



**ASSESSMENT OF SEAPORTS**

**Places of First Arrival Standard**

**Place of First Arrival**

**Operator:**

**Name of person present  
for assessment**

**Company**

**Database Ref**

**ATF Ref**

**Inspector (MPI  
Liaison):**

**Date of Review:**

**Time on Site**

**Cost code**

**Charged out**

**Standard:** **Approved Places of First Arrival (Sea)**

**Signed by Manager:**



## Introduction

This check sheet sets out the guidelines for the assessment of a place of first arrival (Seaports) to meet and maintain the requirements of the Places of First Arrival Standard.

## Operating Requirements

Places of first arrival receive risk goods internationally and must be prepared to contain potentially unwanted pests and organisms.

The places of first arrival must be approved pursuant of Section 37 of the Biosecurity Act 1993. The operator, named as such on the certificate of approval, must demonstrate that there are systems, policies and procedures in place to:

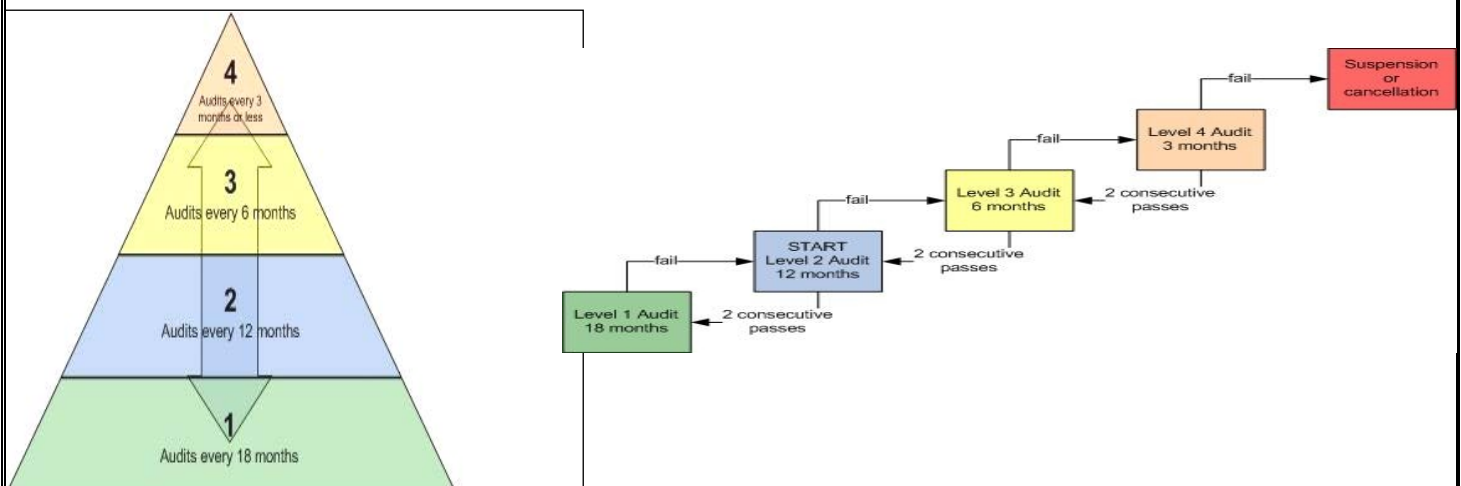
- **verify** that the operator has systems in place that are commensurate with the type of operation that has been approved;
- **measure and monitor** the effectiveness of containment systems and procedures;
- **demonstrate** a process of continual improvement; and
- **adhere** to the specific containment standards within a place of first arrival.

**The assessment process is a measure of compliance to the criteria set above.**

## The Assessment Process

Most new places of first arrival will start at a compliance level 2, having at least one MPI assessment every 12 months. After two satisfactory assessments at this level the operator may, if the inspector is satisfied, move to compliance level one, with assessments dropping to every 18 months. However, if the operator fails an assessment they will increase a compliance level.

