of AQIS intervention at the border, including a full unpack and inspection.

Level 2: Medium potential for contamination
Importers seeking consideration for reduced AQIS intervention can apply for Level 2 supply chains. Prior to the application, the supply chain must have on and off-shore management systems in place. The importer must be able to provide evidence that a minimum of 3 consecutive consignments with a total of 50 or more containers have been imported in line with L2 requirements and found to have no contamination. The system should be audited and it is required that audits are undertaken by an independent third party auditor.

Fertiliser sourced from Level 2 supply chains require inspection on arrival, however not every container is required to be inspected during the unloading processes at a metropolitan QAP.

Level 1: Reduced potential for contamination
Importers seeking consideration for further reduced intervention can apply for Level 1 supply chains. The importer must be able to provide evidence that a minimum of 3 consecutive consignments with a total of 50 or more containers complying with the Level 2 conditions have

been imported with no quarantine risk material, contamination or infestation. In addition, independent third party sampling, inspection procedures and sampling documentation specified in part 3 must be followed.

Fertiliser sourced from Level 1 supply chains does not require AQIS inspection on arrival, however it may be subject to random inspections on occasion.

INTRODUCTION

Mined or Chemical fertilisers are separated from Biological fertilisers as *"substances that do not contain any Animal, Plant or Microbial ingredients"* and are:

a) manufactured, represented, supplied or used as a means of directly or indirectly:

(i) fertilising the soil; or
(ii) supplying nutrients to plants; or
(iii) conditioning the soil by altering the chemical, physical or biological composition of the soil; or

declared by regulation to be a fertiliser, but does not include a substance excluded by regulation from the ambit of this definition.

Contamination of fertiliser can occur at a number of places throughout the supply chain; from manufacturer, transport logistics through to container loading and including the container that takes the product to Australia. Recognising this, critical control points through the supply chain have been identified and relative contamination management strategies developed. Whilst the full suite of contamination management strategies provides a high level of assurance that the potential for contamination has been managed effectively, it is acknowledged that they may not be practicable in all circumstances. Given this, the quarantine inspection protocols detailed below have been developed in a three level approach aligned with the type and number of control strategies employed by manufacturers and/or importers.

In instances where there are no recognised contamination management strategies in place, consignments are classified as Level 3: High Potential for Contamination. Where some specific strategies have been implemented, consignments are classified as Level 2: Medium Potential for Contamination. Where the full suite of strategies has been implemented and there is a high level of confidence in the quarantine integrity of the consignment, it is classified as Level 1: Reduced Potential for Contamination.

Regardless of the potential for contamination for a given consignment, all importers must ensure they hold a valid Permit to Import Quarantine Material prior to importing bulk or large bagged, containerised fertiliser. Applications for a Permit to Import Quarantine Material (Permit Application) may be obtained from the AQIS website at http://www.daff.gov.au/aqis/import/application. Permit Conditions will vary according to the potential for contamination of the consignment.

In the development of these protocols, AQIS has maintained its nil tolerance policy on contaminants in fertiliser. Further, the protocols provide a high level of integrity and transparency in the quarantine decision-making system.

Quarantine Risk Material

Quarantine risk material includes, but is not limited to:

Seed contaminants	For example: ▪ seeds of cereal/grain crops (eg wheat, barley, oats, maize, sorghum) ▪ seeds of leguminous crops (eg beans, peas, soybean, lucerne) ▪ seeds of oilseed crops (eg canola, mustard) ▪ seeds of weeds
Other plant – based contaminants	For example: ▪ meals and/or stockfeed ▪ rice (raw, unpolished, with husks on) ▪ sugar cane ▪ other contaminant plant material (eg leaves, twigs, woodchips, bark, etc)
Animal-based contaminants	For example: ▪ feathers ▪ bird excreta ▪ faeces
Inert contaminants	For example: ▪ sand ▪ soil

As well as any other items of quarantine concern identified in the suite of legislation governing quarantine activities including:

- the *Quarantine Act 1908,*
- the *Quarantine Proclamation 1998,*
- the *Quarantine Regulations 2000,* and
- other related legislative and regulative documents.

