



Transitional Facility Operator Assignment Documentation

To complete the TF Operator Assignment, you will also require this resource to help you complete the activities listed below.

- **Activity 1:** Bond Enterprises Manual 007
- **Activity 2:** Biosecurity Authority Clearance Certificate (BACC)
- **Activity 5:** Transitional Facility Internal Audit
- **Activity 6:** Staff Training Templates
- **All Activities:** MPI Website Links
- **All Activities:** Skills Summary

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007 Bond Enterprises

Operations Manual

Day-to-day operations at 007 Bond Enterprises

Revised June 2025

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TF operator
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BOND ENTERPRISES 007 OPERATING MANUAL

Nominated Delegate (PND): James Bond
 Secondary Nominated Delegate (SND): Sue
 Moneypenny

Version 3.0, 30/06/2025

MPI Inspector must be allowed access to this TF at any reasonable time.

MPI Contact Details

On Arrival ensure MPI Inspectors are:

- Made aware of emergency procedures, hand washing & toilet facilities.
- Provided with labour and tools as requested

| MPI | Purpose | Contact |
|--|---|--|
| MPI Offices 14 Sir William Pickering Drive, Christchurch | Local MPI Office mqschc@mpi.govt.nz | 8am – 5pm 03 943 1732 (Main reception) 03 943 1753 (BACC enquiries direct line) |
| Pest and Disease Hotline | For reporting live animals, spiders, insects, or contamination. | 0800 80 99 66 |
| Container Checks Portal | For AP to submit completed container checks details. | Online at: Container Checks Login |
| MPI Cargo Inspections | To request a booking with an MPI Inspector i.e. container audit, inspection of goods. | Local MPI Office contact no. (09) 909 3030 (03) 943 1732 |
| MPI Target Evaluation General Enquiries | Importing goods general enquiries. | (09) 909 3030 select Option 2 Option 1 |
| Facility Enquiries | General enquiries. | 0800 222 018 select Option 3 tfsupport@mpi.govt.nz |
| | Local enquiries. | 03 943 1732 (Local enquiries) 03 943 1753 (BACC enquiries) |

Manual Amendment Record

All reviews/amendments to this manual must be given a consecutive number, have an amendment date and include the amended section(s) number. All updates are shaded in grey, and shading removed at the next update.

| Version | Section | Amendment Detail | Date |
|---------|-------------|--|---------|
| 1.0 | All | New manual developed | 15/7/24 |
| 2.0 | 3.7 | Biosecurity waste procedure re-written and waste provider details updated | 2/12/24 |
| 2.1 | 3.1 | AP details updated | 9/2/25 |
| 3.0 | 3.8 3.11 | Annual review of manual Audit reports and corrective actions sections updated Contingency Plans - biosecurity breach added | 30/6/25 |
| | | | |

TFGEN 2: Physical and Structural Requirements

-TFGEN 2.1 TF Security

Bond Enterprises TF is structurally secure for the type of uncleared risk goods managed there. Refer also to: TFGEN 3.4 PROCEDURE: TF Access and Security of Uncleared Risk Goods

| Facility security and access system | |
|--|---|
| <ul style="list-style-type: none"> - All visitors report to reception & sign in - Fully fenced site with access-controlled gates - Buildings are locked when unattended. - Alarm monitoring in place (Chubb Security) - 10 cameras installed around site, internal and external | <ul style="list-style-type: none"> - First Security conducts routine security patrols overnight and on weekends. - Approved container storage is locked when unattended <p>Other:</p> <ul style="list-style-type: none"> - No sharing of logins, passwords or access cards |

TFGEN 2.1.1 Leased TFs

The Site is leased by Bond Enterprises Limited. There are no limitations on the lease preventing the TFGEN Standard being met.

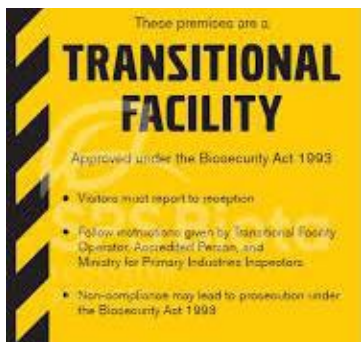


TFGEN 2.2 TF Location

Facility address: 75 Hardrock Avenue, Christchurch

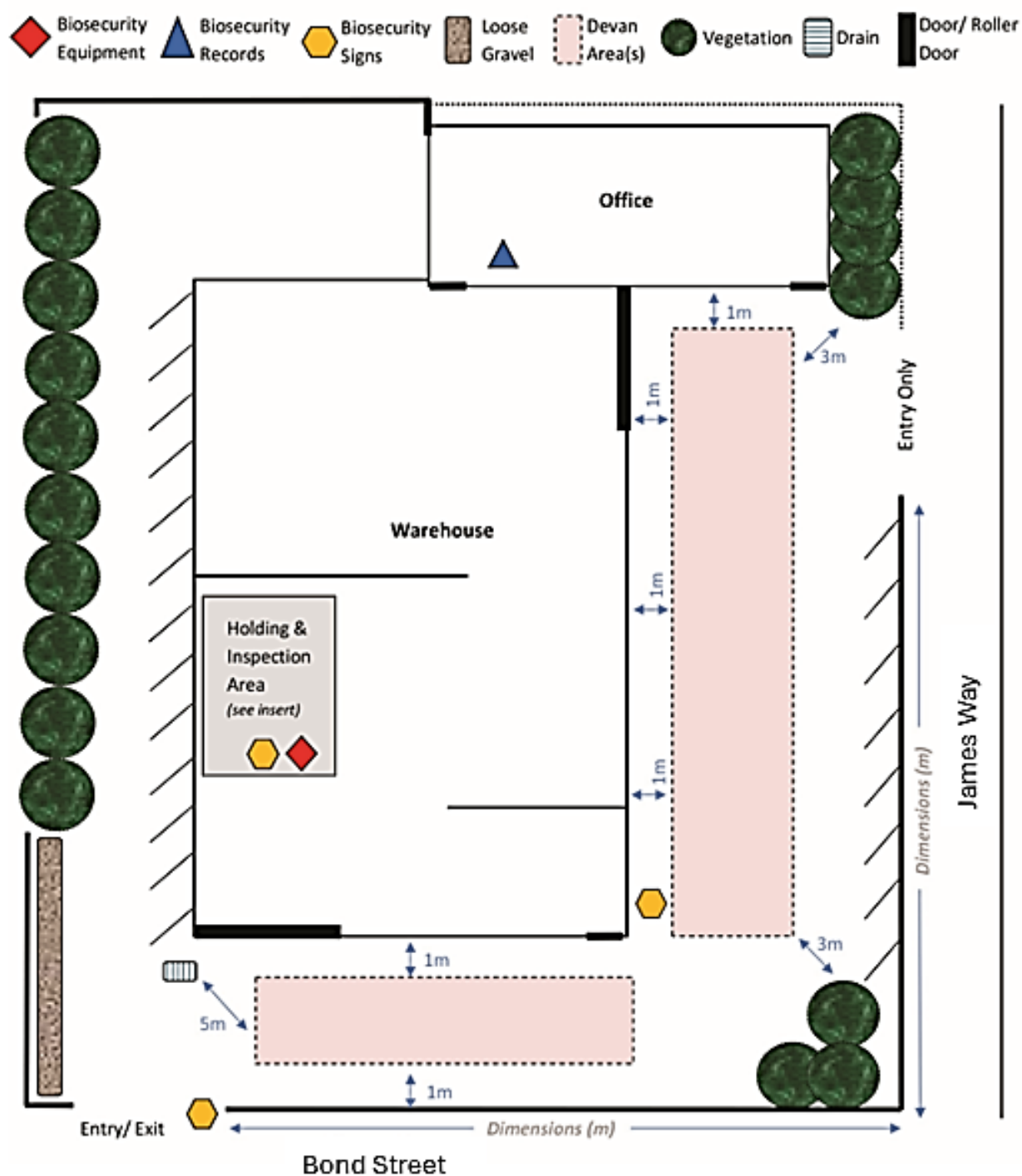
The area is zoned for industrial use and is equipped with the necessary amenities to adequately manage biosecurity requirements. The facility is bordered by residential and rural areas. There is good road access to the site. Biosecurity controlled areas have sealed or concrete hardstands and are set well away from surrounding greenery and other buildings.

