



Guidance Document for Places of First Arrival (Seaports and Airports)

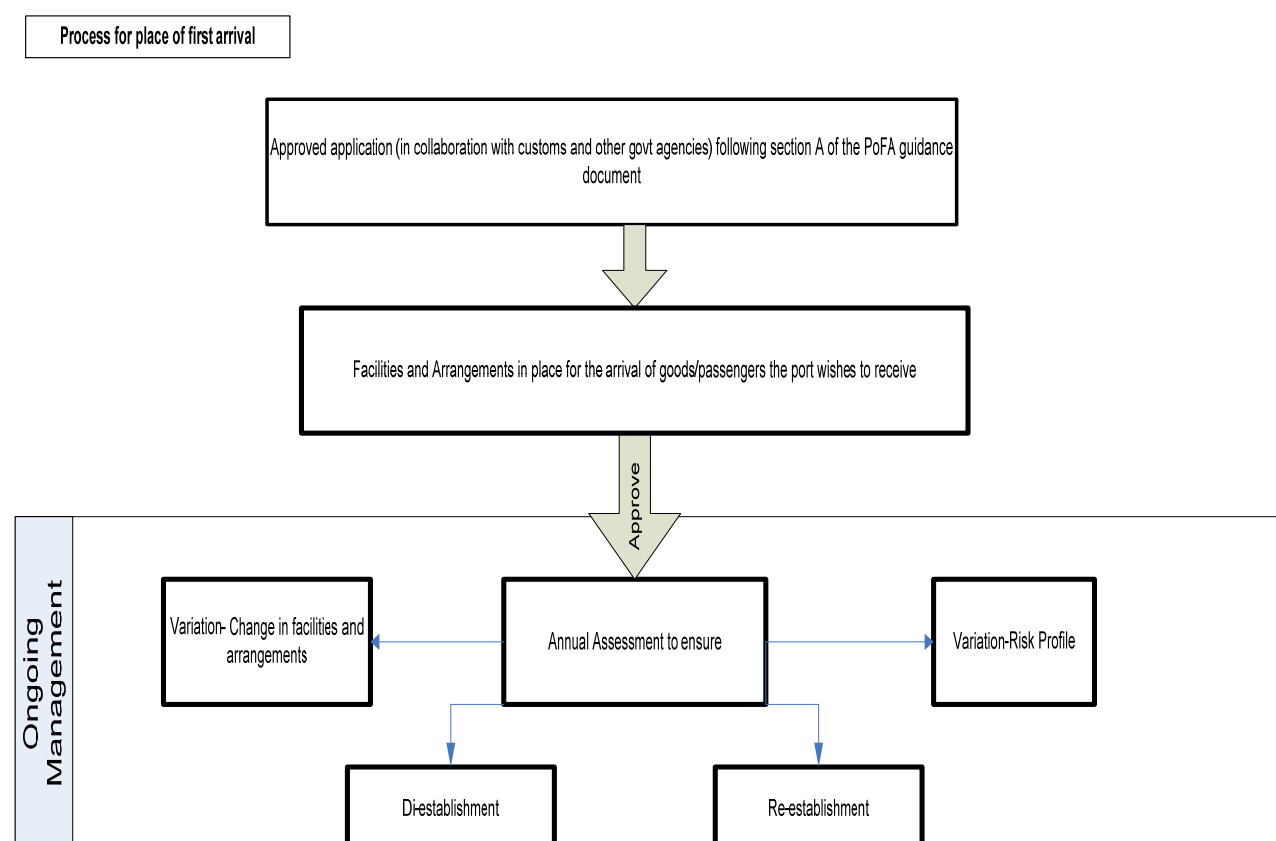
Short name: BMG-POFA-ALL-GD

This document is intended as a guidance document accompanying the standard for Places of First Arrival. This document outlines the minimum levels required to provide facilities, arrangements and systems to meet the biosecurity risk posed by the trade. Operators of places of first arrival may either follow examples in this guidance document, or develop systems tailored for their operations that are equivalent to the measure prescribed, or meet the same level of biosecurity outcome. Equivalent measures must be approved by MAFBNZ prior to use.

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Issuing Authority

The aim of revising an import health standard for places of first arrival is to ensure it is current, feasible and fair. In the case of the Places of First Arrival standard, the revised standard will ensure the effective and efficient management of places of first arrival to prevent biosecurity pests establishing within New Zealand and provide the opportunity for industry parties to develop systems for managing biosecurity risks and to provide MAFBNZ with appropriate options when non-compliance is found.

The places of first arrival standard is issued in accordance with section 37(1) and 37(A) of the Biosecurity Act 1993 (the Act) It revokes and replaces the following MAF standards:

- *MAF Standard BMG-SEA-PORTS: Requirements for Places of First Arrival (29 May 2003)*
- *MAF Standard BMG-STD-AIRPT Requirements for Places of First Arrival (Airports) (17 December 2001)*
- *MAF Standard BMG-STD-AAR Arrival of Aircraft 158.8*
- *MAF Biosecurity Standard 152.08.05F Requirements of aircraft entering New Zealand*
- *Annex 1 of MAF Standard VESSELS Requirements for Vessels arriving in NZ May 2007*

Review and Amendment

This guidance document is subject to review and amendment at any time, to ensure that it continues to meet biosecurity objectives.

