**Grain Import System**

**Operating Manual Guidance and Template**

The following guide is to assist you to prepare your Operating Manual.

**A TEMPLATE FOR THE OPERATING MANUAL IS LOCATED ON THE NEXT PAGE**

1. The Operating Manual must be typed & signed.
2. The Operating Manual **must** include a version number & page numbers – a Footer format is included and can be edited on page 6 of this document using the View option.
3. Replace **all** sections which are highlighted in **red text** with the details that are relevant to your company and remove any irrelevant or unwanted **red text**.
4. Update the Table of Contents – go to page 5, highlight the contents lists, right click the mouse, select Update Field, select Update entire table then select OK.
5. The manual **must** include a map or floor plan showing (recommend A4 in size):
	1. location of significant other buildings or features (for example roads, houses)
	2. general layout of the facility clearly identifying work areas, offices, exit and entry doors etc
	3. sea container hard stand or devanning area (the MPI area)
	4. MPI inspection area
6. When you have completed updating the manual **delete this page**

1. Remember to forget to save a copy of your new manual
2. Print a copy of your new manual for your records
3. A copy of your manual may be given to the MPI Inspector at the time of the verification / assessment

***========== TEMPLATE BELOW ==========***

**Enter your company logo here**

**Enter your company name here**

**Facility Code: enter code here**

Ministry for Primary Industries

Approved Grain Import System

**GIS MANUAL**

Version #

Date: (enter the date in format *dd month yyyy*)

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| --- | --- |
| Facility Code :  |  |
| TSW Organisation Registration Number : |  |
| Registered Company Name :  |  |
| Company Trading Name : |  |
| Physical Address :  |  |
| Postal Address : |  |
| Telephone Number : |  |
| Fax Number : |  |
| Email Address :  |  |
| Transitional Facility Operator : |  |
| Mobile Phone : |  |
|  |  |
| Additional Contacts |
| Contact Name : |  |
| Telephone : |  |
| Mobile : |  |
| Email : |  |
| Contact Name : |  |
| Telephone : |  |
| Mobile : |  |
| Email : |  |

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| **REVIEW & AMENDMENTS RECORD** |
| Reviews / Amendments to this manual must:1. be given a consecutive number
2. have an amendment date
3. include the amended section(s) number
 |
| No | Section | Review / Amendment Detail | Date |
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# Introduction

### The company’s primary business is (enter details of your business here)

# MPI Contact Details

* Emergency contact number to report live insects or animals **0800 80 99 66**
* Log sheet fax number **(09) 909 8556** or online at: <http://containerchecks.MPI.govt.nz/Default.aspx>
* Transitional Facility Enquiries **0800 222 018** select Option 5or email facilityapprovals@mpi.govt.nz
* MPI Target Evaluation General Enquiries **(09) 909 3030** select Option 2 Option 1
* Inspection Bookings
	+ Auckland Only - **(09) 909 3030** select Option 2 Option 2
	+ All other regions – Contact the local MPI Office

# Scope

### The Biosecurity function of (enter your company name) is to ensure that the facility operates in accordance with Section 39 of the Biosecurity Act 1993, for the purposes of:

1. *Receiving, holding, inspection, further processing as directed by an MPI Inspector of risk goods*

### This document covers the company policy and procedures required to meet MPI Standards.[[1]](#footnote-1)

* **TFGEN** – Standard for Transitional Facilities for General Uncleared Risk Goods
* **PIT-GFP-ISR** – Grain for Processing Import System Requirements
* **(enter all other relevant standard details)**

### Copies of the above listed Standards are kept on file or accessed online.

### This Grain Import System (GIS) is applicable to the following product/s:

* list goods here

### The company imports approximately (enter quantity) tonnes of grain / feed per year from the following countries:

* list countries here

### The Transitional Facility Operator and all relevant staff are aware of and comply with this documented policy and procedure.

