



Australian Government

Australian Quarantine and Inspection Service

Importer's Information for Offshore Inspections of Machinery & Equipment

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IMPORTANT NOTICE

An offshore inspection is not a **clearance of quarantine**, but is designed to significantly minimise quarantine clearance requirements on arrival in Australia.

AQIS reserves the right to perform on-arrival inspections and any further follow up inspections, which may include being present at the place of unpack/unloading/landing of vehicles, equipment and aircraft.

DISCLAIMER

The information contained in this document covers the Australian Quarantine and Inspection Service requirements only and is current on the date of issue but may change without notice. Importers must satisfy Australian quarantine concerns and comply with quarantine conditions applicable at the time of entry.

The Commonwealth of Australia through AQIS is not liable for any costs arising from or associated with decisions to import based on conditions presented here which are not current at time of importation.

It is the importer's responsibility to be aware of and to ensure compliance with the requirements of all other regulatory and advisory bodies prior to and after importation. e.g. Australian Customs Service, State Departments of Agriculture, Imported Foods Program, Therapeutic Goods Administration, National Registration Authority (for Agricultural and Veterinary Chemicals).

Inquiries regarding this document should be directed to:

AQIS

Machinery & Military National Co-ordination Centre

PO Box 222

Hamilton QLD 4007

Phone: +61 (07) 32468706

Facsimile: +61 (07) 32468785

Email: aqis.machinery@aqis.gov.au

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Australian Quarantine and Inspection Service

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Why offshore quarantine requirements & conditions are important

Australia has a unique ecosystem that supports a variety of fauna and flora that is only found in Australia. Due to its geographic position, Australia remains free of many exotic diseases and pests that plague other countries.

Machinery poses a quarantine risk to Australia through the movement of contaminated machinery and equipment providing a route for the entry of exotic pests and disease. Such introduced pests and disease could cause irreparable damage to the Australian ecosystem affecting public health, agriculture, native species and the environment. Offshore inspections of machinery conducted by the Australian Quarantine and Inspection Service (AQIS) reduces the risk of introducing foreign environmental, agricultural, health threats into Australia.

Purpose

This document is designed to provide importers with information and guidance to successfully initiate, manage and complete an offshore inspection of machinery and equipment.

This document outlines the required communication, procedures and documents to be completed for an offshore inspection.

The information provided will enable importers to evaluate if an offshore inspection is an effective and cost-efficient method of clearing goods through quarantine.

What is an offshore inspection?

An offshore inspection involves an importer requesting a Quarantine Officer from the Australian Quarantine and Inspection Service (AQIS) to inspect machinery/equipment before it is shipped/transported to Australia. The offshore inspection is a replication of the inspection procedures undertaken in Australia.

The benefit of an offshore inspection is that large volumes and/or complex machinery can be inspected at a reduced cost to industry, however the machinery will still be required to undertake a verification inspection on arrival in Australia. All machinery must be dismantled and cleaned by the importer offshore. After completion of this process, a designated Quarantine Officer inspects the machinery at its export location prior to and/or upon loading onto the vessel.

The offshore inspection facilitates the entry of the machinery into Australia, reduces the risk of the machinery not being permitted entry into Australia and reduces the risk of the introduction of diseases and pests to Australia.

The goods will still be subject to quarantine on arrival, and a verification inspection will be conducted to ensure the goods arrive in a clean condition.

For an offshore inspection to be successful, it is important to have a company representative present with the authority to make decisions throughout the inspection. The best arrangement is to have a technical engineer present, as they will be able to supervise the dismantling and re-assembling process. They can also make decisions regarding the treatment of the machine.

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Time required for notification

AQIS will require adequate notification if an offshore inspection is to occur. AQIS prefers **6 weeks** notice in writing. The offshore inspection is subject to AQIS approval. The time required is to enable AQIS to assess the request having regard to allowing importers to complete the dismantling and cleaning of the machinery. AQIS also needs this time to select a suitably qualified Quarantine Officer, determine their availability having regard to completing AQIS priorities, obligations and border control activities, organise passports, visas and satisfy other government approval requirements.

What does an application involve?

A formal request for an offshore inspection is to be made in writing by the applicant to the Machinery and Military National Co-ordination Centre (M&M NCC), QLD by reading and completing the Offshore Agreement. See '[Offshore Inspection Agreement \(application form\)](#)'.

