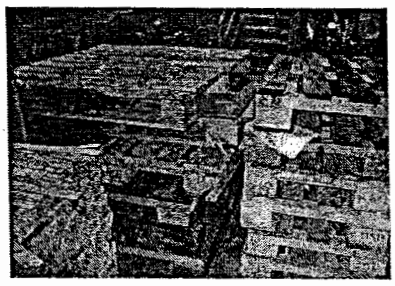
Papua New Guinea Government
National Agriculture Quarantine and Inspection Service

The Papua New Guinea

Wood Packaging Certification Scheme for Export



National Agriculture Quarantine and Inspection Authority

Papua New Guinea Government

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THE PAPUA NEW GUINEA WOOD PACKAGING CERTIFICATION SCHEME FOR EXPORT

National Agriculture Quarantine and Inspection Service
Plant Programs Section
P.O. Box 741
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1. INTRODUCTION TO THE PAPUA NEW GUINEA WOOD PACKAGING CERTIFICATION SCHEME

1.1 Background

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 Papua New Guinea is obliged to implement this standard.

To meet the requirements of ISPM 15 all wood packaging material shall undergo either heat treatment or fumigation with methyl bromide. To verify that treatment has occurred and to provide traceability to the country of origin an internationally recognized certification mark shall be applied to the treated wood packaging. The Papua New Guinea Wood Packaging Certification Scheme (PNGWPCS) is a certification scheme that ensures that Papua New Guinea treatment providers and wood packaging manufacturers produce wood packaging material that meets the ISPM 15 standard. Under this scheme wood packaging manufacturers and treatment providers who meet the requirements of ISPM 15 shall be authorized by NAQIA to apply the internationally recognized mark to wood packaging material produced for use in the export trade. The PNGWPCS is a scheme where participants agree to be bound by its rules and may face suspension from the scheme in the event that they breach its requirements.

1.2 Scope

This document details the requirements and procedures for the certification of wood packaging material for use in export consignments and is intended for use by Papua New Guinea treatment providers, wood packaging manufacturers and accredited certification bodies.

1.2 References

International Standards for Phytosanitary Measures 15 (ISPM 15): Guidelines for Regulating Wood Packaging in International Trade. FAQ, March 2002.

International Standards for Phytosanitary Measures 5 (ISPM 5): Glossary of Phytosanitary Terms, Publication. FAO. October 2002.

International Standards for Phytosanitary Measures 13 (ISPM 13): Guidelines for the Notification of Non-compliance and Emergency Action, FAO, September 2001.

International Standards for Phytosanitary Measures 7(ISPM 7): Export Certification System, Publication, FAO, November 1997.

ISO/IEC Guide *65* — General requirements for bodies operating product certification systems.

IAF Guidance on the application of ISO/IEC Guide *65* - General requirements for bodies operating product certification systems.

ISO 19011:2002, Guidelines for quality and/or environmental management systems auditing.

1.4 Review and amendments

This document shall be reviewed and updated as needed to reflect any changes made to the ISPM 15 standard.

The current version of the PNGWPCS shall be maintained by NAQIA

Amendments to the PNGWPCS shall be updated and clients shall be advised.

1.5 Definitions

For the purpose of this document, the definitions below apply:

Accreditation Body: organization approved by NAQIA to accredit certification bodies to audit and certify facilities. For the purposes of this scheme, this organization is NAQIA

Ambient temperature: temperature of the air immediately surrounding the fumigation enclosure (measured in the shade).

Bark-free wood: wood from which all bark excluding the vascular cambium, ingrown bark around knots, and bark pockets between rings of annual growth has been removed.

Certification body: a company or organization accredited by the accreditation body to assess the suitability of a treatment provider or a wood packaging manufacturer for certification under the PNGWPCS. In this instance it is NAQIA

Certification mark: a recognized mark containing a certification number, country code, treatment code and the IPPC symbol which is to be applied to wood packaging material by the certified facility in accordance with the PNGWPCS.

Certification number (CN): a unique number allocated to a treatment provider or wood packaging manufacturer upon certification.

Certified facility: a treatment provider or wood packaging manufacturer that has been approved by a certification body to participate in the PNGWPCS.

Chemical Pressure Impregnation: treatment of wood with a chemical preservative through a process of pressure in accordance with an officially recognized technical specification.

Commodity: a type of plant, plant product, or other article being moved for trade or other purpose.

Consignment: a quantity of plants, plant products and/or other articles being moved from one country to another and covered, when required, by a single phytosanitary certificate (a consignment may be composed of one or more commodities or lots).

Container (also freight container): standardized transportation units, totally enclosed and weather proof, having a rigid roof, rigid side walls and a floor, having at least one wall equipped with doors and intended to be suitable for transporting a variety of cargo.