TFGEN 2.3 Official TF Signage

The Site has two vehicle access points. Both access ways have TF signage. All signs comply with TFGEN requirements.

| TF signage locations | Signage wording / images |
|----------------------|--|
| Reception door |  |
| Truck access gate 1 |  |
| Truck access gate 2 |  |

SITE PLAN: Bond Enterprises



TFGEN 3: Operational Requirements

TFGEN 3.1 Requirement for Approved TF Operator

NOTE: This section also complies with TFGEN 3.2.1.2

Nominated Delegate

| | |
|---|--|
| TF Facility Number | 007 |
| Nominated Delegate | James Bond |
| Training Cert Number / Expiry Date | Cert. No. BS007007 expiry 21/5/2027 |
| Physical / Postal Address | 75 Hardrock Avenue, Christchurch |
| Telephone Number (all hours) | Mob: 027 007 007 |
| Email | jamesbond@bondenterprises |
| Registered Company Name | Bond Enterprises Limited |
| Company Trading Name | Bond Enterprises |

Secondary Nominated Delegate

| | |
|--|--|
| Deputy Secondary Nominated Delegate | Sue Money Penny |
| Training Cert No. / Expiry Date | Certificate No.: BS151515 expiry 1/1/27 |
| Telephone Number (all hours) | Mob: 027 656 656 |
| Email | suemoneypenny@bondenterprises |

ACCREDITED PERSONS

| Name | AP Number | Cert No. | Expiry Date |
|----------------|-----------|----------|-------------|
| James Bond | 007 | BS007 | 6/2/26 |
| Frederick Gray | 659 | BS684 | 3/4/27 |
| Sheriff Pepper | 364 | BS487 | 28/6/26 |
| Ernst Blofeld | 842 | BS332 | 12/12/25 |
| Felix Leiter | 168 | BS891 | 6/7/27 |

TFGEN 3.2 TF Manual, structure and information

TFGEN 3.2.1.3 Functions and Purpose

| | | |
|-------------------------|--|---|
| TFGEN 3.2.1.3(1) | Main Functions of the business | |
| Function | Bond Enterprises is a container import company that receives specialist gadgets. | |
| TFGEN 3.2.1.3(2) | Type of risk goods held at the TF / purpose for importation / activities conducted | |
| Type of Risk Goods | Bond Enterprises Transitional Facility (TF) is approved in accordance with section 39 of the Biosecurity Act 1993 for the purposes of: Receiving, holding and inspection of uncleared risk goods | |
| Purpose for Importation | Type of approval | Detailed list of commodities |
| | Wood Packaging | ISPM15 compliant packaging used to convey goods |
| | Non-risk goods | Gadgets for retail sale |
| | Containers | |
| | Import gadgets for retail sale. | |
| Activities Conducted | The TF receives and devans approximately 1000 containers per year. It receives sea containers only. | |
| TFGEN 3.2.1.3(3) | How TF Manual will meet requirements of TFGEN/IHS/Import Permits etc. | |
| | <p>Annual review of TF manual and documented procedures.</p> <p>Immediate updates to TF manual if change(s) to</p> <ul style="list-style-type: none"> • TFGEN Standard • Any other relevant import regulation/standard • PND/SND/TF building/purpose of TF • At the request/recommendation of an MPI Inspector/Auditor <p>Other Activities</p> <p>Keep up to date with training e.g. SND, AP</p> <p>Identifying/recording how BACCs will be managed</p> <p>Relevant Standards</p> <ul style="list-style-type: none"> • Standard for Transitional Facilities for General Uncleared Risk Goods • Standard for Transitional Facilities for General Uncleared Risk Goods – Guidance Document | |

