Your company name here

MAF Transitional Facility
Operating Manual

For facilities importing

Uncleared Risk Goods

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:

Table of Contents

1. Introduction

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

2. MAF contact details

Add in the relevant contact details of your local MAF office or Inspector.

3. Scope

Describe what the facility is approved to import (what goods is MAF interested in)? For example, what annexe of the standard is your facility approved to?

What is the estimated volume of goods to be handled annually?

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) areas where uncleared goods are held or processed (the 'MAF areas').

An Operator considering changes to a facility should contact the MAF Inspector.

5. Staff

List the Operator, Deputy Operator (if required), any Accredited Persons and their approval numbers and expiries (if required – this can be added as an appendix to the manual if there are many), and any other staff responsible for the provision of functions within the facility.

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. Container procedure *(if receiving containers)*

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.

7.2. Security of uncleared risk goods

Describe the security in place in the facility when uncleared risk goods are present. How is access to the facility going to be controlled and monitored (temporarily or permanently)?

Also include information on the system for tracking risk goods through the facility (what paperwork will be kept and how it will be maintained). For example there may be an inventory system. Describe how this will work.

Remember: live animals or plants, domestic or otherwise are not permitted in the transitional facility when uncleared risk goods are present.

7.3. Segregation of uncleared goods from cleared or domestic goods

Describe how uncleared goods are kept apart from cleared or domestic goods in the facility. Describe the systems in place for this.

7.4. Records

Describe what records are kept and where they are kept. Include facility records and consignment records (see the guidance document to the Standard for examples), and also any documents relating to staff training, waste disposal, pest control or internal audits.

7.5. 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).

Note what cleaning equipment is available (eg what is in your "MAF kit").

7.6. Internal Audit

Note how often facility checks will be conducted, by who, and what will be checked (need to be at least every 12 months, every 6 months for facilities importing animal products).

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. Include a list of things that will be checked during the internal audit. Copies of audits must be kept for your MAF Inspector. Refer to section 4.10 of the guidance document to the Standard for information on internal audits.

7.7. Treatment of risk goods

Describe the actions that will be taken if biosecurity contamination is discovered.

Describe what will be done before any directions from a MAF officer, and after any directions for treatment have been given.

Describe how goods will be transported for treatment if it is necessary.

List contact details for treatment providers.

7.8. Use of a Transitional Facility for other Purposes

Use this section only if it applies to your facility. Describe the actions that will occur to return the facility to readiness after any other use not for biosecurity purposes.

8. Signage

Note where your signs are located. An appropriate sign must state that the site is an approved Transitional Facility and state that access to the site is restricted.

9. Inspector's facilities

Describe the area or room for Inspectors to use when inspecting goods (if required in your facility). What equipment is there, and how this equipment will be maintained? E.g. some facilities may need to regularly check/ calibrate scientific equipment.

10. Contingency Plans

The Operator must ensure that contingency plans are in place to manage all significant biosecurity risks associated with the facility including possible breaches of security, breaches in normal procedure or emergency situations (for example, essential equipment malfunction or loss of electrical power).

What contingency plans are in place? What are the risks specific to the facility? What mitigation measures will be taken to minimise these risks?

This procedure is authorised by

_____
Operator's name

_____ _____
Signature Date