

Internal Audit check list for transitional facilities

Use the following checklist to help assess if your facility continues to comply to your MAFBNZ TF approval. Internal checks should occur once every 12 months or as advised by your Inspector. Note any required actions in the 'comments' column, and upon completion of the actions tick the '**resolved**' box at the end and note the date resolved. Items should usually be resolved within 2 weeks.

Name:	Date:
Company:	ATF number:

Personnel	Y / N	Objective evidence
1. Are Operator and Deputy Operator(s) (if required) present and is their training valid?		DRAFT
2. Are staff aware of the biosecurity requirements and are they trained?		
3. Is the Accredited Person(s) training valid? Are checks carried out in accordance with the operating manual? Do container checks include: <ul style="list-style-type: none"> • Container documentation • Internal • External • Wood Packaging. 		
4. Has any contamination been recorded or reported to MAF?		
Facility operations and paperwork	Y / N	
5. Is signage in the correct places?		DRAFT
6. Is public access to the facility controlled when uncleared risk goods are on site (e.g. with a log book)?		
7. Is there a 3m clearance around the container area from rubbish/debris/weeds? Is the hard stand area in good repair?		
8. Is the facility operating manual up-to-date and available to staff?		
9. Is a copy of current standard (TF Gen) available for staff?		
10. Are facility records kept and retrievable for 7 years? Records kept include: <ul style="list-style-type: none"> • copy of TF and Operator approval certificates • waste disposal and treatment records • staff training records • all import documents for each container (BACC, Custom Delivery Orders), etc. 		

Equipment checks	Y / N	Objective evidence
11. Does the facility have dedicated and labelled equipment? e.g. <ul style="list-style-type: none"> • Broom and dustpan (or vacuum) • Biosecurity bin (lined if appropriate) • Torch • Dual-action insecticide • Any other equipment required in the approval 		
Uncleared risk goods (if applicable)	Y / N	Comments
12. Are uncleared risk goods held in accordance with the procedures in the approved operating manual?		
13. Do uncleared risk goods remain un-sampled, unopened, and not tampered with unless there is MAFBNZ authorisation?		
14. Does the Operator understand that written authorisation is required to transfer uncleared risk goods? Have you notified MAF on receipt of any uncleared risk goods?		
15. Are there written releases on file for risk goods that have not been MAF inspected?		
16. Have any goods been treated? If yes describe what, where, when.		
17. Have any transfers of risk goods been conducted securely?		

Items to follow up (use numbers)	Date resolved
Signature:	