Debarked: removal of bark from round wood (debarking does not necessarily make the wood bark-free).

Dosage: the calculated amount of fumigant applied to a fumigation enclosure to treat a consignment. Usually expressed as weight of chemical per volume of treated space, eg g/m3.

Dunnage: wood packaging material used to secure or support a commodity but which does not remain associated with the commodity.

Facility: under the PNGWPCS, refers to a heat treatment facility, a fumigation facility or a wood packaging manufacturer.

Fumigant: a chemical that at a particular temperature and pressure can exist in a gaseous state in sufficient concentration and for sufficient time to be lethal to insects or other pests.

Fumigation: treatment with a chemical agent that reaches the commodity wholly or primarily in a gaseous state.

Hazard area: any area in proximity to a fumigation enclosure into which fumigant may escape in hazardous concentrations.

Heat treatment: the process in which a commodity is heated until it reaches a minimum temperature for a minimum period of time according to an officially recognized technical specification.

Initial site audit: an audit performed at the time of certification to verify that a facility is capable of meeting the requirements prescribed in the PNGWPCS. The audit also verifies that the facility's quality manual is being followed and that employees of the facility are sufficiently trained.

IPPC: International Plant Protection Convention.

Kiln-drying: a process in which wood is dried in a closed chamber using heat and/or humidity control to achieve required moisture content.

NAQIA: National Agriculture Quarantine and Inspection Authority.

NISIT: National Institute of Standards and ---- Technology

NPPO: National Plant Protection Organization.

Official: established, authorized or performed by an NPPO.

Ongoing verification audit: an audit performed to verify that operations continue to meet the requirements of the AWPCS and that facility operations continue to meet the specifications of the facility's quality manual.

Packaging: Material used in supporting, protecting or carrying a commodity.

Pallet: a platform used to support cargo during shipment. Pallets are generally of a standard dimension to allow for easy stacking.

Phytosanitary measure: any legislation, regulation or official procedure having the purpose to prevent the introduction and/or spread of quarantine pests, or to limit the economic impact of regulated non-quarantine pests.

PNGWPCS: Papua New Guinea Wood Packaging Certification Scheme.

PNG WPCS Register: a list of treatment providers and wood packaging manufacturers certified under the PNGWPCS, maintained by NAQIA.

Quality manual: a written document, which describes operational procedures in place to meet a prescribed standard.

Quality system: collection of operational procedures a facility has in place to meet a prescribed standard.

Raw wood: wood that has not undergone processing or treatment.

Recycle: a process whereby a previously used article of wood packaging material is dismantled either partially or completely and the components used without further reworking in the manufacture of a new article of wood packaging material. (Recycling may include remanufacturing').

Re-manufacture: a process whereby a previously used article of wood packaging material is completely dismantled and the components used, either in their original form or after re-sawing, in the manufacture of another article of wood packaging material. Re-manufactured wood packaging material may or may not incorporate new and previously unused components.

Repair: a process whereby a previously used article of wood packaging material has one or more components removed and replaced with new and previously unused wood.

Reuse: a second or subsequent use of a unit of wood packaging material which is not changed or altered in any way and which requires no official intervention.

Treatment: an officially authorized procedure for the killing or removal of pests or rendering pests infertile.

Treatment provider: an organization, company or person who owns or operates a facility for performing an approved treatment.

Veneer peeler cores: by-product of veneer production involving high temperatures and comprising the center of a log remaining after the peeling process.

Wood: a commodity class for round wood, sawn wood, wood chips or dunnage, with or without bark.

Wood packaging manufacturer: a person, company or organization who owns or operates a facility producing wood packaging material.

Wood packaging material: wood or wood products (excluding paper products) used in supporting, protecting or carrying a consignment (includes dunnage).

1.6 Legislative authority

International Standards for Phytosanitary Measures 15 (ISPM *15):* Guidelines for Regulating Wood Packaging in International Trade, FAO, March 2002.

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.

1.7 Fees

The applicant is responsible for payment of all fees and charges associated with obtaining and maintaining certification under the PNGWPCS.

1.8 Regulated pests

A list of regulated pest groups known to be associated with unprocessed wood has been developed within the ISPM 15 and is provided in Appendix I.

1.9 Regulated wood packaging material

The ISPM 15 standard applies to coniferous (softwood) and non-coniferous (hardwood) raw wood packaging material that may serve as a pathway for plant pests posing a threat mainly to living trees. The standard covers wood packaging material

such as pallets, dunnage, crating, packing blocks, drums, cases, bulk heads, load boards, pallet collars, and skids which can be present in almost any imported consignment, including consignments which would not normally be the target of phytosanitary inspection.