Each failed assessment thereafter will cause the operator to increase a level. Lower levels can only be gained after two satisfactory audits. If an operator is on the highest level (level 4), and fails three consecutive assessments, they may be suspended or cancelled in part (an import pathway removed) or in total according to section 37B of the Act.





Ref	SECTION	Y	N	N/A	Std Ref (Comments Objective/Evidence)
	<p>This assessment is in 3 parts :</p> <p>Section A New approvals</p> <p>Section B Annual assessments Pre-visit checklist</p> <p>Section C Checklist</p> <p>Section D Non-Compliances</p> <p>Appendix A –List of Arrangements, Facilities and Systems required for type of goods approved</p> <p>Appendix B – Form to complete the Arrangements, Facilities and Systems in place at a specific PoFA</p>				
	Section A New Approvals				
A1	New Approval (Pre-Visit Approval Assessment of a Place of First Arrival)				
A1.1	The operator accepts costs of approval assessment.				
A1.2	<p>Approval has been granted by:</p> <ul style="list-style-type: none"> <li>the New Zealand Customs Service;</li> <li>the Ministry of Health</li> <li>the New Zealand Police</li> <li>the Ministry of Transport</li> <li>any other Department of state whose operations may, in the Directors opinion , be affected by the approval</li> <li>and resource consent gained</li> </ul> <p>prior to MPIBNZ processing of the application.</p>				
A1.3	Continue to Section B (information in Quancargo)				
	Section B				
B	Routine Assessment Check				
B1	<p>Desktop (prior to visit)</p> <p>Record:</p> <ul style="list-style-type: none"> <li>Authorised Operator of PoFA: <i>(enter name here)</i>;</li> <li>Delegated person for MPI contact: <i>(enter name here)</i></li> </ul>				



<p><b>B1.1</b></p>	<p><b>Pre visit Annual Assessment</b></p> <ul style="list-style-type: none"> <li>• <b>Contact MPIBNZ personnel with liaison roles with Operators (FCS/Places of First arrival Files/Contacts)</b></li> <li>• <b>Check files on FCS (Places of first arrival/seaports) for up to date information on changes or variances.</b></li> </ul>				
<p><b>B1.2</b></p>	<p><b>Complete Appendix B (may need information from operator of the transitional facilities/arrangements connected to the place of first arrival )</b></p> <p><b>NB TF''s that are either Operator run and owned or TF's that have third party arrangements with the port company need to be recorded to establish that the operator has all the facilities, arrangements and systems in place that meet the approved places of first arrival conditions.</b></p>				
<p><b>B1.3</b></p>	<p><b>The operator accepts cost of assessment.</b></p> <p><b>NB Rates as per Biosecurity Cost regulations</b></p> <p><b>NB Those ports operating with MPIBNZ staff do not get charged travel.</b></p>				
<p><b>Please note that with the Operator Std reference column the standard/ and/or guidelines reference is quoted or Best Practice noted (BP).</b></p>					
<p><b>Section C</b></p>					
<p><b>Roles and Responsibilities</b></p> <p><b>The intent of this section is to establish that arrangements, facilities and systems are in place and are fit for the purpose the place of first arrival is approved for. For instance, if the place of first arrival imports fresh produce then there is a requirement for a fresh produce inspection facility or arrangement to be in place to process such an import.</b></p> <p><b>Note: Refer to Appendix A for the facilities required for the type of good imported i.e. recreational craft (yachts) require hull fouling decontamination facilities as detailed within Annex B of TF-Gen.</b></p> <p><b><a href="http://www.biosecurity.govt.nz/files/regs/stds/bnz-std-tfgen/guidance-bnz-std-tfgen.pdf">http://www.biosecurity.govt.nz/files/regs/stds/bnz-std-tfgen/guidance-bnz-std-tfgen.pdf</a></b></p>					
<p><b>C1</b></p>	<p><b>Approval Certificate (noted in Summary of records Item 11) is displayed.</b></p>				
	<p><b>The approval certificate is granted for the arrival of the craft listed (please highlight the approval the assessment is conducted under):</b></p> <ul style="list-style-type: none"> <li>• <b>Bulk carriers (includes oil tankers)</b></li> <li>• <b>Carships</b></li> <li>• <b>Cruise ships</b></li> <li>• <b>Container vessels</b></li> <li>• <b>General Freighters</b></li> <li>• <b>Livestock Carriers</b></li> <li>• <b>Project Vessels (rigs, dredges etc)</b></li> <li>• <b>Recreational craft (i.e. Yachts)</b></li> <li>• <b>Others (fishing, research, navy, Antarctic Vessels - ice breakers etc.)</b></li> </ul> <p><b>NB It should follow that if a port is approved for container vessels there should be an arrangement/or facility to provide decontamination services for sea containers.</b></p> <p><b>NB Check port website</b></p>				