TFGEN 3.3 Receipt, Management, and Transfer of Uncleared Risk Goods

TFGEN 3.3.1 Procedure: Receipt and Management of Uncleared Risk Goods

| | |
|--|--|
| PREREQUISITES | <ol style="list-style-type: none"> 1. The importer emails container arrival and container contents information to the Shipping Team. 2. The shipping team enter the consignment into Spectre before it arrives onsite. 3. MPI BACC will identify if an inspector is required to attend. 4. Shipping Team emails information (BACC/CDO) and container slot/bay allocation to Warehouse Team. 5. Shipping Team book container pick up through the Port system (Bond Enterprise trucks used). 6. Warehouse team assign an AP during the morning toolbox meeting. <p>NOTE: Uncleared risk goods arriving for treatment must be accompanied by a BACC authorising movement to the TF, and the BACC will stipulate what other actions are required, e.g. treatment</p> |
| SITE PREPARATION | <p>AP to ensure the following activities are carried out:</p> <ol style="list-style-type: none"> 1. Check there is capacity in the Biosecurity controlled area. 2. Ensure container pad, Biosecurity controlled area, and surrounding area is clean/weed free prior to arrival of uncleared risk goods. 3. Check all relevant biosecurity equipment is available, clean and fit for use. 4. Ensure segregation area is also swept clean prior to arrival of uncleared risk goods. 5. Check all drain covers are in place prior to arrival of container. |
| TAKE RECEIPT OF THE CONSIGNMENT | <p>AP to ensure:</p> <ol style="list-style-type: none"> 1. Receiver documentation is completed, and Spectre (internal system) updated with goods arrival details. 2. Guide the delivery driver to the devanning pad. 3. Check following items: <ol style="list-style-type: none"> a. BACC matches the received consignment i.e. container number, Lot/line number, description, weights etc. b. Container/truck is clean outside/inside & in good condition. c. Consignment packaging is intact. d. Wooden pallets are ISPM 15 compliant. e. No spillage has occurred in transport, check between pallets and floor of the truck (<i>to prevent escape/dispersal of contaminants and regulated pests from the TF and prevent cross contamination</i>). 4. Make initial check of container/goods for any sign of live insects, animals or contaminants. |

| | |
|-----------------------------------|--|
| | <p>If contaminants found, close/reseal packaging, notify MPI immediately 0800 80 99 66</p> <ol style="list-style-type: none"> If no contaminants, unload risk goods and place them in the Biosecurity controlled holding area. If packaging is damaged, reseal before off-loading to avoid further spillage - secure any tears etc. by wrapping in impervious material to ensure contaminants and pests are contained. If there is any spillage on the delivery truck/container, refer to MPI's contamination and packaging charts for how to manage this. <i>If in doubt, call MPI.</i> Sweep container/unloading area clean after the removal of pallets/packaging and place debris in the biosecurity bin. Hold uncleared risk goods in the Biosecurity controlled holding area, awaiting MPI inspection and/or further instruction. |
| UPDATE RECORDS | <p>Record devanning results on the Container Checks Portal website within 48 hours https://containerchecksportal.mpi.govt.nz.</p> <p>File the delivery docket with the relevant BACC(s) and retain records for 2 years minimum and store in (locked) archive container.</p> <p>Record receipt in Spectre.</p> |
| CONSIGNMENT NON-COMPLIANCE | <p>If the container does not match the BACC information OR there is no accompanying BACC, OR the wooden pallets are not compliant, OR if you see live insects / pests on uncleared risk goods:</p> <ul style="list-style-type: none"> Do not off-load the consignment Notify MPI (0800 80 99 66), notify the SND. Follow MPI instructions Advise Shipping Team that there might be a delay processing the consignment and that MPI have been advised <i>If significant contamination or live pests are found on uncleared risk goods, refer to MPI's contamination and packaging charts for how to manage this</i> |

TFGEN 3.3.2 Procedure: Transfer of Uncleared Risk Goods

| | |
|-----------------------------|---|
| PREREQUISITES | <ol style="list-style-type: none"> Confirm you have written authorisation from MPI to conduct the transfer. Arrange transport to the TF receiving the uncleared risk goods. Specify that the consignment is travelling under BACC conditions. |
| PREPARE FOR TRANSFER | <ol style="list-style-type: none"> Package and secure uncleared risk goods to prevent spillage or contamination of the transport vehicle/container, or other cargo being transported. |
| UPDATE RECORDS | <ol style="list-style-type: none"> Record details of the transfer in Spectre. |

TFGEN 3.3.3 Procedure: Unclaimed Uncleared Risk Goods

| | |
|-----------------------|--|
| PREREQUISITES | <ol style="list-style-type: none"> 1. Ring the customer to arrange collection. 2. If not collected in 30 days, ring MPI to advise. 3. If goods awaiting are held under MPI direction & awaiting decision by importer, and have been held for 90 days, ring MPI to advise. Follow MPI direction. |
| UPDATE RECORDS | <ol style="list-style-type: none"> 1. Record details in Spectre. |

TFGEN 3.4 Procedure: TF Access and Security of Uncleared Risk Goods

| When uncleared goods are present: | | |
|--|---|------------------------------------|
| ACCESS | <ul style="list-style-type: none">• Ensure all visitors to the TF have signed in via the online booking system at reception and agree to comply with TFGEN requirements.• Remind visitors that they must always follow SND’s instructions (and those of any MPI Inspector onsite).• Always accompany visitors.• Allow only permitted persons to enter biosecurity-controlled areas of the TF. | |
| SECURITY | <ul style="list-style-type: none">• Ensure chains and signage are in place to restrict access to biosecurity-controlled areas.• Do NOT open uncleared goods without MPI approval (via BACC, email, written authorisation).• Hold uncleared risk goods in approved biosecurity controlled holding areas at all times and keep segregated from all other cleared and/or domestic product.• Do NOT clear goods without MPI approval.• Notify MPI immediately on 0800 80 99 66 if you suspect uncleared risk goods have been tampered with/illegally removed. | |
| <div>After Hours Security - AlarmsAfter Hours Security – Patrols</div> | | |
| Provider Name | Chubb Security | First Security |
| Contact Details | 0800 800 535 | 03 307 6223 |
| Service Provided | Alarms in office buildings, site cameras | Security patrols |
| Service Frequency | Annually, & on request | Two random patrols each night |
| Records | Email in Outlook / Printed invoice | Email in Outlook / Printed invoice |

TFGEN 3.5 Procedure: Segregation of Uncleared Risk Goods

| | |
|---|---|
| HOLDING UNCLEARED RISK GOODS | <ol style="list-style-type: none"> 1. Ensure consignments are sealed with BACC attached and placed at least 3m away from other uncleared (and cleared) risk goods in the biosecurity-controlled inspection/holding area (consignments should never touch). 2. Place barrier chains and tape in place when uncleared goods are in the quarantine area. |
| CROSS CONTAMINATION SUSPECTED? | <ol style="list-style-type: none"> 1. Regard as a biosecurity risk. 2. Contain all product associated with potential cross-contamination. 3. Report to SND/Site Manager. 4. Refer to contingency plans. |

