



Australian Government

Australian Quarantine and Inspection Service

**THE AUSTRALIAN WOOD PACKAGING
CERTIFICATION SCHEME
FOR EXPORT**

Version 2

**Australian Quarantine and Inspection Service
Grain and Plant Products Export Program
Plant Quarantine and Export Operations Branch
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**Effective Date: December 2004
Updated: 1 July 2009**

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
1. INTRODUCTION	5
1.1 Background.....	5
1.2 Scope.....	5
1.3 References.....	5
1.4 Review and amendments	6
1.5 Definitions.....	6
1.6 Legislative authority	10
1.7 Fees	10
1.8 Regulated wood packaging material.....	10
1.9 Veneer peeler core	10
1.10 Exemptions	11
2. APPROVED TREATMENT OPTIONS	11
2.1 Heat treatment.....	11
2.2 Fumigation with methyl bromide.....	11
3. MANUFACTURING WOOD PACKAGING.....	12
3.1 Definition of manufacturing	12
3.2 Off-site manufacturing.....	12
3.3 Activities exempted from the definition of manufacturing.....	12
4. THE CERTIFICATION MARK.....	13
4.1 Application of the certification mark.....	13
4.2 Security of the certification mark	14
4.3 Specifications of the certification mark	14

4.4	Unapproved use of the certification mark.....	16
4.5	Use of debarked wood	16
4.6	Heat treated and fumigated wood packaging material.....	16
5.	APPLYING FOR CERTIFICATION UNDER THE AWPCS	17
5.1	Eligible applicants.....	17
5.2	Applications for certification	17
5.3	Submission of a quality manual	18
5.4	Assessment of applications	18
5.5	Auditing of certified facilities.....	18
5.6	Change in certification under the AWPCS	19
5.7	Relocation of a certified facility	20
5.8	Changing certification bodies	20
6.	RESPONSIBILITIES OF EACH PARTY	20
6.1	Australian Quarantine and Inspection Service (AQIS).....	20
6.2	The accreditation body (JAS-ANZ).....	21
6.3	The certification body	21
6.4	Treatment providers and wood packaging manufacturers	21
7.	RE-USE OF PREVIOUSLY CERTIFIED WOOD PACKAGING MATERIAL	22
7.1	Reuse of wood packaging material.....	22
7.2	Repaired wood packaging material.....	22
7.3	Remanufactured wood packaging material.....	22
8.	CERTIFICATION OF DOMESTIC WOOD PACKAGING MATERIAL FOR EXPORT	23
9.	PRODUCTION AND ON-SELLING OF WOOD PACKAGING “KITS”	23

10.	REQUIREMENTS FOR CERTIFICATION UNDER THE AWPCS.....	23
10.1	Treatment providers	23
10.2	Wood packaging manufacturers	23
10.3	Certification bodies.....	23
11.	APPENDICES	24
	Appendix 1: Requirements for AWPCS heat treatment providers	25
	Appendix 2: Requirements for AWPCS methyl bromide fumigation providers.....	29
	Appendix 3: Requirements for wood packaging manufacturers without on-site treatment facility	37
	Appendix 4: Requirements for wood packaging manufacturers with on-site treatment facility	40
	Appendix 5: Requirements for certification bodies	43
	Appendix 6: List and description of nonconformities	46
	Appendix 7: Generalised format for treatment certificates.....	48
	Appendix 8: Timber treatment summary	50
	Appendix 9: Request for certification number form.....	51
	Appendix 10: Notification of change in facility certification status form	52

1. INTRODUCTION

1.1 Background

Wood packaging such as pallets, dunnage, crating, packing blocks, drums, cases, spools bulk heads, load boards, pallet collars, and skids used in the transport of commodities during export are often made from unprocessed raw wood. Packaging of this nature provides a pathway for the introduction and spread of pests and diseases and therefore poses a significant plant health risk.

In recognition of the plant health risk associated with wood packaging the International Plant Protection Convention (IPPC) has adopted a wood packaging standard: *International Standards for Phytosanitary Measures - Guidelines for Regulating Wood Packaging in International Trade* (ISPM 15). This standard aims to significantly lessen the risk of unprocessed raw wood being used as a pathway for the introduction and the spread of pests and diseases through international trade. As a signatory to the IPPC, Australia is obliged to implement this standard.

To meet the requirements of ISPM 15, all wood packaging material shall undergo either heat treatment or fumigation with methyl bromide. To verify that treatment has occurred and to provide traceability to the country of origin, an internationally recognised certification mark shall be applied to the treated wood packaging.

The Australian Wood Packaging Certification Scheme (AWPCS) is a certification scheme that ensures that Australian treatment providers and wood packaging manufacturers produce wood packaging material that meets the ISPM 15 standard. Under the AWPCS wood packaging manufacturers and treatment providers who meet the requirements of ISPM 15 shall be authorised by Australian Quarantine and Inspection Service (AQIS) to apply the internationally recognised mark to wood packaging material produced for use in the export trade. The AWPCS is voluntary, however participants in the AWPCS agree to be bound by its rules and may face suspension from the AWPCS in the event that they breach a requirement. The ISPM 15 mark can only be used in Australia by participants in the AWPCS who are recognised by AQIS.

1.2 Scope

This document details the requirements and procedures for the certification of wood packaging material for use in export consignments and is intended for use by Australian treatment providers, wood packaging manufacturers and accredited certification bodies.

This AWPCS incorporates the 2009 revision of the revised ISPM 15 standard.

1.3 References

[International Standards for Phytosanitary Measures \(ISPM No.15\): Regulation of Wood Packaging in International Trade, FAO \(2009\).](#)

[International Standards for Phytosanitary Measures 5 \(ISPM No.5\): Glossary of Phytosanitary Terms, FAO, 2009.](#)

[International Standards for Phytosanitary Measures 13 \(ISPM 13\): Guidelines for the Notification of Non-compliance and Emergency Action, FAO, September 2001.](#)

[International Standards for Phytosanitary Measures 7 \(ISPM 7\): Export Certification System, Publication, FAO, November 1997.](#)

ISO/IEC Guide 65 – General requirements for bodies operating product certification systems.

IAF Guidance on the application of ISO/IEC Guide 65 - General requirements for bodies operating product certification systems (also published as JAS-ANZ Procedure 15).

ISO 19011:2002, Guidelines for quality and/or environmental management systems auditing.

1.4 Review and amendments

This document shall be reviewed and updated as needed to reflect any changes made to the ISPM 15 standard.

The current version of the AWPCS shall be maintained on the Australian Government Department of Agriculture, Fisheries and Forestry (DAFF) website at:
www.aqis.gov.au

Amendments to the AWPCS shall be dated and posted on the above website.

1.5 Definitions

For the purpose of this document, the definitions below apply:

Accreditation body: organisation approved by AQIS to accredit certification bodies to audit and certify facilities. For the purposes of the AWPCS, this organisation is the [Joint Accreditation System of Australia and New Zealand \(JAS-ANZ\)](#).

Ambient temperature: temperature of the air immediately surrounding the fumigation enclosure (measured in the shade).

AQIS: The Australian Quarantine and Inspection Service. AQIS is an operating group within the Australian Government Department of Agriculture, Fisheries and Forestry (DAFF).

AWPCS: Australian Wood Packaging Certification Scheme.

AWPCS Register: a list of treatment providers and wood packaging manufacturers certified under the AWPCS, accessible on the DAFF website.

Bark-free wood: Wood from which all bark except ingrown bark around knots and bark pockets between rings of annual growth has been removed.

Certification body: A company or organisation accredited by the accreditation body to assess the suitability of a treatment provider or a wood packaging manufacturer for certification under the AWPCS.

Certification mark: A recognised mark containing a certification number, country code, treatment code and the IPPC symbol which is to be applied to wood packaging material by the certified facility in accordance with the AWPCS.

Certification number: A unique number allocated to a treatment provider or wood packaging manufacturer upon certification.

Certified facility: A treatment provider or wood packaging manufacturer that has been approved by a certification body to participate in the AWPCS.

Chemical Pressure Impregnation: Treatment of wood with a chemical preservative through a process of pressure in accordance with an officially recognised technical specification.

Commodity: A type of plant, plant product, or other article being moved for trade or other purpose.

Consignment: A quantity of plants, plant products and/or other articles being moved from one country to another and covered, when required, by a single phytosanitary certificate (a consignment may be composed of one or more commodities or lots).

Container (also freight container): Standardised transportation units, totally enclosed and weather proof, having a rigid roof, rigid side walls and a floor, having at least one wall equipped with doors and intended to be suitable for transporting a variety of cargo.

DAFF: Australian Government Department of Agriculture, Fisheries and Forestry.

Debarked wood: Wood that has been subjected to any process that results in the removal of bark (debarked wood is not necessarily bark-free wood).

Dosage: The calculated amount of fumigant applied to a fumigation enclosure to treat a consignment. Usually expressed as weight of chemical per volume of treated space, e.g. g/m³.

Dunnage: Wood packaging material used to secure or support a commodity but which does not remain associated with the commodity.

Facility: Under the AWPCS, refers to a fixed site where heat treatment, fumigation or manufacturing of wood packaging is carried out.

Fumigant: A chemical that at a particular temperature and pressure can exist in a gaseous state in sufficient concentration and for sufficient time to be lethal to insects or other pests.

Fumigation: Treatment with a chemical agent that reaches the commodity wholly or primarily in a gaseous state.

Hazard area: Any area in proximity to a fumigation enclosure into which fumigant may escape in hazardous concentrations.

Heat treatment: The process in which a commodity is heated until it reaches a minimum temperature for a minimum period of time according to an officially recognised technical specification.

Initial site audit: An audit performed at the time of certification to verify that a facility is capable of meeting the requirements prescribed in the AWPCS. The audit also verifies that the facility's quality manual is being followed and that employees of the facility are sufficiently trained.

IPPC: International Plant Protection Convention.

ISPM: International Standard for Phytosanitary Measures

Kiln-drying: A process in which wood is dried in a closed chamber using heat and/or humidity control to achieve required moisture content.

Manufacturing: Includes all activities that constitute the construction of a finished article of wooden packaging, e.g. nailing pieces of timber to construct a frame, or support structure, constructing crates or pallets.

Note: Activities exempted from the definition of manufacturing are specified in [Clause 3.2](#).

NATA: National Association of Testing Authorities, Australia

NPPO: National Plant Protection Organisation; Official service established by a government to discharge the functions specified by the IPPC. In Australia, the NPPO is Australian Quarantine and Inspection Service (AQIS).

Official: Established, authorised or performed by an NPPO.

Packaging: Material used in supporting, protecting or carrying a commodity.

Pallet: A platform used to support cargo during shipment. Pallets are generally of a standard dimension to allow for easy stacking.

Pest: Any species, strain or biotype of plant animal or pathogenic agent injurious to plants or plant products.

Phytosanitary measure: Any legislation, regulation or official procedure having the purpose to prevent the introduction and/or spread of quarantine pests, or to limit the economic impact of regulated non-quarantine pests.