Operators should ensure that the most recent version of this guidance document is used.

Amendment No.	Date	Reference
1	June 2010	Original

This document is accessible on line at <http://www.biosecurity.govt.nz/border/places> of the MAFBNZ website.

Important Disclaimer

MAFBNZ has taken every effort to ensure this publication is accurate. However, MAFBNZ does not accept responsibility or liability for any error of fact or omission or for any loss suffered by any person as a result of reliance on this document.

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INTRODUCTION

This document has been developed as a practical guide to implementing the requirements set out in the standard for places of first arrival prepared by MAFBNZ Operational Standards and Facilities Group. This document provides examples of how your place of first arrival can meet the requirements of the standard. Equivalent procedures may be used where appropriate; however these must meet or exceed the levels of compliance that the practices in this document meet and be approved by MAFBNZ prior to use.

This document is in 4 sections, namely:

- Section A Approval process
- Section B Requirements for approval as a place of first arrival
- Section C Maintenance of approval
- Section D Approval of Temporary Arrivals (under section 37A)

SCOPE

1. LEGAL AUTHORITY

The Biosecurity Act 1993 (“the Act”) prescribes requirements for the exclusion, eradication and effective management of pests and unwanted organisms. The Ministry of Agriculture and Forestry Biosecurity New Zealand (MAFBNZ) is responsible for administering the Act. The Biosecurity Authority within MAFBNZ is responsible for developing and administering standards to ensure the requirements of the Act are met.

Every craft should arrive in NZ at a designated port (under section 17(1) and or 17(3)). Under section 37(1) of the Act, the Director-General of MAF may approve a port as a permanent place of first arrival. This guidance document sets out the minimum requirements to satisfy the Director-General that a sea or air port may be approved and maintained as a place of first arrival under the Act. Sea or air ports with existing approvals as a place of first arrival must also meet this standard. This is in addition to the provisions of any other legislation affecting the approval as a port e.g. Customs and Excise Act 1996 and Health Act 1956.

Further this document sets conditions for temporary approval of adhoc arrangements for arrival at a place not approved as a permanent place of first arrival under section 37A of the Biosecurity Act.

2. BIOSECURITY REQUIREMENTS

All Places of First Arrival must satisfy the Director-General that there are facilities, systems and arrangements in place that effectively manage risks associated with the importation of risk goods.

3. SUMMARY OF GUIDANCE

To operate as a place of first arrival an operator must have an **approval** that is specific to the craft and risk good approved. Should the risk profile change within an approval then the operator is required to apply for a **variation**. Any change to the facilities or management systems (including change to third-party arrangements within the original approval) will be subject to a **variation**. If the approval is gained and the place of first arrival is not operational within 1 year of gazetting of the approval, then the approval is deemed to have lapsed and a process of **re-establishment** is required be approved as a place of first arrival. Further to

maintain an approval the operator is required to be assessed against the approval certificate on an annual basis and any **non-compliances** remedied within a specified time. Should the place of first arrival be continually non-operational over a period of 3 years (distinct from 12 months after gazetting) then the approval is subject to a voluntary suspension until such time as the place of first arrival becomes operational.

Should new requirements come into force, the port will need to meet these or may lose the approval in part or in total.

4. ADDITIONAL REQUIREMENTS FOR TEMPORARY APPROVAL

Separate to the approval for scheduled places of first arrival (section 37(i)) and described under section 37A of the act, is the approval of places on a temporary basis. This excludes emergency situations. Temporary approvals for adhoc arrivals are subject to conditions specified in the approval and arriving craft must meet the cost of meeting the conditions.

NOTE: This guidance document provide an explanation to assist operators in meeting the requirements of the standard.

5. TERMS & DEFINITIONS

The following terms and definitions apply to this standard. Other terms used are as per the Biosecurity Act 1993.

DEFINITION OF TERMS

Any term defined in the Biosecurity Act 1993 or Regulations made under that Act and used in this standard has the same meaning as in that Act or Regulations.

Approval Certificate - means a certificate issued by the Director-General certifying the approval of a port to operate as a place of first arrival. The certificate may limit the arrival of craft to arrivals for purposes specified in the approval (e.g. it may limit the passenger numbers and what types of risk goods may be imported through that port).

Biosecurity Control Area – is an area within a place of first arrival for the processing of passengers and goods.

Biosecurity Refuse - organic waste material from vessels, aircraft, biosecurity control areas, transitional facilities and decontamination facilities that require treatment, or sterilisation.

Biosecurity Risk Organism -a live organism that is a **risk good** as per terms defined in the Biosecurity Act 1993.

Cargo - includes containers and packing material.

Director Border Management - the Director Border Management, New Zealand Ministry of Agriculture and Forestry, or any person who for the time being may lawfully exercise and perform the power and functions of the Director Border Management. This position is a Chief Technical Officer pursuant to section 101 of the Biosecurity Act 1993.