TFGEN 3.6 Record Keeping

The Standard requires that records are kept for at least 2 years and are available to relevant staff members. However, it is Bond Enterprise's policy to retain records for 5 years (electronic versions where possible/appropriate).

| Name | Location |
|--|---|
| Risk goods entering the TF & accompanying approval documentation | Spectre |
| Risk goods being transferred to other TF (with approval documentation) | |
| Internal audit records | |
| Training records (TFO & AP certs, internal training presentations, competency) | |
| Pest and weed management | |
| Contaminants & pests found and reported to MPI | Container Checks Portal |
| Permitted visitors to the TF Records available via – Visitor & Staff Register | Reception – online system linked to Spectre |

TFGEN 3.7 Procedure: Hygiene Management

| | |
|--|--|
| GENERAL TASKS | <ul style="list-style-type: none"> • Ensure the facility and surrounding area is kept clean at all times • Ensure there is no accumulation - internally & externally - of debris, dunnage, packaging, soil that might pose a biosecurity risk e.g. providing possible refuge areas for pests. • Ensure area and surrounding 3m segregation is free from pests, seeds/other contaminants. • Ensure Biosecurity controlled inspection/holding area is: <ul style="list-style-type: none"> ◦ free of decorative plants, animals, other organisms etc. that are not part of an imported consignment. ◦ not exposed to water as this removes insecticide. If it is, arrange for re-treatment immediately. • Clean down Inspection bench and equipment used prior to and after each inspection. • Shut roller doors immediately after devanning to restrict bird access. • As required, clean down walls, floors and ceilings (e.g. if bird droppings become an issue). <p>Regularly check biosecurity-controlled areas and organise maintenance (if/when required) to ensure it remains free from surface cracking.</p> |
| COMPLIANCE CHECK | <ul style="list-style-type: none"> • Complete daily housekeeping register (Warehouse Team). • Complete weekly housekeeping register (SND). • Complete monthly hygiene site observation task (Compliance Manager). |
| <i>Biosecurity Waste Management</i> | |
| REMINDER: Biosecurity waste must be managed and held securely at all times, with waste collected and disposed of by an MPI provider and records of collection/destruction kept. | |
| BIOSECURITY EQUIPMENT & USE | <ol style="list-style-type: none"> 1. Ensure the following equipment is available and in good condition: <ul style="list-style-type: none"> • Broom • Dustpan and brush • Torch • Dual-action insecticide (having both knock-down and residual action) • Biosecurity bin with tight fitting lid and appropriate bin liner for biosecurity waste • Drain mats • Bolt cutters • Bin liners (only for biosecurity use) • Containment bags 2. Ensure all equipment is clearly labelled "Biosecurity Use Only" and store in biosecurity-controlled area. |

| | 3. Ensure biosecurity equipment is only used for biosecurity purposes to avoid cross contamination with other product onsite. | | | | | | | | | | |
|---------------------------------------|---|------------------------------|--|----------------------|------------|------------------------|---|-------------------------|------------------------------|--------------------------|------------------|
| HOLDING BIOSECURITY WASTE | 1. Hold all biosecurity waste securely in the biosecurity bins, including: <ul style="list-style-type: none"> • Sweepings from biosecurity-controlled inspection/holding/treating areas. • Packaging removed from uncleared risk goods due to treatment. • Unusable or contaminated uncleared risk goods. | | | | | | | | | | |
| DISPOSING OF BIOSECURITY WASTE | 1. Arrange with Interwaste to collect biosecurity waste. REMINDER: Contents can only be collected and disposed of by an MPI Provider 2. File destruction certificates received for the collection of biosecurity waste uploaded to Spectre. | | | | | | | | | | |
| BIOSECURITY WASTE MANAGEMENT | <table> <tr> <th colspan="2">Biosecurity Waste Management</th></tr> <tr> <td>Provider Name</td><td>Interwaste</td></tr> <tr> <td>Contact Details</td><td>033489574 info@interwaste.co.nz</td></tr> <tr> <td>Service Provided</td><td>Biosecurity Waste Management</td></tr> <tr> <td>Service Frequency</td><td>Every six months</td></tr> </table> | Biosecurity Waste Management | | Provider Name | Interwaste | Contact Details | 033489574 info@interwaste.co.nz | Service Provided | Biosecurity Waste Management | Service Frequency | Every six months |
| Biosecurity Waste Management | | | | | | | | | | | |
| Provider Name | Interwaste | | | | | | | | | | |
| Contact Details | 033489574 info@interwaste.co.nz | | | | | | | | | | |
| Service Provided | Biosecurity Waste Management | | | | | | | | | | |
| Service Frequency | Every six months | | | | | | | | | | |

TFGEN 3.8 Procedure: Pests, Other Organisms, Vermin, and Weed Control

| WEEDS | 1. Ensure weed management schedule is adhered to. 2. Update Weed Management record after each spraying application. | | | | | | | | | | | | |
|----------------------------------|--|------|-----------------|----------------------|----------------------------|------------------------|----------------|-------------------------|-----------------|--------------------------|---------|--------------------------|----------------------------------|
| ELECTED APPROVED PROVIDER | <table> <tr> <th>Type</th><th>Weed Management</th></tr> <tr> <td>Provider Name</td><td>Christchurch Weed Warriors</td></tr> <tr> <td>Contact Details</td><td>+64 27 549 354</td></tr> <tr> <td>Service Provided</td><td>Weed Management</td></tr> <tr> <td>Service Frequency</td><td>Monthly</td></tr> <tr> <td>Document location</td><td>Upload service report to Spectre</td></tr> </table> | Type | Weed Management | Provider Name | Christchurch Weed Warriors | Contact Details | +64 27 549 354 | Service Provided | Weed Management | Service Frequency | Monthly | Document location | Upload service report to Spectre |
| Type | Weed Management | | | | | | | | | | | | |
| Provider Name | Christchurch Weed Warriors | | | | | | | | | | | | |
| Contact Details | +64 27 549 354 | | | | | | | | | | | | |
| Service Provided | Weed Management | | | | | | | | | | | | |
| Service Frequency | Monthly | | | | | | | | | | | | |
| Document location | Upload service report to Spectre | | | | | | | | | | | | |