C2	<p>The approval is granted for importation of (please highlight the approval on the approval certificate) :</p> <ul style="list-style-type: none"> <li>• Passengers and Crew (PAX standard)</li> <li>• Baggage (personal effects,/Unaccompanied)</li> <li>• Bulk (includes stock food, bulk grain, bulk fertiliser etc)</li> <li>• Fresh produce</li> <li>• General Cargo (includes empty containers, containerised cargo)</li> <li>• Live Animals</li> <li>• Vehicles and Machinery</li> </ul>																																										
C3	<p>Approval application (schedule 2 of the Guidance document for the Standard <a href="http://www.biosecurity.govt.nz/regs/ships/ports-first-arrival">http://www.biosecurity.govt.nz/regs/ships/ports-first-arrival</a>)</p>																																										
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Comments:

**2.0 Arrivals area**

**2.1 Cruise Passengers and Baggage**

7.	Is there clear and direct access for passengers and crew from the Vessel to the Biosecurity Control Area (arrivals)?				3.2Std & 21.2 Guidance
8.	Is there clear and direct access for baggage collection areas to the declaration exits and through to the Biosecurity Control Area (arrivals)?				3.2 std & 2.1.2 Guidance
9.	Are personnel responsible for display materials (pot plants) disposing of plant material through a MPI approved biosecurity refuse facility?				3.2std & 5.4 Guidance

Comments

**3.0 Security**

10.	Is unauthorised access controlled? NB Site the Maritime Port Security Arrangements Act 2004 IMO ISI Code 2003 Audit and go to next section)				3.2 Std & 4.1 Guidance
11.	Is the leaving of a port confines with uncleared goods controlled for Crew, Cruise passengers and Cargo?				3.2 Std & 4.2 Guidance
12.	Are approved people identified with ID's prior to ingress? Does it work?				BP
13.	Is there a list of personnel who have authorised access to the site? Check against key list or similar? <b>NB Do port staff have swipe access cards and visitors are expected to provide photo ID</b>				BP
14.	Are there out of hours procedures? <b>NB Where ports operate on restricted hours it may relate to no unloading until specified hours</b>				4.1 Guidance
15.	Do you have a system for ensuring that dunnage does not leave the ports unless associated with cleared cargo? I.e. used dunnage must not leave the port unless accompanied by a BACC. <b>NB Stevedoring companies may place dunnage from a number of shipping lines into bulk bins to be fumigated and notification made to MPIBNZ inspectors</b>				3.2 Std and 2.3 Guidance
16.	Does the operator or a third party have a system of evaluation for emergency contingency plans and procedures? <b>NB Fire on the port and placement of imported containers.</b>				BP

Comments:

**4.0 Cargo**  
Check that there is a process of checking that the cargo types **approved** to be discharged at the port have facilities to



contain/treat/transfer and cargo that is <b>not approved</b> is not able to be discharged at the port.				
17.	<p>Is there a process of Cargo notification in place? The notification must allow the inspector to determine the :</p> <ul style="list-style-type: none"> <li>• Nature</li> <li>• Origin</li> <li>• Destination</li> </ul> <p>Of the goods <b>NB Importer may provide identification of content within 12 hours</b> <b>NB Stowage plan is generally notified by agent to operator and operator conveys info by website</b></p>			3.2 Std & 2.2 Guidance
18.	<p>Is there a process of checking that the cargo types <b>not approved</b> to be discharged at the port are declined?</p> <p><b>NB Stowage plan is generally notified by agent to operator and operator conveys info by website</b></p>			3.2 Std
19.	<p>Is all discharged cargo taken directly to an approved general holding Transitional Facility for release or re-direction?</p>			3.1 & 3.2 Std
20.	<p>Is there a process of separating import cargo from domestic/export cargo prior to transfer to a transitional facility?</p> <p><b>NB refers to transhipped cargo</b></p>			2.3 & 5.2 Guidance
21.	<p>Is there evidence that the operator has a system of evaluation and improvement of processes and procedures of cargo management of cargo for biosecurity risks?</p> <p><b>NB refers to internal audit process of Port Operator</b></p>			BP
	<p><b>Comments:</b></p>			
<b>5.0</b>	<p><b>Biosecurity Refuse Control –approved processes to destroy or treat refuse (including dunnage, marine waste, refuse from hull cleaning) from vessels, cargo, transitional facilities, decontamination facilities and biosecurity areas (ballast water, etc)</b></p>			
22.	<p>Is biosecurity refuse controlled through the operator or a third party? (listed in appendix B)</p>			BP
23.	<p>Is the facility for the disposal of <b>biosecurity refuse</b> compliant with the relevant standard?</p> <p><b>NB TF-Gen Annex 1</b></p>			3.2 (Schedule 2)
24.	<p>Do the people working (cleaning, discharge, equipment , unloading cargo, collecting refuse from overseas vessels, cleaning wharf areas etc) within the places of first arrival have appropriate working knowledge commensurate with their responsibilities for refuse disposal.</p> <p><b>NB Verify through training records and or verbal interviews</b></p>			BP
25.	<p>Are employees and contractors aware of transport and packaging requirements? i.e. secure bagging of biosecurity refuse being transferred to a refuse station)</p> <p>NB generally noted for regional ports</p>			BP
26.				
	<p><b>Comments:</b></p>			
<p><b>Passenger Processing</b></p>				



6.0		Signage			
27.	Is signage visible in the correct passenger traffic area's i.e. amnesty bins and other signs warnings for biosecurity				3.0 Guidance
<b>Comments</b>					
7.0		Biosecurity Risk Management			
28.	Is the Place of First Arrival area free of uncontrolled vegetation and materials that are capable of harbouring unwanted organism? (rubble, unused machinery, tyres etc) or a form of surveillance? <b>NB</b> Port may be under surveillance by MOH for mosquitoes.				5.1 Guidance
29.	Is there an on-going monitoring or pest eradication programme in place? Who provides the programme? Are records available? <b>NB</b> Pest management for ongoing eradication of rats mice etc or there may be a MPIBNZ surveillance programme				5.3 Guidance
30.	Is there an agreed process for contractors or employees to bring suspected biosecurity risks to the attention of the inspector? <b>NB</b> May be in orientation of stevedores, port personnel etc.				5.5 Guidance
31.	Is there a process and suitable equipment available to remedy spills of risk goods?				6.1 Guidance
32.	Is there a suitable receptacle to contain/store any risk goods originating from a craft prior to secure transfer to an approved transitional facility for destruction or fumigation? <b>NB</b> The transfer of contaminated dunnage to a secure receptacle should occur as soon as possible (e.g. sea container with doors closed to prevent flying insects escaping) for storage and/or fumigation.				6.1 Guidance
<b>Comments</b>					
8.0		Transfer from a Arrival to a Containment Facility, or transit cargo, If applicable			
33.	Is there a system of container slots (numbered areas for container set down) <ul style="list-style-type: none"> <li>• In-transit coastal</li> <li>• Re-exported</li> <li>• Inspected</li> </ul> <b>NB</b> Usually an electronic system that the operator may not have access to. <b>NBB</b> Joint Border Management System between Biosecurity and Customs will fill this are				BP
<b>Comments:</b>					
9.0		External Assessment Frequency Dispensation			
34.	Is the Operator eligible for an Assessment Dispensation with 2 clear assessments to move to 18 monthly assessments?				9.5 Guidance