Inspector - means a person who is appointed an inspector under section 103 of the Biosecurity Act 1993.

MAF - Ministry of Agriculture and Forestry Biosecurity New Zealand

Operator - means the person or organisation which manages works and controls the place of first arrival.

Place¹ - includes any building, conveyance, craft, land or structure, and the bed and waters of the sea and any canal, lake, pond, river or stream.

Port¹ – an airport, anchorage, harbour, and wharf

Quarantine area - means a place so designated by the DG under section 41 of the act

¹ Biosecurity Act 1993

Risk Goods¹ - means any organism, organic material, or other thing, or substance, that (by reason of its nature, origin, or other relevant factors) it is reasonable to suspect constitutes, harbours or contains an organism that may-

- a) cause unwanted harm to natural and physical resources or human health in New Zealand; or
- b) Interfere with the diagnosis, management, or treatment, in New Zealand of pests or unwanted organisms.

Risk Profile - means an assessment document based on the biology, global occurrence, and transport opportunities of a potentially damaging alien pest species, defining its invasive potential, and risk of arrival and establishment

Scheduled - a series of flights or voyages performed by a craft for the transport of passengers, cargo between New Zealand and 1 or more points in any other country or territory, if the flight or voyage is one of a regular or frequent series of flights or voyages that constitute a systematic service, whether or not in accordance with a published timetable, and that are operated in a manner where each flight or voyage is open to use by members of the public. (Immigration Act 1987 & Civil Aviation Act 1990).

Unscheduled - any flight or voyage that is not a 'scheduled' voyage.

SECTION A APPROVAL AS A PLACE OF FIRST ARRIVAL

1 NOTIFICATION PROCESS

The approval process requires consultation with other relevant government departments (customs, transport health, police and any other department deemed appropriate) prior to making an application for approval to MAFBNZ as a place of first arrival.

- 1.1 An approval assessment is required to be completed to the satisfaction of the DG to determine that the arrangements, facilities and systems are in place for the operator to receive the specified risk goods and/or passengers/crew (Schedule 2 and Schedule 5)
- 1.2 Within 28 days of approval a notice will be published in the *Gazette*. The notice will specify the name of the place of first arrival, the day on which it was approved, any limitation on the kind or description of craft for which the port was approved, any limitation on arrivals to specified purposes, and a place where the notice of approval may be inspected.
- 1.3 The approval must be available, at all reasonable times, for inspection at the place specified in the *Gazette* notice.

SECTION B REQUIREMENTS FOR APPROVAL OF A PLACE OF FIRST ARRIVAL

2 ARRANGEMENT, FACILITIES AND SYSTEMS REQUIREMENTS:

An operator must make available all arrangements, facilities and systems required by the DG for a place approved as a Place of First Arrival under section 37 (1) of the Act as required for the specified kinds of craft in the approval.

The operator must have provided the following facilities, appropriate for the **type of cargo** in a place of first arrival, namely:

- 2.1 Transitional facility/ies, general holding (at least one of);
- 2.2 Associated transitional facilities with the type of cargo (containers, fresh produce, live animals etc) as per schedule 5
- 2.3 Biosecurity refuse disposal

The operator must have provided the following facilities, appropriate for the **volume of passenger/crew numbers expected**, namely:

- 2.4 Biosecurity control area/s (at least one of);
- 2.5 Inspection facility/ies,
- 2.6 Interview room,
- 2.7 Quarantine area/s as required,
- 2.8 Accommodation for biosecurity dogs, where required.

(Noted in schedule 1 of the standard)

The operator must have provided the documented system, in preparation to receive passengers and goods **(as per schedule 2)**

2.1 Transitional Facilities

General transitional facilities are required for the holding of uncleared cargo unloaded directly from the craft.

2.2 Additional facilities depend on the type of imported risk cargo received by the place of first arrival and are listed in schedule 5.

The following activities require **specific facilities and arrangements** (see Schedule 1)

- Arrival of yachts and other pleasure craft
- Arrival of passengers
- Handling of imported containers
- Handling of imported vehicles
- Handling of imported bulk grain etc
- Handling of Livestock arriving

2.3 Arrangements must be in place for all the following facilities:

- Biosecurity Refuse Facility
- Decontamination facility for containers
- Treatment facility,

The operator must provide a documented **system** to be followed and approved by MAFBNZ, within a place of first arrival, for the:

- Notification of the arrival of craft to Inspection staff via the customs system (schedule 5)
- Transfer of imported risk goods from craft to Transitional Facilities or Biosecurity Control Areas,
- Processing of Passengers/crew through Inspection, interview and facilitation of detection dog activity,
- Disposal/transfer of biosecurity rubbish to a biosecurity refuse control and contingencies,
- Communication to all operators of craft/passengers/crew to follow systems,
- Security for places of first arrival, and
- Notification to MAFBNZ if systems breakdown and appropriate contingencies

2.4 Biosecurity Control Area for the processing of passengers and associated goods

All ports must have a designated biosecurity control area within the confines of the port area to be available when required by an inspector. The minimum requirements for the area are:

- It must be separated from any public areas;
- It must be of an appropriate size relative to passenger flow rates, the origin of the passengers (passenger risk profile), equipment requirements (e.g. x-ray machines) and queuing space;
- Have a separate search area for baggage examination, containing suitable search benches;
- Have a lighting level of not less than 600 lux over search benches;
- Have electricity outlets, telephone and computer cabling if required.

