

MAF REGULATORY AUTHORITY

STANDARD 152.01.02S

**REQUIREMENTS FOR
BORDER INSPECTION
QUALITY MANAGEMENT AND
ADMINISTRATION**

MAF REGULATORY AUTHORITY

STANDARD 152.01.02S

Requirements for Border Inspection

Quality Management

and

Administration

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**MAF Regulatory Authority
Ministry of Agriculture and Forestry
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NEW ZEALAND**

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REVIEW

This MAF Regulatory Authority standard is subject to periodic review. The next review date is August 1999. Amendments will be issued to ensure the standard continues to meet current needs.

ENDORSEMENT

This MAF Regulatory Authority standard is hereby approved.

Chief Plants Officer

Date:

AMENDMENT RECORD

Amendments to this document will be given a consecutive number and will be dated.

Please ensure that all amendments are inserted, obsolete sections obliterated, and the record below is completed.

Amendment No.	Entered By	Date	Amendment No.	Entered By	Date
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

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1 SCOPE

1.1 The following sets the minimum requirements for the quality management system for a supplier of border inspection services to the MAF Regulatory Authority. In addition, minimum requirements are given for generic activities undertaken by the supplier when carrying out the border inspection activities specified below:

- biosecurity clearance of conveyances, people, baggage, personal effects, mail, and imported goods;
- identification of organisms intercepted during biosecurity clearance;
- processing approvals for and monitoring compliance of persons, systems, arrangements and facilities involved in or associated with biosecurity activities; and
- assisting in the preparation of prosecutions for breaches in the Biosecurity Act 1993.

In the process of carrying out these services it is expected that the supplier will carry out all ancillary tasks in a manner consistent with these requirements.

2 REFERENCES

2.1 The following references complement or are referred to or are applicable to meeting these requirements:

- (a) Biosecurity Act 1993;
- (b) Biosecurity (Costs) Regulations 1993; and
- (c) MAF Regulatory Authority/Operations Group Memorandum of Understanding.

2.2 The following quality requirements have been developed from:

International Standardisation Organisation:

- (i) ISO 9000: Quality Systems - Guide to Selection and Use
- (ii) ISO 9002: Quality Systems for Production and Installation
- (iii) ISO 9004: Quality Management and Quality System Elements - Guidelines (Parts 1 and 2)
- (iv) ISO 8402: Quality - Vocabulary.

3 DEFINITIONS

In the context of this standard:

Approval

Permission to carry out a specified activity in a specified place either in accordance with the requirements of the Biosecurity Act 1993, the Director-General of MAF, or a CTO as appropriate.

Biosecurity clearance

The decision of an inspector that conveyances, people, baggage, personal effects, mail, or imported goods comply with the required sanitary or phytosanitary measures imposed by the Director-General of MAF, allowing them to enter New Zealand without any further biosecurity restrictions.

Compliance monitoring

The activity of confirming that persons, systems, arrangements and facilities are being operated according to MAF Reg standards.

CTO

The Chief Plants Officer or the Chief Veterinary Officer or the Chief Forestry Officer, Ministry of Agriculture and Forestry.

Import Health Standard

A statement issued on the recommendations of a CTO under section 22(1) of the Biosecurity Act 1993 by the Director-General of MAF of the conditions that must, if an import is to be made, be met in the country of origin or export, during transit, during importation and quarantine, and after introduction.

Inspector

A person appointed as an inspector under section 103(1) of the Biosecurity Act 1993.

Importer

The person or his or her agent for the time being in charge of an imported good.

MAF

Ministry of Agriculture and Forestry.

MAF Phytosanitary Feedback System

The reporting system approved by the Chief Plants Officer to monitor consignments of fresh produce, cut flowers/foilage and nursery stock.

MAF Regulatory Authority (MAF Reg)

The business within MAF that is responsible for the administration of agricultural security standards and contracting for agricultural security services including border inspection.

Management Representative (MR)

The designated point of technical and service quality accountability as nominated by a supplier. This person shall act as the contact between the NA(BI) and the supplier.

NA(BI)

National Advisor (Border Inspection), Ministry of Agriculture and Forestry.

Risk Goods

Any organism, organic material or other thing or substance that (by reason of its nature or origin) it is reasonable to suspect constitutes, contains, or otherwise poses a risk that its presence in New Zealand will result in:

- (a) exposure of organisms in New Zealand to damage, disease, loss or harm; or
- (b) interference with the diagnosis, management, or treatment in New Zealand of pests or unwanted organisms.

