



Australian Government

Australian Quarantine and Inspection Service

CO-LOCATION OF QUARANTINE APPROVED PREMISES

A GUIDE FOR OPERATORS

Background

Co-location is a system of approval under which AQIS can approve multiple facilities sharing a common ABN and senior manager and operating within a single physical site as Quarantine Approved Premises (QAP) under a single approval fee.

Why co-locate my QAPs?

Since its implementation the co-location policy has provided benefits to institutions operating multiple facilities. Some of the identified benefits include:

- potential cost savings through the institution incurring one approval fee for multiple facilities;
- a single point of contact and management for quarantine, resulting in:
 - increased quarantine awareness,
 - better communication flow with AQIS,
 - a focused responsibility of quarantine issues by the organisation; and
- efficiencies in time, organisation and delivery of audits of large premises.

Although co-location can be undertaken for all classes of QAPs, it is of particular relevance to class 5 operators as the implementation of the new containment criteria requires approval of the space (room/laboratory) to a specific level of containment. As a result there are potential financial advantages, where an institution may currently have multiple rooms registered under a single approval.

Co-location is not mandatory and you will need to make a commercial decision based on the benefits of co-location (ie. a single annual renewal charge for multiple approvals) versus the risk of a non-conformity potentially effecting quarantine related activities at all co-located premises.

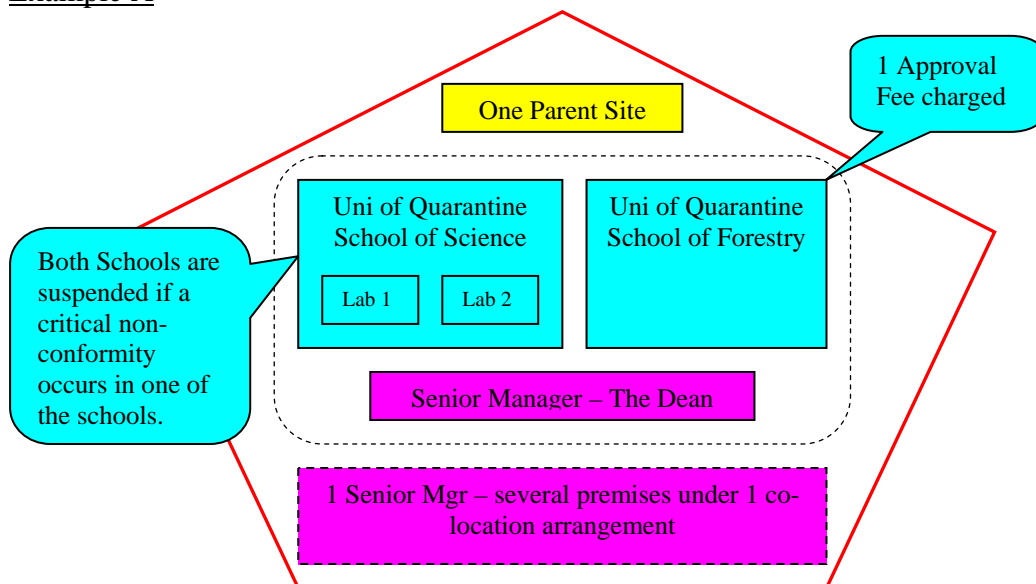
I want to co-locate, am I eligible?

To be eligible for Co-location, three mandatory criteria must be met.

1) Common Senior Manager

The Senior Manager nominated by your organisation as the person responsible for the management of quarantine activities and any quarantine issues at the premises must be common between the 'parent' and all co-located 'child' premises.

Example A



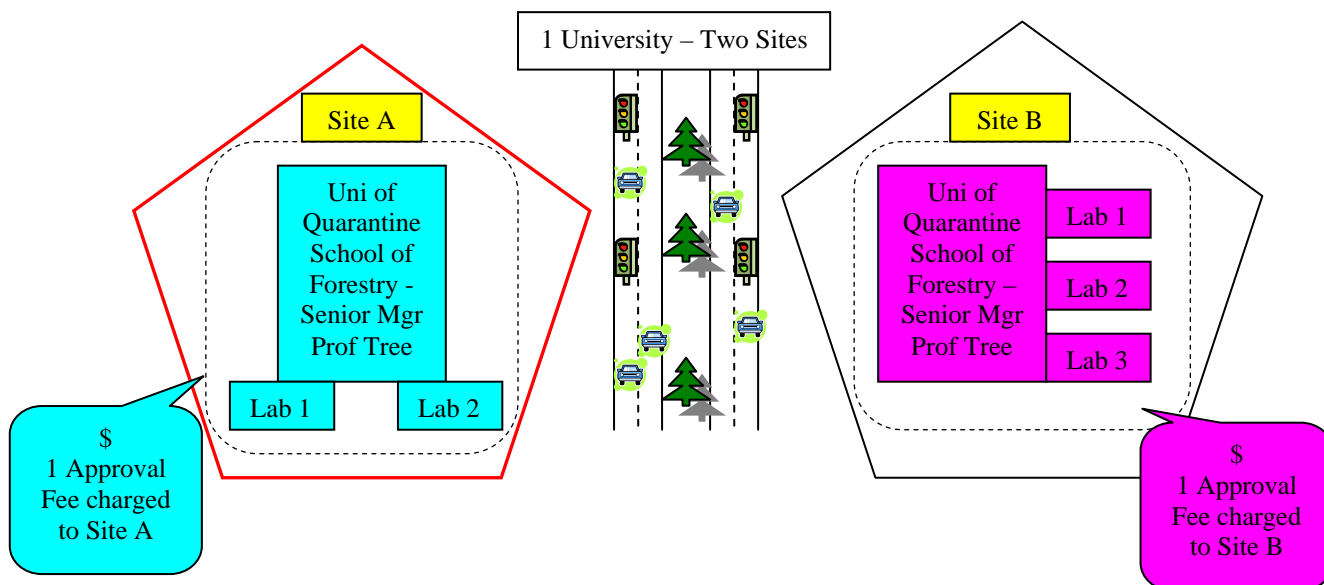
In this example 'the Dean' is the nominated Senior Manager and, is responsible for the quarantine activities of the School of Science and the School of Forestry.