# Transitional Facility Location

### The transitional facility (TF) is located at: enter full address here

### A map of the facility showing the layout of the site including the Tipping Area and MPI Holding and/or Inspection Areas is attached – refer [Site Plan](#_Toc131233319)**.**

### The Operator/OR will advise MPI if this layout changes by updating this manual and the site plan & submitting a copy to the MPI for review and approval.

# Transitional Facility Approval

### The Transitional Facility (TF) is approved in accordance with section 39(3) of the Biosecurity Act 1993[[2]](#footnote-2). There must be an Approved operator approved under section 40 of the Biosecurity Act 1993. Any facility operating without an approved operator may be suspended or cancelled by MPI.

### The facility is constructed and operated in accordance with the MPI standard TFGEN, as well as PIT-GFP-ISR (which includes a Grain Import System (GIS))

* relevant Import Health Standards included in the scope of this document;
* where applicable, any relevant permit to import; and
* any notification from the MPI Chief Technical Officer (CTO) relevant to a specific risk good

# Approval of Grain Import System

### A Grain Import System (GIS), must be approved by MPI prior to any new or existing operational activity by any new or relocating facility.

### The GIS must be submitted to the local MPI Inspector responsible for your area for vetting / desk top assessment. This is to ensure any operational issues are covered properly in the GIS. After the local Inspector is satisfied with the GIS, they will forward it to the Chief Technical Officer (CTO) in Wellington for final approval.

**NOTE:** do not send GIS directly to CTO, this can result in your ability to operate being suspended until the local MPI Inspector is satisfied with the facility’s operations.

# Changes to the GIS

### Changes to the GIS must submitted to the local MPI Officer for vetting prior to final approval by CTO in Wellington. Changes will include the following (but not limited to):

* Moving premises
* Requests for approval to additional and/or new MPI Standards
* Amendments to layout of site, i.e.: move devanning area, move holding / inspection areas
* Change of Transitional Facility Operator (TFO)
* Changes to operations or products covered by the GIS

# Change of Transitional Facility Operator (TFO)

### An MPI Inspector will be notified of proposed changes to the TFO

### Prospective new operators will complete the TFO training course delivered by an MPI [Approved Training Provider](https://www.mpi.govt.nz/news-and-resources/resources/registers-and-lists/operator-training-providers/)

### Prospective new operators will complete an Application and Consent for Disclosure according to the requirements of the MPI Standard TFGEN.

***The Transitional Facility Operator and all relevant staff are aware that it is a breach of the Biosecurity Act 1993 for a Transitional Facility to operate without an Approved Facility Operator.***

# Cancellation of Facility Approval / Grain Import System

### Notification of cancellation will be given in writing to MPI using the required [Cancellation Form](https://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/forms-and-templates/).

# Roles & Responsibilities

## **Transitional Facility Operator (TFO) (previously Organisational Representative or OR)**

### The TFO will successfully complete the Transitional Facility Operator training course delivered by an MPI [Approved Training Provider](https://www.mpi.govt.nz/news-and-resources/resources/registers-and-lists/operator-training-providers/) and undertake the required refresher training in order to maintain approval by MPI.

### The TFO will be approved by the Director-General in accordance with section 40(6) of the Biosecurity Act.

### The TFO will ensure that:

* the TF continues to meet the requirements of the TFGEN Standard and GIS
* the TF is used for the purpose specified in this GIS
* authorised person(s) are present at all times for the unloading of imported risk goods;
* resources are in place for maintaining the TF, and;
* the requirements detailed in this GIS manual and any Quality Management System can be met.