QUARANTINE INSPECTION PROTOCOLS

1. LEVEL 3: High Potential for Contamination

For a consignment to be classified as a Level 3, one or more of the stages of the manufacturing process, supply chain (manufacturing, handling, transport, bagging, storage and container loading facilities) and container inspection procedures detailed in the Level 2 criteria, do not provide sufficient evidence of systems management/contamination control.

The consequence of a Level 3 (L3) classification is a high level of AQIS intervention at the border. There are 5 stages of AQIS intervention required:

1. AQIS confirmation that a L3 Import Permit and all other shipping documentation is presented;
2. Initial external inspection of all containers at the wharf in a Proclaimed Port (External Container Inspection Regime (ECIR));
3. ‘Seals intact’ movement of all containers to a Metropolitan Quarantine Approved Premises (Class 2.3 for bulk or Class 1.1, 1.3 or 2.3 for large bagged).
4. AQIS Officer verification of ‘Seals intact’ status of container, prior to full unpack and inspection of each container and cargo at the Metropolitan QAP (refer to Attachment 1 for Contamination Detection Procedures);

5. Release of the cargo, provided that no quarantine concerns have been identified.

As per standard procedures for containers imported into Australia, a container cleanliness declaration and a packing declaration are also mandatory requirements (refer to *Cargo Containers: Quarantine Aspects and Procedures* at http://www.daff.gov.au/aqis/import/cargo/aspects-procedures).

Moving to Level 2
An importer may apply for Level 2 (L2) classification through the AQIS Fertiliser National Coordination Centre (NCC) in Newcastle, by lodging a new Permit Application.

Permit Applications must be supported by specific and consecutive consignment import and offshore systems management documentation (a minimum of three consignments totalling a minimum of 50 containers), that can be assessed to demonstrate, through L3 inspection processes, that no quarantine risk material, contamination or infestation had been identified by AQIS Officers. The offshore systems management documentation presented must be in accordance with L2 requirements specified below. Import Permits for Level 2 supply chains will be valid for 2 years.

If the outcomes of the L2 Permit Application assessment are positive, the AQIS NCC will submit permit conditions for approval to Sea Cargo Program, Cargo Operations, AQIS Canberra. If approved, the import permit will specify actions to be followed on importation of any consignment, and will be specific to the country of origin, manufacturer, supply chain, and importer. Multiple importers from the same supply chain will benefit from the initial supply chain level 2 classification provided the subsequent importer(s) apply for the same level permit and meet the permit conditions.

2. LEVEL 2: Medium Potential for Contamination

For a consignment to be recognised as a Level 2, the manufacturing process and all of the stages of the recognised supply chain and container inspection procedures must have provided evidence of acceptable levels of quarantine contamination control as detailed below.

a) Manufacturing Process
Each Level 2 consignment must be accompanied by a Manufacturer's Declaration to provide confirmation to AQIS that the manufacturing processes have not changed in a way that would alter the classification of the product being imported. The declaration must state that the *"Fertiliser is Mined or Chemical; that no organic animal, plant or microbial constituents are used in the manufacture of the fertiliser"*, and if the fertiliser is bagged, *"that all bags used are clean and new"*.

The declaration must:

- be on letter head of the supply company specified on the Import Permit, in relation to the L2 status; and
- be legible and in English; and
- be dated; and
- specify consignment details including name of products and tonnage loaded; and
- detail the containers used; and
- detail the bill(s) of lading number(s); and

- specify the location the containers were loaded; and
- verify that there have been no alterations to the premises, associated machinery, manufacturing process and supply chain that would increase the likelihood of entry of animal/ plant / soil material or their by-products into the consignment.

A sample 'Manufacturer's Declaration' is at Attachment 2.

b) Supply chain

It is the importer's responsibility to ensure the consignments they wish to be recognised as part of the Level 2 classification meet the supply chain criteria. This incorporates the following principles:

- Demonstrated appropriate level of rigor in the inspection and certification process across the manufacture, handling, transport, bagging, storage, container inspection and loading facilities; and
- Transparency in the process.

Supply chain audits (required for movement to L2):

To move to a reduced level of intervention, it is the importer's responsibility to ensure any supply chain is capable of operating within relevant AQIS requirements. An initial onsite audit of the procedures and facilities along the supply chain is required to be conducted by a suitably qualified independent third party auditor operating under the auspices of a certifying body. The purpose of this audit is to confirm that the manufacturing processes, transport operations, storage facilities and the container inspection and loading operations are sufficient to ensure the quarantine integrity of the product throughout the whole of the supply chain process. An onsite audit report as per Attachment 3 must be included in the documents accompanying a Permit Application when forwarded to the AQIS NCC for consideration.

