



Australian Government

Australian Quarantine and Inspection Service

QUARANTINE APPROVED PREMISES – CLASS ONE SEA AND AIR FREIGHT DEPOTS SCHEME

Instructions for Completing the Compliance Agreement

This document provides information for the completion of the Quarantine Approved Premises – Class One Sea and Air Freight Depots Scheme Compliance Agreement. All relevant Compliance Agreement documentation can be found at the following link:

www.daff.gov.au/iccomplianceagreements

Q1 What does the Compliance Agreement consist of?

A The Compliance Agreement is comprised of the:

- i) Standard Terms document;
- ii) Generic Glossary;
- iii) Schedule titled Quarantine Approved Premises – Class One Sea and Air Freight Depots Scheme;
- iv) Processes and Outcomes (POD) document;
- v) General Policies.

More information about Compliance Agreements can be found in the Industry Guide to Import clearance compliance Agreements at the link above.

Q2 What do I have to do?

A You will need to complete the following:

- 1 You may be required to complete a Standard Terms document (refer to Q3 to see if you are required to complete a new Standard Terms).

If you do need to complete a Standard Terms you will need to insert the following:

- The Other Party name and ABN/ACN on page 1;
- The Other Party contact details at Section 16 on page 14;
- The Other Party name and ABN/ACN twice, date of signing, name of signatory, position of signatory and signature at Section 17 on page 16.

This can be done either by hand onto printed copies of the documents, or electronically prior to printing. You will need two completed original copies of the Standard Terms document.

2. Complete the Schedule for the Scheme. You may need to complete a Schedule for the Head Office of the business as well as any subsidiaries (refer to Q4 for guidance in relation to subsidiaries). You will need to insert the following information on this document.
 - Other Party name and ABN/ACN twice, date of signing, signature, name of signatory and position of signatory at Section 9 on page 6. This can be done either by hand onto printed copies of the documents, or electronically prior to signing. You will need two completed original copies of the Schedule.
3. Sign each copy of the Standard Terms and the Schedule.
4. Complete the Registration Form and Request for Details, again either on a printed copy or electronically prior to printing.
5. Send both copies of the signed, completed original Standard Terms documents and the Schedules, together with the completed Registration Form and Request for Details to AQIS at the following address:

National Compliance Agreement Co-ordinator
Quarantine Approved Premises
Compliance Agreement Management Unit
Australian Quarantine and Inspection Service
GPO Box 858
CANBERRA ACT 2601
6. Print off one copy of the Generic Glossary, the General Policies, the Processes and Outcomes document and the letter of notice of variation to the General Policies to read and keep for your own records.

Q3 Do I have to sign a new Standard Terms document?

A You will be required to sign a new Standard Terms document if:

- i) Your business has changed ABN or ACN since the Standard Terms document was last signed; or
- ii) Your business has been through a restructure or a name change since the Standard Terms document was last signed.

If you are unsure of the information previously provided to AQIS in relation to the above requirements please contact AQIS on the number or e-mail detailed in Q8.

Q4 How do subsidiaries work?

A When a business with national offices wishes to enter into a Compliance Agreement, and all these offices share the same ABN/ACN, they may choose from the following options when entering into a Compliance Agreement:

- i) Sign one Standard Terms document in duplicate and one Schedule in duplicate for each office; or
- ii) Sign one Standard Terms document in duplicate that covers all offices, and then sign one Schedule in duplicate per office.

Either option will allow all offices to work independently in relation to any sanctions.

Should a business choose **option i**, each premises will work independently in relation to any notification provided by AQIS for the Scheme. Each individual premises will receive any notices from AQIS and will also receive any notification of non-conformities incurred by their office.

Should a business choose **option ii**, only the head office will receive any notification provided by AQIS. That is, only the head office will receive notices from AQIS. The head office will also be contacted in relation to all non-conformities regardless of which premises the non-conformity was incurred by.

Q5 Who must sign the Compliance Agreement?

A If you are a director, manager or senior executive of the business, and you have responsibility for the business's operations and are authorised to enter into contracts on its behalf, you may sign the Compliance Agreement. The Compliance Agreement does not have to be signed over seal.

Q6 What will AQIS do?

A On receipt of all completed and required documentation, AQIS will process your documents and send the completed and endorsed Standard Terms document, a Table of Schedules, and one original Schedule back to you. AQIS will also retain one copy of these documents.

Q7 What are the Operational Procedures Statements?

A The Standard Terms and Schedule make reference to a set of Operational Procedures Statements. The Operational Procedures Statements for the Quarantine Approved Premises Class One Sea and Air Freight Depots Scheme consists of the following documents:

- i) Processes and Outcomes document (POD)
- ii) General Policies (and letter).

Q8 Who can I contact if I have problems?

A If you have problems completing the documentation, or questions regarding whether you think you need to complete a new Standard terms for your business please contact AQIS Canberra on:

- i) Phone: 02 6272 4172 or
- iii) E-mail ic.ca@aqis.gov.au