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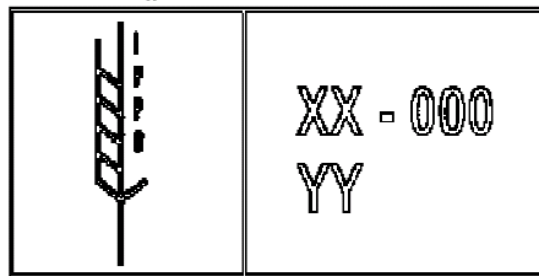


Global-Mark P/L

Management Document G-86

Title: **Australian Wood Packaging Certification
Scheme (AWPCS)**

Type: **Program Information Brochure**



This Document Is External





Document Information and Revision History

Document Number	G-86
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Revision History

Revision	Date	Author(s)	Notes
1	21/8/2007	Joe Fernandes	Original Release
2	20/12/08	Herve Michoux	Updated after JASANZ office audit
2A	13/4/2010	Herve Michoux	Corrected a spelling error in fees.
3	12/10/2011	Vanessa Mostyn	Updated Accreditation Levy & formatting
4	5/11/2012	Herve Michoux	Updated to AWPCS 2.2
5	11/5/2017	Meilyn Michoux	Updated formatting
6	6/12/2017	Wayne Tibbits	Updated to AWPCS 3.0
7	20/5/2019	Wayne Tibbits	Updated to include dielectric heating
8	14/09/2020	Wayne Tibbits	Updated to AWPCS 4.0

1 Why Do We Have This Document?

This document describes the Certification Program offered by Global-Mark Pty Ltd to Clients seeking Certification to [The Australian Wood Packaging Certification Scheme](#). This document is subject to change without notice. The latest version is on our web site: www.global-mark.com.au.

This document and program also refer and require compliance to ISPM 15 is the International Standards for Phytosanitary Measures Publication No. 15—Guidelines for Regulating Wood Packaging in International Trade.

2 Overview

The Australian Wood Packaging Certification Scheme (AWPCS) is a certification scheme that has been developed by an **Australian Federal** Department to ensure that Australian treatment providers (heat treatment and fumigation) and wood packaging manufacturers produce wood packaging material that meets the requirements of the ISPM 15.

Under this scheme treatment providers and wood packaging manufacturers that meet the ISPM 15 requirements will be authorised by Department of Agriculture and Water Resources to apply an internationally recognised mark to wood packaging material produced for use in the export trade.

Participation in the scheme is not mandatory. The AWPCS is one option that is available to assist exporters in meeting an importing country's conditions of entry.

3 In Simple Terms

Wood packaging such as pallets, dunnage, crating, packing blocks, drums, cases, bulk heads, load boards, pallet collars, and skids used in the transport of commodities during export are often made from unprocessed raw wood. Packaging of this nature provides a pathway for the introduction and spread of pests and diseases and therefore poses a significant plant health risk.

In recognition of the plant health risk associated with wood packaging the International Plant Protection Convention (IPPC) has adopted a wood packaging standard: *International Standards for Phytosanitary Measures - Guidelines for Regulating Wood Packaging in International Trade* (ISPM 15). This standard aims to significantly lessen the risk of unprocessed raw wood being used as a pathway for the introduction and the spread of pests and diseases through international trade. As a signatory to the IPPC Australia is obliged to implement this standard. To meet the requirements of ISPM 15 all wood packaging material shall undergo either heat treatment or fumigation. To verify that treatment has occurred and to provide traceability to the country of origin, **certified organisations shall be**

authorised by Department to apply the internationally recognised mark to wood packaging material produced for use in the export trade where this internationally recognised certification mark shall be applied to the treated wood packaging.

The AWPCS is a voluntary scheme; however, participants in the scheme agree to be bound by its rules and may face suspension from the scheme in the event that they breach its requirements.

Wood packaging material intended for export shall meet the conditions of entry specified by the importing country. It is the responsibility of the exporter to know and meet these requirements. Where an importing country has implemented ISPM 15 and wood packaging material that does not carry the required certification mark is exported, the importing country may take action. This action may take the form of treatment, disposal or refused entry.

4 Specific Program Conditions

General

Each applicant shall submit a quality manual to the Global-Mark for initial assessment. The quality manual shall clearly detail the quality systems or procedures the facility has in place to meet the conditions and requirements of the AWPCS

Note: Where an applicant has facilities in several locations individual assessment shall be required of each facility.