Supply chain inspection and certification (required):

To maintain a Level 2 status, system audits need to be conducted at the time of import permit renewal and the subsequent audit reports must accompany import permit applications. Audits must be conducted by a suitably qualified independent third party auditor operating under the auspices of a certifying body. The purpose of the process is to confirm that the manufacturing processes, transport operations, storage facilities, container loading facilities have either not changed or that any changes do not impact on the ongoing quarantine integrity of the product. An onsite audit report as per Attachment 3 must be included in the documents accompanying a Permit Application when forwarded to the AQIS NCC for consideration.

c) Container Cleanliness

For a consignment to be classified as a Level 2, the container must have been inspected for quarantine risk material, contamination and infestation prior to loading. The purpose of this distinction is to provide a level of confidence that the container is free of contamination. As part of the import clearance process, AQIS must be provided with a Container Inspection Report and Container Cleanliness Certificate issued by an Independent Third Party Inspection and Certification Company.

The Container Cleanliness Certificate must state that *'the container has been inspected and that no quarantine risk material or infestation exists'*.

The certificate must:

- be on letter head of an Independent Third Party Inspection and Certification Company as specified on the Import Permit, in relation to the L2 status; and
- be legible and in English; and
- be dated; and
- detail the containers used; and
- specify the location the containers were loaded and inspected.

Guidelines for the inspection and certification of containers are included in the Fertilizer Industry Federation of Australia (FIFA) Container Inspection Procedure.

The consequence of a Level 2 classification is a medium level of AQIS intervention at the border. There are 5 stages of AQIS intervention required:

1. AQIS confirmation that a L2 Import Permit and all required L2 and shipping documentation is presented;
2. Initial ECIR inspection of all containers at the wharf in a Proclaimed Port;
3. Movement of all containers to a Metropolitan Quarantine Approved Premises (Class 2.3 for bulk or Class 1.1, 1.3 or 2.3 for large bagged), for full unpack of each container, with cargo to be held segregated, pending AQIS inspection;
4. Daily AQIS inspection of the landed cargo at a time that is agreed between AQIS and the importer/premises (refer to Attachment 1 for Contamination Procedures); and
5. Release of the cargo, provided that no quarantine concerns have been identified.

As per standard procedures for containers imported into Australia, a container cleanliness declaration and a packing declaration are also mandatory requirements (refer to *Cargo Containers: Quarantine Aspects and Procedures* at www.aqis.gov.au/cargoqap).

Moving to Level 1
An importer may apply for Level 1 (L1) classification through the AQIS Fertiliser NCC in Newcastle, by lodging a new Permit Application.

Permit Applications must be supported by specific and consecutive consignment import and offshore systems management documentation (a minimum of three consignments totalling a minimum of 50 containers), that can be assessed to demonstrate, through L2 inspection processes, that no quarantine risk material, contamination or infestation had been identified by AQIS Officers. The offshore systems management documentation presented (including independent third party sampling) must be in accordance with L1 requirements specified below. Import Permits for Level 1 supply chains will be valid for 2 years.

If the outcomes of the L1 Permit Application assessment are positive, the AQIS NCC will submit Permit Conditions for approval to Sea Cargo Program, Cargo Operations, AQIS Canberra. If approved, the Import Permit will specify actions to be followed on importation of any consignment, and will be specific to the country, manufacturer, supply chain, and importer.

3. LEVEL 1: Reduced Potential for Contamination

For a consignment to be classified as a Level 1, all recognised contamination management strategies must be in place across the supply chain from the point of manufacture through to and including the container inspection and certification. These contamination management strategies are recognised by AQIS as strategies that provide a high level confidence in the integrity of the

consignment in terms of quarantine.

Details of the requirements for a Level 1 consignment are:

- All requirements of a Level 2 consignment must be met; and
- Each consignment must be accompanied by a 'Sampling Declaration', issued on the manufacturers declaration (refer to Attachment 2), and endorsed by an Independent Third Party Certification and Inspection company.