### The TFO is responsible for:

* Liaising with MPI if any issues need to be addressed
* Ensuring that the TF is maintained to the specifications of TFGEN and PIT-GFP-ISR
* Maintaining a current and approved GIS
* Authorising and maintaining the site biosecurity operating procedures
* Ensuring that the Transport Operator(s) used to carry grain (bulk / containerised) are current and trucks are fit and proper to carry grain, and are approved by MPI. This also includes approved routes.
* Ensuring that all biosecurity equipment and consumables required for biosecurity work are available at all times
* Ensuring that staff carry out the tasks associated with the arrival, unloading and departure of grain and any other associated bulk uncleared risk goods, including:
1. Ensuring checks of documentation occurs
2. Ensuring the required information is recorded and documents retained appropriately
3. Ensuring that when contamination or infestation is found it is reported to MPI immediately

## **Deputy Operator(s)**

### The TFO may nominate individuals to be Deputy Operator(s).

### Deputy Operator(s) will (when applicable) have delegated authority to act as a TFO in such times the TFO is not available.

### Deputy Operators will be required where the TFO is in charge of more than one facility or where the TFO is likely to be absent for a long period of time, i.e. more than one month. In instances where this occurs an MPI Inspector will be notified.

## **Delegated Representative(s) (DR)**

### For offsite activities which involves grain being discharged wharf side or cartage of grain to the elected TF(s), there must be delegated representatives for each of following functions. These delegates are responsible to the TFO, who is fully responsible to ensure full compliance for each activity undertaken.

#### Wharf side Discharge

### The Delegated Representative is responsible for:

* Ensuring they are present prior to discharge, and that the “quarantine area(s”) have been set up correctly
* Being actively involved in checking the quarantine area(s) are maintained:
1. during discharge
2. having continuous delegated representatives during each shift during discharge, and providing a list of those representatives to MPI
3. Ensuring only authorised vehicles (including approved transporters) have access to Quarantine Area(s)
* Notifying the TFO and MPI immediately of any areas of concern that may compromise biosecurity during discharge
* Ensuring the following records for each container received at the TF are kept and maintained. These records will include:
1. Up to date list of approved transport company(s) and trucks
2. Consignment identifier (e.g. BACC)
3. List of TFs that consignments are directed too
4. Any pests, unwanted organisms or other organisms found and any control actions taken

#### Transport (Carriage) of Grain to designated TF(s)

### The Delegated Representative is responsible for:

* Ensuring they are present prior to discharge, and that the approved truck list provided to MPI is current and MPI have been notified of any vehicle changes prior to discharge.
* Being actively involved in checking the approved truck drivers have correct documentation:
1. BACC(s)
2. Designated approved route (including secondary approved routes)
3. Trucks and trailers are still fit and proper to carry grain – notifying MPI of any trucks failing in this regard
* Notifying the TFO and MPI immediately of any areas of concern that may jeopardise biosecurity during discharge or cartage en route to designated TF(s)

**Once at the Transitional Facility, the TFO assumes all responsibility for grain and trucks and all relevant drivers. On leaving the TF, the trucks and drivers again fall under the Transport DR.**

For a detailed list of current TF personnel and DR(s) refer to APPENDIX A: Current Approved Personnel.

# Biosecurity Awareness Training

### The TFO is responsible for ensuring that all TF staff, DRs and their associated staff involved with the discharge of grain and handling of uncleared goods are aware of biosecurity requirements and have:

* read and understood this GIS
* completed relevant biosecurity awareness training

### Biosecurity awareness training will be conducted by enter name or position of person.

### An outline of the internal training programme is detailed in Appendix B Internal Biosecurity Awareness Training.

### A register of internal training attendance is maintained by the TFO - refer to template in Appendix C Biosecurity Awareness Training Register.

### The training programme will be reviewed as a component of the TF internal audit or bi-annual surveillance verification inspections.

# Health and Safety

### The organisation promotes the health and safety of everyone who works within the TF and will ensure that all persons present on the site will take all reasonably practicable steps, in circumstances they know or ought to reasonably know about, to ensure their own safety and that of others.