2) All co-located premises are located at the one physical site address

All QAPs you wish to co-locate must be located within a single site address. If you have buildings containing facilities that you wish to co-locate but they are separated by a public road the co-location policy cannot be applied. The buildings will be considered as two sites and co-location can only be undertaken within each site (see Example B below).

Example B

The University of Quarantine may be physically located in the suburbs of Barton (Site A) where it has 2 laboratories, and Civic (Site B) where it has 3 laboratories. Between the campuses is a main arterial route for Canberra traffic and is also used by the university as a boundary for the two campuses. The two campuses must therefore be considered two separate physical sites. The Barton site may choose to co-locate its 2 laboratories and in turn, the Civic site may co-locate its 3 laboratories but co-location of all premises cannot be applied.



3) QAPs belong to one organisation or company

All approvals within the site must be registered and operated under a single legal entity.

If all of the above criteria cannot be met by the organisation, co-location cannot be applied and separate approval fees will be applicable to each facility you wish to operate as a QAP.

‘Applications for additional co-located Place for the Performance of Quarantine’ can be found at: <http://www.daff.gov.au/aqis/import/general-info/qap/additional>

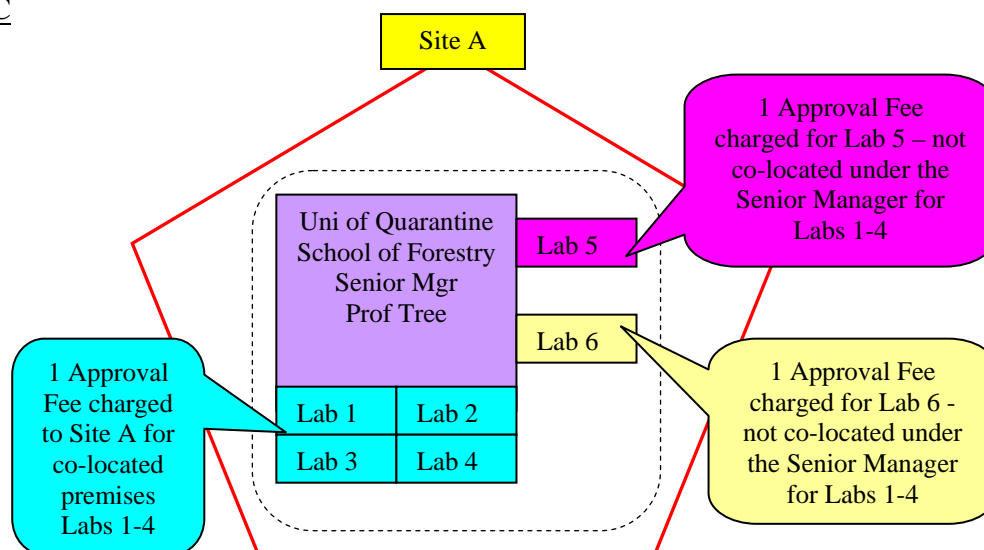
Application of fees and charges

Each set of co-located premises incur **one** annual approval fee only. On co-location of your facilities you will be required to nominate a single premises to be the ‘parent’ to which all co-located premises will be linked. The approval fee is invoiced to the nominated ‘parent’ premises on an annual basis.

Audit fees are applied under the current Import Clearance fee for service rates.

Individual premises that are not co-located incur a separate annual approval fee.

Example C



Application of the non-conformity policy

If you co-locate all of your facilities (see Example A), a non-conformity at any individual laboratory effects all the facilities linked to it as a child QAP or linked to the QAP’s parent. Consequently, a suspension of registration at one laboratory automatically results in suspension of quarantine operations at all premises with which it is co-located.

Renewal of premises approvals

A failure to complete the renewal requirements for the parent premises at each renewal period will result in suspension of the parent and all child premises. Should a co-located ‘child’ premises fail to complete the renewal requirements, the approval for that premises would expire, however all other facilities co-located under the same ‘parent’ premises would not be affected.

Movement of goods

The relevant class criteria under which the premises operate outline the requirements for the movement of quarantine material between co-located premises.