**ARRANGEMENT BETWEEN**

**REPUBLIC OF TÜRKIYE**

**MINISTRY OF AGRICULTURE AND FORESTRY**

**GENERAL DIRECTORATE OF FOOD AND CONTROL**

**AND**

**THE AUSTRALIAN GOVERNMENT**

**DEPARTMENT OF AGRICULTURE FISHERIES AND FORESTRY**

**ON**

**COOPERATIVE BIOSECURITY INITIATIVES**

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# PARAGRAPH 1

# INTENT

* 1. **RECOGNISING** the roles of the General Directorate of Food and Control (GDFC) and the Department of Agriculture, Fisheries and Forestry (DAFF) as organisations specialising in biosecurity activities whose objective is to develop and coordinate programs to mitigate the biosecurity risks associated with the movement of commercial cargo between their respective countries.
	2. **RECOGNISING** the mutual benefits gained through cooperative biosecurity initiatives.
	3. **PURSUANT** to the prevailing laws and regulations of Türkiye and Australia.
	4. **RECOGNISING** that different, mutually recognised systems may be used to achieve the same outcome.
	5. **RECOGNISING** that all consignments imported between the two countries and certified under the Schedule(s) remain subject to other relevant requirements of Turkish and Australian biosecurity legislation.

**THE GDFC AND DAFF HAVE REACHED THE FOLLOWING ARRANGEMENT**

# PARAGRAPH 2

# PURPOSE

* 1. The purpose of this Arrangement is to facilitate and promote cooperation between the GDFC and DAFF, hereinafter referred to as ‘the Agencies’, for developing, implementing and maintaining cooperative biosecurity initiatives.
	2. This Arrangement is not legally binding and does not have the status of a treaty. The Arrangement is signed by the Agencies on a voluntary basis.
	3. The Arrangement does not replace the roles of other bodies such as the Commission on Phytosanitary Measure (CPM) or the Word Organisation for Animal Health (WOAH) and does not exempt the Agencies from their obligations as members of these organisations.

# PARAGRAPH 3

# DEFINITIONS

**Agency** – refers to either the government biosecurity organisations of Türkiye (GDFC) or Australia (DAFF).

**Assurance process** – any action intended to verify the effectiveness of a biosecurity initiative.

**Biosecurity initiatives** – the actions undertaken to prevent the movement of biosecurity pests or diseases to other countries and includes biosecurity treatments and assurance processes.

**Schedule** – the administrative procedures and processes relating to a specific biosecurity initiative, supported by the relevant treatment methodology**.**

**Treatment** – the application of a chemical, process or delivery of a service (e.g. inspection, cleaning) for the purpose of mitigating a biosecurity risk.

# PARAGRAPH 4

# ESTABLISHMENT OF COOPERATIVE INITIATIVES

* 1. The Agencies will implement the jointly decided cooperative biosecurity initiatives as set out in the Schedule(s) to this Arrangement (Paragraph 11), as amended from time to time, and in accordance with the relevant standards, methodologies and guidelines as detailed in the individual Schedule(s).
	2. Additional Schedules can be added in this Arrangement with the mutual written consent of the Agencies.
	3. Schedules added as per Paragraph 4.2 will be reflected under Paragraph 12 of this Arrangement.
	4. The Agencies will inform one another about the development and progress of activities of common interest and should regularly exchange information and documents relating to the cooperative biosecurity initiatives in the Schedule(s) under this Arrangement.

# PARAGRAPH 5

# KEY CONTACT PERSON

* 1. Each Agency will appoint a representative responsible for managing the relationship between the Agencies (the Key Contact Person) who will be the first point of contact on matters relevant to this Arrangement. Each Agency will provide written notification of the details of their Key Contact Person upon implementation of this Arrangement.
	2. The Agencies will exchange information through the Key Contact Persons on any matters affecting the operation of this Arrangement.
	3. The Key Contact Persons will meet face to face, or video conferencing, as appropriate.
	4. Any changes to the details of a Key Contact Person will be communicated to the other Agency in writing as soon as possible.