Subcontractor

Any supplier of services not part of the Supplier but contracted to the supplier to provide specific services. Payment to subcontractors is the responsibility of the Supplier.

Supplier

The organisation contracted to provide border inspection services.

Third Party Supplier

Any supplier of services arranged by the Supplier but not contracted to the Supplier. Payment for services are paid direct to the third party supplier.

Uncleared Goods

Any imported goods for which an inspector has not given biosecurity clearance.

QUALITY MANAGEMENT

4 GENERAL QUALITY SYSTEM REQUIREMENTS

4.1 GENERAL REQUIREMENTS

Suppliers of inspection services at the border shall operate in accordance with a documented quality system, approved by a CTO, which describes how the supplier will comply with this standard, carry out biosecurity clearance with reference to relevant import health standards, and monitor persons, systems, arrangements and facilities with reference to MAF Reg operational standards.

4.2 DOCUMENTATION REQUIREMENTS

The documented quality system shall include the following:

- (a) A quality manual that describes the quality system, which shall remain the permanent reference for the structure and maintenance of the quality system, and shall contain:
- the quality policy;
 - statement of quality objectives;
 - a description of the quality system (including accountabilities and responsibilities of senior management);
 - the structure and distribution of quality system documentation;
 - organisational structures;
 - location of work sites and management units;
 - description of all subcontracted services;
 - the appointment inspectors under the Biosecurity Act 1993; and
 - quality control programmes.
- (b) Process procedures to describe how all MAF Reg standards will be met.
- (c) Detailed work instructions, where appropriate, which complement the process procedures.
- (d) Quality records which shall include:

- (i) degree of achievement of quality objectives;
- (ii) results of quality system review and improvement processes;
- (iii) results of internal monitoring, audits and corrective actions;
- (iv) verification of corrective actions;
- (v) subcontractor and third party supplier performance;
- (vi) skills training and accreditation status of personnel;
- (vii) other records as specified in this manual and any relevant technical or operational standards.

4.3 QUALITY SYSTEM DEVELOPMENT

- 4.3.1 Process procedures and work instructions shall be developed on receipt of each endorsed MAF Reg standard.
- 4.3.2 On receipt of an endorsed set of performance requirements, the process of documenting the process procedures/work instructions, application for approval, and subsequent national implementation shall be completed within six months.
- 4.3.3 All quality system and administration requirements, and the specific requirements for biosecurity clearance or approval and monitoring of operators and facilities shall be addressed in the development of process procedures and work instructions. Records of this development process shall be kept.

4.4 SYSTEM APPROVAL

- 4.4.1 The supplier shall provide the NA (BI) with completed components of its quality system for evaluation. If, in the opinion of the NA (BI), the supplier's quality system will ensure compliance with MAF Reg standards, the supplier's system will be given provisional approval by a CTO.
- 4.4.2 The provisional approval will be based on a documentation review. A follow-up audit will be carried out to verify implementation of the system as documented.

- 4.4.3 Full approval will be given by the CTO on recommendation from the NA(BI).
- 4.4.4 Once approved, the supplier of inspection services at the border shall ensure that all services operate in accordance with the approved quality system.

5 MANAGEMENT RESPONSIBILITY

5.1 QUALITY POLICY

The supplier shall ensure that its quality policy is understood and implemented by all of the supplier's employees.

5.2 MANAGEMENT REPRESENTATIVE

The management representative shall:

- (a) have overall accountability for the implementation of the quality system;
- (b) act as the contact between the supplier and the NA (BI);
- (c) designate a quality manager who will manage the day to day administration of the quality system and carry out the quality control programme; and
- (d) clearly identify other persons who:
 - (i) are responsible for the management of resources on a national, regional and local level;
 - (ii) are responsible for identifying and recording quality problems and initiating feedback to the quality manager;
 - (iii) have authority to audit specific components of the system and correct system deficiencies;
 - (iv) have other responsibilities for the implementation, management and control of activities relating to the quality system.

5.3 MANAGEMENT REVIEW

The documented system implemented to meet MAF Reg standards shall be reviewed at designated intervals by the supplier's management to ensure ongoing suitability and effectiveness.