2.4.1.1 Quarantine area

An inspector may designate any space within a BCA to be a quarantine area for a maximum of 96 hours and such area will remain under the direct control of the Inspector as per (S41) of the act

2.5 Inspection facility

An inspection facility adjacent to the search benches must be available when required by an inspector for inspecting, treating and holding risk goods. Minimum requirements for the inspection facility include:

- A sink with hot and cold water;
- A bench-space with an impervious surface;
- Cupboards and shelving for storage;
- Adequate space for biosecurity refuse bins;
- Adequate lighting levels not less than 1000 lux.

2.6 Interview room

A room must be immediately available when required by an inspector for interviewing passengers; crew or other person's who may have committed an offence under the Act. The room must be within the biosecurity control area and adjacent to the search benches. Minimum requirements for the interview room include:

- Able to be locked;
- Sufficient space for five people (inspector, passenger, solicitor, interpreter and police officer) to be seated comfortably;
- Sufficient space to accommodate passengers' baggage, and if required, for the police to perform a search of the person;
- Contain a table and five chairs;
- Soundproof walls and blinds to enable privacy.

Note: The rooms may be used for other purposes when not required by an inspector.

2.7 Biosecurity detector dogs

A separate room must be available for the biosecurity detector dog teams(s) when required by an inspector. The minimum requirements for the room include:

- Appropriate size relative to the number of detector dog teams to be used at the port;
- Secure and meets animal welfare requirements;
- Fittings to store equipment.

Note: The facilities referred to in 2.1 – 2.7 may, subject to specified conditions, be shared with other Government agencies.

3 SIGNAGE

The port must display MAF supplied signage, amnesty bins (for passengers to place risk goods in) and other information signs or warnings for biosecurity purposes, as required by the Director-General.

4 SECURITY

- 4.1** The operator must prevent access of the public or other unauthorised persons to un-cleared craft or cargo. The security system must allow 24hour access for inspectors performing their duties under the Act to enable access to crafts, operational areas and facilities.
- 4.2** The operator must have a system that ensures only risk goods that have been given biosecurity clearance or risk goods directed by an inspector to an approved transitional facility, leave the port. The operator must prevent vehicles and people leaving the port with un-cleared goods.

5 BIOSECURITY RISK MANAGEMENT

5.1 Pest Habitat

The area designated as a place of first arrival must be kept free of vegetation and materials (e.g. rubble, unused machinery, tyres, equipment and used dunnage) that are capable of harbouring unwanted organisms. Receptacles or other things that may collect water must be removed or modified to prevent water collecting.

- 5.2** Systems to prevent cross-contamination between imported and exported cargo must be adhered to at all times.
- 5.3** If required, a system of on-going pest management of biosecurity risk pests (i.e. mosquitoes, ants, mice, rates etc) may be required.
- 5.4** All biosecurity risk refuse must be disposed of through a MAFBNZ approved Biosecurity Refuse Facility (refer to schedule 1).

NOTIFICATION

An employee or contractor of the port operator who suspects the existence of live organisms within a transitional facility/Biosecurity Control Area must bring this to the immediate attention of an inspector.

6 SPILLAGE OF RISK GOODS

- 6.1** The operator must have suitable equipment available to immediately contain and remove any spillage of risk goods originating from the craft and the transitional facility/Biosecurity Control area within the place of first arrival area. Any risk good spillage not returned as cargo must be placed in an approved receptacle, and taken to an approved transitional facility for the destruction of biosecurity refuse (refer to Schedule 5). This accountability applies irrespective of the ownership, or carrier, of the risk goods.
- 6.2** A system of contingencies is required to avoid interruption to the receipt of craft and associated cargo.

SECTION C MAINTANENCE OF APPROVAL

7 VARIATION TO AN APPROVAL

- 7.1** A variation to an approval is required should the risk profile change in terms of volume, type or category of imported risk good. change in facility, arrangements or systems management that alter the details of the approval such as, but not inclusive, third party management of requirements for a place of first arrival.
- 7.2** Application for a variation is subject to an assessment (detailed in section 10) process that determines if the arrangements, facilities and systems are in place to amend the approval. (variation application as per schedule 4)
- 7.3** Further, consultation may be carried out with other government departments that the DG deems relevant to approve a variation.

8 RE-ESTABLISHMENT OF A PLACE OF FIRST ARRIVAL

- 8.1** If a place of first arrival is not operational over a period greater than 12 months the DG may suspend approval by written notice.
- 8.2** The process to re-establish an operational approval is through the assessment Process detailed in section 10.