# PARAGRAPH 6

# MEDIA RELATIONS

* 1. The Agencies will jointly or individually promote and publicise cooperative biosecurity initiatives carried out under this Arrangement, if appropriate and by mutual consent.

# PARAGRAPH 7

# COSTS AND RESOURCES

* 1. Each Agency is responsible for any costs it incurs in carrying out its responsibilities under this Arrangement, except where otherwise negotiated.
	2. The Agencies mutually consent to support each other by making resources and officials available for tasks under the approved Schedule(s), as far as their capacity allows.
	3. The delivery of relevant training courses will be subject to the availability of resources and a case-by-case mutual decision on funding.
	4. The Agencies will jointly investigate funding sources and develop proposals to finance cooperative biosecurity initiatives, where appropriate.

# PARAGRAPH 8

# INTELLECTUAL PROPERTY

* 1. Intellectual property in all material provided or created for the purposes of this Arrangement, or derived from such material, will remain or vest in the Agency that provided or created the material, consistent with international law.

# PARAGRAPH 9

# AMENDMENTS

* 1. This Arrangement and the Schedule(s) (including technical requirements) referenced herein may be amended at any time with the mutual written consent of the Agencies.
	2. Amendments to the Arrangements and the Schedule(s) will come into effect on a date mutually decided by both Agencies.

# PARAGRAPH 10

# COMMENCEMENT, DURATION AND TERMINATION

* 1. This Arrangement will take effect from the date of signature of both Agencies.
	2. This Arrangement and the individual Schedule(s) will remain in effect until terminated by the mutual written consent of the Agencies, or by one Agency providing 180 days written notice to the other Agency.
	3. Each Schedule will commence on a date mutually decided by both Agencies.

# PARAGRAPH 11

# STANDARD TERMS OF THE SCHEDULES

* 1. Each treatment will have varying requirements for implementation, performance monitoring and administration. For this reason, each treatment accepted as part of this Arrangement will be included as a separate Schedule (listed in Paragraph 13) detailing their specific requirements.
	2. Each Schedule will provide, at a minimum, details on:
* training requirements
* assessment and accreditation of relevant personnel
* required documentation and information (for example, treatment certification and records)
* the establishment and maintenance of a communication strategy in regard to their responsibilities in relation to the Schedule
* Compliance monitoring of participating Treatment Providers by officers accredited for the specific Schedule
* Frequency and scope of Joint System Reviews.
	1. All consignments imported between the two countries and certified under the Schedule(s) remain subject to other relevant requirements of Australian and Turkish biosecurity legislation; as this pertains to the specific details of each schedule.
	2. The scope and application of each Schedule will be defined in that Schedule.
	3. The Agencies will regularly consult to identify and examine measures to improve the performance and integrity of the Schedule(s).
	4. A Schedule to this Arrangement forms part of the Arrangement.

# Paragraph 12

# Resolving Concerns

* 1. Where any Agency has concerns about the application of the Arrangement or Schedule by the other Agency, it should discuss these concerns on an Agency-to-Agency basis where possible.

# PARAGRAF 13

# TABLE OF SCHEDULES

**Purpose:** This table lists those cooperative biosecurity initiatives mutually decided to by the Agencies.

 **Schedule A [Treatment Type] Schedule**

|  |  |  |
| --- | --- | --- |
| **Schedule(s)** | **Signatory to Schedule** | **Commencement Date** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Amendment to Schedule(s)** | **Signatory to Amendment** | **Commencement Date** |
|  |  |  |

IN WITNESS WHEREOF, the undersigned, have signed this ARRANGEMENT.

|  |  |
| --- | --- |
| **SIGNED** for and on behalf of the **GENERAL DIRECTORATE OF FOOD AND CONTROL** | **SIGNED** for and on behalf of the **DEPARTMENT OF AGRICULTURE FISHERIES AND FORESTRY**  |
| …………………………………………….Signature of Authorised Representative | …………………………………………….Signature of Authorised Representative |
| …………………………………………….Name of Authorised Representative (print) | …………………………………………….Name of Authorised Representative (print) |
| Date:……………………………… | Date:……………………………… |

**[TREATMENT TYPE] SCHEDULE**

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**ITEM 1**

**PURPOSE**

This document describes the procedures for the implementation and management of biosecurity treatment schemes to ensure all treatments conducted on consignments destined for a participating country comply with the requirements of the relevant methodology or standard.