6 CONTRACT REVIEW

6.1 MAF REGULATORY AUTHORITY CONTRACTS AND STANDARDS

All MAF Regulatory Authority contracts and standards shall be formally reviewed by the supplier to ensure that:

- (a) the requirements are clearly defined, documented and understood;
- (b) additional, or less stringent, system requirements than those currently in place are identified, qualified and quantified; and
- (c) the supplier has the capability to meet the contractual requirements.

6.2 SUBCONTRACTORS

6.2.1 Where the supplier subcontracts activities for the delivery of MAF Reg standards, a formal compliance agreement, with regular review, shall be entered into.

6.2.2 The supplier shall select subcontractors on the basis of ability to meet MAF Reg standards including:

- (a) appropriate quality system components required by this standard and the appropriate technical and/or operational standards; and
- (b) formal monitoring and audit of the subcontractor to ensure compliance with the appropriate MAF Reg standard(s) and supplier procedures.

6.2.3 Subcontractors shall be approved by the management representative. A record of all subcontractors, and the activities being carried out, shall be maintained by the management representative.

6.3 THIRD PARTY SUPPLIERS

6.3.1 The supplier shall maintain a record of all approved third party suppliers.

6.3.2 The supplier shall approve, monitor or audit third party suppliers. Procedures shall be implemented for the approval, monitoring and audit process. Third party auditing shall be explained in the quality control programme.

6.4 PROCUREMENT OF SUPPLIES

Where the purchase and storage of products or supplies is material to meeting MAF Reg standards, the supplier shall establish procedures for the procurement and storage of supplies to ensure the appropriate specifications are met.

7 DOCUMENT CONTROL

7.1 GENERAL

All documents used in the quality system shall be subject to internal procedures that ensure:

- (a) the latest issues of all documents or the information contained within are available at all relevant work sites;
- (b) obsolete documents are removed from all points of issue or use within two working days;
- (c) documents are nationally consistent in format and content and are used at all required work sites;
- (d) documents are controlled and clearly identified to allow trace back;
- (e) procedures, standards and other instructions are clearly identifiable as being controlled or uncontrolled copies;
- (f) all documentation shall be legible, dated, clear in intent, readily identifiable and maintained in a systematic manner that ensures trace back and retrieval can be achieved within two hours;
- (g) any document with an inspector's signature shall be immediately traceable to that inspector; and
- (h) where documents and forms are sequentially numbered, a system to account for all numbers shall be maintained.

7.2 DOCUMENT CHANGES/MODIFICATIONS

Changes to documents shall be made in accordance with approved procedures to ensure that:

- (a) documents are checked by authorised personnel for correctness and accuracy;
- (b) documents are approved by the quality manager; and
- (c) obsolete pages removed during amendments to the master copy of controlled documents are held for one year, or until review.

7.3 DISTRIBUTION TO THE NA(BI)

The NA (BI) shall be included as part of the controlled copy distribution list for the quality manual, process procedures, work instructions and other relevant quality records.

7.4 QUALITY RECORDS

All quality records associated with delivery of inspection services at the border shall be:

- (a) clearly identified;
- (b) clearly indexed;
- (c) securely stored (to prevent damage, deterioration or loss);
- (d) accessible within two hours (to authorised personnel); and
- (e) filed with unique identification, at all locations and/or work sites

unless otherwise specified in a technical standard, records shall be held for two years.

8 QUALITY VERIFICATION

8.1 QUALITY CONTROL BY SUPPLIER

- 8.1.1 The supplier shall conduct formal systematic internal quality control checks in accordance with its quality control programme. Quality control checks shall be conducted according to a predetermined plan to verify the correct implementation of the quality system, and to identify quality improvements, at all work sites. The annual quality control programme shall be submitted to the NA(BI) within 28 days of the commencement of each financial year.
- 8.1.2 Quality control checks of processes that are performed at more than one work site shall include a national cross section of work sites to establish that delivery is nationally consistent.
- 8.1.3 Quality control checks shall be scheduled on the basis of the sophistication of the process (in terms of the current performance requirements and approval status) and the importance of the process. Actual frequency shall be in accordance with quality control programmes.
- 8.1.4 Quality control checks shall be carried out by personnel with formal quality systems audit training and appointed by the management representative or the quality manager as appropriate. Quality control personnel shall be independent of the processes being checked.
- 8.1.5 Upon receipt of a new set of performance requirements from the MAF Reg, or significant modification in existing requirements, the supplier shall, where appropriate, conduct an initial quality control check of the current operational system. This check shall be focused on validating current procedures, resources, documentation and training at all work sites to identify what, if any, changes are needed to ensure national consistency in meeting the new or modified requirements. Recommendations resulting from the initial check shall form the basis of the developing or updating process procedure(s) and/or work instructions.
- 8.1.6 All quality control check findings, and recommendations for corrective actions or quality improvements, shall be documented and submitted to the management representative. The management representative shall ensure appropriate corrective actions are implemented and verified.
- 8.1.7 Quality control check reports shall be maintained in a central file with details of follow-up actions. All reports shall be available to the NA(BI) on request.
- 8.1.8 Delivery of services by subcontractors shall be subject to a formal quality control programme.