1.10 Non-regulated wood packaging material

The following are not subject to the requirements of ISPM 15:

- wood packaging made wholly of wood-based products such as plywood, particle board, oriented strand board, medium density fiberboard or veneer that have been created using glue, heat and pressure or a combination thereof
- wood packaging material such as veneer peeler cores, sawdust, wood wool, and shavings, and raw wood cut into thin pieces (a thickness of 6mm or less).

2. APPROVED TREATMENT OPTIONS

Presently the only internationally accepted treatment options under the ISPM 15 are heat treatment or fumigation with methyl bromide.

Where wood packaging has been treated in accordance with the requirements of the PNGWPCS the treatment is considered to be effective against the members of the regulated pest groups listed in Appendix 1, **for the entire life of the article.**

2.1 Heat treatment

Where heat is the chosen treatment option all wood packaging material shall be heated in accordance with a specific time-temperature schedule that achieves a **minimum wood core temperature of *56°C* for a minimum of 30 minutes.**

Kiln-drying (KD), chemical pressure impregnation (CPI), or other treatments may be considered heat treatments to the extent that these treatments meet the heat treatment specifications as listed above. For example, CPI may meet the heat specification through the use of steam, hot water, or dry heat.
Note: The requirements that shall be met by heat treatment providers are provided in *Appendix 2 - Requirements for Heat Treatment Providers.*

2.2 Fumigation with methyl bromide

Where fumigation with methyl bromide is the chosen treatment option all wood packaging material shall be fumigated in accordance with the minimum standard described below in Table 1.

The minimum temperature should not be less **than 10°C and the minimum exposure time must be 24 hours.**

Table 1. Minimum Methyl Bromide Fumigation Standard

Note: The requirements that shall be met by treatment providers when performing fumigations are provided in *Appendix 3 — Requirements for Methyl Bromide Fumigation Providers.*

Minimum concentration (g/m^3) at: Temperature Dosage rate at 2, 4, 12 and 24 hours.

Temperature	Dosage rate	Minimum concentration (g/m3) at:			
		2 hrs.	4 hrs.	12 hrs.	24 hrs.
21o C or above	48	36	31	28	24
16o C or above	56	42	36	32	28
10o C or above	64	48	42	36	32

The minimum temperature should not be less than 10 °C and the minimum exposure time should be 24 hours.

3. THE CERTIFICATION MARK

3.1 Application of the certification mark

All wood packaging material that has been subjected to an approved treatment and is produced for use in consignments exported to countries that have implemented ISPM 15 shall display an internationally recognized certification mark, as specified in Clause *3.2.*

The certification mark is non-transferable and ultimately provides traceability to the treatment provider and manufacturer. Each certification mark is unique to the individual treatment provider or manufacturer of the wood packaging material.

The certification mark applied to wood packaging material prepared for export shall be:

- legible
- permanent and not transferable, tags or stickers are unacceptable
- placed in a clearly visible location on at least 2 opposite sides of the article being certified. (Note: On pallets, this could be on the inner faces of the blocks because these are more visible to an inspector when looking inside a container or anywhere else where pallets are stacked).

The certification mark can be in any colour, but the use of red and orange should be avoided as these colours are used in the labelling of dangerous goods. The certification mark shall not be used for any other purposes such as advertising or on company stationery.

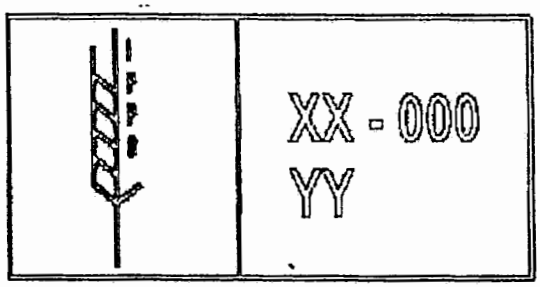
The certification mark may be stamped or branded to the wood packaging material.

3.2 Specifications of the certification mark

The certification mark applied shall be according to the model shown in Figure 1. This includes perimeter lines and the interior dividing lines. There is no specific size set for the certification mark, but it should be sufficient in

size to be legible and to facilitate verification during inspection. For example, it should be large enough to enable the codes contained within the mark to be read by a front-line inspector. The size of these codes and the IPPC symbol in relation to each other should be according to the model shown in Figure 1.

Figure 1: Certification Mark for Wood Packaging Material



The certification mark shall include:

- **IPPC** certification symbol
- **XX:** represents the two letter ISO country code, **PG** for Papua New Guinea
- **000:** represents the unique certification number (CN) issued by NAQIA. Inclusion of this CN in the certified mark ensures that the wood packaging material can be traced back to the treatment provider and/or manufacturer.
- **YY:** is the treatment abbreviation

  - **HT** is the code for heat treatment to a minimum of *56°* C for a minimum of 30 minutes
  - **MB** is the code for methyl bromide fumigation.