**ITEM 2**

**DEFINITIONS**

**Accredited Officer** – a government officer who has been assessed as competent in accordance with the requirements of Item 3, for treatments listed in Table B.

**Accredited Person** – a person who has been assessed as competent in accordance with the requirements of Item 3, for treatments listed in Table B.

**Authorised Contact -** Persons who are authorised to contact the General Directorate of Food and Control or the Department of Agriculture Fisheries and Forestry on behalf of the Treatment Provider.

**Arrangement** – Arrangement between the General Directorate of Food and Control and the Department of Agriculture Fisheries and Forestry on Cooperative Biosecurity Initiatives.

**Agencies** – the General Directorate of Food and Control and the Department of Agriculture and Fisheries and Forestry.

**Compliance Management Activity** – a review, completed by DAFF and/or the GDFC, of a Treatment Provider’s compliance with the requirements of the treatment methodology or standard. Compliance management activities can include audits, assessments, investigations, reviews and other tools used to monitor, assess and verify Treatment Provider compliance.

**DAFF** – Australian Government Department of Agriculture, Fisheries and Forestry.

**Joint System Review (JSR)** – a review of the GDFC’s capacity to manage their responsibilities under this Arrangement and may include compliance management activities.

**List** **of** **Treatment Providers** – a list of registered Treatment Providers maintained and managed by the GDFC and published by DAFF.

**GDFC** – Republic of Türkiye General Directorate of Food and Control

**Registered Treatment Provider** – a company that has met the requirements of the treatment specific to this schedule, and has been registered by the relevant authority.

**Relevant Authority** – the GDFC or DAFF, responsible for conducting training and accreditation activities for the purposes of this Schedule.

**Treatment Methodology** – the approved methodology for performing an effective treatment relevant to a specific treatment type.

**ITEM 3**

**TRAINING**

* 1. **[Treatment Type] Training**

Subject to Paragraph 7.3 of the Arrangement, DAFF will provide training in accordance with the relevant treatment methodology to selected GDFC officers and persons. Upon completion of the training, each participant will undergo an assessment and, if deemed competent, be recognised as accredited in that treatment type. GDFC officers can deliver training once they have established a training team as per Item 3.3.

Accreditation does not authorise persons to perform this treatment if they are not qualified to do so under the legislative, regulatory, other requirements in Türkiye.

* 1. **Audit Training**

Subject to Paragraph 7.3 of the Arrangement, DAFF will provide audit training to selected Accredited Officers. Audit training will be delivered to meet the compliance management responsibilities under this Schedule.

* 1. **Training of Trainers**

The GDFC will establish their own training team to provide ongoing training for personnel and other GDFC officers.

Subject to Paragraph 7.3 of the Arrangement, DAFF will provide the GDFC with ‘Train-the-Trainer’ training and a training package specific to the relevant treatment type.

All trainers must be Accredited Officers and undertake the ‘Train-the-Trainer’ training for the relevant treatment type.

The competency assessments for the participants of at least the first course delivered by the GDFC training team will be supervised by DAFF, or as agreed by the Agencies.

**ITEM 4**

**ACCREDITATION**

* 1. GDFC officers must be accredited in order to issue certification relevant to this treatment type, or conduct compliance management activities under this Schedule.
	2. Treatment Providers must have at least one accredited person in their employ to conduct or supervise the relevant treatment to assist in complying with the treatment requirements of this Schedule.
	3. **Accreditation Certificate**

Upon the successful completion of training outlined in Item 3, each Accredited Officer and Accredited Person will be issued with a certificate of accreditation by the Relevant Authority. The certificate will:

* include the name of the authority issuing the certificate,
* specify the relevant methodology for the treatment type, against which competency has been demonstrated,
* include the individual accreditation number of the newly Accredited Officer/Accredited Person,
* show the name of the officer/person accredited,
* show the country where the training was conducted,
* show the date of accreditation,
* show the name of the endorsing officer of the Relevant Authority, and
* include the signature of the endorsing officer of the Relevant Authority.