| | | | |
|--|--|--|-----------------------------------|
| RODENTS | <ol style="list-style-type: none"> 1. Ensure pest management schedule is adhered to as per agreement with the approved providers. 2. Contact the approved provider if additional pest management is required. 3. Notify MPI (on 0800 80 99 66) about any live organism not normally seen at this TF (or otherwise undetected previously in New Zealand), in accordance with Section 44 of the Act. 4. Update Pest Management record after each visit. <p>NOTE: Review site map regularly for specific locations/areas to monitor/manage.</p> | | |
| ELECTED APPROVED PROVIDER | Type | Rodent Management | Bird Management |
| | Provider Name | Flick Anticimex Ltd | Bird Control Products |
| | Contact Details | 021 361 193 | 020 4052 3256 |
| | Service Provided | Rodent management & residual spray of interior biosecurity areas | Bird-deterrent lasers (warehouse) |
| | Service Frequency | Every three months | Annually or on request |
| | Document Location | File report in Spectre | File report in Spectre |

TFGEN 3.9 Procedure: Internal Audits

| | |
|---------------------------|---|
| FREQUENCY | Conduct an internal audit at least annually |
| INTERNAL AUDITORS | <ul style="list-style-type: none"> • Internal audit should be conducted by any of the below: <ul style="list-style-type: none"> ◦ PND, SND ◦ Staff suitably trained in audit, e.g. Inventory Manager, Warehouse Manager, Compliance Manager |
| MANUAL REVIEW | <ul style="list-style-type: none"> • Internal audit is to include a comprehensive review of the TF manual |
| AUDIT REPORTS | <ul style="list-style-type: none"> • Use template in iAuditor. • Forward the internal audit report to the PND, SND, Compliance Manager. • Store audit report in Spectre. |
| CORRECTIVE ACTIONS | <ul style="list-style-type: none"> • SND is responsible for following corrective actions process. • Corrective actions to be entered into Spectre & signed off by Compliance Manager. |

TFGEN 3.10 Procedure: Inspection of Uncleared Risk Goods

| | |
|--|--|
| All uncleared risk goods requiring an inspection by MPI must be held in the MPI Approved Inspection/Holding area until the inspection has been completed, and an authorisation / clearance has been issued by MPI. | |
| PREREQUISITES | <ol style="list-style-type: none"> 1. Check BACC is available. 2. Arrange for an MPI inspector to attend, if required. REMINDER: NEVER open uncleared goods without MPI approval (BACC, email or other written authorisation from MPI) |
| SITE PREPARATION | <ol style="list-style-type: none"> 1. Ensure the Biosecurity controlled Inspection/Holding areas are cleared for Inspectors to conduct safe, effective inspections of uncleared goods, and contain any associated biosecurity risk that may be detected. 2. Check the inspection area conforms to TFGEN requirements i.e. a minimum of 600 Lux for general inspection and 1000 Lux for close inspection. 3. Clean the inspection table/area, disinfect if necessary. 4. Check all biosecurity equipment is in good working order. 5. Facilitate appropriate segregation with other uncleared/cleared/domestic product etc. 6. Check cordons/signage are in place around holding/inspection areas. 7. Ensure the area is well ventilated, and if possible that the temperature is between 10°C and 25°C. |
| MPI INSPECTION | <ol style="list-style-type: none"> 1. Ensure product is accessible for sampling. 2. Ensure biosecurity equipment is available for use by Inspector(s). 3. Ensure storage/labour capacity is available to the Inspector to help with their inspection. 4. After MPI inspection, MPI will issue a BACC with further instructions. Follow all instructions from MPI to manage the consignment. |
| UPDATE RECORDS | Update Spectre records to reflect cleared product. |

TFGEN 3.11 Procedure: Contingency Plans

| Risk | Contingency Plan |
|---|---|
| 1. Biosecurity incursion | <ul style="list-style-type: none"> • Notify MPI immediately on 0800 80 99 66. • Also, specific measures – see below: |
| Insect / mite contamination noticed post MPI inspection | <ul style="list-style-type: none"> • Request a BACC to move goods and fumigate at a TF approved by MPI for the type of fumigation needed. • Receiving TF will organise fumigation and hold fumigated goods until BACC clearance is received from MPI. |
| Contamination of cleared or other goods | <ul style="list-style-type: none"> • Segregate, and secure contaminated goods e.g. spray, shrink wrap. • On MPI's authorisation, call in pest control/follow all MPI instructions. |
| Additional containment required | <ul style="list-style-type: none"> • Do a stock take to help identify contaminated and noncontaminated goods. • Spray and shrink wrap non-contaminated goods. • Prohibit all entry to the TF until MPI Inspector has given instructions for next steps. |
| Damage to uncleared risk goods | <ul style="list-style-type: none"> • Contain goods in MPI holding area. • Contact local MPI office on 03 943 1732 for advice/authorisation to repair/replace packaging. |
| Spillage onsite | <ul style="list-style-type: none"> • Contain all affected product as per MPI contamination and packaging charts. • Notify MPI & SND (Contact local MPI office on 03 943 1732). • Follow all MPI instructions. |
| Spillage enroute | <ul style="list-style-type: none"> • Prevent vehicle from moving / leaving premises. • Secure and contain spillage and remaining product. • Notify MPI & SND (Contact local MPI office on 03 943 1732). • Follow all MPI instructions. |
| Track a 'missing' consignment | <ul style="list-style-type: none"> • Contact Shipping Team to confirm delivery details around transport carrier and quantities and expected delivery date. • Contact transport carrier for update on consignment • If any irregularities, notify MPI and SND for further instructions. |