Other information may also be included provided that it is not confusing, deceptive or misleading. Examples of permitted additional information include date of manufacture, batch number, company name or logo, etc.

3.3 Use of dc-barked timber

Some importing countries have the additional requirement that all wood packaging material shall be manufactured using debarked wood. Where this is an importing country requirement the wood packaging shall be marked in the following manner:

DB - HT: for heat-treated debarked wood packaging material
DB - MB: for fumigated debarked wood packaging material.

4. APPLYING FOR CERTIFICATION UNDER THE PNGWPCS

4.1 Eligible applicants

Eligible applicants shall be located in Papua New Guinea and include:

- treatment providers (either heat or fumigation treatment providers)
- wood packaging manufacturers.

4.2 Applications for certification

All applications for certification under the PNGWPCS shall be made to NAQIA.

It is the applicant's responsibility to NAQIA to confirm all arrangements, including costs, terms and conditions and availability.

Note: NAQIA shall require the applicant to complete and submit an application form and enter into a contractual arrangement.

4.3 Submission of a quality manual

Each applicant shall submit a quality manual to NAQIA 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 PNGWPCS, as documented in the relevant appendix to this document.

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

4.4 Assessment of applications

The requirements that shall be met by NAQIA when assessing applications are provided in *Appendix 6— Requirements by NAQIA.*

All applications must be accompanied by an application fee per site/ or treatment provider. The application will be processed when the application fee has been paid.

Applicants that meet the requirements of the PNGWPCS shall be assigned a unique certification number. The certification number forms part of the certification mark that shall be applied to wood packaging produced for export under the PNGWPCS. Refer to Clause 3.2 regarding certification marks.

All certified treatment providers and manufacturers of wood packaging material shall be listed by NAQIA on the *PNGWPCS Register,* held by NAQIA

Note: As part of the conditions for certification under the PNGWPCS, all certified treatment providers and wood packaging manufacturers agree to have their company's name and certification number listed on the *PNGWPCS Register.*

The certification body shall ensure that all facilities certified by them are maintained on the NAQIA Register.

Where the application for certification is lodged for a company that is both a manufacturer and a treatment provider all requirements documented in the PNGWPCS that apply to both a treatment provider and a wood packaging manufacturer shall be met.

Note: Where a facility has sites in several locations each individual site shall be subject to audit.

4.5 Auditing of certified facilities

4.5.1 Frequency of audits

In addition to the initial site audit, each certified facility shall be subjected to a minimum of two verification audits annually by an accredited certification body. **NAQIA will audit each site six monthly for the first 12 months and therefore once a year at a interval of 12 months.**

Note: On-going certification under the PNGWPCS is subject to the certified facility successfully passing the two annual audits conducted by the certification body.

4.5.2 Detection of non-compliance

A list and description of non-conformities is provided in Appendix 7.

Audits that reveal a major non-conformity or more than two minor non-conformities shall result in the certified facility having its certification status revoked.

Audits that reveal a minor non-conformity shall result in a corrective action request being raised by the certification body. Certified facilities are responsible for ensuring that corrective actions are carried out within the specified time periods prescribed or face further enforcement actions.

Should the certification status of the facility be revoked, the certified facility shall immediately cease applying the certification mark and the facility's certification number shall be removed by NAQIA from the *PNG WPCS Register.*

4.5.3 Re-applying for certification

A treatment provider or wood packaging manufacturer may re-apply for certification once it has completed all corrective actions necessary to prevent a recurrence of the non-conformity (ies) to the satisfaction of the certification body.

The facility must re-submit a quality manual and a detailed report of the corrective actions taken to the certification body.

4.6 Cancellation or revocation of certification under the PNGWPCS – including non compliance and or falsification of operation

Should a certified facility change ownership or management, voluntarily withdraw from the PNGWPCS, their certification number shall be cancelled from use and removed from the *PNG WPCS Register.* When certification has been cancelled all use of the certification mark shall cease immediately.