Provider, manufacturer types available are:

- **Appendix 1 Requirements for AWPCS Heat Treatment Providers**
- **Appendix 2 Requirements for AWPCS Dielectric Heat Treatment Providers**
- **Appendix 3 Requirements for AWPCS Methyl Bromide Fumigation Providers**
- **Appendix 4 Requirements for AWPCS Sulfuryl Fluoride Fumigation Providers**
- **Appendix 5 Requirements for Wood Packing Manufacturers without On - Site Treatment facility**
- **Appendix 6 Requirements for Wood Packaging Manufacturers with On-Site Treatment Facility**

Program Summary Card	
Issue	Program Rules/Comments
Standard	Australian Wood Packaging Certification Scheme Rules Appendixes: 1-6
Any other relevant documentation	Nil
Target Clients	Australian wood packaging manufacturers and treatment providers
Global-Mark output document	Review Findings, Report
Other Global-Mark output document	Post Certification Plan
Certificate Validity Period	Nil
Certification Mark that can be used by the Client	Certification Mark for Wood Packaging Material as per clause 4.3 Specifications of the ISPM 15 certification mark
Can this mark be used on product?	Yes
Periodicity of Post-certification Reviews?	6 monthly at all facilities or 12 monthly - depends on being fully conformant
Periodicity of Re-certification Review	At five [5] yearly
Steps to and Post-certification	
Application	✓
Document Review	✓
Pre-certification Review	Optional
Certification Review	✓
Technical File Review	Nil
Follow-up Review	✓
Post-certification Review	✓

Program rules

The Department of Agriculture and Water Resources, AWPCS Scheme rules, available from the JAS-ANZ web site (www.JAS-ANZ.org.au) include some requirements, which apply to the company seeking certification or having received certification. Please refer to the Scheme Rules for complete details. In summary, an applicant must:

- Be located in Australia.
- Hold an Australian Business Number.
- Be one of the providers listed in appendices 1-6.
- Submit a quality manual to Global-Mark for initial assessment.
- Agree to have their company name, contact details and certification number listed on the AWPCS Register.
- Meet all requirements documented in the AWPCS that apply to both a treatment provider and a wood packaging manufacturer, where they are both of these.
- Accept that for sites in several locations, each individual site will be subject to audit and where it meets the requirements of the AWPCS it will be allocated a unique certification number and will be listed separately on the AWPCS register
- Accept that off-site treatment or manufacturing, will be subject to an audit by Global-Mark, requiring a unique certification number for these and separate listing on the AWPCS Register.
- Notify Global-Mark of any changes to the scope of its certification under the AWPCS.

- Notify Global-Mark in writing of changes to the certified entity's ABN, responsible management personnel or ownership, recognising that major changes may result in cancellation. This may include relocation.
- Upon suspension, cease immediately all use of the ISPM 15 certification marks.
- Prior to relocation of an existing certified facility to a new location, submit in writing to Global-Mark for approval its updated quality manual and identifying any alterations that can affect AWPCS. All wood packaging treated, on-sold and/or produced prior to the new site being audited and verified will not be recognised as being compliant.
- Notify Global-Mark if you wish to withdraw from the AWPCS.

JAS-ANZ and Department of Agriculture and Water Resources may from time to time issue Advisory Notes which relate to the program: these notes are also enforceable and may be found on the JAS-ANZ web site.

Control of Management System documents

It is a requirement of the program, that the company provides Global-Mark with a complete set of the management system documents, and update Global-Mark when procedures are changed/updated.

Note: Global-Mark may request only a summary of the documents showing their document revision status **at Post Certification**.

Use of the Certification Mark

There are detailed, specific and very strict conditions on the use of the Certification Marks. Please refer to these documents to ensure the mark is used correctly. For example, the mark cannot be used in Red or Orange.

5 Non-conformities

Upon the identification of non-conformity the **auditor** must determine whether the non-conformity is a minor or major non-conformity. **All require corrective action. The corrective action must be carried out to the satisfaction of Global-Mark. Certified facilities are themselves responsible for ensuring that corrective actions are carried out within a specified time period or face further enforcement actions.** A description of minor and major non-conformities follows.