# Critical Control Points

## **Importation and Discharge**

### Requirements for importation

* Grain meets New Zealand phytosanitary requirements
* Permit to Import into New Zealand held by Importer or TF
* Grain Import System (GIS) approved by MPI CTO
* The TFs the grain is to be held at is currently approved and compliant

### Grain arrival at New Zealand border

* Wharf DR receives notification from either GIS Importer or TF of pending grain arrival
* Pre-discharge notification to MPI
* Presentation of appropriate documents for BACC application
* Presentation of lists, including DR(s), trucking company(s) and approved trucks to MPI
* Setting up of appropriate and compliant quarantine area at designated port(s)
* Clearance of vessel by MPI and beginning of grain discharge
* Provision of appropriate equipment (ships ropes for judder bars, air hoses (dual) for blow down etc.)
* For containerised grain, wharf DR to ensure taping of container doors and vents prior to travel
* Port DR to ensure quarantine area is cleaned frequently of any grain spills or at direction of MPI Officer

### Transportation from port to TF

 **Note**: Approved cartage companies to be listed in Appendix E

* Transport DR has previously notified MPI of any truck changes to previously provided lists
* Transport DR ensures all drivers have copy of BACC(s)
* Transport DR ensures all drivers have contingency plans, emergency contacts etc.
* Transport DR ensures all drivers have approved routes, are notified of changes (road works, accidents etc.)
* Transport DR ensures truck and trailers are not filled more than 150mm from top of tub / trailer
* Transport DR ensures all drivers maintain a record of deliveries to TF(s)
* Transport DR ensures all drivers are to report any spillage, and DR to traverse the approved route(s) to check for any signs of spillage
* For containerised grain, DR to ensure container doors and vents are taped prior to leaving port

### TFs for “holding only” – applies only to containerised grain

* Where a grain TF requests its transport DR to hold containerised grain prior to delivery (space constraints etc.), then the holding facility must be an MPI approved TF and meet the TFGEN requirements for holding/storage of containers and be listed in this GIS.
* Name of TFs where grain containers are to be held

List facility(s) here

**Note**: A BACC must be issued by MPI directing any containerised grain to another TF

## **Grain Facilities**

**Important Note**: Where the grain importer is different to the TF, after tipping / unloading of grain is completed at the TF, the Importer GIS now *hands over* to the TF GIS. This must be indicated in both GIS. Where importer and TF are same this is not required.

### Grain holding TF

Grain facilities which simply “hold” grain (whether it is silo / flat storage or both) on behalf of other facilities need to be:

* MPI approved – meeting TFGEN and PIT-GFP-ISR requirements
* Have adequate storage capacity to ensure different grains can be held separately
* Have a GIS, listing any / all facilities grain is held for
* Be listed on any other grain TF GIS the facility will hold for
* Maintain records of grain received and transferred (via BACC)

### Grain facility for processing

For grain TF with silos

* Entry / exits to facility are via all-weather roads
* Any / all drains located on roads / near intake entry / exit points have 2mm sieves or envelopes to catch any / all grain spillage
* Intake area is enclosed / screened to ensure grain cannot escape and dust is minimised, (especially during tipping and blowing down of vehicles / trailers)
* Is substantially bird proof, rodent proof –TF must have documented pest control (per TFGEN)
* Silos are well constructed and in good repair (e.g. fit and proper to hold grain)
* TF had documented weed control programme in place especially around grain intake / silos (per TFGEN)
* Grain elevators / ducting are in good repair to stop grain escape
* Any grain (including locally sourced) used to flush elevators is considered quarantine by nature during and after use

### For Grain TF with flat storage

* Designated doors for entry / exit
* All other door / entry points are sealed to prevent grain escape
* Grain is tipped and stored in a manner, so as not to spread within two (2) metres of unsealed openings
* Imported grain of differing origins is held either a minimum of five (5) meters from each other, or by physical separation / segregation
* Flat storage area is not used for other purposes until all grain has been removed and TF fully cleaned

### Additional requirements for inspection

* TF must provide fit for purpose inspection area and bench for inspection of samples taken during discharge at TF
* TF must provide lighting in inspection area of a minimum 1000LUX
* Cleaning equipment for inspection area / bench