Accreditation for the relevant treatment type is specific to individuals and recognises their competency.

* 1. **List of Accredited Officers and Accredited Persons**

The GDFC will maintain an up-to-date list of Accredited Officers and Persons, which must be made available to DAFF upon request, or in the event of any change to this list.

**ITEM 5**

**REGISTRATION OF TREATMENT PROVIDERS**

* 1. **Eligibility for Registration**

To be registered and listed in the List of Treatment Providers, the Treatment Provider must comply with the requirements specified in Item 5.2.

* 1. **Registration requirements**

To be considered for registration under [treatment schedule], a Treatment Provider must submit an application to the GDFC.

The GDFC must ensure that the Treatment Provider submits a complete registration application, as per the requirements set out in Appendix1. The GDFC may request that the Treatment Provider participate in compliance management activities as part of the registration application. The GDFC must assess the Treatment Provider’s completed application.

* 1. **Register of Treatment Providers**

The GDFC will establish and administer a register of Treatment Providers participating in [the treatment schedule]. The register must contain the following minimum information on each provider:

* [treatment schedule] registration number (i.e. AEI. Refer to item 5.4),
* company name,
* office address, telephone number and email address,
* name and position of person(s) with management responsibility,
* name(s) and accreditation number(s) of [treatment schedule] Accredited Persons employed by the company,
* current registration status (see Registration Status below).

Treatment Providers with multiple branches/locations that operate independently and manage their own staff, equipment, workload management, treatment records and treatment certification, must submit a separate application for each branch/location.

Treatment Providers registering multiple branches/locations must provide additional information on company structure and operations, if requested by the GDFC. Each branch office will be assigned its own, unique identifier (as per Item 5.4). The registration status of individual branches within a single company may be different at any one time.

The registration number is not to be used by, or reissued to, another Treatment Provider under any circumstances, including the cessation of business by the registration number holder.

Treatment Providers with multiple branches/locations that operate under a central office to manage all staff, equipment, workload management, treatment records and treatment certification, must only submit one application.

* 1. **Entity Identifier**

The Entity Identifier (AEI) (formerly known as the AQIS Entity Identifier) is used to track and manage the offshore treatment certification that accompanies consignments entering Australia.

Treatment Providers that are deemed suitable for [treatment schedule] registration will be issued an AEI.

The AEI number must be quoted in all correspondence and included on all [treatment schedule / treatment type] certificates, for the purpose of this Schedule, that accompany treated consignments treated under Table B.

The format of the entity identifier must conform to the following format:

* XX0000TP

Where:

* XX is the ISO 2 letter country code,
* 0000 is a unique numeric identifier; and
* TP is Treatment Provider

Existing AEIs issued prior to the commencement of this Schedule, will remain unchanged. An AEI is issued for each Treatment Provider. If a Treatment Provider has more than one branch, each branch will be issued with a separate AEI.

* 1. **Registration Status**

[Treatment schedule] Treatment Providers will be classified into one of five following categories, as detailed further below:

|  |  |
| --- | --- |
| 1. **Approved**
 | The Treatment Provider registered under this Schedule has met the requirements of the [treatment type] they wish to conduct.  |
| 1. **Under Review**
 | Indicators of non-compliance have been identified and biosecurity risk must be managed whilst a review into the Treatment Provider takes place.  |
| 1. **Suspended**
 | Instances when a Treatment Provider may be assigned a registration status of ‘suspended’ include failure to comply with [treatment schedule] requirements, detection of live pests or diseases, providing falsified information or failure to participate in compliance management activities. |
| 1. **Withdrawn**
 | A Treatment Provider can withdraw from [treatment schedule] voluntarily if they cease to operate or no longer wish to participate in [treatment schedule].  |
| 1. **Unacceptable**
 | Unregistered Treatment Providers that have been found non-compliant with Australia’s import conditions or the relevant [treatment type] methodology and pose an unacceptable biosecurity risk, will be deemed ‘unacceptable’. |

Updates to the registration status of a Treatment Provider will be published in the List of Treatment Providers.