9 REVOKE APPROVAL FOR PLACES OF FIRST ARRIVAL

- 9.1** If the DG is no longer satisfied that the facilities, arrangements or systems in place are meeting biosecurity requirements the DG may suspend approval by written notice to the operator under section 37(1) of the act for a specified period or until a specified action is taken; or
- 9.2** The DG may notify the port authority of a change to requirement such as need for facilities to deal with a new perceived risk associated with a good. In this case if the port does not provide the required facility or arrangement the DG may amend the approval to remove permission in relation to the risk good by the process under 12 below.
- 9.3** By written notice in the Gazette revoke the ports approval by varying the kind or description of craft for which the operator is approved or purposes of arrival.

10 ASSESSMENT

- 10.1** MAFBNZ will assess the place of first arrival:
- annually to determine the level of compliance with this standard. The assessment frequency may vary depending on the level of compliance with this standard.
 - to re-establish places of first arrival where they become non-operational for a period greater than 12 consecutive months.
- 10.2** Any direction by an inspector for rectification of a non-compliance with this standard will include a timeframe within which remedial action must be taken.

10.3 Where the Director-General is not satisfied that the port is operating in accordance with this standard, the port's approval as a place of first arrival may be varied, suspended or revoked by the Director-General. The Director General may consult the Chief Executives of the New Zealand Customs Service, the Ministries of Health, Transport and the New Zealand Police before varying, suspending or revoking the approval.

10.4 An internal assessment form is available in schedule 6.

11 COST RECOVERY

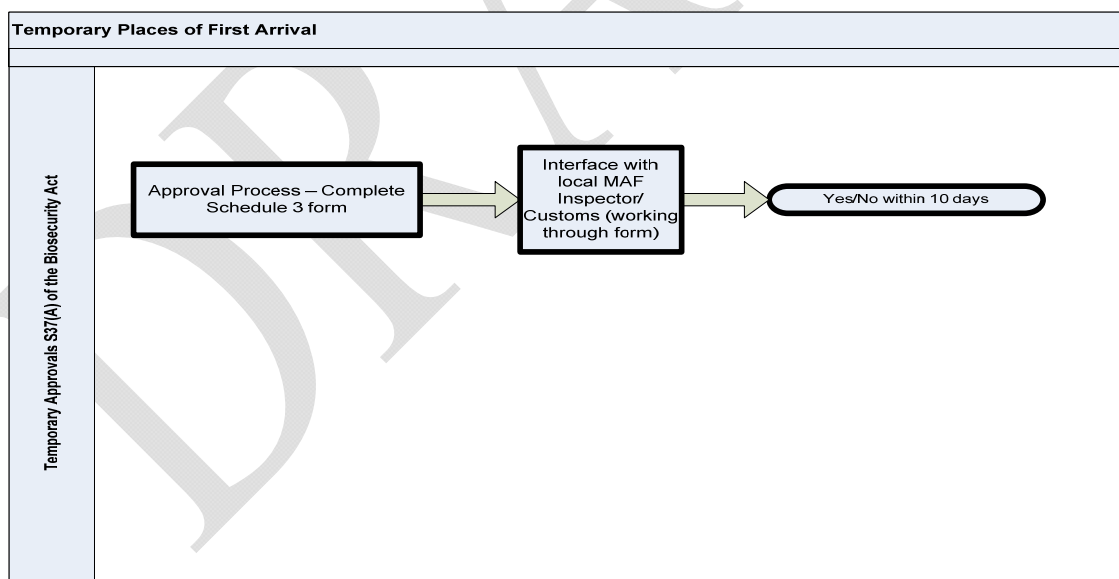
The costs of approving the systems, facilities and arrangements and assessing places of first arrival will be recovered at an hourly rate specified in the Biosecurity Act 1993, Regulations made under the Acts and MAF policy.

11.1 Arrangements and facilities for use for the Crown must be provided at no expense to the crown (S37(4)).

SECTION D TEMPORARY APPROVAL

12 APPROVAL OF TEMPORARY ARRIVALS AT PLACES NOT APPROVED AS PLACES OF FIRST ARRIVAL (SECT 37A)

Separate to the approval for scheduled places of first arrival (section 37(i)) and described under section 37A of the act, is the approval of places on a temporary basis. This excludes emergency situations or force majeure situations. Temporary approvals for adhoc arrivals are subject to conditions specified in the approval and arriving craft must meet all costs associated with the conditions Imposed



12.1 Temporary approvals are relevant to in-transit craft that require clearance prior to arrival.

12.2 Permanent Places of first arrival that wish to import biosecurity risk products but do not have appropriate arrangements, facilities or systems in place to do so, are not permitted to use the temporary approval process, unless otherwise deemed appropriate by the DG.

- 12.3** The approval process has a 10 day turn around on completion of the forms noted in schedule 3.
- 12.4** The DDG reserves the right to impose conditions on the temporary approval as it relates to the the management of risks associated with the importation of riskgoods, passengers or crew and includes giving reasonable directions to the person in control of the craft as to the movement of the craft, unloading or loading of risk goods, disembarking of people or measures to ensure risk goods staying onboard are maintained in a secure place under control of the person in charge of the craft. That person must obey any direction given by , and answer any questions relating to the craft or its cargo, crew, passengers, stores, or voyage asked by, an inspector.