The certified facility shall notify in writing to NAQIA (contact details provided below) if or when the above occurs.
Contact details for NAQIA is: NAQIA
Export Manager

PO Box 741
Port Moresby, N.C.D
Or notification may be faxed to the Export Manager, (675) 325 9310 / 325 1674

5. RESPONSIBILITIES OF EACH PARTY

5.1 National Agriculture Quarantine and Inspection Service (NAQIA)

NAQIA is responsible for:

- issuing certification numbers
- maintaining the *PNG WPCS Register*
- the regular review of the PNGWPCS, the provision of up-dates detailing any additional requirements of the scheme and as appropriate details of any newly approved treatment options
- monitoring the implementation and on-going effectiveness of the PNGWPCS
- the investigation of any non-compliance notification issued by an overseas country.
- provide certification to the PNGWPCS
- maintaining a current list of certification bodies accredited to provide certification under the PNGWPCS
- the assessment and review of applications
- reviewing the applicant's quality manual
- conducting site audit(s) to verify the procedures documented in the facility's quality manual
- scheduling and conducting on-going verification audits of certified facilities
- decisions regarding the granting, maintaining, reducing, extending, withdrawing and canceling of certification
- advising certified facilities of any amendments to the PNGWPCS

5.2 Treatment Providers and Wood Packaging Manufacturers

Treatment providers and wood packaging manufacturers are responsible for:

- complying with all relevant legislation, safety codes, or licensing applicable to the National code of conduct regarding the treatment being performed
- ensuring that all treatments are performed in accordance with the PNGWPCS
- ensuring that all staff members responsible for quality control activities or involved in the treatment and production of certified wood packaging material are aware of the requirements of the PNGWPCS and are appropriately trained in all functions specific to this scheme
- identifying and providing appropriate employees to assist NAQIA during audits
- application of the certification mark (if applicable).

6. RE-USE OF PREVIOUSLY CERTIFIED WOOD PACKAGING MATERIAL

All wood packaging that bears a certification mark from Papua New Guinea or

another country and meets the requirements of ISPM 15 may be re-exported from Papua New Guinea.

Note: If no alterations are made to the unit of wood packaging and it is simply being put back into service without any modifications or repairs, it does not need to be retreated and remarked.

7. REPAIR, RE-MANUFACTURE AND RECYCLE OF PREVIOUSLY CERTIFIED WOOD PACKAGING

Repaired, re-manufactured and recycled wood packaging material shall be remarked and all wood shall have been subject to the same treatment (ie it is not possible to mix components that have been heat treated with components that have been fumigated in the same article of wood packaging material). If fumigated and heat treated components are to be mixed during the repair, re-manufacture or recycling process, re-treatment of the wood will be necessary.

The final wood packaging product shall display the certification mark of the treatment provider who carried out the appropriate treatment. All other certification marks shall be completely removed.

8. CERTIFICATION OF DOMESTIC WOOD PACKAGING MATERIAL FOR EXPORT

Wood packaging material manufactured for the domestic market may be certified for use in export consignments provided it has been subjected to an approved treatment (ie fumigation or heat treatment) by a certified treatment provider or constructed by a certified wood packaging manufacturer from wood that has been sourced from a certified treatment provider.

9. REQUIREMENTS FOR CERTIFICATION UNDER THE PNGWPCS

9.1 Treatment providers

9.1.1 The requirements that a heat treatment provider shall meet for certification under the PNGWPCS are provided in Appendix 2.

9.1.2 The requirements that a fumigator shall meet for certification under the PNGWPCS are provided in Appendix 3.

9.2 Wood packaging manufacturers

9.2.1 The requirements that a wood packaging manufacturer (**without an on-site treatment facility**) shall meet for certification under the PNGWPCS are provided in Appendix 4.

9.2.2 The requirements that a wood packaging manufacturer (**with on-site treatment facility**) shall meet for certification under the PNGWPCS are provided in Appendix 5.

9.3 Certification body

9.3.1 The requirements that a certification body shall meet when certifying and auditing certified facilities under the PNGWPCS are provided in Appendix 6.

10. APPENDICES

Appendix 1: Regulated Pests
Appendix 2: Requirements for Heat Treatment Providers
Appendix 3: Requirements for Methyl Bromide Fumigators
Appendix 4: Requirements for Wood Packaging Manufacturers without On-Site Treatment Facility
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Appendix 1: Regulated Pests

Insects			
Anobiidae	*Bostrichidae*	*Buprestidae*	*Cerambycidae*
Curculionidae	*Isoptera*	*Lyctidae**	*Oedemeridae*
Scolytidae	*Siricidae*	* *With some exceptions for Heat Treatment*	
Nematodes			
Bursaphelenchus xylophilus			

Appendix 2: Requirements for Heat Treatment Providers

2.1 General

2.1.1 This section provides details of the requirements that shall be met by heat treatment providers for certification under the PNGWPCS.

2.2 Quality systems and manuals

2.2.1 The treatment provider shall have a quality system in place that assures consistent compliance with the requirements of the PNGWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the treatment provider.