**Approved**

The Treatment Provider registered under this Schedule has met the requirements of the [treatment type] they wish to conduct.

Treatment Providers:

* meet all registration requirements of [treatment schedule], and
* have provided sufficient evidence to give assurance that the Treatment Provider complies with all the Treatment Provider requirements of [treatment schedule], and
* have provided sufficient evidence to give assurance that the Treatment Provider can treat the goods and manage the biosecurity risk associated with the goods, under [treatment schedule].

**Under Review**

Indicators of non-compliance have been identified and biosecurity risk must be managed whilst a review into the Treatment Provider takes place.

A Treatment Provider may be assigned a registration status of ‘under review’ if they are suspected of non-compliance due to:

* + identification of a live pest or disease detection on a consignment treated by the Treatment Provider
	+ indicators of falsified or fraudulent documents (including treatment records)
	+ failing to provide documentation or evidence as requested by the GDFC
	+ any other indicators of non-compliance.

If a Treatment Provider has been assigned a registration status of ‘under review’, the Treatment Provider will be listed as ‘under review’ in the List of Treatment Providers. The GDFC will undertake a review, comprising of compliance management activities, to determine compliance with [treatment schedule].

The GDFC will write to the Treatment Provider within a minimum of 21 days from the date of the registration status changing to ‘under review’, providing information on the review process. However, the review process may exceed 21 days, depending on the elements of the review process.

At the conclusion of the review process, the Treatment Provider will be assigned a status in the List of Treatment Providers. These registration statuses are as per the below table.

|  |  |  |
| --- | --- | --- |
| **Review findings**  | **Standard**  | **Registration Status**  |
| Review satisfactory  | * Sufficient evidence provided to give assurance that the Treatment Provider complies with all [treatment schedule] requirements, and
* Sufficient evidence provided to give assurance that the Treatment Provider can treat the goods and manage the biosecurity risk associated with the goods, under [treatment schedule].
 | Approved  |
| Provisionally approved  | * Additional measures required to gain assurance that the Treatment Provider complies with all [treatment schedule] requirements, or
* Additional measures required to gain assurance that the Treatment Provider can treat the goods and manage the biosecurity risk associated with the goods, under [treatment schedule].
 | Approved  |
| Review unsatisfactory  | * Insufficient evidence provided to give assurance that the Treatment Provider complies with all [treatment schedule] requirements, or
* Insufficient evidence provided to give assurance that the Treatment Provider can treat the goods and manage the biosecurity risk associated with the goods, under [treatment schedule].
 | Suspended  |

If the review results are ‘provisionally approved’, the GDFC will provide the Treatment Provider with the details of the provisional measures required and any specified timeframes.

**Suspended**

A Treatment Provider may be assigned a registration status of ‘suspended’ for:

* + failure to comply with [treatment schedule] requirements, import conditions or the relevant treatment methodology
	+ live pests or diseases are detected that indicate the treatment failed or was ineffective
	+ providing falsified or misleading information to the Relevant Authority.
	+ failure to provide documentation or evidence within specified timeframes, as requested by the GDFC.
	+ refusal or failure to participate in compliance management activities, as and when requested by the Relevant Authority.

If a Treatment Provider has been assigned a registration status of ‘suspended’ the Treatment Provider will be listed as ‘suspended’ in the List of Treatment Providers.

If a Treatment Provider has been assigned a registration status of ‘suspended’ for one treatment type, the Treatment Provider will be listed as ‘suspended’ for all treatment types.

A Treatment Provider will remain suspended until they complete the reinstatement process.

**Withdrawn**

A Treatment Provider can withdraw from [treatment schedule] voluntarily if they cease to operate or no longer wish to participate in [treatment schedule].

A Treatment Provider can withdraw from [treatment schedule] for specific treatment types and remain registered for other treatments.

