CHECKING ICA CERTIFICATES- COMMON ERRORS (QTSOP0029)

Purpose: LaManna Premier Group (PFA) is committed to ensuring that all product delivered meets biosecurity protocols and requirements.

Scope: This procedure outlines common errors in preparation and documentation of stock delivered to Interstate Certification Assurance (ICA) protocols.
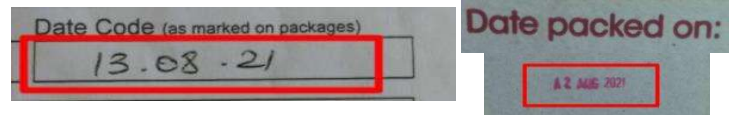
Procedure

Common errors/issues in delivering stock to ICA protocols resulting in rejections, etc fall into the following categories;

Addresses – *Are Consignor/Consignee/Certified business/Packer details all entered correctly?*

- *Are all addresses entered in full? All addresses should include a* <u>physical address</u> *(no PO boxes)*
  - o *Street number, Suburb, State, Postcode*
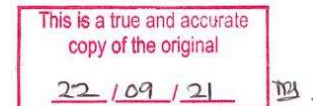- *Is this the correct destination?*

Date Code – *Are all dates entered correctly? Expiry date, Date code, Declaration Date, treatment date?*

- *Do the pack dates include* <u>all packed on dates</u> *on physical cartons?*
- *Is the expiry date for the* <u>correct year</u>?

Quantity – *Do quantities match quantities delivered?*

True And Accurate Statement – *Do any scans include the 'this is a true and accurate copy' statement, with initial and date?*

Split Consignments – *Are split consignments ICA-17 stamped, signed, and dated for every re-consignment?*

ICA Treatment details – *Does the treatment listed match the treatment required/applied?*

- *Is the ICA treatment listed on the carton-end label?*

IP Numbers – *Does the IP number of the Accredited Certifier match the label?*

Legibility – *Are all entries, particularly the certificate number legible?*

- *Please ensure all copies are scanned in legible quality for all fields*

Changes – *Have all changes been initialled and dated?*