8.2 MAF REG AUDITING

8.2.1 The NA(BI) and the MAF Reg Compliance Group will produce an audit plan at the commencement of the financial year. The Compliance Group will be responsible for carrying out the audits.

Note: The Regulatory Authority reserves the right to audit the supplier at any time. Such audits may include a quality control representative from the supplier.

The Regulatory Authority also reserves the right to audit any third party supplier or subcontractor.

For routine audits the Compliance Group will provide a minimum of two weeks notice to the supplier and inform the supplier of the scope of the audit.

8.2.2 Audits of processes that are performed at more than one work site shall include a national cross section of work sites to establish that delivery is nationally consistent. Audits will be scheduled on the basis of the sophistication of the process (in terms of the current requirements and approval status) and the importance of the process. Actual frequency shall be in accordance with the audit programmes or as needed if there is any doubt about compliance.

8.2.3 Audits shall be carried out by personnel with formal quality systems audit training and appointed by the NA(BI). Audit teams may, on request, include a quality control representative from the supplier.

8.2.4 All audit findings, and recommendations for corrective actions or quality improvements, shall be documented and submitted to the relevant CTO and the management representative. In the case of non-compliance, a remedial action audit shall be carried out to ensure that the corrective action has been taken as directed.

8.2.5 Audit reports shall be maintained in a central file with details of follow-up actions. All reports shall be available to the NA(BI) on request.

8.2.6 Audit of delivery of services by third party suppliers or subcontractors may be included in any particular audit.

ADMINISTRATION

9 PROFESSIONALISM

- 9.1 The supplier shall ensure that a professional image is portrayed by its staff. Staff shall be assertive, courteous, responsive, clear in their instructions (both written and oral) and sensitive to the feelings, racial, cultural and ethnic needs of the people they deal with at the border. The supplier shall investigate immediately any complaints relating to unprofessional behaviour and implement corrective actions where appropriate.
- 9.2 Staff shall not in any way publicly criticise ministerial, MAF or overseas countries' policies, practices, specifications or procedures or knowingly take any action, make any statement or do any other thing that slanders, makes liable or brings into disrepute the Ministers of the Crown and/or MAF.

10 TRAINING

10.1 All personnel employed by the supplier shall be trained in the usage of, and the underlying reasons for, the procedures and documents in the quality system used by the supplier.

10.2 The supplier shall:

- Identify the individual training needs against those required for satisfactory performance.
- Carry out the above training.
- Record training and achievements so that records can be updated and gaps in training can be identified and filled both on an individual, team, or nationwide basis.

11 PUBLIC ENQUIRIES

- 11.1 The supplier shall operate a public enquiry service which is available during the normal working hours of each port/airport.
- 11.2 Telephone and other direct (e.g. counter enquiries) enquiries shall be answered at the time of contact where possible, or within eight hours when clarification/research is required.
- 11.3 All written enquiries (including electronic mail and facsimiles) shall be responded to in writing either in full, or on an interim basis, within five working days of receipt. Interim updates shall be provided in writing to the enquirer every fourteen working days during any period between receipt of the enquiry and a full reply being given.
- 11.4 Where the enquiry requires provision of a relevant import health standard or the requirements of operators and facilities the supplier shall provide small quantities of uncontrolled copies of direct relevance to the enquiry. Requests for multiple copies or controlled copies shall be referred to the current MAF publisher or the Internet site if appropriate.