To withdraw, the Treatment Provider must notify the GDFC in writing. Treatment Providers will not be withdrawn until the GDFC provides formal approval.

If the GDFC approves the withdrawal, the Treatment Provider will be listed as ‘withdrawn’ in the List of Treatment Providers.

If the Treatment Provider withdraws from [treatment schedule] while suspended, the list of Treatment Provider status will remain as ‘suspended’.

**Unacceptable**

Unregistered Treatment Providers that have been found non-compliant with Australia’s import conditions or the relevant [treatment type] methodology and pose an unacceptable biosecurity risk, will be deemed ‘unacceptable’.

Circumstances where non-compliance warrants being made ‘unacceptable’ include:

* + live pest detections that indicate the treatment failed,
	+ falsified or suspected falsification of documents,
	+ Treatment Provider review identifies non-compliance that has been determined will pose an unacceptable biosecurity risk
	+ failure to participate in ‘under review’ compliance management activities.
	1. **Registration Reinstatement**

Treatment Providers that are suspended and wish to regain their status of ‘approved’ must complete the reinstatement process.

The GDFC will write to the Treatment Provider within 21 calendar days from the date the reinstatement request was received, providing information on the reinstatement process.

The process for reinstatement of the Treatment Provider may include:

* + completion of a full registration process
	+ close out of corrective action requests
	+ participation in one or more compliance management activities
	+ conducting internal investigations
	+ participating in training
	+ participating in a reinstatement interview or demonstration
	+ participating in a reinstatement audit
	+ providing evidence of compliance through photos or videos, uploading treatment documentation, notifying the GDFC of treatment activities, or providing purchasing receipts
	+ acquiring monitoring devices that support data logging and provide that data to the GDFC.
	+ providing evidence of controls and objectives to support assurance of effective treatment practices. This may include, but not be limited to confirmation of treatments and provision of treatment logs to the GDFC.

The GDFC will provide the Treatment Provider with the outcome of the reinstatement process. The result will be one of the results as per the table below.

|  |  |  |
| --- | --- | --- |
| **Reinstatement result**  | **Standard**  | **Registration Status**  |
| Reinstated  | * Sufficient evidence provided to give assurance that the Treatment Provider complies with all [treatment schedule] requirements, and
* Sufficient evidence provided to give assurance that the Treatment Provider can treat the goods and manage the biosecurity risk associated with the goods, under [treatment schedule].
 | Approved  |
| Provisionally reinstated  | * Additional measures required to gain assurance that the Treatment Provider complies with all [treatment schedule] requirements, or
* Additional measures required to gain assurance that the Treatment Provider can treat the goods and manage the biosecurity risk associated with the goods, under [treatment schedule].
 | Approved  |
| Not reinstated  | * Insufficient evidence provided to give assurance that the Treatment Provider complies with all [treatment schedule] requirements, or
* Insufficient evidence provided to give assurance that the Treatment Provider can treat the goods and manage the biosecurity risk associated with the goods, under [treatment schedule].
 | Suspended  |

If the reinstatement results are ‘provisionally reinstated’, the GDFC will provide the Treatment Provider with the details of the provisional measures required and any specified timeframes.

To verify compliance, DAFF may refer any consignments treated by the reinstated Treatment Provider for any action it considers reasonable after a period of suspension.

At the conclusion of the reinstatement process, the GDFC must inform DAFF of their decision, and their recommendations for the next steps for the Treatment Provider

* 1. **Decision review process**

A Treatment Provider can request the GDFC review a decision made in relation to the following:

* + rejection of a registration or application
	+ suspension
	+ the result of a reinstatement processes.

Once a Treatment Provider has been notified of a decision relating to a registration, suspension or reinstatement decision, the Treatment Provider may apply to the GDFC in writing for a review of the decision within 30 days from the date of being notified.

If a registered Treatment Provider is listed as ‘under review’, ‘withdrawn’, or ‘suspended’ for other treatment activities, the status will also apply to this Schedule.

* 1. **Change of Treatment Provider Registration Status and Other Details**

The GDFC will advise its respective registered Treatment Providers of any change to their [treatment schedule] registration status (see above), including the reason for the change.