AQIS risk assessment

Based on the information provided AQIS will assess if the offshore inspection is to be approved and, based upon a quarantine risk assessment, what specific cleaning/treatment or disinfection procedures will be required prior to the offshore inspection. All documentation is then submitted to the Executive Manager of Quarantine for final approval.

When AQIS and the applicant agree upon the viability of the offshore inspection, the applicant will be informed of the responsibilities of each party involved in the offshore inspection.

Import Permit requirement

If you are importing machinery an Import Permit will be required. An application form can be obtained from

The Import Permit will include conditions and treatments pertaining to the machinery and packaging accompanying the machinery. Carefully plan your packing and loading arrangements. Ensure the packaging conforms to the standards as contained in the [AQIS Cargo Container Booklet](#). Ensure the containers used are internally and externally clean and in sound condition. This simple check can prevent costly delays when the machinery arrives in Australia.

If a permit to import quarantinable goods is approved, an official Import Permit will be issued to the importer for a set period.

The inspection location and cleaning facilities

The machinery must be dismantled and cleaned to the standards prescribed by AQIS before the Quarantine Officer arrives, to ensure a thorough and effective inspection. Importers can facilitate the offshore inspection process if the level of dismantling performed allows the inspecting officer access to all areas.

Adequate cleaning facilities must be provided including:

- a) High-pressure steam cleaning (may require steam cleaning) equipment with various nozzle attachments of diverse lengths and angles to facilitate cleaning process.
- b) Hardstand area (see washdown location).
- c) Scraping/removal of equipment to remove contamination from difficult areas.
- d) Vacuums, brushes and air compressors.
- e) Tools and equipment to dismantle the machinery.
- f) Fork lifts/cranes/trolleys to move equipment for examination.
- g) Necessary cleaning chemicals – e.g. degreaser, cleaners, disinfectants, and detergents.
- h) Adequate staff to carry out the Quarantine Officer's instructions.
- i) Access to facilities to remove or treat any contaminants – e.g. fumigation area to treat infestations of live insects or rodents.
- j) The area must be well lit and dry to allow the Quarantine Officer to examine the machinery once it has been cleaned.
- k) The area must be safe for quarantine staff to work in. This may necessitate that the importer arranging equipment eg cherry picker for the officer to inspect the equipment safely according to Australian OH&S standards.
- l) Allow for facilities that will enable the Quarantine Officer to inspect the machinery in all types of weather conditions. National Machinery Work Instruction and Occupational Health and Safety guidelines prohibit the inspection of wet machinery.

Dismantling and cleaning program

The Quarantine Officer **will not** clean any machinery. The officer's role is to:

- a) Inspect for contamination.
- b) Convey any quarantine concerns to the importer or the importer's representative.
- c) Provide advice on any additional cleaning that may be required, that will ensure the machinery is adequately cleaned.

If the machinery cannot be adequately cleaned, it will not be permitted entry into Australia

The inspection time will be reduced and therefore money saved, if the machinery is presented in a way that allows for easy inspection. The dismantling and cleaning process must be performed well in advance of the Quarantine Officer arriving to ensure that the inspection can proceed without hindrance. Do not pack the machinery into containers prior to inspection.

Machinery in contact with soil, plant and animal materials will be considered a high risk and all possible sites of contamination will be inspected. The Quarantine Officer is required to raise a report on the inspection process and provide a copy to the importer or the importer's representative.

The washdown location

The cleaning should be performed on a hardstand area. A hardstand area is a hard surface that, even when wet, will not allow the transfer of any soil to cleaned machinery. The ideal surface is a large area of concrete or tarmac. It should also have the facility to collect the run off from the cleaning process. The wash may contain fuels, grease, disinfectants, detergents and other harmful contaminants that should not be allowed to directly enter the environment. It is the importer's responsibility to ensure the local authorities are contacted before any cleaning proceeds to ensure all local laws and requirements are observed.

What will it cost?

The costs listed below are given as a guide only and are subject to variation.