| Risk | Contingency Plan |
|---|---|
| 2. Absence/Loss of Essential Staff (e.g. resignation of SND) | <ul style="list-style-type: none"> • Implement succession plan: Replace departing SND with Deputy SND. • Notify MPI immediately on 0800 222 018. • Where applicable, MPI will issue a conditional approval to operate as a TF where a deputy SND is in place for a fixed period whilst a replacement SND is appointed. • Update SND details in the TF manual/update the TF manual as directed by MPI. • Involve the PND and keep them informed of the situation. |
| 3. Unauthorised release/suspected unauthorised removal of uncleared risk goods | <ul style="list-style-type: none"> • Do a stock take to identify any missing uncleared goods • Notify MPI on 0800 80 99 66 if goods are missing. • Locate and securely store other uncleared risk goods onsite. • Begin internal investigation of visitors/staff entering the TF. • If tracked down internally, notify MPI immediately for instructions on how to manage the situation. • If required, update procedures and submit to MPI for approval prior to implementation. • If required, undertake further staff training. |
| 4. Suspension or Cancellation of Transitional Facility Approval | <ul style="list-style-type: none"> • Work with MPI and Primary Nominated Delegate to discuss relocating any uncleared goods to another TF. |
| 5. Uncleared risk goods arrive unexpectedly DO NOT TURN AWAY DELIVERY WITHOUT FURTHER CHECKS! | <ul style="list-style-type: none"> • Hold transport vehicle and establish status of consignment, e.g. check with driver for a BACC or other documentation. • If uncleared risk goods, check with Shipping Team to see if there's any documentation that should have accompanied the consignment. • If documentation is applicable and authorises TF to receive product, devan and move product to biosecurity controlled holding area. • If there is no relevant documentation to support the consignment notify MPI immediately on 0800 80 99 66 and follow their instructions. • If driver leaves consignment, anyway, move to quarantine area asap and follow up with shipping/freight forwarder/MPI. |

| Risk | Contingency Plan |
|---|---|
| 6. Damage to facility which impacts ability to operate | <ul style="list-style-type: none"> • Notify MPI (0800 80 99 66), SND, PND. • Prioritise containment and security of uncleared risk goods. |
| - Loss of electrical (or other) power | <ul style="list-style-type: none"> • Emergency services notified immediately as required. • Notify MPI immediately on 0800 80 99 66. |
| - Damage causing a physical breach to the TF through accidental or natural occurrences | <ul style="list-style-type: none"> • Notify MPI on 0800 80 99 66. • If MPI authorises, transfer uncleared risk goods to another TF as identified by MPI. |
| - Failure or malfunction of essential equipment | <ul style="list-style-type: none"> • Notify SND/PND to rectify failure, if possible. • If uncleared risk product is impacted, contact MPI for further instructions. |
| - Failure of security measures such as doors, fences, or walls | <ul style="list-style-type: none"> • Notify MPI on 0800 80 99 66 of security failure. • Contact SND to arrange maintenance work asap. |
| - Break-in/Burglary | <ul style="list-style-type: none"> • Notify emergency services (111) . • Confirm integrity of uncleared risk goods. • Conduct a stock-take to identify any missing uncleared risk goods. • Contact MPI (0800 80 99 66) if uncleared goods are missing or tampered with and follow all MPI instructions. • If appropriate, update site security measures. |
| 7. Contingency Plan is out of date | <ul style="list-style-type: none"> • Implement scheduled reviews of Plan/contact details at least annually. • Review and update emergency contact details as soon as notified by provider. |
| 8. External contamination e.g. Brown Marmorated Stink Bug found in the surrounding area | <ul style="list-style-type: none"> • Notify MPI on 0800 80 99 66. • Suspend TF activities. • Restrict movement of goods/personnel as required. • Liaise with MPI as to whether to request BACC(s) to relocate/treat uncleared goods at other TFs. |

TFGEN 3.12 Procedure: Staff Training

| <i>INTERNAL BIOSECURITY AWARENESS TRAINING & ASSESSMENT</i> | |
|---|--|
| TRAINING RESOURCES | <p>Online training and assessment module (all staff & induction) assigned annually by Learning Management System, and on request for new staff.</p> <p>Module Content:</p> <ul style="list-style-type: none"> • Introduction – What is Biosecurity? • Importance of Biosecurity • Biosecurity Equipment and Waste • What's a Transitional Facility? (TF) • Container Security • What you need to do • Risk of Biosecurity Breach? • Operating a Transitional Facility • Help and Support • Knowledge Check/Quiz |
| PREREQUISITES | <ul style="list-style-type: none"> • Training is reviewed annually by the SND/Compliance Manager. • Record details on Training Register in Spectre. |
| TRAINING DELIVERY | <ul style="list-style-type: none"> • Online annual training via Learning Management System for all staff. • Refresher training will be completed at least once in each calendar year. |
| ASSESSMENT | <ul style="list-style-type: none"> • Record results on training register spreadsheet. • Competency is verified by the SND through monthly observations, recorded in Spectre. • Address competency issues by retraining or reassigning staff. |
| ENSURE ONLINE TRAINING IS COMPLETED (SND) | <ul style="list-style-type: none"> • Check the monthly MPI training report to monitor training completion. • Follow up any overdue training. |
| <i>EXTERNAL BIOSECURITY AWARENESS TRAINING & ASSESSMENT</i> | |
| EXTERNAL TRAINING PROVIDER (PND, SND, AP) | <ul style="list-style-type: none"> • Biosecurity Training Ltd. • Refresher training undertaken every 2 years. |

TFGEN 3.13 Procedure: MPI Verification

| | |
|-----------------------|---|
| FREQUENCY | <ul style="list-style-type: none"> Current PBV step = Step 7 (annually). |
| REQUIREMENTS OF AUDIT | <ul style="list-style-type: none"> Ensure SND is available for an audit. If required, ask to reschedule Ensure MPI Auditor has unrestricted access to the TF Ensure all relevant records and documents are available If required, organise additional labour to assist with moving product (only on instruction from the MPI auditor) |
| AUDIT REPORTS | <ul style="list-style-type: none"> Forward the external audit report to the PND, SND, Compliance Manager Store audit report in Spectre |

I, James Bond, TF operator agrees in accordance with clause 3.2.1.2 (4) of TFGEN to notify MPI of any changes to management or proposed changes to this TF approval including but not limited to – Resignation/Change of Operator, Changes to TF and Change of Business Name. I am aware of what my responsibilities are as per Part 1 of this TF. I will ensure that all requirements of this TF manual and TFGEN are met and all relevant staff including myself are aware of and will comply with the procedures and systems documented in this TF manual.

Signature:

JBond

07/07/2024

BIOSECURITY AUTHORITY CLEARANCE CERTIFICATE

Biosecurity Authority / Clearance Certificate

Pursuant to sections 25 and 26 of the Biosecurity Act 1993

C2024/123456

TSW ID: 12345678

BACC No: B2024/105321

Ministry for Primary Industries
Manatū Ahu Matua



Each Authority contained in this document identifies the goods that are covered by the Authority, a Transitional Facility that you are authorised to take the goods to, and any conditions which the authorisation is subject to.