Quality manual: A written document, which describes operational procedures in place to meet a prescribed standard.

Quality system: Collection of operational procedures a facility has in place to meet a prescribed standard.

Raw wood: Wood that has not undergone processing or treatment.

Recycle: A process whereby a previously used article of wood packaging material is dismantled either partially or completely and the components used without further reworking in the manufacture of a new article of wood packaging material. (Recycling may include ‘re-manufacturing’).

Re-manufacture: A process whereby a previously used article of wood packaging material is completely dismantled and the components used, either in their original form or after re-sawing, in the manufacture of another article of wood packaging material. Re-manufactured wood packaging material may or may not incorporate new and previously unused components.

Repair: A process whereby a previously used article of wood packaging material has one or more components removed and replaced with new and previously unused wood.

Re-use: A second or subsequent use of a unit of wood packaging material which is not changed or altered in any way and which requires no official intervention.

Treatment: An officially authorised procedure for the killing or removal of pests or rendering pests infertile.

Treatment provider: An organisation, company or person who owns or operates a facility for performing an approved treatment.

Veneer: a thin covering of fine wood or other surface material applied to a coarser wood.

Veneer peeler core: The central portion of wood remaining after a log is peeled during the production of plywood layers or in the production of veneer. Often the peeling process involves heating of the wood in a hot water bath for an extended period of time.

Verification audit: An audit performed to verify that operations continue to meet the requirements of the AWPCS and that facility operations continue to meet the specifications of the facility’s quality manual.

Wood: A commodity class for round wood, sawn wood, wood chips or dunnage, with or without bark.

Wood packaging manufacturer: A person, company or organisation who owns or operates a facility producing wood packaging material.

Wood packaging material: Wood or wood products (excluding paper products) used in supporting, protecting or carrying a consignment (includes dunnage).

1.6 Legislative authority

[International Standards for Phytosanitary Measures \(ISPM No.15\): Regulation of Wood Packaging in International Trade \(2009\), FAO, 2009.](#)

Wood packaging material intended for export shall meet the conditions of entry specified by the importing country. It is the responsibility of the exporter to know and meet these requirements.

Where an importing country has implemented ISPM 15 and wood packaging material that does not carry the required certification mark is exported to that country, the importing country may take action. This action may take the form of treatment; disposal or the consignment may be refused entry.

1.7 Fees

The applicant is responsible for payment of all fees and charges associated with obtaining and maintaining certification under the AWPCS.

1.8 Regulated wood packaging material

The AWPCS applies to coniferous (softwood) and non-coniferous (hardwood) raw wood packaging material that may serve as a pathway for plant pests posing a pest risk mainly to living trees. The AWPCS covers wood packaging material such as pallets, dunnage, crating, packing blocks, drums, cases, spools/reels, bulk heads, load boards, pallet collars, and skids which can be present in almost any imported consignment, including consignments which would not normally be the target of phytosanitary inspection.

Note: Consignments of wood (for example, timber/lumber) may be supported by dunnage that is constructed from wood of the same type and quality and that meets the same phytosanitary requirements as the wood in the consignment. In such cases, the dunnage may be considered as part of the consignment and may not be considered as wood packaging material in the context of the AWPCS.

1.9 Veneer peeler core

Veneer peeler core is not regulated under the ISPM 15 standard. Exporters may face difficulties when it is used to manufacture pallets/crates as the wood is no longer readily identified as veneer peeler core. As a result when a consignment arrives in an overseas country the packaging material may be viewed as being untreated which may lead to the packaging being ordered for treatment on arrival or possibly the rejection of the entire consignment.

If a company wishes to apply the international certification mark to wooden packaging material manufactured from veneer peeler core, the company must be certified under the AWPCS and the packaging material must be produced in accordance with the requirements of this scheme. This also applies where a company wishes to apply the mark to wooden packaging material manufactured from veneer peeler core

1.10 Exemptions

The following articles are considered low risk and are exempt from the provisions of the AWPCS as these have either undergone treatment processes that are sufficiently similar to those proposed by the ISMP 15 to render them sufficiently less of a risk, or the nature of the material used in production is such that the items pose little pest risk:

- wood packaging made entirely from thin wood (6mm or less in thickness)
- wood packaging made wholly of processed wood material such as plywood, particle board, oriented strand board or veneer that has been created using glue, heat or pressure, or a combination thereof
- veneer peeler core
- barrels for wine and spirit that have been heated during manufacture
- gift boxes for wine, cigars and other commodities made from wood that has been processed and/or manufactured in a way that renders it free of pests
- sawdust, wood shavings and wood wool
- wood components permanently attached to freight vehicles and containers.

Note: Not all types of gift boxes or barrels are constructed in a manner that renders them pest free, and therefore certain types may be considered to be within the scope of this standard. Where appropriate, specific arrangements related to these types of commodities may be established between importing and exporting NPPOs.

2. APPROVED TREATMENT OPTIONS

Presently the only internationally accepted treatment options under the AWPCS is heat treatment or fumigation with methyl bromide.

Where wood packaging has been treated in accordance with the requirements of the AWPCS the treatment is considered to be effective for the entire life of the article.

2.1 Heat treatment

2.1.1 Where heat is the chosen treatment option all wood packaging material shall be heated in accordance with a specific time-temperature schedule that achieves a **minimum wood core temperature of 56°C for a minimum duration of 30 continuous minutes.**

2.1.2 Kiln-drying (KD), heat enabled chemical pressure impregnation (CPI), or other treatments may be considered heat treatments provided that these treatments meet the heat treatment specifications and dosage as listed above. For example, CPI may meet the heat treatment specifications in the AWPCS through the use of steam, hot water, or dry heat.

Note: The requirements that shall be met by heat treatment providers are provided in [Appendix 1 - Requirements for AWPCS Heat Treatment Providers.](#)

2.2 Fumigation with methyl bromide

2.2.1 Where fumigation with methyl bromide is the chosen treatment option all wood packaging material shall be fumigated in accordance with the minimum standard described below in Table 1.

The minimum temperature should not be less than 10°C and the minimum exposure time must be not less than 24 hours.

Table 1. Minimum Methyl Bromide Fumigation Standard

Temperature	Dosage (g/m ³)	Minimum concentration (g/m ³) at:			
		2hrs	4hrs	12hrs	24hrs
21°C or above	48	36	31	28	24
16°C or above	56	42	36	32	28
10°C or above	64	48	42	36	32

Note: The requirements that shall be met by treatment providers when performing fumigations are provided in [Appendix 2 – Requirements for AWPCS Methyl Bromide Fumigation Providers.](#)

3. MANUFACTURING WOOD PACKAGING

3.1 Definition of manufacturing

3.1.1 For the purpose of the AWPCS manufacturing includes all activities that constitute the construction of a finished article of wood packaging. For example: nailing pieces of timber to construct a frame or support structure, constructing crates or pallets.

3.1.2 Individuals and or companies that undertake the activities listed above are recognised as wood packaging manufacturers and require certification under the AWPCS to apply the internationally recognised certification mark and produce ISPM 15 compliant wood packaging.

3.2 Off-site manufacturing

3.2.1 Manufacturers that operate from a fixed site that intend to travel to other sites to assemble wood packaging material must apply for a second certification number for the off-site manufacturing activities. This enables the manufacturer to operate as a mobile manufacturer and travel to any site and manufacture wood packaging material.

3.2.2 The following requirements shall apply to certified off-site manufacturers:

- All wood packaging material that is assembled or manufactured at an off-site location must bear the “off-site manufacturing” certification mark.
- Company procedures for manufacturing off-site must be documented in the manufacturer’s quality manual and may be included as an additional schedule.
- Compliance with all requirements that apply to manufacturers under the AWPCS including procedures for managing the security of devices used to apply the certification mark must be demonstrated.

Note: The same requirements apply to treatment providers who operate from a fixed site but also wish to be able to travel to off-site locations to administer treatment.

3.3 Activities exempted from the definition of manufacturing

For the purposes of the AWPCS the following activities are exempted from the definition of manufacturing:

- Where an individual/company purchases certified timber that is marked and the timber is sawn into pieces/lengths and then used to support cargo during export.
- Where an individual/company purchases a finished article such as a crate/box from a certified facility and nails the lid on after purchase.
- Where an individual purchases a wood packaging kit (a wood packaging kit is comprised of all the necessary components required for assembly into a single pallet, box, or crate) that is unassembled and then assembles the kit around a product.

4. THE CERTIFICATION MARK

4.1 Application of the certification mark

4.1.1 All wood packaging material that has been subjected to an approved phytosanitary treatment and is produced for use in export consignments to countries that have implemented ISPM 15 shall display an internationally recognised certification mark, as specified in [Clause 4.3](#).

4.1.2 The certification mark is non-transferable and ultimately provides traceability to the treatment provider and manufacturer. Each certification mark is unique to the individual treatment provider or manufacturer of the wood packaging material.

4.1.3 The certification mark applied to wood packaging material prepared for export must be:

- Legible.
- Permanent and not transferable
- Stamped or branded onto the wood packaging material.(Tags or stickers are not acceptable).
- Placed in a clearly visible location on at least two opposite sides of the article being certified.

Note: The certification mark must not be hand drawn.

Examples:

- On pallets, this could be on the outer faces of the blocks as these are more visible to an inspector when looking inside a container or anywhere else where pallets are stacked.
- On individual pieces of dunnage it is acceptable for only one mark to be applied.
- Where an article such as a pallet or crate is manufactured from non-regulated material (such as plywood) and the frame is made from regulated wood (such as pine), it is acceptable to mark two opposite sides of the non-regulated material on the finished item of wood packaging as this verifies that the regulated material has been treated.

4.1.4 The certification mark can be any colour, but the use of red and orange should be avoided as these colours are used in the labelling of dangerous goods.

4.1.5 The certification mark shall not be used for any other purposes such as advertising or on company stationery.

- 4.1.6 The certification mark shall be applied to wood packaging material after an approved treatment has been administered by a AWPCS certified treatment provider. The mark shall not be applied prior to treatment.
- 4.1.7 The certification mark shall be applied to either the finished article or to the components of the wooden packaging by a AWPCS certified manufacturer prior to assembly of the finished article.

4.2 Security of the certification mark

4.2.1 The following requirements shall apply to managing the security of devices used to apply the certification mark to wood packaging:

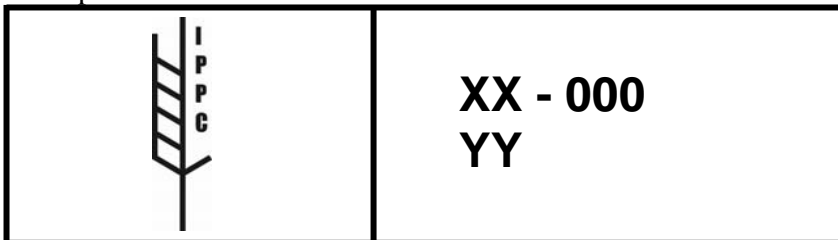
- All certified facilities must have a record of the number of devices that they possess for the purpose of applying the certification mark to wood packaging material.
- All certified facilities must implement procedures to prevent the loss or misuse of any device and must report any loss to their AWPCS certification body immediately.
- All devices used for applying the certification mark must be kept in a secure manner when not in use. For example, in a lockable cabinet.
- A register listing the number of devices owned by the facility and who has authority to use these devices must be maintained by the facility.
- If a device is no longer in use or is damaged and will be disposed of, the date and method of disposal is to be recorded.
- Devices must be disposed of in such a way that they are rendered completely unusable.
- All procedures relating to maintaining the security of the mark must be documented in the AWPCS certified facility's quality manual.