DRAFT

SCHEDULE 1-Airports

Import craft type		Imported product	Facilities/Arrangements	Arrangements	Systems	Reference
Aircraft < 14 seater		Passengers	BCA for processing passengers, crew and baggage	Biosecurity Waste disposal- TF GEN Annex I Treatment TF-GEN Annex C		Passenger Arrivals Standard
Aircraft >14 seater			BCA for processing passengers, crew and baggage	Biosecurity Waste disposal- TF GEN Annex I		Passenger Arrivals Standard
Aircraft- General freight			Holding and inspection TF GEN Annex K	Biosecurity Waste disposal- TF GEN Annex I		
	General cargo	Fresh Produce and Nursery stock	Fresh Produce Facility Fumigation & Other treatments	Biosecurity Waste Disposal TF GEN- Annex I		TF-Gen Annex C TF-Gen Annex E
		Animal Products	Holding and processing	Biosecurity Waste Disposal		TF-Gen Annex F
		Containers		Container Hygiene Container Decontamination		TF-GEN Annex A TF –GEN Annex B
NZ Defence force aircraft		Second hand parts	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal- TF GEN Annex I		
Antarctic Aircraft		Passengers	BCA for processing passengers, crew and baggage	Biosecurity Waste Disposal TF GEN- Annex I		PAX standard

SCHEDULE 1-Seaports

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	Transfer and processing (TF GEN Annex K)	Standard for Vehicles (bmg-std-vehil)
		Farm machinery	Holding and inspection	Biosecurity Waste	Transfer and	Standard for

		and parts	TF GEN Annex K	disposal- TF GEN Annex I	processing)TF GEN Annex K)	Vehicles (bmg-std-vehil)
		Second hand parts	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal- TF GEN Annex I		
Cruise ships		Passengers	BCA for processing passengers and baggage	Biosecurity Waste Disposal TF GEN-Annex I		PAX standard
		Cruise Vessel	Inspection (Inspection of Vessels Arriving in New Zealand July 2007 and Requirements for Vessels arriving in New Zealand)			Vessels Arriving in New Zealand July 2007 and 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		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		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		

		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	Inspection (Inspection of Vessels Arriving in New Zealand July 2007 and Requirements for Vessels arriving in New Zealand)		Prior to arrival (requirements for Vessels)	Inspection of Vessels Arriving in New Zealand July 2007 and 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	Inspection (Inspection of Vessels Arriving in New Zealand July 2007)	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 MAFBNZ for specific programme of disinsection	Biosecurity Waste Disposal TF GEN-Annex I		
Recreational Craft(Yachts etc)		Yachts	Inspection (Inspection of Vessels Arriving in New	Biosecurity Waste Disposal TF GEN-		Vessels Arriving in New Zealand

			Zealand July 2007) Disinsection required (Hull Fouling Facility) as per Requirements for Vessels standard.	Annex I Hull Fouling Facility		July 2007 and Requirements for Vessels arriving in New Zealand
Others		Fishing	Inspection (Inspection of Vessels Arriving in New Zealand July 2007)	Biosecurity Waste Disposal TF GEN- Annex I		Vessels Arriving in New Zealand July 2007 and Requirements for Vessels arriving in New Zealand
		Research	Inspection (Inspection of Vessels Arriving in New Zealand July 2007)	Biosecurity Waste Disposal TF GEN- Annex I		Vessels Arriving in New Zealand July 2007 and Requirements for Vessels arriving in New Zealand
		Defence force	Inspection (Inspection of Vessels Arriving in New Zealand July 2007)	Biosecurity Waste Disposal TF GEN- Annex I		Vessels Arriving in New Zealand July 2007 and Requirements for Vessels arriving in New Zealand Standard

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SCHEDULE 3 Temporary Approval Application

Prior approval required prior to submission to MAFBNZ approval:

<http://www.customs.govt.nz/NR/rdonlyres/04F69875-53FF-42AE-BAEB-D7F004BBE572/0/nzcs344.doc>

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SCHEDULE 4 Variation Form

Original Place of First Arrival	Variation Request
<i>Register Number</i>	

Brief Description of Variation	
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NAME OF DOCUMENTS ATTACHED				URGENCY (TICK ONE BOX)	
Places of First Arrival Review				HIGH	ROUTINE
APPENDIX I					√

REQUESTED BY OPERATOR	PHONE	CONTACT EMAIL	Date Requested

MAFBNZ Section

Date Registered	Date Closed	Impact (Tick one box)				
		High	Medium	Low		

Detailed Description of Variation -
Impact on arrangements of Place of First Arrival: Impact on cost: Impact on risks and issues: Impact on stakeholders: Impact on business benefits:
Proposed Resolution
Agree to:

Cost	.	
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Agreed Resolution – Operator Confirmation

Signoff	Name	Signature	Date Signed
CTO/MAFBNZ representative			

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SCHEDULE 5

1 Vessel Arrivals

1.1 The port operator must ensure a system is in place to communicate to MAF the following information:

1.1.1 The Advance Notice of Vessel Arrival not less than 48hrs prior; and

1.1.2 Subsequent changes to estimated time of arrival.

1.2 Only vessel types specified on the Port Approval Certificate (refer to example, Schedule 2) may arrive at the port. The Director-General may in special circumstances give approval for other types of vessels to arrive at that port.