Comments:

10.0		Non-Compliance			
35.	Does the operator keep records of any non-compliance, follow up and close out actions?				9.3 Guidance
36.	Verify non conformances noted in assessments have been reported to the operator and have been closed out.				3.0 Std & 9.3 Guidance
37.	Have issues raised by inspectors throughout the year been resolved?				9.4 Guidance
Comments					
11.0		Summary of records			
38.	Site plan of place of first arrival including <ul style="list-style-type: none"> <li>• BCA</li> <li>• TF</li> <li>• Baggage handling facilities</li> <li>• Passenger concourse</li> <li>• Designated yacht arrival and clearance area</li> <li>• Tranship container holding area/cargo holding/cargo inspection</li> <li>• Break bulk cargo discharge/holding/cleaning</li> <li>• Inspection area</li> <li>• Reefer area</li> <li>• Produce inspection TF's</li> <li>• Vehicle holding/Inspection /Cleaning</li> <li>• Live animal discharge area</li> <li>• Cruise ship arrival berth and pax processing</li> </ul>				3.1 Std
39.	Any site plan alterations				7.2 Guidance
40.	Approval Certificate as per C1				3.1 Std
41.	Published Gazetted Approval noted as to date approved and any limitation imposed				3.1 Std
42.	Transitional Facilities approval. (TF-holding of unloading area)				3.2 Std Appendix B
43.	Previous assessment				7.0 Guidance
<b>NB1:</b> All records of facility plans, specifications, structural drawings etc available					



12.0

**Non-Compliance record**

Non-compliances Listed	Corrective actions	Date to be actioned			Date actioned

Supervisor notified of non-compliances

Yes

No

Authorised representative to sign:

Name:

Signature

Date

Date Assessment closed

Date

Closed by

Name:

Signature





**APPENDIX A List of Arrangements, Facilities and Systems for your information**

Import craft type	Imported product	Facilities/Arrangements	Arrangements	Systems	Reference
Bulk Carriers	Grain	Holding and Inspection BNZ-GCFP-PHR	Biosecurity Waste disposal- TF GEN Annex I Treatment TF-GEN Annex C	Transfer and processing PIT-GFP-ISR	Grain standards BNZ-GCFP-PHR and PIT-GFP-ISR
	Fertiliser	Holding and Inspection for Fertiliser (standard 152-08-04i)	Biosecurity Waste disposal- TF GEN Annex I	Transfer and Processing (Fertiliser standard 152-08-04i)	Fertiliser standard 152-08-04i
	Scrap metal	Holding and Inspection for scrap metal (BNZ-STD-Scrap metal)	Biosecurity Waste disposal- TF GEN Annex I Treatment TF-GEN Annex C	Transfer and processing (BNZ-STD-Scrap metal)	Scrap metal Standard (BNZ-STD-Scrap metal)
	Seed	Holding and inspection TF-GEN Annex L	Biosecurity Waste disposal- TF GEN Annex I		
Car ships	Cars	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal- TF GEN Annex I Treatment TF-GEN Annex C	Transfer and processing (TF GEN Annex K)	Standard for Vehicles (bmg-std-vehil)
	Farm machinery and parts	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal- TF GEN Annex I	Transfer and processing )TF GEN Annex K)	Standard for Vehicles (bmg-std-vehil)