4.3 Specifications of the certification mark

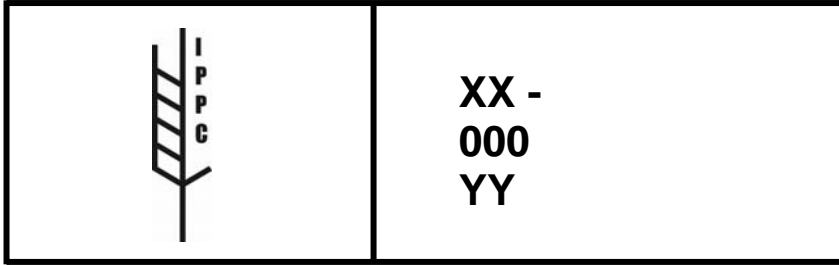
4.3.1 The certification mark shall be applied according to the models shown in examples 1 to 6. This includes shape, perimeter lines and the interior dividing lines.

4.3.2 There is no specific size set for the certification mark, but it should be sufficient in size to be legible. For example, it should be large enough to enable the codes contained within the mark to be read by a front-line inspector. The size of these codes and the IPPC symbol in relation to each other should be according to one of the models shown in examples 1 to 6.

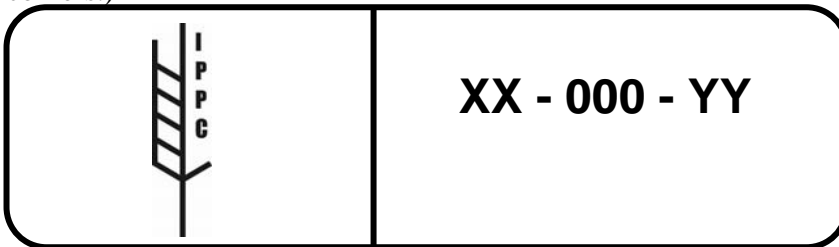
Example 1:



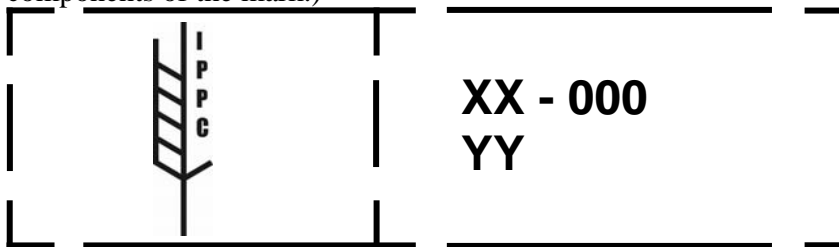
Example 2:



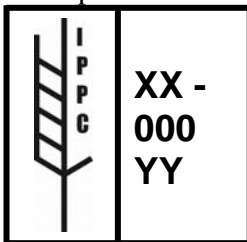
Example 3: (This represents a prospective example of a mark with the border with rounded corners.)



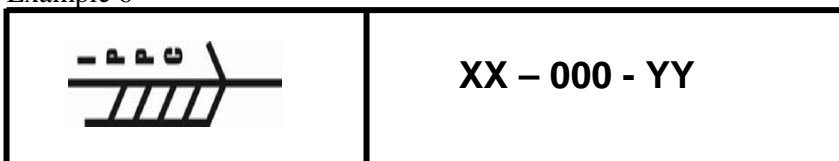
Example 4 (This represents a prospective example of a mark applied by stencilling; small gaps may be present in the border, and the vertical line, and elsewhere among the components of the mark.)



Example 5



Example 6



4.3.3 The certification mark shall include:

- **IPPC** certification symbol.
- **XX**: represents the two letter ISO country code, **AU** for Australia.
- **000**: represents the unique certification number issued by AQIS. Inclusion of the certification number in the certified mark ensures that the wood packaging material can be traced back to the treatment provider and/or manufacturer.
- **YY**: is the treatment abbreviation
 - **HT** is the code for heat treatment
 - **MB** is the code for methyl bromide fumigation.

4.3.4 Other information may also be included outside of the border of the mark provided that it is not confusing, deceptive or misleading. Examples of permitted additional information may include date of manufacture, batch number, company name or logo.

4.4 Unapproved use of the certification mark

4.4.1 The IPPC certification symbol is a registered trade mark in Australia. AQIS is authorised to approve others to use the IPPC symbol (as part of the certification mark) and does so through certification under the AWPCS.

4.4.2 Failure to comply with the requirements specified in the AWPCS concerning the use of the certification mark will result in the immediate revocation of a facility's certification and they will no longer be permitted to use the certification mark.

4.4.3 The use of the certification mark (or a deceptively similar mark) by those not certified under the AWPCS is:

- An infringement of Section 120(1) of the *Trade Marks Act 1995* (Cth).
- Misleading and deceptive conduct under Section 52 of the *Trade Practices Act 1974* (Cth).

4.5 Use of debarked wood

Irrespective of the type of treatment applied, all wood packaging material must be made of debarked wood. For the AWPCS, any number of visually separate and clearly distinct small pieces of bark may remain if they are:

- less than 3 cm in width (regardless of the length) or
- greater than 3 cm in width, with the total surface area of an individual piece of bark less than 50 square cm.

Note: For methyl bromide treatment, the removal of bark must be carried out before the treatment because the presence of bark on wood affects the efficacy of the methyl bromide treatment. For heat treatment, the removal of bark can be carried out before or after treatment.

4.6 Heat treated and fumigated wood packaging material

4.6.1 The use of fumigated and heat treated wood in the one article is only permitted in the manufacture of newly produced wood packaging material.

4.6.2 The following requirements shall apply in the manufacture of such wooden packaging material:

- All marks must bear the same facility's certification number.
- The use of two marks with different treatment codes side by side on an article is not permitted.
- The use of two treatment codes in the one mark is not permitted.
- Wood used in the manufacture of an article must be marked according to the treatment it has undergone, heat treated timber must be marked with the HT code and fumigated timber must be marked with the MB code.
- Traceability systems must meet all requirements detailed in the AWPCS and must be such that the fate of the treated timber used in the construction of the wood packaging material can be traced from receipt to despatch to clients.
- All treated timber received and used in the production of wood packaging material must be able to be accounted for.

Examples:

- Where the frame of article is not visible and constructed from timber that has been treated by a method that is different to the timber on the exterior it shall be marked accordingly on at least two opposite components (not every piece). The external timber shall be marked on two opposite sides according to the treatment it has been subjected to.
- Where an article has been constructed using heat treated wooden bearers as a base and fumigated material as the top component the base is to be marked on two opposite sides using the HT symbol and the top component must be marked on two opposite sides using the MB code.

4.6.3 Wood packaging material that has been repaired or remanufactured is subject to the requirements detailed in [Clause 7](#). Mixed marking is not permitted on such articles.

5. APPLYING FOR CERTIFICATION UNDER THE AWPCS

5.1 Eligible applicants

5.1.1 Eligible applicants shall be located in Australia and include:

- Treatment providers (either heat or fumigation).
- Wood packaging manufacturers.

5.2 Applications for certification

5.2.1 All applications for certification under the AWPCS shall be made to an accredited certification body. A list of certification bodies accredited to assess an applicant's suitability for obtaining certification under the AWPCS is available on the JAS-ANZ Register, located at: www.jas-anz.com.au or on the DAFF website at: www.aqis.gov.au.

5.2.2 The selection of a certification body is at the discretion of the applicant. It is the applicant's responsibility to contact the certification body of their choice to confirm all arrangements, including costs, terms and conditions and availability.

Note: The certification body shall require the applicant to complete and submit an application form and enter into a contractual arrangement.

5.3 Submission of a quality manual

5.3.1 Each applicant shall submit a quality manual to the certification body for initial assessment. The quality manual shall clearly detail the quality systems or procedures the facility has in place to meet the conditions and requirements of the AWPCS .

5.4 Assessment of applications

5.4.1 The requirements that shall be met by certification bodies when assessing applications are provided in [Appendix 5 – Requirements for AWPCS Certification Bodies](#).

5.4.2 Applicants that meet the requirements of the AWPCS shall be assigned a unique certification number for the facility and or off-site activity that has been assessed. The certification number forms part of the certification mark that shall be applied to wood packaging produced for export under the AWPCS. Refer to [Clause 4.3](#) regarding certification marks.

5.4.3 All certified treatment providers and manufacturers of wood packaging material shall be listed by AQIS on the *AWPCS Register*, located on the DAFF website at: www.aqis.gov.au

5.4.4 As part of the conditions for certification under the AWPCS, all certified treatment providers and wood packaging manufacturers agree to have their company name, contact details and certification number listed on the *AWPCS Register*.

5.4.5 Where the application for certification is lodged for a facility that is both a manufacturer and a treatment provider all requirements documented in the AWPCS that apply to both a treatment provider and a wood packaging manufacturer shall be met.

5.4.6 Where a facility has sites in several locations each individual site shall be subject to audit. Each site that meets the requirements of the AWPCS will be allocated a unique certification number and will be listed separately on the *AWPCS register*.

5.4.7 Where a facility intends to undertake off-site treatment or manufacturing these procedures shall be subject to audit. If the requirements of the AWPCS are met, a unique certification number will be issued for the off-site operations and this will be listed separately on the *AWPCS Register*.

5.5 Auditing of certified facilities

5.5.1 Frequency of audits

In addition to the initial site audit, each certified facility shall be subjected to a minimum of two verification audits annually by an accredited certification body. Verification audits shall be conducted at six monthly intervals.

Only one verification audit is required in addition to the initial site audit in the first year of certification.

On-going certification under the AWPCS is subject to the certified facility successfully passing the two annual audits conducted by the certification body.

5.5.2 Detection of nonconformities

A list and description of nonconformities is provided in [Appendix 6](#).

Audits that reveal a major nonconformity or more than two minor nonconformities shall result in the certified facility having its certification revoked immediately.

Audits that reveal a minor nonconformity shall result in a corrective action request being raised by the certification body. Certified facilities are responsible for ensuring that corrective actions are carried out within the specified time periods prescribed or face further enforcement actions. The maximum time period to be prescribed for resolving corrective actions is one month from the time the corrective action was raised.

Should the certification status of the facility be revoked, the certified facility shall immediately cease applying the certification mark and destroy all marking devices. The change in status shall be recorded on the *AWPCS Register*.

5.5.3 Re-applying for certification

A treatment provider or wood packaging manufacturer may re-apply for certification once it has completed all corrective actions necessary to prevent a recurrence of the nonconformity (ies) to the satisfaction of the certification body.