12 COST RECOVERY

- 12.1 The costs of providing statutory inspection services at the border not paid by the client (MAF Reg) shall only be recovered from the 'Users' of those services in accordance with the fees and charges detailed in the Biosecurity (Costs) Regulations 1993 or pursuant to section 135 of the Biosecurity Act 1993. In circumstances in which the charges have been waived by the Director-General the cost may not be recovered by the supplier from the user. The supplier shall bring any concerns on this matter to the attention of the NA(BI). The Forest Produce (Import/Export) Regulations 1989 may continue to be used on an interim basis where costs cannot be recovered via the Biosecurity (Costs) Regulations 1993.
- 12.2 Recovery of costs via section 135 of the Biosecurity Act 1993 must be arranged through the NA(BI) and approved by the Director-General of MAF.
- 12.3 Fees and charges for all regulatory activities shall be calculated on the basis of recovery of actual costs only. Nationally consistent charges and recovery systems are to be developed and operated by the supplier of inspection services at the border.
- 12.4 The supplier's charging policy under the Biosecurity (Costs) Regulations 1993 will be subject to MAF Reg audit to ensure that invoices generated are consistent with the Regulations and properly reflect the magnitude of the service provided.
- 12.5 The management representative must prepare an annual assessment of the supplier's ability to adequately recover its costs within the statutory framework provided. The assessment shall take the form agreed to between the management representative and the NA(BI). The assessment is to include any recommendation regarding amendments to the Biosecurity (Costs) Regulations 1993 or any arrangements under section 135 of the Biosecurity Act 1993. The assessment must be lodged in sufficient time to allow changes to the statutory provisions to be made before a deficit is incurred.
- 12.6 To facilitate the monitoring of financial management in areas of statutory charging and to support requests for changes in statutory requirements, the following information must be collected on a quarterly basis and reported annually:
- prior period budget and actual costs;
 - prior period budget and actual revenues;
 - surplus/deficit calculations from prior period;
 - prior period budget and actual activity levels;
 - budgeted costs for future period; and

- budgeted revenue for the future period.

In addition annual reporting should include:

- budgeted revenue and expenditure by year for future period;
- forecast future activity levels;
- break-even analysis for forecasted period;
- reconciliation of prior period's costs with future period;
- reconciliation of prior period's revenue with future period; and
- a comparison of existing fee structure with any proposed changes in fees.

These information requirements are set by MAF Corporate policy **(in draft)**.

13 PROSECUTIONS

13.1 All prosecutions shall be taken by the MAF Reg.

13.2 All staff engaged in front line work shall be able to:

- Know when an offence has been committed.
- Conduct a primary interview and take a statement in accordance with the Biosecurity Act 1993 and other relevant legislation.
- Secure evidence in a manner that will allow that evidence to be used within a prosecution.

13.3 Legal proceedings shall be taken against each person/organisation who, on advice from the management representative, deliberately or through gross negligence commits an offence against the Biosecurity Act 1993, Regulations made under that Act, or the Animals Act 1967 pursuant to the Biosecurity Act 1993.

14 MEDIA CONTACT

- 14.1 All media enquiries relating to MAF policies and standards shall be referred to the NA(BI).
- 14.2 The supplier of inspection services at the border shall be responsible for responding to media enquiries relating to systems and procedures operated at the border. The supplier shall keep the NA(BI) and the Director of Communications (MAF) informed of any media interest in the border inspection systems and procedures.

15 MINISTERIAL SERVICING

- 15.1 Requests from the MAF Reg for operational comment/response to ministerial correspondence shall be responded to within the specific deadlines set. In the absence of specific deadlines response shall be within five working days.
- 15.2 The supplier shall keep a record of all ministerials to which it has provided a response or provided information to draft a response.

16 OVERSEAS VISITS

16.1 Where any of the supplier's staff travel overseas, with the intention of meeting personnel of a government department overseas, the supplier shall notify the NA(BI) of the following:

- dates of the travel;
- countries visited;
- purpose of meeting;
- persons to be called upon.

17 INFORMATION MANAGEMENT

17.1 For information management purposes the following terms will have the stated definition:

Cargo Consignment

Any unaccompanied goods imported by one importer on one conveyance at one time.

Note: Excludes personal effects.

Quarter

The three month reporting period for information to be consolidated and reported. Reporting quarters are divided over the financial year as follows:

- first quarter July through September;
- second quarter October through December;
- third quarter January through March; and
- fourth quarter April through June.

Seizure

Any item/consignment that does not immediately comply with an import health standard resulting in further processing by an inspector to decide the fate of the item/consignment.

