

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

A detailed documented system 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 risk 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, buildings, harbour, wharf and berthing areas? 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 vessels received? Examples include; <ul style="list-style-type: none"> • Transitional Facilities (TFGEN) for general holding of uncleared goods, decontamination (located on the Port), Biosecurity Refuse, Treatment Facilities • Arrival of yachts • Bulk grain • Imported vehicles • Handling of livestock 			
4.	Does the BMS list all third party arrangements associated with the number of passengers/crew expected to arrive? Examples include; <ul style="list-style-type: none"> • BCA areas • Quarantine areas • Detector dog facilities 			

	<p>Comments: (State associated TFGEN transitional facilities and their ATF numbers)</p>			
3.2	Notification of arrival of craft to MAF via an approved system			
5.	<p>Does the BMS state how the notification of arrival of craft to MAF is conducted?</p> <p>Does it include the following;</p> <ul style="list-style-type: none"> • Bulk carriers • Car ships • Cruise ships • Container vessels • General Freighters • Livestock carriers • Project vessels (e.g. rigs, dredges) • Recreational craft (e.g. yachts) • Others (e.g. fishing, research, navy, Antarctic vessels) 			
6.	<p>Does the system provide sufficient advance notice to MAF?</p> <p><i>NB. Container information must be received by MAF at least 12 hours prior to container arrival, as per the import health standard for importing sea containers (seaco).</i></p>		G	
7.	Does the BMS state how notification to MAF of the cargo is communicated?		G	
8.	Does the BMS state how the notification of passengers, crew disembarking from vessels occurs?		G	
	<p>Comments:</p>			
3.2	Transfer of Risk Goods from Craft to Transitional/Containment Facility or Biosecurity Control Area			
9.	<p>Does the BMS state what type of risk goods they are approved to receive?</p> <p>Examples include;</p> <ul style="list-style-type: none"> • Sea containers 			

	<ul style="list-style-type: none"> • Vehicles & Used Machinery • Bulk grain or fertiliser • Live animals • Passengers and Crew • Fresh produce • General Cargo • Baggage (accompanied or unaccompanied) 			
10.	Does the BMS state how each type of risk goods are moved from the craft to a transitional facility?			
11.	Does it state how imported risk goods are segregated from exports?		G	
12.	Does it include the Accredited Person checks of containers?		G	
	Comments:			
3.2	Processing of Passengers/Crew			
13.	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			
14.	Are there procedures stating how biosecurity refuse is disposed of/transferred to a biosecurity refuse transitional facility?			
15.	Does this include the following: <ul style="list-style-type: none"> • Wharf sweepings • Dunnage • Garbage from vessels • Spillages 		G	
	Comments:			
3.2	Communications of Biosecurity Requirements to POFA staff, and crew and passengers			
16.	Does the BMS state how communications/training is provided to; <ul style="list-style-type: none"> • Staff working on the POFA • Crew disembarking from vessels • Passengers disembarking from vessels 			

17.	Does the BMS note any other types of communication? e.g. port signage?		G	
18.	Are staff working on a POFA made aware that they must notify MAF if they suspect live organisms in this area?		G	
	Comments:			
3.2 Security of people, risk goods and craft				
19.	Does the BMS state how the following is managed; <ul style="list-style-type: none"> • Security from the public? • Authorisation of personnel entering and leaving the port? • Security of risk goods on the port? • Security of risk goods leaving the port? • Security of craft berthed at the port? <i>NB. The security system needs to allow 24 hour access for Inspectors under the Act.</i>			
20.	Does the BMS state how vehicles and people leaving the port with uncleared goods are prevented?		G	
21.	Is there biosecurity signage? Does it state where it is located, this could include MAFBNZ provided signage and other information signs or warnings.		G	
	Comments:			
3.2 Contingency Plans				
22.	Does the BMS have procedures regarding contingency plans for unforeseen events and activities that may compromise biosecurity management and/or increase biosecurity risks?			
23.	Does the BMS state if there is biosecurity equipment available for spillages?		G	
24.	Do the contingency plans account for notifications to MAF regarding any failures or breaches in the biosecurity management system?			
25.	Does the BMS include statements regarding securing risk goods and who advises MAF (include contact details)?		G	
26.	Does it state pest and weed management procedures? <ul style="list-style-type: none"> • 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 applied for by the Operator and should be stated in the BMS		G	
	Are contact details of the Operators and Deputy Operators stated in the BMS? Are their responsibilities as POFA Operators/deputy operators stated?		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)? <i>NB. The MAF Liaison will need to be notified & will need to approve the variation prior to it being implemented.</i>		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, MAF standards, internal audit records, MAF correspondence, copies of MAF Directions/BACC's, POFA approval certification and gazette notice, details of vessel arrivals and passengers and cargo		G	
	Amendments section		G	