1.3 Except in an emergency all vessels arriving from overseas must proceed directly to the berths or anchorage specified for overseas vessels. If the port operator wishes to take a vessel to an area other than those specified for overseas vessels, they must seek prior approval from an inspector.

1.4 An inspector must be notified as soon as practicable of all arrivals. Vessels are required to meet the conditions of MAF Biosecurity Standard BMG-STD-VESCL Requirements of Vessels Entering New Zealand.

1.5 For a vessel to arrive at a port not approved as a place of first arrival permission must be obtained from the Director General (via the Director Border Management), except in an emergency situation.

2.0. Aircraft Arrivals

2.1 Only aircraft of the kind or description specified on the Airport Approval Certificate (refer to example, Schedule 2) may land at the airport unless the Director-General has given prior approval for other types of aircraft to land at that airport.

2.2 Aircraft arriving from overseas must proceed directly to terminals, gates and hangars specified for overseas aircraft. If the airport wishes to take an aircraft to an area other than those specified for overseas aircraft, the airport operator must seek the approval of an inspector prior to the airport being able to take the aircraft to another area.

2.3 An inspector must be notified as soon as practicable of any unscheduled or diverted flights. (Landed aircraft are required to meet the conditions of MAF Biosecurity Standard 152.08.05F *Requirements of Aircraft Entering New Zealand*).

2.4 All landing passengers' baggage must be moved from the aircraft to the baggage collection area via a clear and direct path.

2.5 All cargo must be moved from the aircraft to an approved transitional facility via a clear and direct path.

3. Arrivals Area

2.1 There must be clear and direct access for passengers and crew from the aircraft to the international passenger arrival hall.

2.2 There must be clear and direct access from the baggage collection areas to the declaration exits and through to the biosecurity control area.

2.3 All waste (rubbish bins, vacuumed debris) from passenger arrival areas must go to an approved transitional facility for the destruction of refuse (refer to [Schedule 1](#)).

2.4 All shops, outlets, airlines, caterers, etc serving food to arriving or transiting passengers in airside areas must dispose of all waste through a MAF approved facility for the destruction of refuse (refer to [Schedule 1](#)).

2.5 All plants or biosecurity related materials in airside areas, including display materials, must be disposed of through a MAF approved facility for the destruction of refuse (refer [Schedule 1](#)).

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SCHEDULE 6

Internal Check List –This list is compiled to assist operators and is not meant as an inclusive list of all arrangements, facilities and systems required to be in place.

1	Craft Arrivals	N	Y	NA
	Arrivals General Provisions and requirements			
1.	Only craft specified on the Port Approval certificate (schedule 2) may arrive at the port. Is there a procedure in place for verification of permitted vessel type?			
2.	Is there a system in place to communicate to MAFBNZ the latest ETA and craft placement? Are the systems in place to provide sufficient advance notice? Noting: <ul style="list-style-type: none"> • Customs systems • Advance notice of craft arrival not less than 48 hours for vessels 			
3.	Is there a port operator nominated person or position to liaise with MAFBNZ on a day to day basis?			
2.0	Cargo			
4.	Is there a process of Cargo notification in place? The notification must allow the inspector to determine the : <ul style="list-style-type: none"> • Nature • Origin • Destination Of the goods NB Importer may provide identification of content within 12 hours			
5.	Is there a process of checking that the cargo types not approved to be discharged at the port are declined			
6.	Is all discharged cargo taken directly to an approved holding Transitional Facility?			
7.	Is there a process of separating export cargo from domestic prior to transfer to a transitional facility? NB refers to transhipped cargo			
8.	Is there a system of container slots <ul style="list-style-type: none"> • In-transit coastal • Re-exported • Inspected NB Usually an electronic system that the operator may not have access to.			
3.0	Passenger and Crew Arrival			
9.	Is there clear and direct access for passengers and crew from the Vessel to the arrival area?			
10.	Is there clear and direct access for baggage collection areas to			

	the declaration exits and through to the Biosecurity Control Area			
11.	Are personnel responsible for display materials disposing of plant material through a MAF approved biosecurity refuse facility?			
12.	Do the people working (cleaning, catering, unloading product etc) within the places of first arrival have appropriate working knowledge commensurate with their responsibilities for refuse disposal. NB Verify through training records and or verbal interviews			
4.0	Security			
13.	Is unauthorised access controlled?			
14.	Are approved people identified with ID's prior to ingress? Does it work?			
15.	Is there a list of personnel who have authorised access to the site? Check against key list or similar? NB Do port staff have swipe access cards and visitors are expected to provide photo ID			
16.	Are there out of hours procedures for access ? NB Where ports operate on restricted hours it may relate to no unloading until specified hours			
17.	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. NB Stevedoring companies may place dunnage from ma number of shipping lines into bulk bins to be fumigated and notification made to MAFBNZ inspectors			
18.	Does the operator or a third party have a system of evaluation for emergency contingency plans and procedures? i.e. fire on the port and placement of high risk imported containers.)			
5.0	Biosecurity Control Area			
19.	Is there a designated Biosecurity Area (for processing passengers and crew)?			
20.	Is the BCA fit for purpose as stipulated in the POFA standard?			
21.	Is the BCA separate from any public areas?			
22.	Is the size of the BCA relevant to the crew and /or cruise passenger flows of the place of first arrival?			
23.	Does the BCA have: <ul style="list-style-type: none"> • a search area for baggage examination • a lighting level of not less than 600lux over the associated baggage area and an electricity outlet, telephone and computer cabling. 			
24.	Additional Interview room intended to interview passengers/crew that are thought to have committed an offence against the act. <ul style="list-style-type: none"> • Be able to be locked • Sufficient space for 5 people to be seated comfortably • Able to perform a search of a person and therefore has 			

