


MAF BIOSECURITY NEW ZEALAND EXPORT CERTIFICATION STANDARD

Technical requirements: Phytosanitary Documentation (Phyto Ecert)

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| REVIEW | This MAF Biosecurity New Zealand standard is subject to periodic review. |
| ENDORSEMENT | This MAF Biosecurity New Zealand standard is hereby endorsed. |
| Director Border Standards MAF Biosecurity New Zealand |  |
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TABLE OF CONTENTS

| | | |
|-----------|--|----------|
| 1 | INTRODUCTION..... | 3 |
| 1.1 | BACKGROUND..... | 3 |
| 1.2 | PURPOSE..... | 3 |
| 1.3 | REFERENCES..... | 3 |
| 1.4 | DEFINITIONS..... | 3 |
| 2. | ORGANISATION REQUIREMENTS | 3 |
| 2.1 | ORGANISATION REGISTRATION OPTIONS..... | 4 |
| 2.2 | ORGANISATION REGISTRATION PROCESS | 4 |
| 3. | PHYTO ECERT REQUIREMENTS | 5 |
| 3.1 | MINIMUM EQUIPMENT SPECIFICATION..... | 5 |
| 3.2 | ORDERING, STORING, AUDITING USAGE OF SECURITY PAPER..... | 5 |
| 3.3 | CERTIFICATE REQUESTS..... | 6 |
| 3.4 | PHYTO ECERT CERTIFICATE PRODUCTION PROCEDURES..... | 6 |
| 3.5 | STAFF COMPETENCY..... | 7 |
| 4. | APPENDIX 1 SECURITY PAPER | 8 |

AMENDMENT RECORD and IMPLEMENTATION SCHEDULE

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

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

| Amendment No: | Date: | Specification: | Implementation Date: |
|---------------|----------|--|----------------------|
| 1 | 17/12/08 | <ul style="list-style-type: none"> - Included 'MAF' to precede 'Biosecurity New Zealand' - Updated Website URLs in sections 1.1, 1.3, 3.1, 2.1, 2.2, - Referred to 'User Manual for the Phyto Ecert Application in section 1.3 - Updated section 1.3 to introduce security paper and specify browser. - Added section 3.2 re Ordering, Storing, Auditing usage of security paper - Expanded section 3.4 to specify print once only. - Included a Template for optional inclusion in Organisation Systems. | 18/2/09 |
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1 INTRODUCTION

1.1 Background

This standard is one of a set of standards that comprise the MAF Biosecurity New Zealand export phytosanitary certification system.

This export certification system operates through the delegation of authority by MAF Biosecurity New Zealand to authorised Independent Verification Agencies (IVAs) and approved Organisations to carry out certification services and activities on behalf of Biosecurity New Zealand.

The standard “System Overview and Requirements” provides an overview of the policies and general requirements for MAF Biosecurity New Zealand’s Plant (including Forestry) Export Certification system.

MAF Biosecurity New Zealand has developed standards and technical requirements for the delegation of authority for the provision of MAF phytosanitary and seed export certification services and activities.

The series of export certification standards can be found on the MAF Biosecurity New Zealand websites: <http://www.biosecurity.govt.nz/regs/exports/plants/stds>

1.2 Purpose

This standard specifies the minimum technical requirements for the participation in, operation and production of MAF phytosanitary certificates on the MAF Biosecurity New Zealand Phyto Ecert System.

1.3 References

Refer to Appendix 1, MAF Biosecurity New Zealand Export Certification Standard: System Overview and Requirements.

A User Manual for the Phyto Ecert Application is available on the MAF Biosecurity New Zealand web-site as follows:

<http://www.biosecurity.govt.nz/files/regs/exports/plants/phyto-ecert-user-manual.pdf>

1.4 Definitions

Refer to Appendix 2, MAF Biosecurity New Zealand Export Certification Standard: System Overview and Requirements.

2. ORGANISATION REQUIREMENTS

Organisations must register with their IVA to activate their participation within Phyto Ecert.