All sampling and inspection must be undertaken during container loading for each individual container at a minimum rate of 5 random sub samples per container and 2.25 litres per 33 tonnes or in accordance with accepted procedures agreed upon and instigated at initial AQIS audit. Samples should be inspected immediately after being drawn to allow for rejection if required. The consequence of a Level 1 classification is a reduced level of AQIS intervention at the border.

There are 4 stages of AQIS intervention required:

1. AQIS confirmation that a 'Sampling Declaration', Level 1 Import Permit and all other L2 and shipping documentation is presented;
2. Initial ECIR inspection of all containers at the wharf in a Proclaimed Port;
3. Movement of all containers to a Metropolitan Quarantine Approved Premises (Class 2.3 for bulk or class 1.1, 1.3 or 2.3 for bagged), for full unpack of each container; and
4. Release of the cargo. Note: AQIS may conduct surveillance of the landed cargo (refer to Attachment 1 for Contamination Procedures).

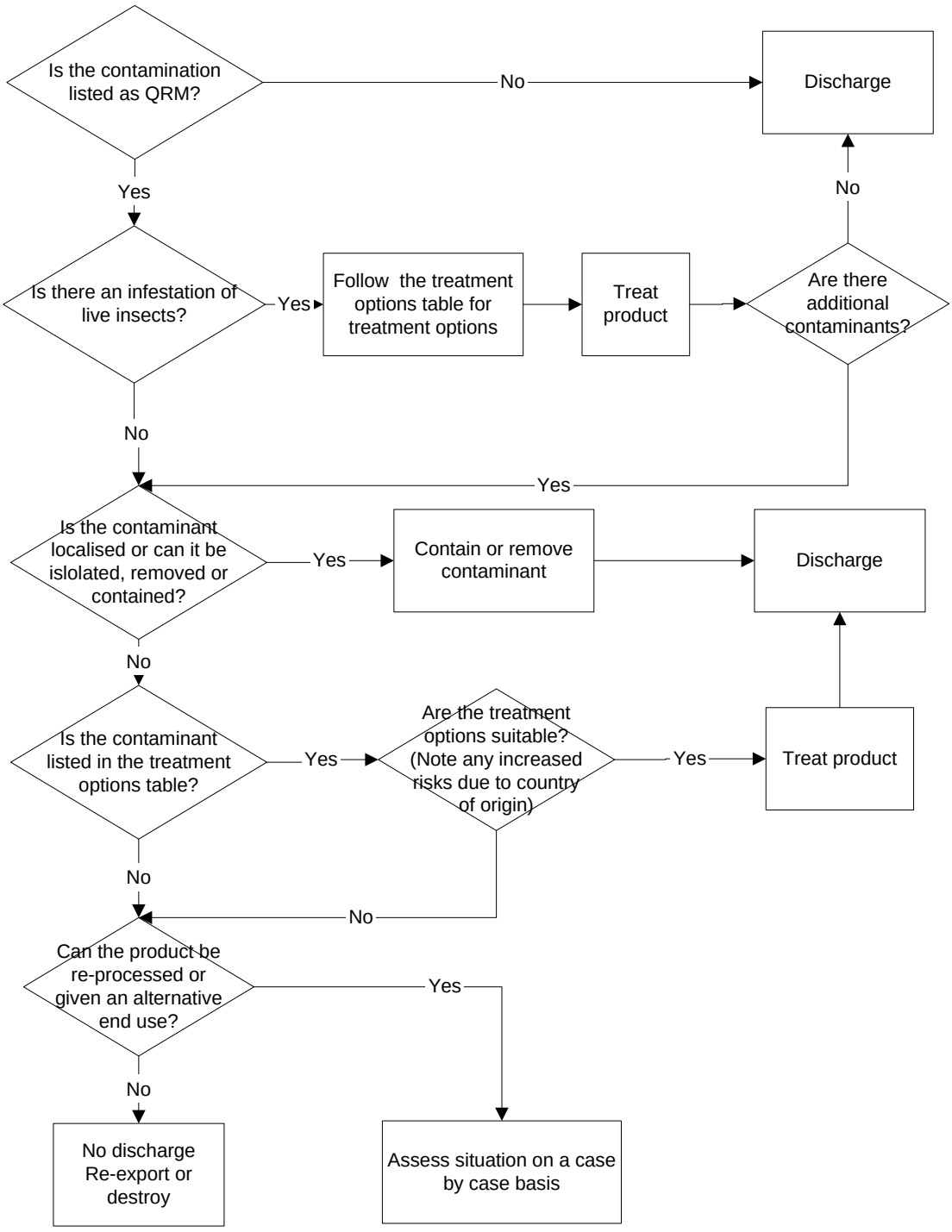
As per standard procedures for containers imported into Australia, a container cleanliness declaration and a packing declaration are also mandatory requirements (refer to *Cargo Containers: Quarantine Aspects and Procedures* at http://www.daff.gov.au/aqis/import/cargo/aspects-procedures).