2.2.2 The heat treatment provider shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited certification body.

2.2.3 The quality manual shall include procedures to address the following:

- segregation of treated and untreated timber
- traceability of treated wood from the treatment stage through to storage and dispatch
- application of the certification mark (if applicable)
- records management
- the training provided to staff members responsible for quality control or involved in the treatment of wood packaging material to ensure understanding of the requirements of the PNGWPCS
- procedures for administering the heat treatment that assures that the minimum wood core temperature of *56°C* for a minimum of 30 minutes is achieved
- procedures for recording temperatures in the heat treatment chamber
- procedures to ensure adequate air flow within the treatment chamber
- the location, number and type of temperature sensors and monitoring equipment used in the treatment facility
- mechanisms to detect treatment failure and the appropriate corrective actions that may be applied
- calibration of monitoring or measuring equipment
- procedures for issuing heat treatment certificates
- procedures for identifying batches or lots that have been treated
- tracking of shipments of treated wood or wood packaging material including transfers or sales to other certified facilities such as manufacturers of wood packaging materials.

2.2.4 The quality manual shall also include:

- a site plan of the facility
- an organizational structure clearly identifying the person(s) responsible for quality control activities and/or for performing activities specific to the scheme.

2.2.5 A copy(ies) of the quality manual or relevant procedures/work instructions shall be available for use by all employees that have a role or perform a function under the PNGWPCS.

2.2.6 Any alterations, amendments or corrections to the quality system or quality manual that may affect compliance with the requirements of the PNGWPCS shall be submitted in writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

2.3 Segregation of treated and untreated wood packaging

2.3.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots or a specified separation distance between each lot.

2.3.2 The system of segregation shall be able to be verified by the certification body at time of audit.

2.4 Traceability

2.4.1 A treatment provider's traceability system shall allow all treated wood or wood packaging to be traced from the treatment stage through to storage and dispatch to clients.

2.5 Prior to treatment

2.5.1 All raw wood or wood packaging material to be treated shall be stacked in a manner that allows adequate air circulation through-out the entire stack or bundle.

2.5.2 All operators who administer treatment shall have knowledge of the lowest heating point in the treatment chamber and use this information as a basis for determining the duration and temperature needed to achieve an effective treatment.

2.6 Heat treatment rate

2.6.1 All wood packaging material shall be heated in accordance with a specific time- temperature schedule that achieves a minimum wood core temperature of *56°C* for a minimum of 30 minutes.

Note: It is recognized that there is considerable variation in the way heat treatment facilities operate. It is the responsibility of the facility to identify the operating conditions that ensure compliance with the heat treatment standard.

If NAQIA can not determine that the operating systems specified in the facility's quality manual will meet the heat treatment standard, the facility may be required to have a laboratory accredited by NISIT or equivalent verify that some or all the operating conditions are sufficient for meeting the specified treatment standard of *56°C* at the core for a minimum of 30 minutes.

2.7 The treatment chamber

2.7.1 Heat treatment shall be carried out in a fully enclosed chamber that is in good working order, has adequate airflow and temperature control. The chamber operating temperature shall be such that the facility can consistently ensure that a **minimum temperature of 56 ° C for a minimum of 30 minutes** is achieved at the core of each piece of wood or wood packaging material treated.

2.7.2 Heat treatment providers shall be able to demonstrate that their facilities can consistently deliver treatments to a core temperature of *56°C* for 30 minutes across various species of timber. If a treatment provider cannot demonstrate this then the treatment chamber may need to undergo practical testing to confirm the provider's ability to meet the heat treatment requirement. The testing shall be overseen by an independent suitably qualified person/organization (such as a representative from a government authority/agency, research institution or appropriate industry association) that can verify the facility's ability to meet this requirement for both hardwood and softwood species.

2.8 Measuring and monitoring equipment

2.8.1 Operators shall have access to equipment to accurately monitor and measure the temperature of the treatment chamber and the core temperature of the wood or wood packaging material being treated.

2.8.2 Monitoring equipment shall be maintained, calibrated and used according to the manufacturer's specifications. A laboratory accredited by NISIT or equivalent shall calibrate all monitoring equipment at least annually. Calibration records shall be retained.

2.9 Measuring and monitoring of treatment

2.9.1 All treatment runs shall be monitored regularly throughout the duration of the treatment. The treatment duration begins when the temperature and humidity of the chamber has stabilized.

2.9.2 Actual treatment begins when the core temperature of the wood in the lowest heating point in the stack or bundle has reached *56°C*.

2.9.3 Monitoring may be done through the use of probes, wet and dry bulb thermometers, through the use of data logging equipment or other monitoring system that ensures effective monitoring of the treatment.

2.10 Treatment certificates

2.10.1 Where treated wood is to be on-sold or transferred to a wood packaging manufacturer, and the treatment provider elects not to apply the certification mark directly to the treated wood, a treatment certificate shall be supplied for each batch or lot of treated timber that is on-sold or transferred to the wood packaging manufacturer.