The facility must re-submit a quality manual and a detailed report of the corrective actions taken to the certification body.

5.6 Change in certification under the AWPCS

5.6.1 Should a certified facility change the scope of its certification under the AWPCS, (for example its company name, ownership, management, ABN, or voluntarily withdraw from the AWPCS), the certified facility shall notify in writing the relevant certification body.

5.6.2 A 'Notification of Change in Facility Certification Status Form' ([Appendix 10](#)) must be completed by the certification body and the form will be forwarded on to AQIS. The certification number shall be cancelled and the change in status will be recorded in the *AWPCS Register*.

Note: A change to a certified facility's certification status may also include an extension and or reduction in scope or cancellation or suspension from the AWPCS.

Contact details for AQIS:

Australian Quarantine and Inspection Service
Grain Export Program
GPO Box 858
CANBERRA ACT 2607

Or notification may be faxed to the Program Manager, Grain Export Program on
(02) 6272 5423.

5.6.3 When certification has been cancelled all use of the certification mark shall cease immediately and all marking devices shall be destroyed.

5.7 Relocation of a certified facility

5.7.1 Relocating a certified facility to a new site is considered a significant variation to a certified facilities quality system. Any alterations that can affect compliance with the requirements of the AWPCS must be submitted in writing to the company's certification body for approval prior to implementation.

5.7.2 If a certified company relocates an existing certified facility to a new location the following requirements must be met:

- The company must notify their certification body prior to the relocation.
- The company's quality manual must be updated and submitted to their certification body for approval prior to the relocation.
- The new site must be audited prior to the production and or treatment of on-selling of any wood packaging.

Note: Wood packaging that is produced prior to the new site being audited and compliance verified will not be recognised as being compliant with the ISPM 15 standard.

5.8 Changing certification bodies

The following notification procedures shall apply should a certified facility change certification bodies:

- The certification body that is currently servicing the certified facility shall advise AQIS in writing of the certified facility's intention to change service providers.
- The certified facility is to provide written confirmation to AQIS that they have changed certification bodies and provide the name of the certification body that will be providing certification services.
- The certification body to which the certified facility has transferred to shall notify AQIS in writing confirming that will now be providing certification services to the certified facility.

6. RESPONSIBILITIES OF EACH PARTY

6.1 Australian Quarantine and Inspection Service (AQIS)

AQIS is responsible for:

- responding to inquiries of a technical nature forwarded by JAS-ANZ
- maintenance of the DAFF website including the *AWPCS Register*
- the regular review of the AWPCS, the provision of updates detailing any additional requirements of the AWPCS or ISPM 15 standard and as appropriate, details of any newly approved treatment options
- liaising with the approved accreditation body and monitoring the implementation and on-going effectiveness of the AWPCS
- providing certification numbers to approved treatment providers and or manufacturers through certification bodies on receipt of written requests
- liaising with international government agencies and the investigation of any non-compliance notification issued by an overseas country

- public relation activities associated with the AWPCS and the ISPM 15 standard.

Note: Communication sent directly to AQIS from certification bodies should also be copied to JAS-ANZ and information will be provided to certification bodies through JAS-ANZ.

6.2 The accreditation body (JAS-ANZ)

The AQIS approved accreditation body is responsible for:

- the accreditation of certification bodies to provide certification services under the AWPCS
- on-going monitoring of certification bodies
- liaising with certification bodies as an information conduit between AQIS and certification bodies
- advising certification bodies of the requirements of the AWPCS
- maintaining consistency of certification body audits throughout Australia
- maintaining a current list of certification bodies accredited to provide certification under the AWPCS
- notifying AQIS of the accreditation status of certification bodies.

6.3 The certification body

The certification body is responsible for:

- the assessment and review of applications
- reviewing the applicant's quality manual
- conducting site audit(s) to verify the implementation of procedures documented in the facility's quality manual
- scheduling and conducting on-going verification audits of certified facilities
- decisions regarding the granting, maintaining, reducing, extending, withdrawing and cancelling of certification
- providing input regarding certifications under the scheme into the AWPCS and JAS-ANZ registers
- advising certified facilities of any amendments to the AWPCS and or ISPM 15 standard
- notifying AQIS in writing of any changes to a treatment provider or manufacturer's certification status
- public relation activities associated with the AWPCS
- advising AQIS of certified company's nonconformity with the requirements of the AWPCS
- providing a written six monthly audit summary report to AQIS.

6.4 Treatment providers and wood packaging manufacturers

Treatment providers and wood packaging manufacturers are responsible for:

- complying with all relevant legislation, safety codes, or licensing applicable to the State or Territory in which the treatment is being performed
- ensuring that all treatments are performed in accordance with the AWPCS
- ensuring that all staff members responsible for quality control activities or involved in the treatment and production of certified wood packaging material are aware of the requirements of the AWPCS and are appropriately trained in all functions specific to this scheme

- identifying and providing appropriate employees to assist the certification body during audits
- correct application of the certification mark (if applicable).

7. RE-USE OF PREVIOUSLY CERTIFIED WOOD PACKAGING MATERIAL

7.1 Reuse of wood packaging material

All wood packaging that bears a certification mark from Australia or another country and meets the requirements of ISPM 15 may be re-exported from Australia.

Note: If no alterations are made to the unit of wood packaging and it is simply being put back into service without any modifications or repairs, it does not need to be retreated and or re-marked.

7.2 Repaired wood packaging material

7.2.1 Repaired wood packaging material is wood packaging material that has had **up to** approximately one third of its components removed and replaced. Certified facilities must ensure that when marked wood packaging material is repaired, only wood treated in accordance with the AWPCS is used for the repair, or wood constructed or fabricated from processed wood material.

7.2.3 Repaired and re-manufactured wood packaging material shall be remarked and all wood shall have been subject to the same treatment (For example, it is not possible to mix components that have been heat treated with components that have been fumigated in the same article of wood packaging material).

7.2.4 If fumigated and heat treated components are to be mixed during the repair and or re-manufacture process, re-treatment of the wood will be necessary.

7.2.5 The final wood packaging product shall display the certification mark of the treatment provider who carried out the appropriate treatment. All other certification marks shall be completely removed.

7.3 Remanufactured wood packaging material

7.3.1 If a unit of wood packaging material has had **more than** approximately one third of its components replaced, the unit is considered to be remanufactured.

7.3.2 Repaired and re-manufactured wood packaging material shall be remarked and all wood shall have been subject to the same treatment (For example, it is not possible to mix components that have been heat treated with components that have been fumigated in the same article of wood packaging material).

7.3.3 If fumigated and heat treated components are to be mixed during the repair and or re-manufacture process, re-treatment of the wood will be necessary.

7.3.4 The final wood packaging product shall display the certification mark of the treatment provider who carried out the appropriate treatment. All other certification marks shall be completely removed.

8. CERTIFICATION OF DOMESTIC WOOD PACKAGING MATERIAL FOR EXPORT

8.1 Wood packaging material manufactured for the domestic market may be certified for use in export consignments provided it has been subjected to an approved treatment (for example, fumigation or heat treatment) by a certified AWPCS treatment provider or constructed by a certified AWPCS wood packaging manufacturer from wood that has been sourced from a certified AWPCS treatment provider.

9. PRODUCTION AND ON-SELLING OF WOOD PACKAGING “KITS”

9.1 For the purposes of the AWPCS a wood packaging “kit” is considered to be an unassembled pack comprised of all the necessary components needed to produce a single pallet, box or crate.

9.2 Wood packaging “kits” may be stamped with the certification mark and on-sold to individual/clients only under the following conditions:

- The wood packaging “kit” comprises all the components necessary to assemble into a single pallet, box or crate.
- At least two components of each “kit” are stamped with the certification mark and upon assembly the mark is visually obvious on at least two opposite sides of the wood packaging article.
- The “kits” are on-sold directly to companies/individuals that will be assembling the kit.
- The “kit” is assembled in Australia.
- Each “kit” that is on-sold must be either banded together, shrink wrapped or similarly packaged to protect the integrity of the disassembled wood packaging product.
- No physical alterations are made to the kit. (For example cutting down pieces.)

10. REQUIREMENTS FOR CERTIFICATION UNDER THE AWPCS

10.1 Treatment providers

10.1.1 The requirements that a heat treatment provider shall meet for certification under the AWPCS are provided in [Appendix 1](#).

10.1.2 The requirements that a fumigator shall meet for certification under the AWPCS are provided in [Appendix 2](#).

10.2 Wood packaging manufacturers

10.2.1 The requirements that a wood packaging manufacturer (without an on-site treatment facility) shall meet for certification under the AWPCS are provided in [Appendix 3](#).

10.2.2 The requirements that a wood packaging manufacturer (with an on-site treatment facility) shall meet for certification under the AWPCS are provided in [Appendix 4](#).

10.3 Certification bodies

10.3.1 The requirements that a certification body shall meet when certifying and auditing certified facilities under the AWPCS are provided in [Appendix 5](#).

11. APPENDICES

[Appendix 1: Requirements for AWPCS heat treatment providers](#)

[Appendix 2: Requirements for AWPCS methyl bromide fumigation providers](#)

[Appendix 3: Requirements for wood packaging manufacturers without on-site treatment facility](#)

[Appendix 4: Requirements for wood packaging manufacturers with on-site treatment Facility](#)

[Appendix 5: Requirements for certification bodies](#)

[Appendix 6: List and description of nonconformities](#)

[Appendix 7: Generalised format for treatment certificates](#)

[Appendix 8: Timber treatment summary](#)

[Appendix 9: Request for certification number form](#)

[Appendix 10: Notification of change in facility certification status form](#)

Appendix 1: Requirements for AWPCS heat treatment providers

1.1 General

1.1.1 This section provides details of the requirements that shall be met by heat treatment providers for certification under the AWPCS.

1.2 Quality systems and manuals

1.2.1 The treatment provider shall have a quality system in place that assures consistent compliance with the requirements of the AWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the treatment provider.

1.2.2 The heat treatment provider shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited AWPCS certification body.

1.2.3 The quality manual shall include procedures to address the following:

- segregation of treated and untreated timber
- traceability of treated wood from the treatment stage through to storage and despatch
- application of the certification mark (if applicable)
- records management
- training provided to staff members responsible for quality control or involved in the treatment of wood packaging material to ensure understanding of the requirements of the AWPCS
- procedures for administering the heat treatment that assures that the minimum wood core temperature of 56°C for a minimum duration of 30 continuous minutes is achieved
- procedures for recording temperatures in the heat treatment chamber
- procedures to ensure adequate air flow within the treatment chamber
- location, number and type of temperature sensors and monitoring equipment used in the treatment facility
- mechanisms to detect treatment failure and the appropriate corrective actions that may be applied
- calibration of monitoring or measuring equipment
- procedures for issuing heat treatment certificates
- procedures for identifying batches or lots that have been treated
- tracking of shipments of treated wood or wood packaging material including transfers or sales to other certified facilities such as manufacturers of wood packaging materials
- procedures relating to maintaining the security of the certification mark
- complaints process that complies as a minimum with ISO/IEC Guide 65 Clause 15.