Attachment 1: Contamination Detection Procedures

The following decision tree is provided for the management of contamination detected upon inspection in Australia. If contamination is detected, the supply chain pathway is to be closed (i.e. moved to Level 3), until AQIS is satisfied that the reason for contamination has been identified and corrective actions implemented. The approval for treatment rests with the AQIS Regional Office in consultation with the AQIS Canberra office.

NOTE: any infestation detected must be dealt with first, prior to dealing with contaminant issues.

Contaminant Decision Tree



Treatment Options Matrix

Contaminant	Options								
	Removal or screening of contaminant	Heat Treatment*		Gamma Irradiation Treatment	Fumigation			Hammer milling to powder with heat treatment combination	
		Dry	Moist		Methyl Bromide	Phosphine	Ethylene Oxide	Dry	Moist
Infestation	Nil	Nil	Nil		As per ICON for pest detected[2]	As per ICON for pest detected[2]	Under vacuum of 50 kilopascals at 1500g/m3 for 4 hours at 50ºC[2]	Nil	Nil
Grain	✓	121°C/2 hrs[1] or 85°C/8hours[1]	85°C/48 hrs @50% humidity[2], or 95°C/24 hrs @50% humidity[2]	25 kGray (2.5 Mrad)[2]	Nil	Nil	Under vacuum of 50 kilopascals at 1500g/m3 for 4 hours at 50ºC[2]	121°C/2 hrs[1], or 85°C/8 hrs[1]	85°C/48 hrs @50% humidity[2], or 95°C/24 hrs @50% humidity[2] or 85°C for 20-30 seconds under extrusion chamber pressure[1]
Animal - based contaminants	✓	Nil	Autoclave at 121ºC /30 mins[2]	50 kGray (5 Mrad)[2]	Nil	Nil	Under vacuum of 50 kilopascals at 1500g/m3 for 4 hours at 50ºC[2]	Nil	Autoclave at 121ºC /30 mins[2]
Plant-based contaminants (Note: these options are not available for product from Karnal Bunt countries. The only options are to re-export or destroy the product)	✓	121°C/2 hrs[2], or 85°C/8 hrs[2]	85°C/48 hrs @50% humidity[2], or 95°C/24 hrs @50% humidity[2] or 85°C for 20-30 seconds under extrusion chamber pressure[1]	25 kGray (2.5 Mrad)[2]	Nil	Nil	Under vacuum of 50 kilopascals at 1500g/m3 for 4 hours at 50ºC[2]	121°C/2 hrs[2], or 85°C/8 hrs[2]	85°C/48 hrs @50% humidity[2], or 95°C/24 hrs @50% humidity[2] or 85°C for 20-30 seconds under extrusion chamber pressure[1]

If contaminants can be removed, all contaminants are to be destroyed through an approved treatment at a QAP in a metropolitan area. However if none of the treatment options are acceptable or suitable, AQIS may consider a proposal to reprocess the product (eg using sulphuric acid or liquefaction as examples), or a proposed alternative end use for the product on a case by case basis.

Attachment 2: Template for Manufacturer's Declaration

(Insert letter head of Manufacturer)

Manufacturer's Declaration

Date: _____

Product: _____ Bill(s) of Lading: _____

Location Loaded: _____ Location Inspected: _____
(if different from location loaded)

Container number(s)	Tonnes

WE HEREBY DECLARE that the product type, manufacturer, process plant and supply chain to container loading have had no alterations to the premises or associated machinery that would increase the likelihood of entry of animal / plant / soil material or their by-products entering the consignment listed above.