2.10.2 A generalized format for treatment certificates is provided in Appendix 8. As a minimum treatment certificates should contain the following:

- name of treatment provider

- type of treatment performed eg heat treatment
- date of treatment
- details of treatment eg core temperature, duration of treatment, etc
- certification number of the heat treatment facility
- description of wood packaging treated eg type of packaging, quantity, etc
- details of any distinguishing marks present on wood packaging.

2.10.3 The treatment provider shall ensure that the process for identifying batches or lots that have been treated and the issuance of treatment certificates is clearly documented in the facility's quality manual.

2.11 Application of certification mark

2.11.1 Where the treatment provider elects to apply the certification mark it shall be applied to the treated wood or wood packaging material in accordance with *Section 3: The Certification Mark.*

2.12 Records management

2.12.1 The treatment provider shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the treatment provider is consistently meeting the requirements of the PNGWPCS. All documentation shall be made available for review by the certification body at the time of audit.

2.12.2 Documentation that shall be retained by treatment providers includes but is not limited to:

- a record of the certification number assigned to the facility by NAQIA
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the treatment stage, right through to storage, and dispatch to clients
- treatment records
- calibration records for all equipment as is appropriate to the individual provider and all records of monitoring activities conducted during treatment.

Appendix 3: Requirements for Methyl Bromide Fumigation Providers

3.1 General

3.1.1 This section provides details of the requirements that shall be met by methyl bromide fumigators for certification under the PNGWPCS.

3.2 Quality systems and manuals

3.2.1 The treatment provider shall have a quality system in place that assures consistent compliance with the requirements of the PNGWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the treatment provider.

3.2.2 The treatment provider shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited certification body.

3.2.3 The quality manual shall include procedures to address the following:

- segregation of treated and untreated timber
- traceability of treated wood from the treatment stage through to storage and dispatch
- application of the certification mark (if applicable)
- records management
- the training provided to staff members responsible for quality control or involved in the treatment of wood packaging material to ensure understanding of the requirements of the PNGWPCS
- procedures for administering the fumigant including adequate temperature control, airflow within the treatment chamber and maintenance of correct fumigant concentrations
- monitoring activities undertaken during treatment
- mechanisms to detect treatment failure and the appropriate corrective actions that may be applied
- calibration of monitoring or measuring equipment
- procedures for issuing fumigation certificates
- procedures for identifying batches or lots that have been treated
- tracking of shipments of treated wood or wood packaging material including transfers or sales to other certified facilities such as manufacturers of wood packaging materials.

3.2.4 The quality manual shall also include:

- a site plan of the facility (where applicable)
- an organizational structure clearly identifying the person(s) responsible for quality control activities and /or for performing activities specific to the scheme.

3.2.5 Any alterations, amendments or corrections to the quality system or quality manual that may affect A copy(ies) of the quality manual or relevant procedures/work instructions shall be available for use by all employees that have a role or perform a function under the PNGWPCS.

3.2.6 compliance with the requirements of the PNGWPCS shall be submitted in writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

3.3 Segregation of treated and untreated wood packaging

3.3.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots or a specified separation distance between each lot.

3.3.2 The system of segregation shall be able to be verified by the certification body at time of audit.

3.4 Traceability

3.4.1 A treatment provider's traceability system shall allow all treated timber or wood packaging to be traced from the treatment stage through to storage and dispatch to clients.

3.5 Prior to fumigation

3.5.1 The following conditions shall be met prior to the commencement of any fumigation treatment:

- individual planks, rounds or articles shall have at least one physical dimension which is less than 200mm thick
- the wood material in each bundle or stack is vertically separated every 200mm
- there is adequate physical distance (at least 50mm) between the wood packaging material and both the base and roof of the fumigation enclosure.

3.6 Temperature and fumigation dosage rates

3.6.1 All methyl bromide fumigations performed shall meet the minimum standard as detailed in the table below. The minimum temperature should not be **less than 10°C and the** minimum **exposure time must be 1 hours.**

Table 1. Minimum Methyl Bromide Fumigation Standard

Minimum concentration (g/m^3) at: Temperature Dosage rate at 2, 4, 12 and 24 hours.

Temperature	**Dosage rate**	**Minimum concentration (g/m3) at:**			
		2 hrs.	4 hrs.	12 hrs.	24 hrs.
21o C or above	48	36	31	28	24
16o C or above	56	42	36	32	28
10o C or above	64	48	42	36	32

3.6.2 When temperatures are below 10°C some form of artificial heating shall be used.

3.6.3 Calculation of methyl bromide dosages shall be based on the expected **minimum** ambient temperature within the enclosure during the fumigation period. For fumigation treatments carried out overnight the operator shall determine the **average minimum** ambient temperature expected for the duration of the treatment.