Seizure Detection Rate

The proportion of seizures of a kind of good in relation to the total of that kind of good as estimated by random sample of passengers and crew.

- 17.2 Information gathering and internal reporting shall be nationally consistent. All reports to the NA(BI) shall be based on the consolidation of data from all work sites. Individual reports from each work site shall be kept by the Management Representative.
- 17.3 Quarterly reports shall be co-ordinated by the Management Representative and sent to the NA(BI) in the agreed format by the 20th of the month after the close of the quarter.
- 17.4 The parameters for information shall be consistent throughout the year, unless changes are made by, or negotiated with, the NA(BI).
- 17.5 All reports shall be in the approved spreadsheet programme compatible with the MAF Reg database programme. Transmission of the reports shall be by electronic mail.

17.6 AIRCRAFT AND PASSENGER CLEARANCE STATISTICS

Includes all international passengers and crew from commercial, private and military aircraft. The statistics are to include:

- total aircraft in each category;
- total aircraft requiring “on arrival” disinsection;
- total passengers and crew;
- total passengers and crew with declared items requiring inspector decision;*
- total passengers and crew with undeclared item;*
- total items by specified class declared; and
- total item by specified class undeclared.

* does not include decisions on items such as biscuits, confectionary, etc that are declared as foodstuffs or items relevant to the Trade in Endangered Species Act 1989.

Statistics must be collated quarterly by place of first arrival. The information must be reported to the NA(BI) as national totals, but statistics by place of first arrival (airport) must be available to the NA(BI) upon request. Classification of interceptions/seizures must be in accordance with section 16 bellow.

17.7 CARGO CLEARANCE

17.7.1 The statistics (both by place of first arrival and as a national total) to be kept and reported in regard to sea containers are:

- total number of containers;
- total number of FCL containers;
- total number of LCL containers;
- total number of empty containers;
- total number not covered by a cleaning certificate; and
- total covered by an erroneous cleaning certificate.

17.7.2 The statistics to be kept and reported in regard to imported goods subject to import health standards are:

Certified consignment of fresh produce, cut flowers/foilage, and nursery stock shall be reported according to the specifications for the *MAF Phytosanitary Feedback System*.

17.8 PERSONAL EFFECTS

The statistics (both by place of first arrival and as a national total) to be kept and reported concerning personal effects are:

- total number of consignments; and
- total number consignments inspected.

17.9 VESSEL INSPECTION

The statistics (both by place of first arrival and as a national total) to be kept and reported concerning the inspection on arrival of vessels are:

- total number direct arrivals;
- total number coast-wise arrivals;
- total number with bonded animals aboard; and
- total number requiring goods to be sealed.

17.10 MAIL CLEARANCE

The statistics to be kept and reported concerning the clearance of mail are:

- total number of parcels;
- total number of parcels X-rayed and opened;
- total number of parcels X-rayed, opened and risk goods found;
- total number of parcels screened by detector dogs and opened;
- total number of parcels screened by detector dogs, opened and risk goods found; and

- total number of parcels opened for any other reason.

17.11 DATA REQUIREMENTS FOR SEIZURES

The data required for each seizure are:

(See section 18 following).

18 DATA SPECIFICATIONS

18.1 DEFINITIONS

For data recording purposes the following terms will have the stated definition:

Fruit

Any fleshy part of a plant that supports the seed and is edible such as apples, peaches, strawberries, tomatoes, squash, etc.

Note: No seizure statistics are required for fresh fruit, vegetables or cut flowers. Where these commodities have been covered by International Phytosanitary Certification. Such seizures are recorded on the Phytosanitary Feedback Database.

Meat

The muscle tissue of animals used for food.

Offal

The internal parts (organs) of animals.

Pate

Meat or offal ground to a consistency at which its constituents cannot be identified.

Vegetable

Any of various herbaceous plants having parts that are used as food, such as peas, potatoes, cauliflower, onions, asparagus, etc.

(See note under fruit).