We further declare that the fertiliser is mined or chemical, that no organic animal, plant or microbial constituents are used in the manufacture of the fertiliser, and if bagged, that all bags used are clean and new;

CERTIFIED TRUE AND CORRECT

_____ _____
Title person giving signature Authorised Manufacturer's Representative Signature

Sampling Declaration - For Level 1 only (strike out if not applicable)
We confirm that a representative sample of the products listed above have been independently drawn with a minimum of 5 random sub-samples per container at a rate of 2.25 litres per 33 tonnes of product or in accordance with accepted procedures agreed upon and instigated at initial AQIS audit. Analysis and visual examination for quarantine contaminants and infestation has been performed under the auspices of an independent certified approved laboratory or suitably qualified third party inspector, and that based on that inspection, no contamination or infestation was detected.

CERTIFIED TRUE AND CORRECT

_____ _____
Authorised Manufacturer's Representative Signature Independent Third Party Inspection Company Representative

Attachment 3: Sample 'On Site Audit Report'

ON-SITE AUDIT PROTOCOLS
Containerised Fertiliser Inspection Protocols
(Bulk or bags greater than 100kg)

Background

Onsite audits are designed to confirm that the manufacturing processes, sampling procedures, transport operations, storage and loading facilities provide a high level of confidence in the quarantine integrity of the consignment. To achieve and maintain a Level 1 or Level 2 status, onsite audits should be conducted by a suitably qualified Independent Third Party Auditor. To achieve and maintain a Level 1 or Level 2 status, consignment based systems checks must be undertaken by an Independent Third Party Inspection and Certification company.

Protocols

*Auditor***:** Name: _____

Title: _____

Company: _____

Qualification: _____

Accompanied by: _____

The aim of this visit was to assess the _____supply chain through _____ container loading in relation to its ability to achieve/maintain classification as a Level 1 or Level 2 Manufacturer/Supplier. The objective of the audit was to ensure all quarantine risks associated with the supply chain from manufacture, processing, storage, handling, container cleanliness and container loading are identified and controlled. The audit identifies how the quarantine risks are being addressed/controlled to minimise the potential for contamination of containerised fertiliser imports into Australia.

Initial Checklist

1 Is the manufacturing facility located at the container loading facility? YES/NO

If yes, is the container loading facility used for fertiliser only (ie dedicated)? YES/NO

2 Is the product brought to the loading facility by an external transport mode? YES/NO

If yes, provide brief details of transport mode:

- Truck ☐
- Rail car ☐
- Barge ☐
- Conveyor ☐
- Other ☐

If other, describe:

_____

_____

3 Is the transport system used for fertiliser only (i.e. dedicated)? YES/NO

4 Is an intermediate storage facility used? YES/NO

If yes, is the intermediate storage facility dedicated for fertiliser? YES/NO

5 Is a wharf storage facility used? YES/NO

If yes, is the loading facility dedicated for fertiliser products? YES/NO

6 Are there any points in the supply chain where other products (including soil, seed, wood chip etc) come within close proximity to finished fertiliser? YES/NO

Manufacturing Details

1 Where is the manufacturer located in relation to the container loading facilities?

_____

_____

2 List the types of fertiliser manufactured on site.

_____

_____

3 Does the manufacturer have quality assurance and/or work procedures in place for storage/handling of products? YES/NO

If yes, provide details including dates of last audits if applicable.

_____

_____

4 Inspect the handling systems at the plant (pay loaders, conveyor systems, YES/NO

etc). Do they provide sources of possible contamination?

5 Are there possible contaminants being produced, manufactured or handled in the local area? YES/NO

If yes, list the possible contaminants.

_____

_____

6 Is the plant clean and tidy? YES/NO

7 What procedures are in place to reduce the known quarantine risks?

_____

_____

8 Are there evident sources of cross contamination? YES/NO

If yes, list the sources.

_____

_____

9 Is there traffic/transport through the site that could potentially carry contaminants? YES/NO

If yes, how are these dealt with?

_____

_____

10 After manufacture, is the product screened prior to storage, transport or loading? YES/NO

If yes, describe the screening process.

_____

_____

11 Check raw product receival areas and detail cross contamination issues.

_____

_____

12 Are second-hand bags used for storage of raw product? YES/NO

If yes, list the products previously stored in the bags.