### Laboratories within the TF approval for analysis / testing

* All samples external / internal must be recorded in a register
* External samples must be accompanied by BACC from MPI
* All samples not tested to destruction, must be recorded if / when returned to core volume

### Laboratories within TF, but having separate approval

* Must meet requirements of laboratories within TF approval
* Must have a BACC for transfer of samples even within TF

### Grain milled into flour for human consumption

Facility to provide synopsis of milling process (bullet point is fine)

* Any cleanings / waste removed before / during milling must be disposed of securely

### Method of Disposal

* List method(s) of disposal (for incumbent facility)

### Grain processed into stock food

* Processing is to the satisfaction of approving MPI inspector / adviser /CTO, such that upon further inspection it would be unlikely to find any whole regulated seeds in final product

Facility to provide synopsis of processing method (bullet point is fine)

## **Grain Processing Procedures**

**Note**: All new processing must be via an MPI approved method, a one (1) kilogram sample will be forwarded to an approved laboratory for testing for viable regulated weed seeds.

All existing methods must be able to verify through processing that all viable regulated seed has been rendered non-viable.

## **Process Control Verification**

### To ensure process capability is maintained throughout production the TFO shall ensure

* Sample processed material stream at intervals to check for whole regulated seed
* Sieve analysis to be carried out, using bank of sieves (recommended) 2.0mm, 1.4mm, 1.0mm or equivalent for whole weed seed
* If sample is noncompliant, log in grinding log, re-mill through adjusted hammer mill, receive an effective treatment (e.g. heat) to ensure non viability or transfer via BACC to another TF for further processing

### Receipt and transfer of grain between TFs

* All grain transferred between TFs must be done so via BACC obtained from MPI.
* Any grain facility where grain is transferred to must have an approved GIS, and state when these transfers these will take place and how.
* Any transfers (except small samples) must be done via approved transport companies, also included in GIS

## **Transportation of Grain**

### Grain bulk or containerised must only be transported by approved transport companies

### Vehicles must be fit and proper to carry bulk grain

### Transport operators must provide a list to MPI of all trucks to be used, including sub-contractors who may be used some of the time

### The GIS owner must nominate a DR for transport who is ultimately responsible to the GIS owner for maintenance of vehicles, training of drivers, and keeping MPI up to date with a vehicle listing

### Approved transport routes must be listed with this GIS

List of Approved transport companies attached to this GIS

See Approved Routes attached as per Appendix F

## **Containerised Grain and Wood Packaging Handling**

### Prior to opening and grain discharge, an accredited person will check the BACC to see if there are any MPI requirements.

### Wood packaging material must meet ISPM15 Standards

***Where wood packaging does not have an ISPM15 stamp and/or is contaminated MPI will be notified immediately. MPI will provide direction and/or authority for any actions required***.

### MPI will provide direction and / or authority for any actions required.

### Upon completion of grain discharge, any wood packaging (would generally be bulkheads) will be checked for grain. Any grain found thereon will be removed and placed either with consignment or in biosecurity waste receptacle

## **Treatment of risk goods**

### Any grain requiring treatment are either treated on site or transported to an approved treatment provider, in an insect proof manner, upon authorisation being granted by MPI.

### All treatments will only be conducted upon receipt of an authorisation from MPI.

### Our preferred treatment providers are as detailed below.

|  |  |  |
| --- | --- | --- |
|  | **ONSITE TREATMENTS** | **OFFSITE TREATMENTS** |
| Provider: | enter your provider details |  |
| Contact Details: |  |  |
| Service Frequency: |  |  |
| Service Provided: |  |  |

### Records of any treatments will be maintained by the TFO.

## **Waste Management**

### Grain or processing remnants may only be destroyed by MPI approved methods or sent for further processing:

**Note:** large quantities of grain (>1 tonne) will require a CTO direction for destruction especially if by deep burial.