5.1 MINOR NONCONFORMITY

An audit finding that reveals an isolated incident of non-compliance that has no direct impact on the integrity of the AWPCS. **Audits that reveal three or more minor non-conformities may result in the certified entity having its certification suspended. Situations involving three or more minor non-conformities will be assessed on a case by case basis prior to suspending certification.**

Examples of a **minor nonconformity** include but are not limited to:

1. Segregation or identification of treated and untreated wood packaging is inadequate, but does not affect the integrity of products ready for export.
2. Staff training has not been completed or records of training have not been maintained.
3. Record keeping at the facility is inadequate, but essential records pertaining to the treatment are complete.
4. Facility has failed to maintain records of previous audits conducted by the Global-Mark.
5. The ISPM 15 certification mark applied by the facility isn't legible or clearly visible or not applied in accordance with the specifications (for example, dividing lines or symbols not as per the required standard).
6. Copy (ies) of quality manual not available for use by employees.
7. Quality manual is not up-to-date (for example, is not consistent with the quality systems in place at the facility).
8. Employee involved with implementing the quality system is unaware of the requirements of the AWPCS.
9. Treatment facility is unable to trace shipments of treated wood or wood packaging that is either sold or transferred to other certified facilities.
10. Records not available at time of audit.
11. Treatment provider has not maintained calibration records.
12. Wood packaging material retains bark that is not within the ISPM 15 standard. (bark that is not less than 3 cm in width (regardless of the length) or greater than 3 cm in width, with the total surface area of an individual piece of bark more than 50 square cm.

5.2 MAJOR NONCONFORMITY

These are audit findings that reveal the integrity of the AWPCS has been compromised and it will be handled at the discretion of the auditor. The auditor may:

- Allow the organisation two weeks to rectify the non-conformity and provide evidence attesting to this.
- Suspend the certified facility's certification immediately.
- Prevent the client from selling any product as treated from the date of audit until the non-conformity is rectified.

Irrespective of this, the auditor must:

- Provide notification of major non-conformities, including a description of the non-conformance to the certified facility **within 24 hours of the assessment**.

The organisation may re-apply for certification once it has completed all corrective actions necessary to prevent a recurrence of the non-conformity or non-conformities to the satisfaction of Global-Mark. The organisation must also:

- Re-submit a satisfactory quality manual and a detailed report outlining the corrective measures taken.
- Allow Global-Mark to conduct an audit of the facility to determine that the necessary corrective actions are adequate.
- Accept that the Department can either assign a new certification number, or dependant on recommendation by Global-Mark re-instate the existing number.

Examples of a **major nonconformity** includes but are not limited to:

1. The heat treatment or fumigation has not been completed in accordance with the specified standards (for example, the treatment fails to meet the minimum specified standards).
2. The certified facility is found to be applying the ISPM 15 certification mark to untreated wood packaging.
3. The wood packaging manufacturer is unable to demonstrate that only treated wood has been used in the manufacture of wood packaging material intended for export.
4. The treatment provider is unable to trace treated wood from the treatment stage, through to storage and dispatch.
5. The certified facility is operating with significant changes to the quality systems that have not been approved by the Global-Mark.
6. Corrective actions from previous audits have not been implemented and/or finalised.
7. Segregation of treated and untreated lots has not been maintained.
8. Records are significantly incomplete and do not allow the Global-Mark to conduct trace-back of treated wood packaging.
9. The wood packaging manufacturer has not obtained treated wood from a certified treatment provider.
10. Intentional or fraudulent misuse of the ISPM 15 certification mark.
11. Inadequate management of security for ISPM 15 certification marking devices.
12. The certified facility relocates and commences manufacturing/treating wood packaging and applying the ISPM 15 certification mark prior to an on-site audit being conducted and approved by the Global-Mark.

6 What Documents/Records Are Needed To Understand This Program

In order to understand our program, you should also access and be aware of the following documents:

- G-00: Welcome Pack
- MSP-00: Introduction to our Management Systems
- MSP-01: Nomenclature and Definitions
- MSP-24 Appeals

7 Indicative schedule of fees R7

7.1 Fees (fees exclude GST)

	Fees for single facility	Fees for more than one facility
Application Fee	Up to \$500	Generally capped at same fee.
Document Review Fee	\$1,000	Depends on scale and scope of organisation.
Initial Certification Review Fee	Depends on scope of organisation. Minimum likely to be \$1,500	Depends on scale and scope of organisation. Each site requires its own audit and certificate.
Post Certification Yearly Fee (This covers review visit/s every year)	Depends on whether there are six-monthly or annual audits, per clause 5.5.1 of AWPCS.	Determined on a case-by-case basis.

7.2 Conditions

- Please see our separate Client Agreement Form.

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