1.2.4 The quality manual shall also include:

- a site plan of the facility
- an organisational structure clearly identifying the person(s) responsible for quality control activities and or for performing activities specific to the AWPCS

1.2.5 A copy (ies) of the quality manual or relevant procedures and or work instructions shall be available for use by all employees that have a role or perform a function under the AWPCS.

1.2.6 Any alterations, amendments or corrections to the quality system or quality manual that may affect compliance with the requirements of the AWPCS shall be submitted in writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

1.3 Segregation of treated and untreated wood packaging

1.3.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots or a specified separation distance between each lot.

1.3.2 The system of segregation shall be able to be verified by the certification body at time of audit.

1.4 Traceability

1.4.1 A treatment provider's traceability system shall allow all treated wood or wood packaging to be traced from the treatment stage through to storage and despatch to clients.

1.5 Prior to treatment

1.5.1 All raw wood or wood packaging material to be treated shall be stacked in a manner that allows adequate air circulation throughout the entire stack or bundle.

1.5.2 For heat treatment, the removal of bark can be carried out before or after treatment.

1.5.3 All operators who administer treatment shall have knowledge of the point in the heat treatment chamber or enclosure that receives the lowest heat dose and use this information as a basis for determining the duration and temperature of heating needed to achieve the specified heat treatment regimen.

1.6 Heat treatment dosage

1.6.1 All wood packaging material shall be heated in accordance with a specific time-temperature schedule that achieves a minimum wood core temperature of 56°C for a minimum duration of 30 continuous minutes.

Note: It is recognised that there is considerable variation in the way heat treatment facilities operate. It is the responsibility of the facility to identify the operating conditions that ensure compliance with the heat treatment standard.

1.6.2 If the certification body cannot determine that the operating systems specified in the facility's quality manual will meet the heat treatment standard, the facility may be required to have a laboratory accredited by NATA or equivalent verify that some or all the operating

conditions are sufficient for meeting the specified treatment standard of 56°C at the core for a minimum of 30 continuous minutes.

1.7 The treatment chamber

1.7.1 Heat treatment shall be carried out in a fully enclosed chamber that is in good working order. The chamber air circulation and operating temperature shall be such that the facility can consistently ensure that a minimum temperature of 56°C for a minimum duration of 30 continuous minutes is achieved at the core of each piece of wood or wood packaging material throughout the treated load.

1.7.2 Heat treatment providers shall be able to demonstrate that their facilities can consistently deliver treatments to a core temperature of 56°C for a duration of 30 continuous minutes across various species of wood that are treated by the provider.

1.7.3 If a treatment provider cannot demonstrate this then the treatment chamber may need to undergo practical testing to confirm the provider's ability to meet the heat treatment requirement.

1.7.4 The testing shall be overseen by an independent suitably qualified person/organisation (such as a representative from a government authority/agency, research institution or appropriate industry association) that can verify the facility's ability to meet this requirement for both hardwood and softwood species.

1.8 Measuring and monitoring equipment

1.8.1 Operators shall have access to equipment to accurately monitor and measure the temperature of the treatment chamber and the core temperature of the wood or wood packaging material being treated.

1.8.2 Monitoring equipment shall be maintained, calibrated and used according to the manufacturer's specifications. A laboratory accredited by NATA or equivalent shall calibrate all monitoring equipment at least annually. Calibration records shall be retained.

1.9 Measuring and monitoring of treatment

1.9.1 All treatment runs shall be monitored regularly throughout the duration of the treatment. The treatment duration begins when the temperature and humidity of the chamber has stabilised.

1.9.2 Actual treatment begins when the core temperature of the wood at all points in the stack or bundle has reached 56°C.

1.9.3 Measurement of the heat dosage achieved may be done through the use of electronic probes or dry bulb thermometers with data logging equipment or other monitoring system that ensures effective monitoring of the treatment.

1.10 Treatment certificates

1.10.1 Where treated wood is to be on-sold or transferred to a wood packaging manufacturer, and the treatment provider elects not to apply the certification mark directly to

the treated wood, a treatment certificate shall be supplied for each batch or lot of treated timber that is on-sold or transferred to the wood packaging manufacturer.

1.10.2 A generalised format for treatment certificates is provided in [Appendix 7](#). As a minimum treatment certificates should contain the following:

- name of treatment provider
- ABN of treatment provider
- type of treatment performed
- date of treatment (or a despatch date for heat treatment certificates only)
- details of treatment for example, core temperature and duration of treatment
- certification number of the heat treatment facility
- description of wood packaging treated for example, type of packaging or quantity
- details of any distinguishing marks present on wood packaging
- signature of a certified facility representative.

A despatch date is allowed to be used in lieu of a treatment date for heat treatment certificates where it can be demonstrated that the specific treatment date of each pack of timber can be ascertained on request.

Note: Electronic signatures are acceptable however a typed name does not qualify as an electronic signature.

1.10.3 The treatment provider shall ensure that the process for identifying batches or lots that have been treated and the issuance of treatment certificates is clearly documented in the facility's quality manual.

1.11 Application of certification mark

1.11.1 Where the treatment provider elects to apply the certification mark it shall be applied to the treated wood or wood packaging material in accordance with [Section 4: The Certification Mark](#).

1.12 Records management

1.12.1 The treatment provider shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the treatment provider is consistently meeting the requirements of the AWPCS. All documentation shall be made available for review by the certification body at the time of audit.

1.12.2 Documentation that shall be retained by treatment providers includes but is not limited to:

- a record of the certification number assigned to the facility by AQIS
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the treatment stage, right through to storage, and despatch to clients
- treatment records
- calibration records for all equipment as is appropriate to the individual provider and all records of monitoring activities conducted during treatment.

Appendix 2: Requirements for AWPCS methyl bromide fumigation providers

2.1 General

2.1.1 This section provides details of the requirements that shall be met by methyl bromide fumigators for certification under the AWPCS. These requirements may be additional to those required generally for fumigators conducting methyl bromide in Australia, such as safety procedures, notifications, training and licensing.

2.2 Quality systems and manuals

2.2.1 The fumigation treatment provider shall have a quality system in place that assures consistent compliance with the requirements of the AWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the fumigation provider.

2.2.2 The fumigation treatment provider shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited certification body.

2.2.3 The quality manual shall include procedures to address the following:

- segregation of treated and untreated timber
- traceability of treated wood from the treatment stage through to storage and despatch
- application of the certification mark (if applicable)
- records management
- the training provided to staff members responsible for quality control or involved in the treatment of wood packaging material to ensure understanding of the requirements of the AWPCS
- procedures for administering the fumigant including temperature control, airflow within the treatment chamber and maintenance of correct fumigant concentrations
- procedures for recording and reporting methyl bromide usage
- monitoring activities undertaken during treatment
- mechanisms to detect treatment failure and the appropriate corrective actions that may be applied
- calibration of monitoring or measuring equipment
- procedures for issuing fumigation certificates
- procedures for identifying batches or lots that have been treated
- tracking of shipments of treated wood or wood packaging material including transfers or sales to other certified facilities such as manufacturers of wood packaging materials
- procedures relating to maintaining the security of the certification mark.
- complaints process that complies as a minimum with ISO/IEC Guide 65 Clause 15.

2.2.4 The quality manual shall also include:

- a site plan of the facility (where applicable)
- an organisational structure clearly identifying the person(s) responsible for quality control activities and or for performing activities specific to the AWPCS.

2.2.5 A copy (ies) of the quality manual or relevant procedures and or work instructions shall be available for use by all employees that have a role or perform a function under the AWPCS.

2.2.6 Any alterations, amendments or corrections to the quality system or quality manual that may affect compliance with the requirements of the AWPCS shall be submitted in writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

2.3 Segregation of treated and untreated wood packaging

2.3.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots or a specified separation distance between each lot.

2.3.2 The system of segregation shall be able to be verified by the certification body at time of audit.

2.4 Traceability

2.4.1 A fumigation provider's traceability system shall allow all treated timber or wood packaging to be traced from the treatment stage through to storage and despatch to clients.

2.5 Prior to fumigation

2.5.1 The following conditions shall be met prior to the commencement of any fumigation treatment:

- individual planks, rounds or articles shall have at least one physical dimension which is less than 20 mm thick
- the wood material in each bundle or stack is vertically separated every 200 mm
- there is adequate physical distance (at least 50 mm) between the wood packaging material and both the base and roof of the fumigation enclosure
- all raw wood or wood packaging shall removed
- the commodity to be treated shall have a minimum temperature of 10° C (including at the wood core) throughout the duration of the treatment.

Note: A fumigation carried out in the open, with high prevailing wind speeds is unlikely to be successful and may also be unsafe.

2.6 Temperature and fumigation dosage rates

2.6.1 All methyl bromide fumigations performed shall meet the minimum standard as detailed in the table below. The minimum ambient temperature should not be less than 10°C at the start and throughout the exposure and the minimum exposure time must be not less than 24 hours.

Table 1. Minimum Methyl Bromide Fumigation Standard

Ambient Temperature	Dosage (g/m ³)	Minimum concentration (g/m ³) at:			
		2hrs	4hrs	12hrs	24hrs
21°C or above	48	36	31	28	24
16°C or above	56	42	36	32	28
10°C or above	64	48	42	36	32

2.6.2 When ambient temperatures are below 10°C some form of artificial heating shall be used to raise the temperature to a satisfactory level prior to fumigation. Further heating may be required during the exposure period to maintain adequate commodity temperatures.

2.6.3 Calculation of methyl bromide dosages shall be based on the expected minimum ambient temperature within the enclosure during the fumigation period. For fumigations in containers, or under sheets under cover, commodity temperatures should be measured. For fumigation outside under sheets, minimum ambient temperatures may be used as an estimate of minimum commodity temperatures.

2.6.4 When temperatures are below 10°C some form of artificial heating shall be used.

2.6.5 Calculation of methyl bromide dosages shall be based on the expected minimum ambient temperature within the enclosure during the fumigation period.

2.6.6 The simplest manner to obtain the expected minimum temperature is from a daily weather forecast such as those provided on the Australian Government Bureau of Meteorology website (www.bom.gov.au) or through the local newspaper or television news program. No further calculations are required on this value.

2.6.7 For fumigation treatments carried out overnight the operator shall determine the average minimum ambient temperature expected for the duration of the treatment.

2.6.8 For fumigations carried out overnight, the treatment spans over two weather forecast periods. As a result the average minimum temperature must be estimated for the treatment period as based on the two forecasts. This is done by adding together the minimum temperature forecast for each day and then dividing by two.

2.6.9 Fumigation treatment provider's should note that the average minimum temperature is not an average of the daily maximum and minimum temperatures. This gives the average daily temperature.

2.7 The fumigation enclosure

2.7.1 Fumigation treatments shall be carried out in well-ventilated and sheltered areas.

2.7.2 Treatments shall either be carried out in a gastight chambers, freight containers or under sheets, forming a well sealed enclosure.

