



ASSESSMENT OF AIRPORTS

Places of First Arrival Standard

**Place of First Arrival
Operator:**

Name of person present for assessment	Company
Database Ref	ATF Ref
Inspector (MPI Liaison):	Date of Review:
Time on Site	Cost code
Charged out	

Standard: **Approved Places of First Arrival (All)**

Signed by Manager:



Introduction

This check sheet sets out the guidelines for the assessment of a place of first arrival (All-ports) to meet and maintain the requirements of the Places of First Arrival Standard.

Operating Requirements

Places of first arrival receive risk goods internationally and must be prepared to contain potentially unwanted pests and organisms.

The places of first arrival must be approved pursuant of Section 37 of the Biosecurity Act 1993. The operator, named as such on the certificate of approval, must demonstrate that there are systems, policies and procedures in place to:

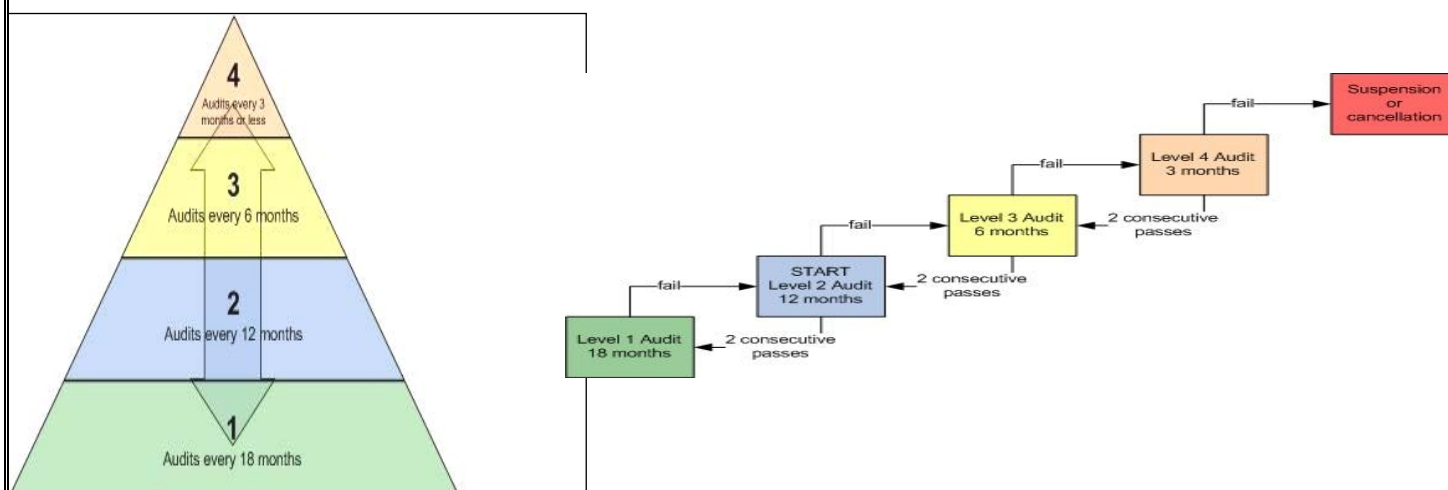
- **verify** that the operator has systems in place that are commensurate with the type of operation that has been approved;
- **measure and monitor** the effectiveness of systems and procedures;
- **demonstrate** a process of continual improvement; and
- **adhere** to the specific standards within a place of first arrival.

The assessment process is a measure of compliance to the criteria set above.

The Assessment Process

Most new places of first arrival will start at a compliance level 2, having at least one MPI assessment every 12 months. After two satisfactory assessments at this level the operator may, if the inspector is satisfied, move to compliance level one, with assessments dropping to every 18 months. However, if the operator fails an assessment they will increase a compliance level.

Each failed assessment thereafter will cause the operator to increase a level. Lower levels can only be gained after two satisfactory audits. If an operator is on the highest level (level 4), and fails three consecutive assessments, they may be suspended or cancelled in part (an import pathway removed) or in total according to section 37B of the Act.