Import Permit Application

\$85.00 (online via elodgement) or \$190.00 (manual lodgement made up of \$150 application + \$40 assessment)

Inspection Charges

AQIS requires that the inspection be carried out on a continuous 7 hours 30 minutes per day, five days per week basis. If an officer is only utilised for part of a day, the importer will be charged the daily rate. AQIS officers employed on offshore inspections are not expected to work overtime. Overtime may be utilised if by its implementation the full inspection can be completed prior to dispatch (i.e. working the overtime on the last one or two days – not by working overtime everyday). The decision to allow for the officers to work overtime is to be made by Machinery & Military National Co-ordination Centre.

Fees for service (These fees are GST inclusive):

Category	Description	Unit	Cost per unit
Fee for service	Daily rate (week days)	Day	\$

Work exceeding standard AQIS working hours will incur an overtime charge.

Category	Sub-Category	Description	Unit	Current Fee
Overtime Fees	Weekday	Per officer—¼ hour	¼ hour	\$16.00
		Per officer—minimum overtime charge (Any period up to 3 hours)	min	\$192.00
	Non weekday including public holidays	Per officer—¼ hour	¼ hour	\$24.00
		Per officer—minimum overtime charge (Any period up to 3 hours)	min	\$288.00
	Overnight	Per officer	¼ hour	\$150.00

Airfares

Airfares including visa costs, airport taxes/duties and insurance. International travel is to be at **business class**. All time spent travelling between Australia and the place where the Services are to be performed shall form part of the Services and be charged at the daily or weekly rate (whichever is applicable) regardless of the time of day travel is undertaken ie overtime charges will not apply.

Rest period/entitlement

Where the overseas travel involves travelling time of more than 12 hours, the employee will not be required to attend work before having had a reasonable opportunity to recuperate, either at the destination or en route

Accommodation costs.

Staying at 4 star accommodation or equivalent. Accommodation is to be arranged and paid by the importer.

Transport

The client will arrange and pay for transport to and from site of inspection, as well as to and from airport.

Incidentals.

This is an allowance for meals and other costs. This allowance varies depending on the country where the inspection is to be completed and will be paid to the AQIS officer prior to departure by AQIS. This cost will be included in the final invoice.

What will occur if the inspection fails or is not completed?

If the Quarantine Officer arrives and the machinery cannot be inspected, the Quarantine Officer in conjunction with Machinery & Military National Co-ordination Centre will determine if the officer will return to Australia at the importer's expense.

The reasons for not completing an inspection include:

- a) The Quarantine Officer must inspect the machinery prior to containerisation or loading. If the machinery has been containerised, the inspection will not be performed.
- b) Safety concerns. The inspection location is unsafe, preventing the inspection of the machinery.
- c) The machinery has not been dismantled and cleaned. If the machinery has not been cleaned as instructed, or the Quarantine Officer assesses that the cleaning process will not be completed within the specified time, the officer will return to Australia.
- d) The Quarantine Officer is unable to complete their obligations. The machinery is not present or work staff are unable or unwilling to carry out the Quarantine Officer's instructions.
- e) The machinery cannot be cleaned to the satisfaction of the Quarantine Officer.

What will occur on arrival in Australia if passed inspection?

On arrival in Australia all containers, machinery and equipment will be subject to a cursory AQIS inspection confirming that no seals on containers or tags on goods or cargo have been disturbed or removed.

The inspection includes confirmation that the goods have been previously inspected offshore, linking the goods to identification numbers documented on manifests. Any seals that are broken or have been compromised with will result in the container or equipment being quarantined. This situation will be addressed on a case-by-case basis.

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It is the responsibility of the importer to ensure each consignment is clean and free of all Quarantine Risk Material (QRM), including live insects, seeds, soil, mud, clay, animal faeces, animal material, plant material such as straw, twigs, leaves, roots, bark, food refuse and other debris prior to arrival in Australia. For the purposes of this import condition, “clean” is regarded to be “clean as new”.

AQIS is aware that minor contamination can occur on movement and this may be taken into consideration during the verification inspection.

Attachment 1 - Contacts

Machinery & Military National Co-ordination Centre Australian Quarantine and Inspection Service Brisbane Office PO Box 222 Eagle Farm QLD 4007 PH: 07 3246 8706 FAX: 07 3246 8785	AQIS Homepage: www.aqis.gov.au AQIS New and Used Machinery webpage Importation of new or used machinery Email address aqis.machinery@aqis.gov.au
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