The GDFC must request that [treatment schedule] registered Treatment Providers notify them of:

* changes to address or other contact details,
* changes in management,
* changes to accredited personnel employed by the registered Treatment Provider.
* changes to equipment used by the Treatment Provider.

The GDFC will update their register accordingly and promptly forward the amendments for updating the List of Treatment Providers on the DAFF website.

In the case of a new registration, Treatment Providers will only be considered ‘registered’ under the [treatment schedule], as of the date they have been published in the List of Treatment Providers on the DAFF website.

Where DAFF detects non-compliance from a registered Treatment Provider, it will promptly notify the GDFC of the details of the incident and may amend the registration status of the Treatment Provider.

* 1. **[Partner Government Agency] List of Treatment Providers**

The GDFC will maintain a list of [treatment schedule] registered Treatment Providers. The list will be amended to reflect additions of Treatment Providers and changes to registration status as required.

Updates to the list will be made:

* each fortnight (two weeks) for changes of details or new [treatment schedule] registered Treatment Providers; and
* immediately for [treatment schedule] registered Treatment Providers ‘Under Review’, ‘Suspended’ or ‘Withdrawn’.

A [treatment schedule] registered Treatment Provider’s status will be modified subject to Item 5.8 of the Schedule and will be published in the List of Treatment Providers.

* 1. **Compliance policy**

The GDFC will conduct compliance management activities against the requirements in [treatment schedule].

The GDFC will conduct compliance management activities during:

* registration assessment
* reinstatement following a period of suspension or withdrawal
* the under-review process
* routine, random or targeted compliance monitoring.

The GDFC may initiate compliance management activities:

* when indicators of non-compliance are identified
* for any other reason relevant to managing Australia's biosecurity, as determined by the GDFC or DAFF.

Compliance management activities may be conducted:

* as onsite, virtual and/or desktop activities
* by the GDFC or DAFF.

Compliance management activities include the collection and analysis of information and data, through:

* asking questions
* completing knowledge assessments
* inspecting, authenticating, taking extracts from or making copies of documents
* requiring the provision of records
* inspecting, examining, taking measurements or conducting tests
* taking images or making recordings
* examining or observing activities
* accessing external information, intelligence and data sources – including commercial business data sets and specialist sources such as aerial or satellite imagery
* undertaking any other activity deemed reasonable by the GDFC.

When undertaking compliance management activities, the GDFC or DAFF may consider any relevant information and/or documentation collected by:

* the Treatment Provider
* other regulatory mechanisms operating within Türkiye
* any other source of information deemed to be relevant to the compliance management activities in relation to a Treatment Provider’s registration status.

If non-compliance is identified, or indicators of non-compliance are identified, or the GDFC and/or DAFF are not satisfied the Treatment Provider is able to apply the treatment to goods to manage biosecurity risk associated with the goods to an acceptable level, the GDFC and/or DAFF may impose compliance management actions. These actions can include:

* directing treated consignments, including goods in transit, for onshore measures
* introducing additional operating requirements on the Treatment Provider
* introducing additional monitoring, verification and or data collection activities
* directing the Treatment Provider to complete training
* placing the Treatment Provider under review
* suspending the Treatment Provider
* any other reasonable action to gain assurance the Treatment Provider is compliant with [treatment schedule].

The GDFC will notify Treatment Providers in writing if compliance management activities result in a change to their [treatment schedule] registration status, and the grounds for this change in status.

**ITEM 6**

**[TREATMENT TYPE] CERTIFICATES**

* 1. **[Treatment type] treatment to comply with Standard**

All goods and packaging materials that are treated with [treatment type] within the scope of this arrangement, must comply with the phytosanitary requirements of Türkiye and Australia and must be carried out according to the [treatment type] Methodology.

If the shipment requires phytosanitary certification, the Phytosanitary Certificate must accompany the consignment, and the [treatment type] must be clearly described in the phytosanitary certificate. If required, a [treatment type] certificate issued by an approved [Treatment Schedule] Registered Treatment Provider, must also accompany the consignment.