Ref	SECTION	Y	N	N/A	Std Ref (Comments Objective/Evidence)
	<p>This assessment is in 3 parts :</p> <p>Section A New approvals</p> <p>Section B Annual assessments Pre-visit checklist</p> <p>Section C Checklist</p> <p>Section D Non-Compliances</p> <p>Appendix A –Reference List of Arrangements, Facilities and Systems required for type of goods approved.</p> <p>Appendix B – Form to complete the Arrangements, Facilities and Systems in place at a specific PoFA.</p>				
	Section A New Approvals				
A1	New Approval (Pre-Visit Approval Assessment of a Place of First Arrival)				
A1.1	The operator accepts costs of approval assessment.				
A1.2	<p>Approval has been granted by:</p> <ul style="list-style-type: none"> the New Zealand Customs Service; the Ministry of Health the New Zealand Police the Ministry of Transport any other Department of state whose operations may, in the Directors opinion , be affected by the approval and resource consent gained <p>prior to MPI processing of the application.</p>				
A1.3	Continue to Section B				
	Section B				
B	Routine Assessment Check				
B1	<p>Desktop (prior to visit)</p> <p>Record:</p> <ul style="list-style-type: none"> Authorised Operator of PoFA: <i>(enter name here)</i>: Delegated person for MPI contact: <i>(enter name here)</i> 				
B1.1	<p>Pre visit Annual Assessment</p> <ul style="list-style-type: none"> Contact MPI personnel with liaison roles with Operators 				



	<p>(FCS/Places of First arrival Files/Contacts)</p> <ul style="list-style-type: none"> • Check files on FCS (Places of first arrival/airports) for up to date information on changes or variances. 			
B1.2	<p>Complete Appendix B (may need information from operator of the transitional facilities/arrangements connected to the place of first arrival)</p> <p>NB TF's that are either Operator run and owned or TF's that have third party arrangements with the port company need to be recorded to establish that the operator has all the facilities, arrangements and systems in place that meet the approved places of first arrival conditions.</p>			
B1.3	<p>The operator accepts cost of assessment.</p> <p>NB Rates as per Biosecurity Cost regulations</p> <p>NB Those air ports operating with MPI staff do not get charged travel.</p>			
<p>Please note that with the Operator Std reference column the standard/ and/or guidelines reference is quoted or Best Practice noted (BP).</p>				
<p>Section C</p>				
<p>Roles and Responsibilities</p> <p>The intent of this section is to establish that arrangements, facilities and systems are in place and are fit for the purpose the place of first arrival is approved for. For instance, if the place of first arrival imports fresh produce then there is a requirement for a fresh produce inspection facility or arrangement to be in place to process such an import.</p> <p>Note Refer to Appendix A for the facilities required for the type of good imported i.e. Flight kitchens to service inbound flights http://www.biosecurity.govt.nz/files/regs/stds/bnz-std-tfgen/guidance-bnz-std-tfgen.pdf</p>				
C1	<p>Approval Certificate (noted in Summary of records Item 11)</p>			
	<p>The approval certificate is granted for the arrival of the craft listed (please highlight the approval the assessment is conducted under):</p> <ul style="list-style-type: none"> • Passenger Aircraft < 14 seaters • Passenger Aircraft > 14 seaters • Others (Antarctic bound, Military.) 			
C2	<p>The approval is granted for importation of (please highlight the approval on the approval certificate) :</p> <ul style="list-style-type: none"> • Passengers and Crew (PAX standard) • Baggage (personal effects,/Unaccompanied) • Fresh produce • General Airfreight (includes empty containers, containerised airfreight) • Live Animals • Vehicles and Machinery 			



C3 **Approval application (schedule 2 of the Guidance document for the Standard**
<http://www.biosecurity.govt.nz/regs/ships/ports-first-arrival>)

Delegation of responsibility required to be noted

1 **Craft Arrivals**

1.1 **Arrivals General Provisions and Requirements**

		Y	N	N A	Ref.
1.	Is there a system in place to communicate to MPIBNZ the latest ETA and craft placement? Do the systems in place provide sufficient advance notice? Noting: <ul style="list-style-type: none"> • Customs systems • Advance notice of craft arrival NB Schedule flights				3.2 Std & 2.1.2 Guidance
2.	Only craft specified on the Approval certificate (Schedule 2) may arrive at the airport. Is there a procedure in place for verification of a permitted craft type? NB Approvals are listed on the biosecurity public website (http://www.biosecurity.govt.nz/regs/aircraft/ports-first-arrival)				3.0 Std & 9.1 Guidance
3.	Is there a port operator nominated person or position to liaise with MPIBNZ on a day to day basis? NB Could be the Operator position nominated in Item B1.				3.2 Std & 2.1.2 Guidance
4.	Does the operator have in place the relevant systems required for the standards specified in the Certificate? (Itemised in Appendix A) NB For example is there a flight kitchen for the processing of inbound food services				3.2 Std & Schedule 1 Std
5.	Is there a specific area reserved for overseas arrivals?				3.2 Std & 2.1.2 Guidance
6.	Does the type of craft and passenger numbers received comply with the certificate of approval? NB Usually noted within airports				3.1 Std