				Treatment TF-GEN Annex C		
		Second hand parts	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal- TF GEN Annex I		
Cruise ships		Passengers	TF-Gen Annex N for BCA for processing passengers and baggage	Biosecurity Waste Disposal TF GEN- Annex I Biosecurity Control Area (BCA) TF-Gen annex N (draft)		PAX standard TF-Gen
		Cruise Vessel	Requirements for Vessels arriving in New Zealand)			Requirements for Vessels arriving in New Zealand
General Cargo/General Freighters	General cargo	Fresh Produce and Nursery stock	Fresh Produce Facility Fumigation & Other treatments	Biosecurity Waste Disposal TF GEN- Annex I Treatment TF-GEN Annex C		TF-Gen Annex C TF-Gen Annex E
		Animal Products	Holding and processing	Biosecurity Waste Disposal		TF-Gen Annex F
		Containers	Sea Container	Container Hygiene Container Decontamination Treatment TF-GEN Annex C		Sea Container Standard TF-GEN Annex A TF –GEN Annex B
		Personnel Effects	Holding and Inspection TF-GEN ANNEX D	Biosecurity Waste Disposal TF GEN- Annex I		



				Treatment TF-GEN Annex C		
		Biological products	Holding Biologicals TG-GEN Annex G	Biosecurity Waste Disposal TF GEN-Annex I		
		International Mail & Courier Facilities	Holding and processing TF Gen- Annex J	Biosecurity Waste Disposal TF GEN-Annex I		
		Cats and Dogs	Holding and Inspection Standard 154.02.09 154.02.03			
		General Cargo Vessel	Requirements for Vessels arriving in New Zealand)		Prior to arrival (requirements for Vessels)	Requirements for Vessels arriving in New Zealand
Livestock Carriers		Livestock	Holding and Inspection (Transitional Facility standard for inspection of Livestock 154.02.20)	Biosecurity Waste Disposal TF GEN-Annex I		Transitional Facility standard for inspection of Livestock 154.02.20)
		Livestock Carriers	)	Biosecurity Waste Disposal TF GEN-Annex I		Vessels Arriving in New Zealand July 2007 and Requirements for Vessels arriving in New Zealand
Projects Vessels (rigs dredges etc)		Craft and Equipment	Contact MPIBNZ for specific programme of disinsection	Biosecurity Waste Disposal TF GEN-Annex I		
Recreational Craft(Yachts etc)		Yachts	Disinsection –if required (Hull Fouling Facility) as per Requirements for Vessels standard.	Biosecurity Waste Disposal TF GEN-Annex I Bio Fouling Facility		Requirements for Vessels arriving in New Zealand



				TF-Gen Annex B		
Others		Fishing		Biosecurity Waste Disposal TF GEN-Annex I		Requirements for Vessels arriving in New Zealand
		Research		Biosecurity Waste Disposal TF GEN-Annex I		Requirements for Vessels arriving in New Zealand
		Defence force		Biosecurity Waste Disposal TF GEN-Annex I		Requirements for Vessels arriving in New Zealand Standard



**Appendix B** Form to list the transitional facilities, arrangements and systems currently associated with PoFA \_\_\_\_\_ Gazette No. \_\_\_\_\_ (i.e. Centreport Wellington) as at Date.

**List the Required Annex's** (to meet approval if new approval)

Annex I	Biosecurity Waste etc				
Annex _					

**Current Transitional facilities**

	TF Number	Status (compliant/Non-compliant /Pending)	TF-Gen Annex	Audit level

NB 1 Note outstanding facilities/arrangement required \_\_\_\_\_

NB 2 Year 1 of assessment will require BSI to note TF's associated with PoFA's for the purpose of establishing that operator has all the facilities, arrangements and systems in place to maintain the approval status of the PoFA (as per standard).