

OPERATING MANUAL FOR AIRPORT OF FIRST ARRIVAL

Name of airport

Version 1

{Note: this document is a sample only. Specific requirements and sections of relevance should be added or removed as applicable. This sample also contains guidance/best practise information}

Insert company name or letterhead

Address

Contact phone and fax numbers

E-mail

Operator

Deputy Operator (*if required*)

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1. INTRODUCTION

The Airport of is a Port of First Arrival for aircraft from overseas. The following aircraft and cargo types are approved by Ministry for Primary Industries (MPI) to be handled at this port:-

{State the type of aircraft e.g. commercial passenger flights, commercial cargo flights, military flights, animal charter flights, private aircraft < 14 seats, aircraft > 14 seats}

{State the types of cargo and the expected volume e.g. passengers, general freight, used vehicles and equipment, live animals, fresh produce and flowers}

The Airport has the associated transitional facilities for:

{State the associated transitional facilities that are used; include the transitional facility number and what functions they are MPI approved to conduct. Include the Biosecurity Control Area (BCA) including quarantine areas, inspection facilities, interview areas, quarantine refuse storage and transfer facilities and biosecurity detector dog accommodation}.

<i>e.g. Air New Zealand</i>	<i>TF# 12345</i>	<i>Cargo facility</i>
<i>P&O Kitchens</i>	<i>TF# 4321</i>	<i>Flight Kitchen</i>
<i>International Waste</i>	<i>TF# 14201</i>	<i>Quarantine Refuse Disposal</i>

The Airport is operated as per the requirements of MPI Standards BNZ-POFA-ALL and BNZ-Std-TFGEN.

2 MPI CONTACT DETAILS

Emergency contact number to report live insects or animals, 0800 80 99 66

Arrival Information contact number.....

Contact for Passenger clearance arrangement.....

Contact for Air Cargo Clearance

Contact for MPI Liaison person.....

3 LOCATION

Maps showing the location of the airport, and detailed layout of facilities, including the Biosecurity Control Areas and Transitional Facilities, are attached as Appendix 1.

{Note: the place of first arrival is defined as the specific area of control the operator exercises over areas of land and buildings}

4 STAFF

The operator of the facility is.....

The operator's responsibilities are...

The deputy Operator is.....

The deputy operator's responsibilities are...

5 TRAINING

{State how biosecurity requirements are communicated to places of first arrival staff, crew and passengers of craft e.g. accredited person training for staff. State how the training is documented and where the records are held}

e.g.

a) Biosecurity Training is conducted byand involves.....

b) Records of training are held by

c) Staff are made aware of Biosecurity requirements by.....

This is recorded by.....

d) Passengers and crew are made aware of Biosecurity requirements by.....

e) Arriving Aircraft are advised of Biosecurity requirements by

6 ARRIVAL NOTIFICATION

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Notification of arrival of ALL Overseas aircraft (including private flights and military flights) is provided to MPI by *{state procedures}*. At least 48 hours before arrival. Details should include airline name, flight number, ETA, arrival gate, cargo or passenger discharge details. Updates to this aircraft arrival times will be communicated to MPI by.....

7 PRIVATE AIRCRAFT

Private aircraft arriving from overseas will be directed to for MPI clearance of passengers, crew, and cargo. **Passengers and crew are directed to the BCA by..... (state procedures)**

8 CARGO

Only Cargo and aircraft types approved for the airport as shown on page 3 will be landed at the airport. Anyone wishing to land other types of cargo are to be referred to MPI **prior to departure from overseas airport.**

{State how each type of approved risk good are moved from the craft to a transitional facility}

e.g.

All cargo is taken directly from the aircraft to the designated Transitional Facility using the route as shown on the Airport plan.

.....
Live Animals are

Used vehicles and equipment are taken direct from the aircraft to the designated holding areas. They are released from the airport on receipt of a MPI release by.....

Ramps for inspection of the underside of vehicles are situated at.....

Cleared, Uncleared, Import, Export and tranship Cargo are separated by

9 PASSENGERS

All passengers arriving from overseas proceed directly to the Biosecurity Control Area by the direct route, shown on the map in appendix 1, for MPI clearance. The Biosecurity Control area is of sufficient size to contain the expected number of passengers which is per day/hour. Passenger baggage is taken direct to the Biosecurity Control Area by the route shown on the map in appendix 1.

10 SECURITY

Security at the Airport is provided by..... The airport area is fenced by and monitored by CCTV. Exit of persons, vehicles and freight is controlled by

ID checks are conducted by

MPI staff have 24/7 access to the airport by.....

11 TREATMENTS

Cargo or passengers baggage requiring treatment are removed in a secure manner as per MPI direction, to a MPI approved treatment facility (*this may be within the Airport area*).

12 PEST AND WEED CONTROL

Pest control at the airport is done by.....

Records are held by

Pest habitats are regularly cleaned by

Weed control in the airport area is done by..... records are held by

All staff are requested to report sightings of live organisms to MPI (*in the training section state how this is communicated to staff/contractors at the airport*).

13 CONTROL OF BIOSECURITY REFUSE

Sweepings from the passenger arrival area and biosecurity control area, and the contents of the waste bins are held in and collected for disposal by

Aircraft refuse is collected from aircraft byand disposed of by.....

14 RECORDS

The following records are held at

A copy of this procedure (including the site plan showing the Biosecurity Control Area and approved routes for movement of aircargo, passengers and baggage)

A copy of MPI Standards BNZ-std-TFGEN and BNZ-POFA-All

Copies of Internal Audits (optional if conducted)

Copies of MPI correspondence including Corrective Actions

Details of Aircraft arrivals (including details of passengers and cargo)

Copies of MPI directions and releases.

Staff training records and certificates

Approval certificate and gazette notice *{these should be displayed therefore state location}*

Copies of any third party agreement concerning transport and disposal of quarantine refuse.

15 SIGNAGE

Biosecurity signage/information signs and/or warning signs identifying the Airport of First Arrival, Transitional Facilities, and Biosecurity Control Area are displayed atStating the following information.....

16 CONTINGENCY PLANS

{State procedures regarding contingency plans for unforeseen events, activities etc that may compromise biosecurity or increase biosecurity risks}

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In an emergency any risk goods are secured and MPI liaison person notified as soon as possible and within 24 hours.

Spillages are collected by held in and disposed of by....

16.1 Biosecurity Equipment

The following equipment, clearly marked “Biosecurity Use Only”, is held for cleaning up spillage of Risk Goods, and cleaning the Biosecurity Control Area.....

17 VARIATION TO APPROVAL

{State the procedure to request a variation to the POFA approval e.g. due to change in volume, type or category of risk goods, facilities, third party arrangements and alterations}

18 APPENDIX 1 – Facility Maps

{Maps of the airport showing the layout of the facility, access ways entrances and exits, Biosecurity Control Areas, direct access ways for passengers, baggage, and cargo from the aircraft to the BCA or Transitional Facilities within the Airport, location of biosecurity equipment and quarantine waste storage bins}

19 APPENDIX 2 – Amendments

{List of amendments}