2.1 Organisation registration options

There are two Organisation categories for Phyto Ecert:

- i. Organisations registered to **create a request (but not print)** for a MAF export phytosanitary certificate. In these circumstances, certificates are printed at IVA locations. An Organisation in this situation **is not required** to operate a MAF Biosecurity New Zealand approved system.
- ii. Organisations registered to **create and approved to print** a MAF export certificate at their nominated location. An Organisation in this situation:
 - (a) **Is required** to meet the technical requirements of this standard and operate an approved system in compliance with the MAF Biosecurity New Zealand Export Certification Standard: “Organisation Requirements”; and
 - (b) Must enter their contract of approval details into the appropriate section of the registration form. Refer to MAF Biosecurity New Zealand web-site:

<http://www.biosecurity.govt.nz/regs/exports/plants/phyto-ecert>.

To increase internal security, Organisations may register individuals within their Organisation as certificate production staff and obtain unique user names and passwords for these staff.

2.2 Organisation registration process

- i. The applicant fills in the registration request form to access Phyto Ecert, available from the MAF Biosecurity New Zealand web-site:

<http://www.biosecurity.govt.nz/regs/exports/plants/phyto-ecert>

- ii. The applicant’s registration details are then automatically e-mailed to Plant.Exports@maf.govt.nz.
- iii. On receipt of the request form the administrator “sets up” the applicants access codes and their permissions (but does not enable them).
- iv. Once the request form is validated by an administrator, access is enabled and the applicant is verbally informed of their user name and password.

Organisations must notify their IVA when their certificate production personnel leave their employment as a means of protecting commercial information and minimising the possibility of fraud. Use the form on <http://www.biosecurity.govt.nz/regs/exports/plants/phyto-ecert>

3. PHYTO ECERT REQUIREMENTS

3.1 Minimum equipment specification

- i. Certificates must only be printed on MAF Biosecurity New Zealand security paper obtainable from your IVA.

Notes: The security paper has been prepared with the official MAF logo as a watermark and



it has been pre printed with the official New Zealand All of Government Brand down the left hand side:

New Zealand Government

- ii. A colour laser or inkjet printer that has the capacity and is set at a minimum (or above) print resolution of 600dpi when producing MAF phytosanitary certificates.
- iii. Print production must provide a MAF certificate that contains clear legible information in compliance with the “Comparative Test Certificate” distributed to IVAs for use when checking printer production quality.

Note: A template for checking the quality of print is available at:

<http://www.maf.govt.nz/ecert/animal-products/reference/test-page.htm>

- iv. To execute the print function users with Print Approval must have either Internet Explorer or Firefox as their browser with Adobe Reader Plug In enabled.:

3.2 Ordering, Storing, Auditing usage of Security Paper

Organisations with print approval are to:

- i. Contact their IVA to order the security paper (**Note:** a ream of security paper contains 500 pages and costs of supply can be obtained from IVAs)
- ii. Only IVAs may place orders for the supply of security paper
- iii. IVAs can provide the name and address and contact person of the Approved Operator with print approval when requesting the paper from the MAF approved supplier of security paper or can order paper and supply in smaller quantities to Operators.
- iv. The MAFBNZ approved supplier will only invoice IVAs.
- v. IVAs are to recover their supply costs and the cost of the security paper from the organisations requesting it.

- vi. The approved supplier will provide a monthly report to MAF BNZ Plant Exports detailing which Operators have been supplied paper and volume supplied
- vii. Security paper must be stored in a secure environment and only be used for printing MAF Phytosanitary Certificates
- viii. Receivers of the security paper must document and operate an inventory control system for the security paper they receive.
- ix. IVAs are to audit the Organisations inventory control system and to report on safeguard and usage of paper.

3.3 Certificate requests

- i. All MAF certificates shall be traceable to the Organisation registered under this standard.
- ii. A request lodged by an approved Organisation is deemed to indicate the plant product's compliance with Organisation's system and ICPRs.