List means of waste management below

### Our elected approved provider is detailed below.

|  |  |
| --- | --- |
| Provider Name :  | enter your provider details |
| Contact Details : |  |
| Service Frequency: |  |

**END OF CRITICAL CONTROL POINT SECTION**

# Records

### Records retained include:-

* A copy of this GIS
* Permits to import (where applicable)
* Phytosanitary certificates (where applicable)
* MPI BACCs (Biosecurity Authority Clearance Certificates) for all consignments
* Approved transport companies
* Approved vehicle list
* Volume of grain received at TF
* Volume of grain transferred
* Silo log of grain held
* Log / register of grains held in flat storage (where applicable)
* Sieve grinding register (where applicable)
* Treatment records (where applicable)
* A completed log sheet / inspection record and / or register for all containers received and/or devanned
* Pest and weed management programmes
* Records of disposal of waste
* Volume of grain received at TF
* Lab sample receipt Log (where applicable)
* Lab sample destruction / return to consignment log (where applicable)
* Internal audit checklists
* MPI inspection reports and letters / correspondence
* Records of biosecurity training and copies of certificates of approved staff

# Pest and Weed Management

### Pest control at our facility is maintained as detailed below and records of service are held by the TFO.

|  |  |
| --- | --- |
| Provider: | enter your provider details |
| Contact Details: |  |
| Service Frequency: |  |
| Service Provided: |  |

### Weed control at our facility is maintained as detailed below and records of service are held by the TFO.

|  |  |
| --- | --- |
| Provider: | enter your provider details |
| Contact Details: |  |
| Service Frequency: |  |
| Service Provided: |  |

# Signage

A sign identifying the premises as an approved transitional facility and restricting access is displayed at enter details of where signage will be located - include any signage used to identify specific areas i.e. inspection area.

# Contingency Plans

### Resignation of approved operator (TFO)

* RISKS: Suspension or cancellation of TF Approval
* CONTINGENCY PLAN:
* MPI is notified immediately on **0800 222 018** (Option 5)
* Succession plan established
* Where applicable request approval for dispensation from MPI

###

### Unauthorised release of uncleared goods

* RISKS: Biosecurity incursion
* Loss and/or damage of uncleared goods
* Contamination of cleared or other goods
* Suspension or cancellation of TF approval
* CONTINGENCY PLAN:
* MPI is notified immediately on 0800 80 99 66
* Uncleared goods will be located and secured
* Contaminated cleared or other goods will be located and secured
* Directions and / or authorisations will be obtained from MPI
* Regular scheduled reviews of in-house procedures
* Staff training and awareness programme established

### Break In / burglary

* RISKS: Biosecurity incursion
* Loss and / or damage of uncleared goods
* Contamination of cleared or other goods
* Unauthorised entry
* Damage to facility which impacts ability to operate
* Suspension or cancellation of TF approval
* CONTINGENCY PLAN:
* Emergency services notified immediately
* MPI is notified immediately on 0800 80 99 66
* Goods and / or containers will be secured
* Stocktake will be conducted to identify any missing goods
* Directions and / or authorisations will be obtained from MPI
* Facility security management plan established
* Regular scheduled reviews of facility security management plan

### Weather Damage

* RISKS: Biosecurity Incursion
* Damage to uncleared goods
* Contamination of cleared or other goods
* Damage to TF which impacts ability to operate
* Suspension or cancellation of TF approval
* CONTINGENCY PLAN:
* TF is made secure
* MPI is notified immediately on 0800 80 99 66
* Goods and / or containers will be secured
* Where possible, a stocktake will be conducted to identify any missing, damaged or contaminated goods
* Directions and / or authorisations will be obtained from MPI
* Emergency plan established
* Regular scheduled reviews of emergency plan

### General Emergency, Fire or Power Cut

* RISKS: Biosecurity Incursion
* Loss and/or damage of Uncleared Risk Goods
* Contamination of cleared or other goods
* Damage / loss to TF which impacts ability to operate
* Suspension or cancellation of TF approval

# Review and Authorisation

**Note: This Operating Manual will be reviewed annually and when updates are required the TFO will submit the updated version to MPI for assessment and approval.**