2.8 Chamber and container fumigation

2.8.1 The gastightness of all containers and fumigation chambers used to fumigate wood packaging material shall be verified prior to any fumigation by means of a pressure decay test. Containers or chambers that cannot achieve a pressure decay value, 200 to 100 Pa, of 10 seconds or more are not considered to be gastight.

2.8.2 Where it cannot be demonstrated that the fumigation chamber or container is gastight, the chamber or container must be sheeted with gastight fumigation sheets.

2.8.3 The floor of any fumigation enclosure shall be impervious to gas so that the minimum fumigant concentration can be maintained for the duration of the treatment.

2.9 Sheet fumigation

2.9.1 All fumigation sheets shall be:

- free from any defects
- have a permeability of less than 0.02 grams of methyl bromide per day per square meter.

2.9.2 Documented evidence of the sheet permeability such as a manufacturer's declaration shall be available for all sheets purchased after certification under the AWPCS.

2.9.3 Prior to commencement of any treatment the treatment provider shall ensure:

- a good seal exists between the sheets and the floor
- corners where ropes, cords or sampling lines emerge from between or under the sheets are tightly sealed
- loose sheets on corners of stacks are secured
- sheets are positioned to avoid any sharp corners or objects that might damage the sheets
- sheets are arranged so that there is at least 50 cm of sheeting extending beyond the limit of the seal
- sandsnakes, not chains or timber, are used for sealing sheets to the floor.

2.9.4 Fumigation shall only be performed on intact concrete or asphalt surfaces. The surface shall be flat, free of cracks, drains or any other openings.

2.10 Calculation of fumigation enclosure volume

2.10.1 For the purposes of fumigation the volume is the total space contained within the fumigation enclosure.

2.10.2 Where an enclosed chamber is used for fumigation the volume of any gas circulation equipment external to the chamber shall also be included in the calculation of enclosure volume.

2.11 Supply and sampling lines

2.11.1 *All enclosures*

All sampling lines shall be distinguishable from each other and placed away from supply line outlets (where supply lines are left in the stack).

2.11.2 *Single containers used as fumigation enclosures*

Supply lines shall be positioned to ensure the added fumigant is retained efficiently within the enclosure and to aid dispersal of the fumigant throughout the entire enclosure. Following the introduction of the gas, the supply lines the container shall be sealed to prevent leakage.

Sampling lines shall be placed at the top and centre of the fumigation enclosure and at the front base and centre of the material being fumigated. Where this is not feasible the operator shall document an equivalent alternative procedure.

2.11.3 *Multiple containers being used as fumigation enclosures, including open top containers*

Where multiple containers are used as fumigation enclosures and are fumigated under the same sheets in a single stack, the containers are to be treated as detailed in Table 2.

Table 2. Number of Sampling Lines by Container

Number of Containers	Number Sampling Lines	Placement
3 or Less	A minimum of 3 in the enclosure with at least one in each container	Top centre and elsewhere as required
> 3	A minimum of 1 line per container	Top centre

Where a sampling line cannot be placed in the positions indicated above the operator shall document an equivalent alternative procedure.

2.11.4 *Non-containerised*

For non-containerised treatments, a minimum of three sampling lines should be positioned within the enclosure equivalent to the front base, back and centre of the wood packaging material being fumigated.

2.12 Delivery of the fumigant

2.12.1 A vaporiser or volatiliser shall be used to deliver the fumigant and necessary measures to ensure effective dispersal within the fumigation enclosure shall be in place such as the use of fans.

2.12.2 Small enclosures such as shipping containers should have at least one axial fan with a minimum of 70m³/min (2500 CFM).

2.12.3 Larger enclosures should have at least two axial fans.

2.13 Measuring and monitoring equipment

2.13.1 Equipment should be capable of monitoring methyl bromide concentrations within the fumigation enclosure within the range of 2-100g/m³ for measurement of the fumigant.

2.13.2 Equipment used for monitoring fumigant in hazard areas and post treatment clearance of the enclosure should be capable of detecting concentrations of fumigants of between 2-100 ppm.

2.13.3 Monitoring equipment shall be maintained, calibrated and used according to the manufacturer's specifications. A laboratory accredited by NATA or equivalent shall calibrate all monitoring equipment at least annually. Calibration records shall be retained.

2.13.4 Where equipment cannot be calibrated it shall be used according to the manufacturer's specifications, kept in good working order and replaced as necessary.

2.14 Measuring and monitoring of fumigant levels

2.14.1 *Option 1 – Pressure testing and correct dosage application*

No monitoring is required after fumigation has commenced provided:

- the enclosure is pressure tested
- the pressure decay values verify that the container or chamber can be pressurised to 250 Pa
- the correct dosage of fumigant is introduced into the chamber.

Note: The above option is not suitable for sheet fumigation.

2.14.2 *Option 2 – Initial and endpoint monitoring with top-up option at the end*

Fumigant concentrations shall be monitored at two specific times during the treatment. Initial monitoring of the fumigant concentration shall occur 30 to 60 minutes after treatment has commenced. Final monitoring shall be done at the end of the treatment but not longer than one hour before the scheduled fumigation ends.

Measurements from all sampling lines should be within + or – 15% of each other at the set monitoring times. Where this is not achieved at the initial monitoring time, the treatment shall be extended or action taken to resolve the problem.

If the top-up option is required it shall be performed as stated in *Option 3*.

2.14.3 *Option 3 – Continuous monitoring – with top-up option*

The fumigant concentrations shall either be measured at specific times during the fumigation period or monitored at intervals not greater than six hours apart throughout the fumigation.

The top-up option may be used if the concentration falls below or is likely to fall below the minimum concentration. If this option is taken then the fumigation treatment shall be extended for an additional four hours. Only **one** top-up per treatment is permitted.

The methyl bromide concentration at the end of the treatment shall be in accordance with the minimum concentrations listed in [Table 1](#). If the final reading is below the minimum concentration listed in [Table 1](#) then the fumigation has failed.

2.15 Sheet fumigation

2.15.1 All fumigation sheets shall be:

- free from any defects
- have a permeability of less than 0.02 grams per day per square metre.

2.15.2 Documented evidence of the sheet permeability such as a manufacturer's declaration shall be available for all sheets purchased after certification under the AWPCS .

2.15.3 Prior to commencement of any treatment the operator shall ensure:

- a gastight seal exists between the sheets and the floor
- corners where ropes, cords or sampling lines emerge from between or under the sheets are tightly sealed
- loose sheets on corners of stacks are secured
- sheets are positioned to avoid any sharp corners or objects that might damage
- sheets are arranged so that there is at least 50 cm of sheeting extending beyond the limit of the seal
- chains and timber are not used for sealing sheets.

2.16 Treatment certificates

2.16.1 Where the treated wood is to be on-sold or transferred to a wood packaging manufacturer, and the fumigation provider elects not to apply the certification mark directly to the treated wood, a treatment certificate shall be supplied for each batch or lot of treated timber that is on-sold or transferred to the wood packaging manufacturer.

2.16.2 A generalised format for treatment certificates is provided in [Appendix 7](#). As a minimum treatment certificates should contain the following:

- name of fumigation provider
- type of treatment performed, for example, fumigation with methyl bromide
- method of fumigation for example, fumigation under gas tight sheets
- date of treatment
- details of treatment for example, dosage, minimum ambient temperature during fumigation or duration of treatment
- certification number of fumigation provider
- description of wood packaging treated, for example, type of packaging or quantity
- details of any distinguishing marks present on wood packaging
- signature of a certified facility representative.

Note: Electronic signatures are acceptable however, a typed name does not qualify as an electronic signature.

2.17 Application of the certification mark

2.17.1 Where the fumigation provider elects to apply the certification mark it shall be applied to the treated wood or wood packaging material in accordance with [Section 4: The Certification Mark](#).

2.18 Records management

2.18.1 The fumigation provider shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the fumigation provider is consistently meeting the requirements of the AWPCS. All documentation shall be made available for review by the certification body at the time of audit.

2.18.2 Documentation that shall be retained by fumigation provider includes but is not limited to:

- a record of the certification number assigned to the facility by AQIS
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the treatment stage, right through to storage, and despatch to clients
- treatment records
- calibration records for all equipment as is appropriate to the individual provider and all records of monitoring activities conducted during treatment.

2.19 Certification requirements for off-site treatment – mobile treatment providers

2.19.1 Treatment providers that operate from a fixed site and intend to travel to other sites to treat wood packaging material shall obtain a second certification number for the off-site treatment activities.

2.19.2 Compliance with all requirements that apply to treatment providers including procedures for managing the security of devices used to apply the certification mark shall be demonstrated.

2.19.3 Compliance shall be verified through audit by an accredited certification body during an off-site treatment before a certification number for any off-site activity will be issued.

2.19.4 Company procedures for administering treatment off-site shall be documented in the provider's quality manual and may be included as an additional schedule.

2.19.5 All wood packaging material that is treated at an off-site location shall bear the certification mark issued for the off-site operation.

Appendix 3: Requirements for wood packaging manufacturers without on-site treatment facility

3.1 General

3.1.1 This section provides details of the requirements that shall be met by wood packaging manufacturers (**without on-site treatment facilities**) for certification under the AWPCS.

3.2 Quality systems and manuals

3.2.1 The wood packaging manufacturer shall have a quality system in place that assures consistent compliance with the requirements of the AWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the manufacturer.

3.2.2 The wood packaging manufacturer shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited certification body.

3.2.3 The quality system shall include procedures to address the following:

- sourcing treated timber from a certified treatment facility
- segregation of treated and untreated timber
- traceability of treated wood from receipt through to manufacture, storage and despatch
- application of the certification mark
- records management
- the training provided to staff members responsible for quality control or involved in the manufacture of wood packaging material to ensure understanding of the requirements of the AWPCS
- procedures relating to maintaining the security of the certification mark
- complaints process that complies as a minimum with ISO/IEC Guide 65 Clause 15.

3.2.4 The quality manual shall also include:

- a site plan of the facility (where applicable)
- an organisational structure clearly identifying the person(s) responsible for quality control activities and/or for performing activities specific to the AWPCS.

3.2.5 A copy (ies) of the quality manual or relevant procedures/work instructions shall be available for use by all employees that have a role or perform a function under the AWPCS.

3.2.6 Any alterations, amendments or corrections to the quality system or quality manual that may affect compliance with the requirements of the AWPCS shall be submitted in writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

3.3 Sourcing of wood

3.3.1 All wood used in the construction of wood packaging that is intended for use in export consignments shall be sourced from an Australian treatment provider certified under the AWPCS.

3.3.2 A wood packaging manufacturer may obtain treated wood from a third party supplier provided that it can be demonstrated that the treated wood has been sourced from a certified treatment provider.

Note: A wood packaging manufacturer's quality system shall include procedures for assessing a supplier's capacity to meet the specified requirements. Procedures may include on-site audits, inspection records or contractual agreements.