Comments:

2.0 **Arrivals area**

2.1 **Air Passengers and Baggage includes offshore private/chartered flights**

7.	Is there clear and direct access for passengers and crew from the craft to the Biosecurity Control Area (arrivals)?				3.2Std & 21.2
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					Guidance
8.	Is there clear and direct access for baggage collection areas to the declaration exits and through to the Biosecurity Control Area (arrivals)?				3.2 std & 2.1.2 Guidance
9.	Are personnel responsible for display materials (pot plants) disposing of plant material through a MPI approved biosecurity refuse facility?				3.2std & 5.4 Guidance
Comments					
3.0 Security (baggage & air containers)					
		Y	N	N A	
10.	Is unauthorised access controlled? NB Civil Aviation audit				3.2 Std & 4.1 Guidance
11.	Is the leaving of a port confines with uncleared goods controlled for crew, passengers and airfreight?				3.2 Std & 4.2 Guidance
12.	Are approved people identified with ID's prior to ingress? Does it work?				BP
13.	Is there a list of personnel who have authorised access to the site? Check against key list or similar? NB Do staff have swipe access cards and visitors are expected to provide photo ID				BP
14.	Are there out of hours procedures? NB Where airports operate on restricted hours				4.1 Guidance
15.	Does the operator or a third party have a system of evaluation for emergency contingency plans and procedures? NB Fire at the airport and placement of imported airfreight.				BP
Comments:					
4.0 Air Freight Check that there is a process of checking that the airfreight types approved to be discharged at the air port have facilities to contain/treat/transfer and airfreight that is not approved is not able to be received at the airport.					
16.	Is there a process of Air freight notification in place? The notification must allow the inspector to determine the : <ul style="list-style-type: none"> • Nature • Origin • Destination of the goods NB Importer may provide identification of content within 12 hours				3.2 Std & 2.2 Guidance
17.	Is there a process of checking that the airfreight types not approved to be discharged at the air port are declined? NB Note manifest				3.2 Std
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18.	Is all discharged airfreight taken directly to an approved Transitional Facility for release or re-direction?				3.1 & 3.2 Std
19.	Is there a process of separating imported airfreight from domestic/export airfreight prior to transfer to a transitional facility? NB refers to transit airfreight				2.3 & 5.2 Guidance
20.	Is there evidence that the operator has a system of contingency plans for emergencies? NB Uncleared risk goods should remain within the Transitional Facility or biosecurity control area				BP
	Comments:				
5.0	Biosecurity Refuse Control –approved processes to destroy or treat refuse (including wastage from cleaning craft, airfreight, transitional facilities, etc.)				
21.	Is biosecurity refuse controlled through the operator or a third party? (listed in appendix B)				BP
22.	Is the facility for the disposal of biosecurity refuse compliant with the relevant standard? NB TF-Gen Annex I				3.2 (Schedule 2)
23.	Do the people working (cleaning, discharge, equipment, unloading airfreight, cleaning airport areas etc) within the places of first arrival have appropriate working knowledge commensurate with their responsibilities for refuse disposal. NB Verify through training records and or verbal interviews				BP
24.	Are employees and contractors aware of transport and packaging requirements?(i.e. secure bagging of biosecurity refuse being transferred to a refuse station) NB generally noted for regional airports				BP
	Comments:				
	Passenger Processing				
6.0	Signage				
25.	Is signage visible in the correct passenger traffic areas? I.e. amnesty bins and other signs warnings for biosecurity.				3.0 Guidance
	Comments				
7.0	Biosecurity Risk Management				
26.	Is the Place of First Arrival area free of vegetation and materials that are capable of harbouring unwanted organism? (rubble, unused machinery, tyres etc) or a form of surveillance? NB AirPort may be under surveillance by MOH for mosquitoes.				5.1 Guidance