*This Operating Manual is authorised by:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Transitional Facility Operator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**THE OPERATOR IS RESPONSIBLE FOR ENSURING THAT**

**ALL REQUIREMENTS OF THIS OPERATING MANUAL ARE MET**

|  |  |  |
| --- | --- | --- |
| **MPI USE ONLY** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *Contact Details* |  |  | *Inspection* |  |  | **Transport Companies :** |  |  | **Additional Annex(s):** |  |
|  | *Training* |  |  | *Treatment* |  |  | *Approved Vehicles* |  |  |  |  |
|  | *Inspection Facilities* |  |  | *Internal Audit* |  |  | *Transport & Route* |  |  |  |  |
|  | *Hygiene* |  |  | *Contingencies* |  |  | *Contingency* |  |  |  |  |
|  | *Pest Mgmt* |  |  | *Site Plan* |  |  | *Register/Log* |  |  |  |  |
|  | *Waste Mgmt* |  |  | *Approved OP / APs* |  |  |  |  |  |  |  |
|  | *Weed Mgmt* |  |  | *Registers* |  |  |  |  |  |  |  |
|  | *Security/Segregation* |  |  |  |  |  |  |  |  |  |  |
|  |
|  | **Completed:** |  | **Manual Review** |  |  | **Annex Review** |  |  |  |  |  |
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|  |   |
|  | **APPROVAL GRANTED** |  | **Approving Officer:** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Yes |   |  | No |  |  |  |  | *Name:* |  |  |  |
|  |  |
|  |  |  |  |  |  |  | *ID Number* |  |  |  |
|  |  |
|  | Approval Date: |  */ /* |  |  | *Signature* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

# Site Plans

INSERT SITE PLAN DRAWING

### It is recommended that this be approximately A4 size

### A site of the general layout of the transitional facility must include:

* Entrances
* Exits
* Inspection / holding Areas
* Container areas
* Location of garden areas and drains
* Location of biosecurity equipment
* Roads
* Adjacent buildings

.

# Appendix A Current Approved Personnel

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Certificate Number** | **Expiry Date** |
|  | OPERATOR |  |  |
|  | Deputy Operator |  |  |
|  | DR Wharf |  |  |
|  | DR Transport |  |  |
|  | Accredited Person |  |  |

# Appendix B Internal Biosecurity Awareness Training

### The TFO is responsible ensuring that all staff involved with the devanning of containers and handling of uncleared goods are aware of biosecurity requirements and have:

* Read and understood this Operating Manual
* Completed internal biosecurity awareness training

### Internal biosecurity awareness training will be conducted by enter name or position of person.

### A register of internal training attendance is maintained by the TFO - refer to template in Appendix C Biosecurity awareness training register.

### The training programme will be reviewed as a component of the TF internal audit.

### Biosecurity awareness training

Enter details of the facility biosecurity training programme. (i.e.: content, topics covered)

# Appendix C Biosecurity Awareness Training Register

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Training | Attendee | Attendee Signature | Conducted by |
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# Appendix D Pest, Weed, Waste Register

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| --- | --- | --- |
| **COMPANY :** |  | **Facility No :** |
| **Address :** |  |  |
| **Register For: *(tick appropriate boxes)*** |
| □ Pest Control  | □ Weed Control  | □ Waste Disposal |  |
| □ Other (state here) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Action Taken** | **By** | **Signature** |
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# Appendix E: Approved Vehicle List

**Attach Vehicle List here**

# Appendix F: Approved Routes

**Attach Routes here**

1. [Web Link to search for MPI Import Health Standards](http://www.biosecurity.govt.nz/ihs/search) [↑](#footnote-ref-1)
2. [Web Link to Biosecurity Act 1993](http://legislation.govt.nz/act/public/1993/0095/latest/DLM314623.html?search=ts_act%40bill%40regulation%40deemedreg_biosecurity+act_resel_25_a&p=1) [↑](#footnote-ref-2)