3.3.3 The manufacturer shall confirm that the treatment provider is listed on the *AWPCS Register*.

3.4 Segregation of treated and untreated wood packaging

3.4.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots or a specified separation distance between each lot.

3.4.2 The system of segregation shall be able to be verified by the certification body at time of audit.

3.5 Traceability

3.5.1 A wood packaging manufacturer's traceability system shall allow all treated timber used in the manufacture of export wood packaging to be traced from receipt, through to manufacture, storage and despatch to clients.

3.5.2 A wood packaging manufacturer shall provide documentation that allows trace back to the certified treatment provider from which the treated wood was sourced.

3.6 Application of certification mark

3.6.1 The wood packaging manufacturer shall apply the certification mark to the manufactured wood packaging in accordance with [Section 4: The Certification Mark](#).

3.7 Application of the certification mark prior to the assembly of wood packaging

3.7.1 Certified manufacturers may elect to apply the certification mark to either a finished article of wood packaging or to the components of the wood packaging prior to assembly of the finished article.

3.7.2 If marking is done prior to the assembly of the finished article then it shall be done in accordance with the following guidelines:

- the certification mark shall only be applied to timber that has been treated in accordance with the AWPCS and has been sourced from a certified treatment provider
- the certified manufacturer's quality manual must document the procedures for the application of the mark to ensure that only treated timber has been used in the finished article.

3.8 Records management

3.8.1 The wood packaging manufacturer shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the wood packaging manufacturer is consistently meeting the requirements of the AWPCS. All documentation shall be made available for review by the certification body at the time of audit.

3.8.2 Documentation that shall be retained by the wood packaging manufacturer includes but is not limited to:

- a record of the certification number assigned to the facility by AQIS
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the receipt stage, right through to manufacture, storage and despatch to clients
- copies of treatment certificates issued by certified treatment providers.

3.8.3 Manufacturers have the option of either providing a copy of the original treatment certificate provided by the certified treatment provider or a completed copy of the *Timber Treatment Summary* ([Appendix 8](#)).

All fields in the *Timber Treatment Summary* are mandatory as they are considered necessary to provide traceability to the original treatment provider in the event that the on-selling manufacturer withdraws or is suspended from the AWPCS.

3.9 Certification requirements for off-site manufacturing - mobile manufacturers

3.9.1 Manufacturers that wish to assemble (complete the manufacturing process) at a location other than the location they are certified to operate from, shall obtain a separate certification number for the off-site activities.

3.9.2 Compliance with all requirements that apply to manufacturers, including procedures for managing the security of devices used to apply the certification mark, shall be demonstrated.

3.9.3 Compliance shall be verified through audit by an accredited certification body during an off-site assembly of wood packaging before a certification number for any off-site activity will be issued.

3.9.4 Company procedures for manufacturing off-site shall be documented in the manufacturer's quality manual and may be included as an additional schedule.

3.9.5 All wood packaging material that is manufactured at an off-site location shall bear the certification mark issued for the off-site operations.

Appendix 4: Requirements for wood packaging manufacturers with on-site treatment facility

4.1 General

4.1.1 This section provides details of the requirements that shall be met by a wood packaging manufacturer that both manufactures and treats wood packaging material on-site for certification under the AWPCS.

4.1.2 A wood packaging manufacturer seeking certification under this category shall comply with the requirements set out below and with the requirements for a heat treatment provider ([Appendix 1](#)) or a methyl bromide fumigator ([Appendix 2](#)).

4.2 Quality systems and manuals

4.2.1 The wood packaging manufacturer shall have a quality system in place that assures consistent compliance with the requirements of the AWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the wood packaging manufacturer.

4.2.2 The wood packaging manufacturer shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited certification body.

4.2.3 The quality system shall include procedures to address the following:

- segregation of treated and untreated timber
- traceability of treated wood from the treatment stage through to storage and despatch
- application of the certification mark
- records management
- the training provided to staff members responsible for quality control or involved in the treatment and/or manufacture of wood packaging material to ensure understanding of the requirements of the AWPCS
- procedures relating to maintaining the security of the certification mark
- complaints process that complies as a minimum with ISO/IEC Guide 65 Clause 15.

In addition to the above, the quality system shall also include the relevant treatment procedures (for example, heat treatment or methyl bromide fumigation) that the facility has in place for treating the wood packaging material.

4.2.4 The quality manual shall also include:

- a site plan of the facility
- an organisational structure clearly identifying the person(s) responsible for quality control activities and/or for performing activities specific to the AWPCS.

4.2.5 A copy (ies) of the quality manual or relevant procedures/work instructions shall be available for use by all employees that have a role or perform a function under the AWPCS.

4.2.6 Any alterations, amendments or corrections to the quality system or quality manual that may affect compliance with the requirements of the AWPCS shall be submitted in

writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

4.3 Segregation of treated and untreated wood packaging

4.3.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots, or a specified separation distance between each lot.

4.3.2 The system of segregation shall be able to be verified by the certification body at time of audit.

4.4 Traceability

4.4.1 A wood packaging manufacturer's traceability system shall allow all wood packaging material to be traced through treatment, manufacture, storage and despatch to clients.

4.5 Treatment of wood packaging material

4.5.1 The wood packaging manufacturer shall ensure that all timber or wood packaging material is treated in accordance with an approved treatment method (for example, heat treatment or methyl bromide fumigation).

4.5.2 If the wood packaging manufacturer heat treats their wood packaging material, they shall meet the requirements specified in ([Appendix 1](#)).

4.5.3 If the wood packaging manufacturer fumigates their wood packaging material, they shall meet the requirements specified in ([Appendix 2](#)).

4.6 Application of certification mark

4.6.1 The wood packaging manufacturer shall apply the certification mark to the manufactured wood packaging in accordance with [Section 4: The Certification Mark](#).

4.7 Application of the certification mark prior to the assembly of wood packaging

4.7.1 Certified manufacturers may elect to apply the certification mark to either a finished article of wood packaging or to the components of the wood packaging prior to assembly of the finished article.

4.7.2 If marking is done prior to the assembly of the finished article then it shall be done in accordance with the following guidelines:

- The certification mark shall only be applied to timber that has been treated in accordance with the AWPCS and has been sourced from a certified treatment provider.
- The certified manufacturer's quality manual must document the procedures for the application of the mark to ensure that only treated timber has been used in the finished article.

4.8 Records management

4.8.1 The wood packaging manufacturer shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the manufacturer is consistently meeting the requirements of the AWPCS. All documentation shall be made available for review by the certification body at the time of audit.

4.8.2 Documentation that shall be retained by a wood packaging manufacturer includes but is not limited to:

- a record of the certification number assigned to the facility by AQIS
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the treatment stage, right through to storage, and despatch to clients
- treatment records
- calibration records for all equipment as is appropriate to the individual provider and all records of monitoring activities conducted during treatment.

4.9 Certification requirements for off-site manufacturing - mobile manufacturers

4.9.1 Manufacturers that wish to assemble (complete the manufacturing process) at a location other than the location they are certified to operate from shall apply for and obtain a separate certification number for the off-site activities.

4.9.2 Compliance with all requirements that apply to manufacturers including procedures for managing the security of devices used to apply the certification mark shall be demonstrated.

4.9.3 Compliance shall be verified through audit by an accredited certification body during an off-site assembly of wood packaging before a certification number for any off-site activity will be issued.

4.9.4 Company procedures for manufacturing off-site shall be documented in the manufacturer's quality manual and may be included as an additional schedule.

4.9.5 All wood packaging material that is manufactured at an off-site location shall bear the certification mark issued for the off-site operation.

Appendix 5: Requirements for certification bodies

5.1 General

5.1.1 This section provides details of the requirements that shall be met by a certification body when certifying facilities under the AWPCS.

5.1.2 The certification body shall be accredited by the approved accreditation body for certifying facilities under the AWPCS.

5.1.3 The certification body shall have policies and procedures to meet the requirements of the following:

- ISO/IEC Guide 65 – General requirements for bodies operating product certification systems
- ISO 19011:2002, Guidelines for quality and/or environmental management systems auditing
- IAF Guidance on the application of ISO/IEC Guide 65 – General requirements for bodies operating product certification systems, (also published as JAS-ANZ Procedure 15)
- the AWPCS requirements.

5.1.4 The certification body shall ensure that all staff undertaking audits of facilities operating under the AWPCS clearly understand and can apply the requirements of the AWPCS.

5.2 Assessment of applications

5.2.1 Upon receipt of an application and quality manual from a facility applying for certification under the AWPCS, the certification body shall:

- review the facility's quality manual to ensure that it meets the requirements specified in the AWPCS
- conduct an initial site audit of the facility (ies) to verify that it meets the requirements for certification under the AWPCS, provided the quality manual meets the requirements.

5.2.2 Initial on-site assessments shall be conducted in accordance with ISO 19011, and shall be undertaken by an audit team with the appropriate technical knowledge to enable an effective assessment of the treatment (fumigation or heat treatment) or manufacturing process to be undertaken.

5.2.3 Initial audits shall assess the facility's compliance with the requirements of the AWPCS applicable to the type of treatment and or manufacturing being undertaken at the premises or as an off-site operation. The assessment shall include a complete assessment of the facility's treatment and or manufacturing processes.

5.2.4 The certification body shall identify nonconformities and inform the facility of the outcome of the audit at the closing meeting. Nonconformities shall be classified as either major or minor, in line with the definitions in [Appendix 6](#). The certification body shall provide a complete report of the audit activities to the facility.

5.2.5 All nonconformities shall be closed prior to the awarding of certification to the facility.

5.2.6 Upon satisfaction that the facility can successfully meet the requirements of the AWPCS, the certification body shall complete the *Request for Certification Number* form ([Appendix 9](#)) and submit the completed form to AQIS. AQIS shall then assign a certification number. The certification body shall provide this certification number to the facility.

5.2.7 Where the application for certification is lodged for a facility that is both a manufacturer and a treatment provider, all requirements documented in the AWPCS that apply to both a treatment provider and manufacturers shall be met.

5.2.8 Where an application is lodged for a facility to undertake off-site treatment or manufacturing a separate initial audit shall be conducted to verify compliance with the AWPCS.

5.3 Verification audit requirements

5.3.1 The certification body shall conduct two ongoing verification audits annually of each certified facility. Audits shall be conducted at six month intervals from the date of certification.

5.3.2 The ongoing verification audit shall comprise a complete review of all facility operations and procedures to verify that the certified facility continues to meet the requirements of the AWPCS and that facility operations continue to meet the specifications detailed in the facility's quality manual.

5.3.3 If a company has more than one site, each site shall be treated as a separate certification and the biannual audit requirements shall be met.

5.3.4 If a company is certified to undertake off-site activities then this shall be treated as a separate certification and the biannual audit requirements shall be met.

5.4 Detection of nonconformities

5.4.1 Upon the identification of a nonconformity the certification body shall determine whether the nonconformity is a minor or major nonconformity ([Appendix 6](#)).