27.	Is there an on-going monitoring or pest eradication programme in place? Who provides the programme? Are records available? NB Pest management for ongoing eradication of ants etc or there may be a MPI surveillance programme				5.3 Guidance
28.	Is there an agreed process for contractors or employees to bring suspected biosecurity risks to the attention of the inspector? NB May be in orientation of airport personnel etc.				5.5 Guidance
29.	Is there a process and suitable equipment available to remedy spills of risk goods?				6.1 Guidance
30.	Is there a process that alerts MPI of any risk goods originating from a craft and ensures that the risk goods are securely enclosed (e.g. to prevent flying insects escaping) prior to secure transfer to an approved transitional facility for destruction or fumigation?				6.1 Guidance
Comments					
8.0 Transfer from Arrival to a Containment Facility, or in transit airfreight, If applicable					
31.	Is there a system for: <ul style="list-style-type: none"> • In-transit • Re-exported • Inspected NB Usually an electronic system that the operator may not have access to. NBB Joint Border Management System between Biosecurity and Customs will fill provide a system to answer this question				BP
Comments:					
9.0 External Assessment Frequency Dispensation					
32.	Is the Operator eligible for an Assessment Dispensation with 2 clear assessments to move to 18 monthly assessments?				9.5 Guidance
Comments:					
10.0 Non-Compliance					
33.	Does the operator keep records of any non-compliance, follow up and close out actions?				9.3 Guidance
34.	Verify non conformances noted in assessments have been reported to the operator and have been closed out.				3.0 Std & 9.3 Guidance
35.	Have issues raised by inspectors throughout the year been resolved?				9.4 Guidance
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Comments

11.0 Summary of records				
36.	<p>Site plan of place of first arrival including</p> <ul style="list-style-type: none"> • BCA • TF • Baggage handling facilities • Passenger concourse • Transit airfreight holding area/airfreight inspection • Inspection area • Produce inspection TF's • Live animal discharge area 			3.1 Std
37.	Any site plan alterations			7.2 Guidance
38.	Approval Certificate as per C1			3.1 Std
39.	Published Gazetted Approval noted as to date approved and any limitation imposed			3.1 Std
40.	Transitional Facilities approval. (TF-holding of unloading area)			3.2 Std Appendix B
41.	Previous assessment			7.0 Guidance
	<p>NB1: Records should be kept for 7 years</p> <p>NB2 –All records of facility plans, specifications, structural drawings etc available (records should be kept for 7 years)</p>			



12.0 Non-Compliance record

Non-compliances Listed	Corrective actions	Date to be actioned			Date actioned

Supervisor notified of non-compliances

Yes

No

Authorised representative to sign:

Name:

Signature

Date

Date Assessment closed

Date

Closed by

Name:

Signature





APPENDIX A List of Arrangements, Facilities and systems

Import craft type		Imported product	Facilities/Arrangements	Arrangements	Systems	Reference
Air passengers & crew			Flight Kitchen TF-Gen Annex H Biosecurity Control area TF-Gen Annex N			TF-Gen Annex H TF-Gen Annex N
General Airfreight	General airfreight	Fresh Produce and Nursery stock	Fresh Produce Facility Fumigation & Other treatments	Biosecurity Waste Disposal TF GEN-Annex I Treatment TF-GEN Annex C		TF-Gen Annex C TF-Gen Annex E
		Animal Products	Holding and processing	Biosecurity Waste Disposal TF Gen Annex I		TF-Gen Annex F
		Personnel Effects	Holding and Inspection TF-GEN Annex D	Biosecurity Waste Disposal TF GEN-Annex I Treatment TF-GEN Annex C		TF-GEN Annex D
		Biological products	Holding Biologicals TG-GEN Annex G	Biosecurity Waste Disposal TF GEN-Annex I		TG-GEN Annex G
		International Mail & Courier Facilities	Holding and processing TF Gen- Annex J	Biosecurity Waste Disposal TF GEN-Annex I		TF Gen-Annex J
		Cats and Dogs	Holding and Inspection Standard 154.02.09 154.02.03			Standard 154.02.09 154.02.03
Livestock		Livestock	Pending	Biosecurity Waste Disposal TF GEN-Annex I		Pending

Appendix B Form to list the transitional facilities, arrangements and systems currently associated with PoFA
 ___ Gazette No. ___ as at Date.

List the Required Annex's (to meet approval if a new approval)

Annex I	Biosecurity Waste etc				
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Biosecurity Control Area (BCA)

Date of agreement	Date assessed as part of a Place of First Arrival	Variation to BCA Agreement	TF's within BCA	Map reference

Current Transitional facilities

No.	ATF Number	Status (Compliant/Non-Compliant /Pending)	Annex/Std reference	Audit level (a-d)	Map Reference

NB 1 Note outstanding facilities/arrangement required _____