3.4 Phyto ECert certificate production procedures

The Organisation shall document in their system, procedures that ensure their staff:

- i. Assemble the relevant phytosanitary information (e.g. IVA or Organisation phytosanitary inspection reports, declarations of conformity, pest survey clearances for additional declarations) associated with each certificate request;
- ii. Confirm the above inspection data complies with the importing country's phytosanitary requirements;
- iii. Maintain an on-site filing system of all decision supporting documents associated with phytosanitary certificate requests made;
- iv. Ensure MAF certificates are being produced in accordance with this Standard and contains the data elements specified in ISPM 12;
- v. Ensure photocopies or scanned or other copies of printed phytosanitary certificates are clearly marked 'COPY' over the Government Coat of Arms
- vi. Each certificate must be printed once only in colour on MAFBNZ security paper.
 - Note 1. The system will allow a single print only and will not display the PDF print layout.
 - Note 2: Operators will need to contact their IVA in the event of a re-print being required.
- vii. Security paper must be stored in a secure environment and only be used for printing MAF Phytosanitary Certificates
- viii. Receivers of the security paper must document and operate an inventory control system for the security paper they receive.
- ix. IVAs are to audit the Organisations inventory control system and to report on safeguard and usage of paper
- x. In the event of an Operator with Print Approval ceasing
- xi. Should a PDF file containing the MAF Phytosanitary certificate be obtained the operator must ensure the associated Phyto Ecert PDF print file is:
 - a) Not saved on the Organisation's computer system;
 - b) Deleted from the Organisation's computer system immediately after printing;

- c) Not modified or changed in any way to reflect different information as stated in the MAF Phyto Ecert version;
- d) Not distributed to another individual or Organisation.
- viii. Only request a replacement certificate when the following has been completed:
 - a) Provide their IVA with the reason(s) a replacement certificate has been requested;
 - b) Return of the original certificate to the verifying IVA; or
 - c) Provide the verifying IVA with a written declaration that the original (but lost) certificate has been withdrawn from use.

3.5 Staff competency

Staff associated with certificate production shall be competent in the following areas:

- i. Demonstrable level of literacy and ability to access and apply ICPRs;
- ii. Demonstrable knowledge of required documents;
- iii. Demonstrable ability to follow written procedures; and
- iv. Demonstrable ability to reconcile plant products with despatch documentation.

4. APPENDIX 1 SECURITY PAPER

The following is an example Template for inclusion in your MAF Approved system or alternatively these procedures may enable you to amend your current system to suit your own use or style and to submit as an update to your Organisation System

Printing a Certificate

- Ensure that there is sufficient MAF security paper within the printer (note some certificates may require multiple pages).
- Ensure that the printer is set to a minimum colour print resolution of 600dpi or above.
- In the event of a mis-print, email the IVA to arrange reprint or to request a replacement certificate. In both cases tell the IVA why a reprint or replacement certificate is required
- Remove excess security paper from the printer upon completion of printing (Note; consider a dedicated printer if a reasonable number of certificates are printed on a regular basis)
- Record the quantity of security paper used (including spoilt or inadvertent use) in the Phytosanitary Certificate Inventory (PCI) Log.
- Retain spoilt paper as per “Purchasing and storage of MAF Security Paper” instructions.

Copying and scanning certificates

- Ensure all photocopies of the original certificate that are stored for future reference are stamped with the word ‘COPY’ over the Government Coat of Arms
- Ensure any scanned original certificate is only scanned and stored as a black and white PDF files with the word ‘COPY’ placed or stamped over the Government Coat of Arms of the certificate.

Purchasing and storage of MAF Security Paper

- Contact the IVA by email to order supplies of security paper.
- Record receipt of security paper in the PCI Log.
- Retain supplies of MAF security paper in a locked cabinet
- Retain spoilt paper until destroyed under supervision of the auditing IVA and record destruction in the PCI Log (countersigned by the IVA)
- Update the PCI Log whenever allocating security paper to the printer.

Example only (amend to suit your own use or style):

| Phytosanitary Certificate Inventory (PCI) Log | | | | | |
|---|------------|---|-----------|------------|--------------------------------|
| Date | Paper In | Usage (e.g. cert no.) | Paper Out | Balance | Signature |
| <i>1/2/09</i> | <i>500</i> | | | <i>500</i> | <i>J Smith</i> |
| <i>2/2/09</i> | | <i>123456</i> | <i>1</i> | <i>499</i> | <i>J Smith</i> |
| <i>3/2/09</i> | | <i>123457 - 61</i> | <i>5</i> | <i>494</i> | <i>J Smith</i> |
| <i>3/2/09</i> | | <i>1 page spoilt – printed upside down</i> | | | <i>J Smith</i> |
| <i>5/2/09</i> | | <i>Spoilt paper destroyed under IVA supervision</i> | <i>1</i> | <i>493</i> | <i>J Smith IVA auditor</i> |
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