18.2 COMMODITY CLASSES (PRODUCT GROUPS)

The following table gives the commodity class and sub-class into which goods intercepted or seized at the border must be categorised *by 1 July 1998. Until then the existing reporting format for seizures may be used.*

Commodity class	Sub-class
live organisms (other than plants)	mammals bees fish/shellfish reptiles/amphibians birds insects on wood/cane other insects spiders micro-organisms
germ plasm	semen ova fertilised bird eggs other fertilised eggs
animal fibre, skins and hides	fibre/bristles skins/hides
dead animals or animal parts	Seashells/coral other
dead birds or bird parts	
biological products	blood products diagnostics tissue extracts vaccines/antiserum DNA other
bee products	bees wax honey pollen royal jelly other
fish products	fish shellfish crustaceans echinoderms
poultry products	eggs meat offal other

dairy products	liquid milk milk powder milk components (whey, casein, etc) cheese yogurt butter cream other
Meat (other than poultry)	meat offal extracts pate meat-/blood-/bone-meal other
seeds (grain)/nut	seeds for processing seeds for sowing seed/nuts for food
nursery stock	rooted cuttings (no leaf) bud wood/cuttings (stems only) dormant bulbs/corms/tubers/rhizomes tissue culture plants (rooted cutting in leaf and whole plants)
cut flowers/foilage	fresh flowers/foilage dried flowers/foilage
non-specimen material from plants	bamboo, cane, rattan willow grass, hay, straw ornamental objects from other plant origin
plant specimens	herbarium specimens scientific purposes other than herbarium other
fruits and vegetables	fresh fruit (fruit fly host) fresh fruit (non-fruit fly host) dried fruit (fruit fly host) dried fruit (non-fruit fly host) fresh vegetables dried vegetables
processed plant products for food	home processed commercially processed and packaged
timber and wood products	bark logs sawn timber manufactured wood products dunnage other
soil	dirt

	dung compost potting mix peat
used animal equipment	
animal remedies (non-biological)	
water	for passenger's use analysis samples as contaminant

18.3 PRODUCT STATE CHOICES

18.3.1 For meat, poultry, dairy, fish, bee products or wool skin and hides entries the following categories will be used to indicate the degree of processing that may affect the biosecurity risk:

- no treatment;
- home processing;
- commercially inspected, treated and packaged without sanitary assurances; or
- commercially inspected, treated and packaged with sanitary assurances.

18.3.2 Entries of live organisms (other than plants) and nursery stock will be qualified as:

- known to be present in New Zealand;
- suspected to be a new organism with no entry approval;
- not present in New Zealand but known to have entry approval;
- prohibited.

18.3.3 Product state for processed plant products for food and timber and wood products is incorporated into the commodity sub-class so no further qualification is necessary.

18.4 DESCRIPTION

For all entries the seizure should be described as succinctly and consistently as possible in terms of the animal or plant from which it was derived.

18.4.1 Meat (other than poultry) should be described by species of origin using the following standard terms:

- cattle (all bovine species);
- sheep/goat (all ovine and caprine species);
- pig (all porcine species);
- deer (all cervine species);
- other, (common term for the species).

18.4.2 Dairy products should be described by species of origin using the following terms

- cattle (all bovine species);
- sheep/goat (all ovine and caprine species);
- other, (common term for the species or unknown).

18.4.3 Poultry products should be described by species of origin using the following terms

- chicken;
- turkey;
- duck/goose;
- ostrich/emu;
- other, (common term for the species, or unknown).

18.4.4 Germ plasm should be described by species of origin using the following terms:

- cattle (all bovine species);
- sheep/goat (all ovine and caprine species);
- pig (all porcine species);

- deer (all cervine species);
- horse (all equine species);
- chicken;
- turkey;
- duck/goose;
- ostrich/emu;
- other, (common term for the species).

18.4.5 Biological product should be identified as non-commercial by content or commercial by product name and producer.

18.4.6 Wool skins and hides and dead animals or birds should be identified by common name of species and description of item.

18.4.7 For nursery stock, cut flowers/foilage, seeds(grain)/nuts and plant specimen interceptions/seizures the common name/description of the plant/organism should be recorded.

18.4.8 Non-specimen material from plants should be described as **for manufacture** if it is raw material or **manufactured** if it is presented as a finished product (eg cane or rattan furniture, baskets, etc).

Note: All information is valuable in terms of assessing the risks posed by individual products. Therefore in the “description” include as much other relevant information possible.

18.5 Seizures shall be traceable to the port at which they occurred.

18.6 Seizures shall be recorded against the following activities:

- Aircraft and passenger clearance.
- Vessel clearance.
- Mail.
- Sea cargo.

- Air cargo.

18.7 Where possible, the host should be recorded (e.g. seed within vehicle, dog meat within imported animal cage, termites within container dinnage, etc).