Minimum Requirements for a Biosecurity Management System (BMS) **Airports**	
Facility Name:	
AFT Ref:	
Inspector:	
Signed:	
Date of Reviews & Time Taken:	

<u>A detailed documented system</u> is required showing that all Places of First Arrival (POFA) have the arrangements, facilities and systems in place to effectively manage risks associated with the importation of risk goods.

Where a 'G' is noted in the 'No' column this indicates that this procedure is from the guidance document or is best practise. It is recommended that the answers to these questions are documented in the BMS to show that all biosecurity risks are being effectively managed.

Ref.		Yes	No	N/A
3.0	**Approval of a POFA**			
1.	Does the BMS define the specific area of control the operator exercises over areas of land and buildings i.e. this could include using a site map showing the location of the POFA			
3.1	**Arrangements**			
2.	Does the BMS state what type and volume of cargo can be received on the POFA?			
3.	Does the BMS list all third party arrangements associated with the different types of cargo and aircraft received? Examples include; • Transitional Facilities (TFGEN) for general holding of uncleared goods, Biosecurity Refuse, Treatment Facilities • General airfreight • Imported vehicles & machinery • Live Animals • Baggage • Fresh produce			
4.	Does the BMS list all third party arrangements associated with the number of passengers/crew expected to arrive? Examples include; • BCA areas • Quarantine areas • Detector dog facilities			

	Comments: *(State associated TFGEN transitional facilities and their ATF numbers)*				
3.2	**Notification of arrival of craft to MPI via an approved system**				
5.	Does the BMS state how the notification of arrival of aircraft to MPI is conducted? Does it include the following; • Arrival of passenger aircraft < 14 seats • Arrival of passenger aircraft > 14 seats • General freight aircraft • Other aircraft e.g. military, Antarctic				
6.	Does the system provide sufficient advance notice to MPI of ETA?		G		
7.	Does the BMS state how notification to MPI of the cargo is communicated?		G		
8.	Does the BMS state how the notification of passengers, crew disembarking from aircraft occurs?		G		
	Comments:				
3.2	**Transfer of Risk Goods from Craft to Transitional/Containment Facility or Biosecurity Control Area**				
9.	Does the BMS state what type of risk goods they are approved to receive? Examples include; • Passengers and Crew • Live Animals. • Vehicles & Used Machinery • Fresh produce • General Cargo • Baggage (accompanied or unaccompanied)				
10.	Does the BMS state how each type of risk goods are moved from the aircraft to a transitional facility?				

11.	Does it state how imported risk goods are segregated from exports?		G	
	Comments:			
3.2	**Processing of Passengers/Crew**			
12.	Are there procedures regarding the processing of passengers and crew through inspection and/or interview procedures and use of detector dogs?			
	Comments:			
3.2	**Disposal of Biosecurity Refuse**			
13.	Are there procedures stating how biosecurity refuse is disposed of/transferred to a biosecurity refuse transitional facility?			
14.	Does this include the following: • Aircraft refuse • Spillages		G	
	Comments:			
3.2	**Communications of Biosecurity Requirements to POFA staff, and crew and passengers**			
15.	Does the BMS state how communications/training is provided to; • Staff working on the POFA • Crew disembarking from aircraft • Passengers disembarking from aircraft			
16.	Does the BMS note any other types of communication? e.g. port signage?		G	
17.	Are staff working on a POFA made aware that they must notify MPI if they suspect live organisms in this area?		G	
	Comments:			
3.2	**Security of people, risk goods and craft**			
18.	Does the BMS state how the following is managed; • Security from the public? • Authorisation of personnel entering and leaving the airport (airside)?			

	• Security of risk goods on the airport? • Security of risk goods leaving the airport? • Security of aircraft at the airport? *NB. The security system needs to allow 24 hour access for Inspectors under the Act.*				
19.	Does the BMS state how vehicles and people leaving the airport with uncleared goods are prevented?		G		
20.	Is there biosecurity signage? Does it state where it is located, this could include MPI provided signage and other information signs or warnings.		G		
	Comments:				
3.2	**Contingency Plans**				
21.	Does the BMS have procedures regarding contingency plans for unforeseen events and activities that may compromise biosecurity management and/or increase biosecurity risks?				
22.	Does the BMS state if there is biosecurity equipment available for spillages?		G		
23.	Do the contingency plans account for notifications to MPI regarding any failures or breaches in the biosecurity management system?				
24.	Does the BMS include statements regarding securing risk goods and who advises MPI (include contact details)?		G		
25.	Does it state pest and weed management procedures? • The POFA should be free of uncontrolled vegetation & materials that are capable of harbouring unwanted organisms • Is the POFA free of water collecting receptacles • Are there systems to prevent cross-contamination between imports and exports? • Are there on-going pest management procedures regarding biosecurity risk pests?		G		
	Comments:				
	Guidance/Best Practise				
	Contents Page		G		
	Scope/Purpose/Introduction i.e. approvals are limited to the purpose, scope and activities		G		

	applied for by the Operator and should be stated in the BMS			
	Are contact details of the Operators and Deputy Operators stated in the BMS? Are their responsibilities as POFA Operators/deputy operators stated? Does it state if the Operators and Deputy have been on the MPI Operators course?		G	
	Does it state where the approval certificates are displayed? i.e. these should be displayed at all reasonable times, at the place specified in the gazette notice.		G	
	Does the BMS state the process to request a variation to the POFA approval (i.e. volume, type or category of risk goods, facilities, arrangements and alterations)? *NB. The MPI Liaison will need to be notified & will need to approve the variation prior to it being implemented.*		G	
	Version number and Date		G	
	Maps/locations/layout showing quarantine spillage kits, biosecurity refuse bins		G	
	Records; does the BMS state where records are held i.e. manual, MPI standards, internal audit records, MPI correspondence, copies of MPI Directions/BACC's, POFA approval certification and gazette notice, details of vessel arrivals and passengers and cargo		G	
	Amendments section		G	