



## MPI Original Documentation Verification Scheme Participant Information

**May 2014**

### **How it works:**

Participants in the scheme are able to declare they possess the original version of documents being used for MPI risk assessment purposes.

MPI will undertake biosecurity risk assessments based on electronic copies submitted via the EBACCA process and will treat the electronic copies as if they were original (i.e., consignments will not be held pending the presentation of original documentation).

The declaration that the copy is from an original version held by the declarant is to be made by:

- Applying a MPI provided sticker to the original document.
- Scanning the original document.
- Submitting the scanned copy to MPI via EBACCA.

Participation will be on a per company basis. One participant number will be allocated per company.

MPI will not allow companies who have a history of non-compliance in border related areas to participate in this scheme.

Participants are not required to sign any agreements. However MPI's expectations and the consequences of not meeting these are outlined in this document.

Participants are not required to have an operational procedure or to keep a register of the usage of the stickers. However, given the consequences of improper usage, MPI strongly suggests that this is done.

### **What certification is eligible?**

Any certificate or document that is required to be original to meet the conditions of an Import Health Standard is eligible.

This includes (but is not limited to):

- Phytosanitary certificate
- Zoosanitary certificates
- Treatment certificates
- Manufacturers' declarations.

**Use of the Stickers:**

The sticker should be applied as closely as possible to the top right hand corner of the document without obscuring the document number or any information relevant to the consignment.

The scheme may also be used to declare the possession of an original version of a document that has been received after an initial BACC has been issued. This can be done via an EBACCA application. The phrase "Original Document now being declared" should be inserted in the comments field of the application. MPI will scan the queue to ensure these applications are given priority.

**Verification of the scheme:**

Proper usage of the scheme will be verified regularly.

Verification will be carried out by:

- Selecting a sample of documents submitted through the scheme and
- Requiring that the original versions are presented to MPI within 5 working days of being requested.

As the verification process will be retrospective conforming consignments will not be held during this process.

The original versions may be presented to any MPI cargo processing location.

The verification rate may vary depending on continued compliance with the conditions of the scheme.

**In the event of verification failure:**

Registration in the scheme may be withdrawn for a minimum of one month and until the participant can provide evidence their systems have been improved to the extent that a failure is unlikely to happen again.

MPI Enforcement may be notified of the failure to determine if an investigation is warranted.

Repeated or serious non-compliance may result in permanent removal from this scheme.