Removal of these goods to a place other than the Transitional Facility authorised, or otherwise than in accordance with the conditions specified, is an offence.

Any clearance or Authority that is contained in this document, and that relates to agricultural compounds or veterinary medicines, also constitutes permission to remove these goods under the conditions contained within the Agricultural Compounds and Veterinary Medicines Act 1997.

Authority Issued To: SARECZKY IMPORTS LTD, Auckland 2022, NZ

Importer: SARECZKY IMPORTS LTD, Auckland 2022, NZ

Agent: SARECZKY AGENT LTD, Auckland 2022, NZ

Contact: Michael Sareczky (Declarant)

Arrival Method: Sea

Vessel: BOATY
MCBOATFACE

05/04/2024

Voyage: 1325

Authority

To be taken to: CL Wholesalers LTD, 50 Wairakei Road, Papanui, Christchurch

Type: INSPECTION

For: .Container(s) to be checked by Nominated Accredited Person

By: Nominated Accredited Person

Authority Conditions:

GOODS COVERED BY THIS AUTHORITY:

| Line | Line Type | Country of Origin | Line Details | Line Identifiers |
|------|------------|-------------------|---|--|
| CTS1 | Containers | USA | Container (sea), CMAU6734876, 1 unit(s) | C/N: CMAU6734876,; B/L: OCE4237576; |

Authorising Inspector: Fiona Stewart

Date: 11/04/2024

Issued By: Fiona Stewart

Signed:

Signing Date: 11/04/2024

TRANSITIONAL FACILITY INTERNAL AUDIT

The internal audit is conducted annually to ensure the TF is following the documented processes and takes appropriate action when things go wrong. The audit includes a physical assessment of the premises as well as a review and update of the TF manual with your site and commodity specific processes.

During the year, the TF operator should have procedures in place to ensure that they manage their biosecurity systems effectively. Should the TF operator find any compliance related issues that would need to be corrected during the year, these should be recorded on a compliance register.

The TF operator must have **objective evidence** readily available to verify that activities continue to meet TFGEN requirements, and the processes specified in the TF manual. **Objective evidence is factual information that can be verified, e.g., records, documents, receipts.**

This template is a guide only and should be updated based on requirements for your facility. The TFGEN and TFGEN Guidance Document provides information on how your facility can maintain an acceptable audit.

SECTION 1: Transitional Facility Details

| Audit details | |
|-----------------------------|-------------------|
| Date of audit | |
| Auditor | |
| TF Operations Manual update | Version: Date: |

| Section 1: Transitional Facility Details | | | | | |
|--|--|------|--|-----------|--|
| Facility name | | | | ATF Code | |
| Address | | | | | |
| Suburb | | City | | Post Code | |
| TF Operator | | | | | |
| Phone | | | | | |
| Email | | | | | |

SECTION 2: Personnel and Training

| Section 2: Personnel and Training | | | | | |
|-----------------------------------|---|--|-----------------|--|-------------|
| 1 | Transitional Facility Operators (TFO) are MPI approved, and training is current | | | | |
| | Transitional Facility Operator (TFO) name | | Approval number | | Expiry Date |
| | Deputy TFO name | | | | Expiry Date |
| | Deputy TFO name | | | | Expiry Date |
| | Training records are readily accessible | | | | |

| | | | | |
|---|---|--|-------------|--|
| 2 | Nominated Delegate's training is current | | | |
| | Nominated Delegate (ND) name | | Expiry Date | |
| | Deputy ND name | | Expiry Date | |
| | Deputy ND name | | Expiry Date | |
| | Training records are readily accessible | | | |

| | | | | |
|---|--|--|-------------|--|
| 3 | Accredited Persons (AP) – MPI appointment and training is current for all APs | | | |
| | Accredited Persons (AP) name | | Expiry Date | |
| | Accredited Persons (AP) name | | Expiry Date | |
| | Accredited Persons (AP) name | | Expiry Date | |
| | Training records are readily accessible | | | |

| | | | |
|---|---------------------|--|---------------------------------|
| 4 | Staff member | Biosecurity awareness training on record | Other annual training on record |
| | | Date: | |
| | | Date: | |
| | | Date: | |
| | | Date: | |
| | | Date: | |
| | | Date: | |
| | | Date: | |
| | | Date: | |

SECTION 3: Records Verification

| Section 3: Records verification | Yes / No / N/A | Describe objective evidence for the last year |
|---|----------------------|---|
| Transitional Facility Manual is current (reviewed in the last 12 months) | | |
| The TF manual has information listed in TFGEN 3.2.1.2, 3.2.1.3 and 3.2.1.4 | | |
| Records are held for the pest control programme, and the programme continues to be suitable | | |
| Records are held for the weed control programme, and the programme continues to be suitable | | |
| Records are held for destruction of biosecurity waste, kept securely and removed regularly | | |
| Records are held for hygiene management | | |
| Records are held for any pest, unwanted organisms or other organism found and any control actions taken (including any action to contact MPI and CCP records) | | |
| Documentation is held for all consignments. i.e. manifests, MPI Inspections, BACCs, etc. | | |
| Records are held for external verification by MPI | | |
| Records are held for internal audits (including any corrective action taken) | | |
| Latest copy of MPI TFGEN standard, TFGEN-GD and other relevant standards are filed | | |
| The site plan is current and on record with indication of its last reviewed date | | |
| Record of general internal biosecurity training, site specific training, training calendars and reminders are in place | | |

SECTION 4: Physical Site Requirements

| Section 4: Physical Site Requirements | Yes / No / N/A | Describe objective evidence for the last year |
|---|----------------|---|
| The TFO controls access and security | | |
| Signage restricting access to the TF is located prominently and with clear and correct wording | | |
| All uncleared containers are always held in a secure Manner | | |
| The devanning area is constructed of either concrete or asphalt and is in good condition | | |
| A clearance of not less than 1 metre is maintained between non-AP checked containers | | |
| A clearance around an entire container of not less than 3 metres from surrounding, vegetation, debris and rubbish is always maintained | | |
| Any open drains within 5 metres of containers have approved drain covers | | |
| Do the holding/inspection areas have a clearance of not less than 3 metres from cleared and/or domestic goods (or alternative e.g. shrink wrapping) | | |
| Does the holding/inspection areas, where approved by MPI, have a residual insecticide programme | | |
| Does the light meet the MPI requirement of a minimum of 600 lux (intensity) for general inspection and 1000 lux for close inspection work | | |
| Have any structural/operational changes been approved by MPI - TFGEN S3.9(4) | | |
| Commodity specific TF requirements are met | | |
| Contamination and pest posters are visible and shared with operation team members. | | |

