

Your company name here

MAF Transitional Facility
Operating Manual

For facilities importing

Sea Containers

Version 1

April 2009

Note: This document is a sample only. Specific requirements and sections of relevance should be added or removed as applicable.

Company letterhead

Facility Trading Name:
Address:
Operator Name:
Deputy Operator Name (if required):
Contact Numbers:

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1 Introduction

Describe the company's functions and purpose in relation to biosecurity.

2 MAF contact details

Include the relevant contact details for your nearest MAF office.

3 Scope

What is your facility approved to import (this is outlined in annex A for sea containers of the guidance document).

Remember: The approval of the facility will be limited to the scope (imported goods, activities and facility structure) listed.

4 Location

Describe the location of your facility.

Remember the manual must include a map or floor plan showing the:

- a) location of significant other buildings or features (for example roads, houses) on a site plan;
- b) general layout of the facility clearly identifying work areas, offices, exit and entry doors etc; and
- c) sea container hard stand or devanning area (the MAF area)

An Operator considering changes to a facility must contact the MAF Inspector

5 Staff

List the Operator, Deputy Operator (if required), any Accredited Persons and their approval numbers and expiries, and any other staff responsible for functions related to biosecurity within the facility. If there are many Accredited Persons then a list of their details can be added as an appendix to this document.

6 Training

Describe what training plan is in place for biosecurity awareness? Is there refresher training if training is found to be ineffective? How will staff be made aware of the requirements of the Standard? Records of training should also be kept.

7 Procedure

Fill in the relevant sections below (as applicable).

7.1 Security

Describe how access to the container is controlled and monitored during devanning.

7.2 Container procedure

Describe how the container area is prepared or cleaned between uses. (Note: ensure there is no debris or vegetation on the container pad or within 3 metres)

Describe what the accredited person (AP) does when a container arrives. Describe what paperwork is examined and what instructions are looked for on the paperwork. Indicate the parts of a container that are looked at by the AP and the process he/she follows.

After the container is unpacked describe what happens with any waste that might be in the container.

If any contamination is found in the container during devanning, the AP must complete a log sheet online, or fax it to MAF.

REMEMBER: If any live animals including spiders and insects are found, close the container immediately and call MAF on **0800 809966** for guidance.

7.3 Hygiene

The facility must be kept clean at all times. Describe how this will be achieved.

Describe the procedures for holding and disposing of quarantine waste.

Describe the vermin and weed control programme that is used (records of this must be kept).

What cleaning equipment is available (what is in your “MAF kit”)? It should contain something as follows:

- A broom
- A dustpan and brush
- A torch
- A can of dual purpose insecticide
- A secure lidded and lined quarantine bin for storage of contaminants.

How often will facility hygiene/cleanliness checks be conducted? What will be checked?

7.4 Records

Describe what records are kept and where they are kept. Include facility records and consignment records (see Annex A in the guidance document to the Standard for a full list). Note the following records should be held for at least seven years at the facility:

- The completed Container Log sheet
- A copy of the BACC or Customs D.O. for the container

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- All MAF Correspondence
- Records of disposal of waste from MAF Quarantine bin
- Pest control records
- Records of all staff Biosecurity training
- A copy of this procedure
- A copy of the facility standard
- Copies of any internal audits

7.5 Internal Audit

An internal audit is important to ensure that regular checks of the facility are being carried out. Describe how often an internal audit will be carried out and who will conduct it (at least every 12 months). Include a list of things that will be checked during the internal audit. Refer to section 4.10 of the guidance document to the Standard for information on an internal audit.

7.6 Treatment of container

Describe the actions that will be taken if contamination is discovered on the container. If a fumigation is necessary list who your preferred treatment provider is and their contact details.

8 Signage

What kind of signage will you use? For a low volume container facility a temporary sign may be ok during container receipt and AP check.

An appropriate sign must show the Transitional Facility approval number and state that access to the site is restricted.

9 Contingency Plans

Describe the contingency plans in place to manage any significant biosecurity risks associated with the facility, that might arise from breaches of security or breaches in normal procedure (for example, essential equipment malfunction, absence of essential staff, loss of electrical power or other emergency situations).

Describe any risks specific to the facility and the mitigation measures that will be taken to minimise these risks.

This procedure is authorised by

Operators name

Signature

Date