	soundproof walls and blinds to enable privacy. (this facility may be shared with other govt agencies)			
25.	Is the area fit for purpose according to the standard and contains: <ul style="list-style-type: none"> • A sink with hot & cold water • Bench space with impervious surface • Cupboards and shelving for storage • Adequate space for biosecurity refuse bins • Adequate lighting and electricity points for electronic instruments (this facility may be shared with other govt agencies)			
26.	Is the facility secure and fit for the purpose and size of the detector dog teams? (this facility may be shared with other govt agencies)			
6.0	Additional arrangements-where applicable			
27.	Are there processes for ensuring compliance with the required Transitional Facility standards required to maintain additional approvals? NB to maintain approval the relevant arrangements that are audited separately must be compliant.			
28.	If applicable, is the area for the inspection of bulk plant products and fertiliser compliant with the relevant standard?			
29.	If applicable, is the facility for inspection of containers compliant with the relevant standard? NB Is the method of examination of containers OSH compliant and inspection conducted in separate areas from loading and unloading? (hardstand for 6 sided inspections			
30.	If applicable, is the facility for Animal products compliant with the relevant standard ? NB: TF-Gen Annex F			
31.	If applicable, is the facility for Container decontamination compliant with the relevant standard ? NB: TF-Gen Annex B			
32.	If applicable, is the facility for inspection of fresh produce compliant with the relevant standard? NB: TF-Gen Annex E			
33.	If applicable, is the facility for inspection of Cruise vessel kitchen compliant with the relevant standard? NB: Requirements for Vessels Arriving in New Zealand			
34.	If applicable, is the facility for inspection of live animals compliant with the relevant standard? NB: Draft Live Animal Facilities standard			
35.	If applicable, is the facility for treatment of product compliant with the relevant standard? NB: TF-Gen Annex C			
36.	If applicable, is the facility for inspection of vehicles compliant with the relevant standard? (Includes the method of			

	examination of vehicles and machinery should be OSH compliant?)			
7.0	Biosecurity Refuse			
37.	Is the facility for the disposal of biosecurity refuse compliant with the relevant standard? NB TF-Gen Annex`			
38.	Is biosecurity refuse controlled through the operator or a third party? (
39.	Do the people working (cleaning, catering, unloading product etc) within the places of first arrival have appropriate working knowledge commensurate with their responsibilities for refuse disposal. NB Verify through training records and or verbal interviews			
40.	Are employees and contractors aware of transport and packaging requirements? i.e. double bagging of biosecurity refuse being transferred to a refuse station.			
8.0	Signage			
41.	Is MAF supplied signage visible in the correct passenger traffic area's i.e. amnesty bins and other signs warnings for biosecurity			
9.0	Biosecurity Risk Management			
42.	Is the Place of first arrival area free of vegetation and materials that are capable of harbouring unwanted organism? (rubble, unused machinery, tyres etc) or a form of surveillance? NB Port may be under surveillance by MOH for mosquitos.			
43.	Is there an on-going monitoring or pest eradication programme in place? Who provides the programme? Are records available? NB Pest management for ongoing eradication of rats mice etc			
44.	Does the facility keep records of any non-compliance, follow up and close out actions?			
10.0	Biosecurity Risk Management			
45.	Is the Place of first arrival area free of vegetation and materials that are capable of harbouring unwanted organism? (rubble, unused machinery, tyres etc) or a form of surveillance? NB Port may be under surveillance by MOH for mosquitos.			
46.	Is there an on-going monitoring or pest eradication programme in place? Who provides the programme? Are records available? NB Pest management for ongoing eradication of rats mice etc			
47.	Is there an agreed process for contractors or employees to bring suspected biosecurity risks to the attention of the inspector? NB May be in orientation of stevedores, port personnel etc.			
48.	Is there a process and suitable equipment available to remedy spills of risk goods?			
11.0	Summary of Records			
49.	Site plan of place of first arrival including <ul style="list-style-type: none"> • BCA • TF 			

	<ul style="list-style-type: none"> • Baggage handling facilities Passenger concourse			
50.	Any site plan alterations			
51.	Approval Certificate			
52.	Published Gazetted Approval noted as to date approved and any limitation imposed			
53.	Transitional Facilities approval.			
54.	Previous audit			

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