5.5 Minor nonconformities

5.5.1 The certification body shall provide written notification of minor nonconformities, including a description of the nonconformance to the certified facility within five working days. The certification body shall follow-up on corrective actions within a reasonable time frame, not exceeding one month from notification.

5.6 Major nonconformities

5.6.1 If an audit reveals that a certified facility is consistently unable to comply with the requirements of the AWPCS or a major nonconformity is detected, the certified facility's certification shall be revoked immediately.

5.6.2 The certification body shall provide notification of major nonconformities, including a description of the nonconformance to the certified facility within 24 hours of the assessment.

5.7 Re-instatement of facilities

5.7.1 A treatment provider or wood packaging manufacturer may re-apply for certification once it has completed all corrective actions necessary to prevent a recurrence of the nonconformity (ies) to the satisfaction of the certification body.

5.7.2 The facility must re-submit a satisfactory quality manual and a detailed report outlining the corrective measures taken to the certification body.

5.7.3 The certification body shall conduct an inspection of the facility to determine that the necessary corrective actions are adequate. Once deemed acceptable, the certification body shall provide written notification to AQIS. AQIS shall then assign a new certification number to the facility. The certification body shall provide the new certification number to the facility.

5.7.4 The certification body shall ensure that the re-certified facility amends the certification mark to include the new certification number and that all use of the old number has ceased.

5.7.5 The certification body shall provide AQIS with a copy of the company's new certification mark as soon as possible following re-certification.

5.8 Reporting

5.8.1 On completion of each audit the certification body shall provide a written report to the certified facility detailing the audit findings including any nonconformities; the agreed corrective actions; and timeframes for which they must be closed out by.

5.8.2 The certification body shall advise AQIS in writing if a certified facility ceases to operate or has withdrawn from the AWPCS. If a facility wishes to withdraw from the AWPCS, they shall notify the certification body who will then notify AQIS in writing and the AWPCS register will be amended to reflect this change.

5.8.3 The certification body shall provide to AQIS on a six monthly basis a written report detailing:

- the names and ABN of certified facilities audited, including date(s) of audits, type of audit performed (for example, initial site audit, on-going verification audit, follow-up corrective action audit, etc), the results of audit(s)
- all minor nonconformities detected, including the planned corrective action and confirmation that the corrective action has been completed.

Note: Reporting periods are:

- July to December (report due 31 January)
- January to June (report due 31 July).

5.8.4 The certification body shall ensure that all major nonconformities, including a description are provided to AQIS within three working days of detection.

Appendix 6: List and description of nonconformities

MINOR NONCONFORMITY

An audit finding that reveals an isolated incident of non-compliance that has no direct impact on the integrity of the AWPCS.

The corrective action must be carried out to the satisfaction of the certification body.

More than **two minor nonconformities** = **a major nonconformity**.

Examples of a **minor nonconformity** include but are not limited to:

1. Segregation or identification of treated and untreated wood packaging is inadequate, but does not affect the integrity of products ready for export.
2. Staff training has not been completed or records of training have not been maintained.
3. Record keeping at the facility is inadequate, but essential records pertaining to the treatment are complete.
4. Facility has failed to maintain records of audits conducted by the certification body.
5. The certification mark applied by the facility isn't legible or clearly visible or not applied in accordance with the specifications (for example, dividing lines or symbols not as per the required standard).
6. Copy (ies) of quality manual not available for use by employees.
7. Quality manual is not up-to-date (for example, is not consistent with the quality systems in place at the facility).
8. Employee involved with implementing the quality system is unaware of the requirements of the AWPCS.
9. Treatment facility is unable to trace shipments of treated wood or wood packaging that is either sold or transferred to other certified facilities.
10. Records not available at time of audit.
11. Treatment provider has not maintained calibration records.
12. Wood packaging material retains bark that is not less than 3 cm in width (regardless of the length) or greater than 3 cm in width, with the total surface area of an individual piece of bark more than 50 square cm.

MAJOR NONCONFORMITY

Audit findings that reveal the integrity of the AWPCS has been compromised shall result in the certified facility's certification being revoked immediately.

Examples of a **major nonconformity** include but are not limited to:

1. The heat treatment or methyl bromide fumigation has not been completed in accordance with the specified standards (for example, the treatment fails to meet the minimum specified standards).
2. The certified facility is found to be applying the certification mark to untreated wood packaging.
3. The wood packaging manufacturer is unable to demonstrate that only treated wood has been used in the manufacture of wood packaging material intended for export.
4. The treatment provider is unable to trace treated wood from the treatment stage, through to storage and despatch.
5. The certified facility is operating with significant changes to the quality systems that have not been approved by the certification body.
6. Corrective actions from previous audits have not been implemented.
7. Segregation of treated and untreated lots has not been maintained.
8. Records are significantly incomplete and do not allow the certification body to conduct trace-back of treated wood packaging.
9. The wood packaging manufacturer has not obtained treated wood from a certified treatment provider.
10. Intentional or fraudulent misuse of the mark.
11. Inadequate management of security of marking devices.
12. The certified facility relocates and commences manufacturing/treating wood packaging and applying the mark prior to an on-site audit being conducted.

Appendix 7: Generalised format for treatment certificates

1. Generalised format for heat treatment certificate

<p style="text-align: center;">HEAT TREATMENT CERTIFICATE</p> <p style="text-align: center;"><i><Certified Facility Letter Head></i></p> <p style="text-align: center;"><ABN></p> <p>Certification Number: _____</p> <p>This is to certify that the wood packaging material described below was heat treated on <i><insert date></i>, in accordance with the requirements of the Australian Wood Packaging Certification Scheme.</p> <p><u>Details of treatment</u></p> <p>Core Temperature of timber being treated: ____ (°C)</p> <p>Duration: _____ (Minutes/Hours)</p> <p>Description of goods treated (including any distinguishing marks): _____</p> <p>_____</p> <p>_____</p> <p>Certified facility representative's signature: _____</p> <p>Date: _____</p>
--

2. Generalised format for fumigation certificate

FUMIGATION CERTIFICATE

<*Certified Facility Letter Head*>
<ABN>

Certification Number: _____

This is to certify that the wood packaging material described below was fumigated with methyl bromide on <insert date>, in accordance with the requirements of the Australian Wood Packaging Certification Scheme.

Details of treatment

Minimum ambient temperature during fumigation: ____ (°C)

Dosage: ____ g/m³

Duration: ____ hours

Method of treatment: _____

Description of goods treated (including any distinguishing marks): _____

Certified facility representative's signature: _____

Date: _____

Appendix 8: Timber treatment summary

TIMBER TREATMENT SUMMARY

<Certified Manufacturer Letter Head>

<ABN>

Certification Number: _____

This is to certify that the wood packaging material described below was treated in accordance with the requirements of the Australian Wood Packaging Certification Scheme.

Treatment details

A. Heat treatment

Core Temperature of timber being treated: ____ (°C)

Duration: _____ (Minutes/Hours)

and/or

B. Fumigated with methyl bromide

Minimum ambient temperature during fumigation: ____ (°C)

Dosage: _____ g/m³ **Duration:** _____ hours

Description of treated timber (including any distinguishing marks)

1. *<<Cert No. >> : <<volume of timber supplied & pack No.>>*

Invoice/delivery docket/certificate No: _____

Certified facility representative's signature: _____

Date: _____

Cert No: Certification number of the treatment provider

Volume of timber supplied & pack No.: The amount, for example, cubic metres, pieces and the pack number or batch number of the treated timber provided on the treatment certificate issued by the certified treatment provider

Invoice/Delivery docket/certificate No.: A unique number that appears on the treatment certificate/delivery documentation that can be used to trace back to the treatment provider's treatment date.

Appendix 9: Request for certification number form

**AUSTRALIAN WOOD PACKAGING CERTIFICATION SCHEME FOR EXPORTS
REQUEST FOR CERTIFICATION NUMBER FORM**

This section is to be completed by the Certification body	
Name and ABN of facility being granted certification:	
Address:	
Telephone number:	Fax number:
Facility contact name:	
Position:	
Certified facility email:	
Facility Certification <i>(Tick/highlight relevant boxes)</i>	
<input type="checkbox"/> <i>Treatment Provider</i> <input type="checkbox"/> Fumigation <input type="checkbox"/> Heat <input type="checkbox"/> Fixed site <input type="checkbox"/> Mobile Additional information:	<input type="checkbox"/> <i>Manufacturer</i> <input type="checkbox"/> Without treatment facility <input type="checkbox"/> With treatment facility <input type="checkbox"/> Heat <input type="checkbox"/> Fumigation <input type="checkbox"/> Fixed site <input type="checkbox"/> Mobile Additional information:
Certification Body Details	
Name of certification body:	
Telephone number:	Fax number:
Mobile:	
Name of Auditor:	
Signature of Auditor:	
Date:	
Auditor email:	
This section shall be completed by AQIS	
Certification number:	(AQIS STAMP)
Name of AQIS representative:	
Signature of AQIS representative:	
Date:	
<p align="center"><i>NOTE: A separate Request for Certification Form must be lodged for each site or mobile operation This form is to be completed by the JAS-ANZ accredited certification body and a copy is to be faxed/e-mailed to AQIS.</i></p>	

Appendix 10: Notification of change in facility certification status form

**AUSTRALIAN WOOD PACKAGING CERTIFICATION SCHEME FOR EXPORTS
NOTIFICATION OF CHANGE IN FACILITY CERTIFICATION STATUS**

Certified Facility Name			
Facility ABN:			
Certification number/s:			
Address:			
Telephone number:		Fax number:	
Facility contact name:			
Position:			
Certified facility email:			
Facility Certification – Current status <i>(Tick/highlight relevant boxes)</i>			
<input type="checkbox"/> Treatment Provider <input type="checkbox"/> Fumigation <input type="checkbox"/> Heat <input type="checkbox"/> Fixed site <input type="checkbox"/> Mobile _____ Additional information:		<input type="checkbox"/> Manufacturer <input type="checkbox"/> Without treatment facility <input type="checkbox"/> With treatment facility <input type="checkbox"/> Heat <input type="checkbox"/> Fumigation <input type="checkbox"/> Fixed site <input type="checkbox"/> Mobile Additional information:	
Facility Certification – Change in Scope <i>(Tick/highlight relevant boxes)</i>			
1. Extension of scope to include:		2. Reduction in scope to remove:	
<input type="checkbox"/> Treatment – Fumigation	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Treatment – Fumigation	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Treatment – Heat	<input type="checkbox"/> Mobile	<input type="checkbox"/> Treatment – Heat	<input type="checkbox"/> Mobile
Facility Certification – Withdrawal/Suspension/Change in Ownership <i>(Tick/highlight relevant boxes)</i>			
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Suspension	<input type="checkbox"/> Change in ownership/ABN	<input type="checkbox"/> Company no longer in operation
Date effective:			
Certification Body Details			
Name of certification body:			
Telephone number:		Fax number:	
Mobile:			
Name of Auditor:			
Signature of Auditor:			
Date:			
Auditor email:			
<i>This form is to be completed by the JAS-ANZ accredited certification body and a copy is to be faxed/e-mailed to AQIS.</i>			