If the shipment does not require phytosanitary certification, a [treatment type] certificate, issued by an approved [Treatment Schedule] Registered Treatment Provider, must accompany the consignment. The [treatment type] certificate must comply with the requirements set out in [Appendix reference] of the [treatment type] Methodology and relevant import conditions.

* 1. **Treatment documentation lodgement requirements**

Treatment Providers registered under this Schedule are required to lodge treatment documentation issued for consignments treated under this Schedule, through DAFF’s online treatment certificate portal (the portal).

If Treatment Providers lodge documentation, this must consist of a copy of the required treatment documentation issued for all Australian bound consignments to DAFF via the portal.

All treatment certification for Australian bound goods must be provided to DAFF within 14 days of the treatment being completed or before the consignment arrives in Australia, whichever is sooner.

If information is entered into the portal, it must be accurate, true, and not misleading.

**ITEM 7**

**ASSESSMENTS OF [TREATMENT SCHEDULE] REGISTERED TREATMENT PROVIDERS**

* 1. **Assessments and reporting**

The GDFC must conduct compliance management activities for each [treatment schedule] registered Treatment Provider within six months from the date of its registration and at least once every twelve months thereafter to confirm its continued compliance with [treatment schedule] requirements.

The frequency of assessments may be increased for a Treatment Provider where previous assessment results indicate that it may present a higher risk of non-compliance.

The GDFC must document the outcomes of all assessments, detailing the names of the GDFC assessors, all areas of non-compliance (where present), intended corrective actions and associated dates. Assessment reports must be made available to DAFF upon request.

**ITEM 8**

**JOINT SYSTEM REVIEWS**

A Joint System Review (JSR) will be conducted annually, or as required, as negotiated between the GDFC and DAFF. The frequency and scope of JSRs will be based on the GDFC’s compliance management history and the performance of [treatment schedule] registered Treatment Providers.

**ITEM 9**

**RECORD KEEPING**

The Agencies will maintain for a period of not less than two years all records relating to the management of the Schedule(s), including records pertaining to the accreditation, registration and auditing of Treatment Providers, the endorsement of treatments by accredited officers and compliance activities. These records must also be maintained by the Treatment Provider for a period of not less than two years, and provided to [Partner Government Agency] or DAFF as and when requested.

**ITEM 10**

**COMMENCEMENT, DURATION AND TERMINATION OF SCHEDULE**

This Schedule and any associated Tables and Appendices will be reviewed in line with Paragraph 9 of the Arrangement and will be subject to review upon the mutual decision of both Agencies.

**LIST OF TABLES**

**Table A - Purpose**: This table lists the documents appended to this Schedule

|  |  |
| --- | --- |
| **Appendix item** | **Description**  |
| 1 | **[Treatment Type]** registration application requirements |

 **Table B - Purpose:** This table lists the treatments approved by the Agencies.

|  |  |  |
| --- | --- | --- |
| **Treatment** | **Relevant Methodology or Standard** | **Commencement Date** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Amendment to Table (s)** | **Signatory to Amendment** | **Commencement Date** |
|  |  |  |

**APPENDIX 1**

**Treatment specific registration application requirements**

The [treatment schedule] registration application must be complete, signed by an authorised contact, and contain the following information:

* Company details:
* company name
* email address
* phone number
* address.
* Company contacts:
* name
* phone number
* email address.
* Types of treatments applied for.
* Forecasted number of treatments expected to be conducted in a month.
* Equipment list including:
* type of equipment
* brand and model
* serial number for each piece of equipment
* quantity
* calibration certificate
* device manual (link to web-based version sufficient)
* images of the actual equipment.
* Treatment specific information (as specified on treatment specific application forms):
* Pressure test (for fumigation chambers and vacuum chambers)
* Treatment validation data
* Chamber/enclosure testing reports
* Any other information as requested by the GDFC or DAFF
* Images of treatment practices and set up.
* Treatment technician details:
* Treatment technician name
* Licence details (for fumigation technicians).

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Recipient** | **Comment** |
| **Version 0.1** | **28 November 2024** | **GDFC** |  |
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