_____

_____

13 How is the raw product delivered to the site?

_____

_____

Storage Facilities

1 State location of storage facility (note: there may be multiple intermediate storage facilities).

_____

_____

2 What information is provided to workers on quarantine control?

_____

_____

3 What signage is used at the facility that relates to contamination and quality control?

_____

_____

4 Check records of hygiene activity and company inspection of flow paths

_____

_____

5 Does the plant perform regular vermin baiting programs? YES/NO

6 Provide an assessment of the storage facility(s):

a) list all commodities stored in the storage facility

_____

_____

b) describe the cleaning process employed, if any:

_____

_____

c) describe the storage facilities for other commodities in the area:

_____

_____

d) describe the standard of facility used:

_____

_____

e) describe the means for separation of product:

_____

_____

f) describe how the product is brought in/out of the facility:

_____

_____

g) describe the procedure for checking cleanliness of the transport mode used:

_____

_____

Transportation

1 What method/s of transport is used to move the fertiliser to the container loading facility?

_____

_____

2 For each method stated, identify:

a) all other commodities transported using the same system:

_____

_____

b) all other commodities transported in the direct vicinity:

_____

_____

3 Provide details of the cleaning/inspection process followed and inspected.

_____

_____

4 Detail who provides inspection certification, declarations and check compliance with any quality systems.

_____

_____

5 Provide details of where, when and how inspection is undertaken.

_____

_____

6 Is there a QA procedure covering the inspection and certification procedure? YES/NO

7 Provide details of ISO Accreditation.

_____

_____

8 Date of last independent audit/s.

_____

_____

9 Verify audit records.

_____

_____

10 What is the procedure in case of contamination for each section of the transport chain?

_____

_____

11 If the product is transferred to another mode of transport, outline details of the following:

a) transfer equipment used:

_____

_____

b) is equipment dedicated:

_____

_____

c) cleaning procedures in place:

_____

_____

12 If railcar dump pits/truck dump pits are used, outline details for each leg of transport chain including:

a) inspection procedure followed:

_____

_____

b) certification procedures followed:

_____

_____

Loading Facilities

1 Provide details of the type of load-out facility.

_____

_____

2 State all equipment used (e.g. belt conveyors, bottom dumpers, hoppers, reclaimers, front end loader, elevators) in the loading procedures.

_____

_____

3 For each identify:

a) all other commodities loaded using the same system:

_____

_____

b) cleaning procedure followed:

_____

_____

c) certification of cleanliness provided:

_____

_____

4 Who provides certification of cleanliness?

_____

_____

5 Identify who is responsible for cleanliness of equipment and checking records?

_____

_____

6 Is there an independent inspection by a qualified independent person?

_____

_____

7 Inspect and report on the storage areas?

_____

_____

8 Is there separation/segregation of product?

_____

_____

9 Is there cleaning between products?

_____

_____

Container load-out details

1 Provide the site name, location and plan of the area.

_____

_____

2 Is the area dedicated to fertiliser products? YES/NO

If no, what other products are handled?

_____

_____

3 Please state the location of the fertiliser in relation to other products.

_____

_____

4 What are the potential contamination risks?

_____

_____

5 What procedures are followed to ensure contamination does not occur?

_____

_____

6 Is there a policy manual and procedures in place?

_____

_____

7 Who implements and checks procedures are being adhered to?

_____

_____

8 Is there an independent certification of the procedures followed?

_____

_____

If no, does there need to be? YES/NO

9 What are the receival procedures at the container load facility?

_____

_____

10 Detail sampling facilities and procedures to be used at the container load facility during export out-loading.

_____

_____

11 In the event of contamination what facilities are there for container/product rejection/ discharge?

_____

_____

Assessment
[to be used for Independent Third Party Auditors]

I hereby attest that the procedures, operations, and pertinent infrastructure identified in the Site

Audit Report dated _____(date) have been checked by _____

_____(insert name, company).

I further declare that the management of the manufacturer producing the fertiliser, is committed to ensuring that the manufacture, storage, supply chain and load facilities continue to comply with the requirements instigated and documented at initial AQIS audit

Overall Audit Result? PASS/FAIL

_____
Name and Position of third party auditor

_____
Signature