SECTION 5: Biosecurity Labelled Equipment

| Section 5: Biosecurity Labelled Equipment (individual kits for container and inspection areas) | Yes / No / N/A | Describe objective evidence for the last year |
|--|----------------|---|
| Waste Bin with liner | | |
| Broom | | |
| Dustpan and brush | | |
| Torch | | |
| Dual-action insecticide meets requirements | | |
| Drain covers | | |
| Containment bags/containers | | |
| Separate equipment for inspection area | | |
| | | |
| | | |

Compliance

| Date | Issue / Problem | Corrective action | Due date for correction | Correction confirmed |
|------|-----------------|-------------------|-------------------------|----------------------|
| | | | | Date: By: |
| | | | | Date: By: |
| | | | | Date: By: |
| | | | | Date: By: |
| | | | | Date: By: |

SECTION 6: Interviews and Observations

| Section 6: Interviews and Observations | Yes / No / N/A | Describe objective evidence for the last year |
|---|----------------------|--|
| The AP/s is aware of their responsibilities to prepare the unloading area | | AP interviewed: Date: Refresher training required: |
| The AP/s is aware of their responsibilities to check documentation and follow processes if the container cannot be opened | | AP interviewed: Date: Refresher training required: |
| The AP/s is aware of their responsibilities to inspect the container and goods, using the correct equipment | | AP interviewed: Date: Refresher training required: |
| The AP/s is aware of contamination containment and reporting protocols | | AP interviewed: Date: Refresher training required: |
| Other employees are aware of the process to follow to keep the facility secure | | Employee interviewed: Date: Refresher training required: |
| | | Employee interviewed: Date: Refresher training required: |
| | | Employee interviewed: Date: Refresher training required: |
| Other employees are aware of the process to follow when they find any contamination | | Employee interviewed: Date: Refresher training required: |
| | | Employee interviewed: Date: Refresher training required: |
| | | Employee interviewed: Date: Refresher training required: |

STAFF TRAINING TEMPLATES

TEMPLATE 1: General Biosecurity Training Plan and Tracker

[illegible]

Formal Staff Training Records

TEMPLATE 2: Formal Training Records Template(s)

[illegible]

TEMPLATE 3: Individual Staff Training Record

Individual Staff Training Record

| First Name | Last Name | Role / Position | Date Joined |
|------------|-----------|-----------------|-------------|
| John | Doe | Administrator | 06/01/2025 |
| | | | |

| Internal Training Topic | Training Date | Employee Signature (Confirm attendance) | Training Notes |
|--------------------------------|---------------|--|----------------|
| Biosecurity Awareness (online) | 15 June 2025 | | |
| | | | |
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MPI WEBSITE LINKS

Biosecurity

[Business units of the Ministry for Primary Industries \(MPI\) | NZ Government](#)

[MPI's work to stop new pests and diseases | NZ Government](#)

[Introduction to biosecurity legislation | NZ Government](#)

[Brown marmorated stink bug: threat to NZ and identification | NZ Government](#)

[Contamination charts poster – know the actions to take and when to notify MPI](#)

Border Clearance

[Border clearance | NZ Government](#)

[Containers and cargo border clearance | NZ Government](#)

[Transitional and containment facilities for border clearance | NZ Government](#)

TFGEN and Health Import Standards (IHS)

[Transitional Facilities for General Uncleared Risk Goods - Facility Standard](#)

[Guidance Document to the Standard for Transitional Facilities for General Uncleared Risk Goods](#)

[Import health standards \(IHSs\) | NZ Government](#)

[Steps to importing containers and cargo | NZ Government](#)

Transitional Facilities and Reporting

[Resources for transitional and containment facilities | NZ Government](#)

[Apply to get facility operator approval | NZ Government](#)

[Sea Cargo Pathways Programme | NZ Government](#)

[100% sea container checks for transitional facilities | NZ Government](#)

[Container Checks Portal User Manual](#)

[Transitional-Facility-Operating-Manual-Template.docx](#)

SKILLS SUMMARY

Various skills that are applicable to your role as a TF operator.

Communication with colleagues

Communication:

The purpose of communication is to change what a person may know or think. Barriers to effective communication could include language, accents, noise levels, and distractions.

E.g.: ask team members to explain updates to ensure a new procedure has been understood.

Conflict:

Conflict arises when different emotions and opinions become elevated as opposed to the facts. Remember: It is not 'who is right' but 'what is right'.

E.g.: if conflict arises, speak calmly and if possible, use time out to diffuse the situation.

Leadership and Teamwork

Leadership:

A leader guides and directs their team towards a common goal and ensures tasks are completed safely and efficiently.

E.g.: ensure staff are rostered and/or up to date with their biosecurity training.

Teamwork:

A team is a group of people with complementary skills. Teams vary in size and are committed to a common purpose for which everyone is accountable.

E.g.: driver and APs work collaboratively to move and inspect containers as they arrive.

Decision-making

Decision-making

We make decisions based on learned skills, knowledge, and experience and compare that to what is happening. How we respond to a situation will depend on different variables and time pressures.

E.g.: a container inspection situation may change and require new decisions to mitigate risks.

Situational Awareness

Situational awareness is being aware of what is happening in a particular space and time. Becoming too task-focused can jeopardise our ability to remain vigilant and influence decisions/actions taken.

E.g.: regular monitoring and documentation of hygiene management processes at a TF.

Mitigating Error

Mitigate errors

Errors can be influenced by our mindset, workload, fatigue and remaining too task focused. Our actions can be skilled-based or knowledge-based depending on our memory and tasks carried out.

E.g.: TF manual updates and/or data entry accuracy into the Container Checks Portal (CCP).

Stress Management

Stress may be short or long term which could lead to fatigue and increase the risk of error. Internal stress occurs when mental, emotional or physical demands create a pressure overload.

External stressors in the environment could include noise, temperature extremes and poor lighting.

E.g.: communicate with APs to navigate time pressures and to mitigate error.