3.7 The fumigation enclosure

3.7.1 Fumigation treatments shall be carried out in a tightly sealed enclosure. All enclosures shall be in a well-ventilated and sheltered area.

3.7.2 All containers and fumigation chambers used to fumigate wood packaging material shall be gastight. Containers and chambers that can be pressurized to 250 Pa are considered gastight. This shall be verified prior to any fumigation by means of a pressure decay test. Containers or chambers that cannot achieve a pressure decay value of 10 seconds are not considered to be gastight.

3.7.3 Where it can be demonstrated that the fumigation enclosure is gastight (as may be possible with a container) the use of sheeting is not necessary. Where it cannot be demonstrated that the fumigation enclosure is gastight fumigation sheets shall be used.

3.7.4 The floor of any fumigation enclosure shall be impervious to gas so that the minimum fumigant concentration can be maintained for the duration of the treatment.

3.8 Calculation of fumigation enclosure volume

3.8.1 For the purposes of fumigation the volume is the total space contained within the fumigation enclosure. The volume of the enclosure is the height multiplied by the width by the length.

3.8.2 Where an enclosed chamber is used for fumigation the volume of any gas circulation equipment external to the chamber shall also be included in the calculation of enclosure volume.

3.9 Supply and sampling lines

a) All enclosures
All sampling lines shall be distinguishable from each other and placed away from supply line outlets (where supply lines are left in the stack).

b) Single containers used as fumigation enclosures.
Supply lines shall be positioned to ensure the dispersal of the fumigant throughout the entire enclosure. Following the introduction of the supply lines the container shall be sealed to prevent leakage.

Sampling lines shall be placed at the top and centre of the fumigation enclosure and at the front base and centre of the material being fumigated. Where this is not feasible the operator shall document an equivalent alternative procedure.

c) Multiple containers being used as fumigation enclosures, including open top containers

Where multiple containers are used as fumigation enclosures and are fumigated under the same sheets in a single stack, the containers are to be treated as detailed in Table 2.

Table 2. Number of Sampling Lines by Container

Number of containers	Number of sampling lines	Placement
3 or less	A minimum of 3 in the enclosure with at least one in each container	Top center and elsewhere as required
> 3	A minimum of 1 line per container	Top centre

Where a sampling line cannot be placed in the positions indicated above the operator shall document an equivalent alternative procedure.

d) Non-containerized

For non-containerized treatments, a minimum of three sampling lines should be positioned within the enclosure equivalent to the front base, back and centre of the wood packaging material being fumigated.

3.10 Delivery of the fumigant

3.10.1 A vaporizer or volatiliser shall be used to deliver the fumigant and necessary measures to ensure effective dispersal within the fumigation enclosure shall be in place such as the use of fans.

3.10.2 Small enclosures such as shipping containers should have at least one axial fan with a minimum of $70m^3$/min (2500 CFM).

3.10.3 Larger enclosures should have at least two axial fans.

3.11 Measuring and monitoring equipment

3.11.1 Equipment should be capable of monitoring methyl bromide concentrations within the fumigation enclosure within the range of 2-100g/m^3 for measurement of the fumigant.

Equipment used for monitoring fumigant in hazard areas and post treatment clearance of the enclosure should be capable of detecting concentrations of fumigants of between 2- 100 ppm.

3.11.3 Monitoring equipment shall be maintained, calibrated and used according to the manufacturer's specifications. A laboratory accredited by NISIT or equivalent shall calibrate all monitoring equipment at least annually. Calibration records shall be retained.

3.11.4 Where equipment cannot be calibrated it shall be used according to the manufacturer's specifications, kept in good working order and replaced as necessary.

3.12 Measuring and monitoring of fumigant levels

a) Option 1 — Pressure testing and correct dosage application

No monitoring is required after fumigation has commenced provided:

- the enclosure is pressure tested
- the pressure decay values verify that the container or chamber can be pressurized to 250 Pa
- the correct dosage of fumigant is introduced into the chamber.

NB: The above option is not suitable for sheet fumigation.

b) Option 2—Initial and endpoint monitoring with top-up option at the end

Fumigant concentrations shall be monitored at two specific times during the treatment. Initial monitoring of the fumigant concentration shall occur 30-60 minutes after treatment has commenced. Final monitoring shall be done at the end of the treatment but not longer than 1 hour before the scheduled fumigation ends.

Measurements from all sampling lines should be within + or — 15% of each other at the set monitoring times. Where this is not achieved at the initial monitoring time, the treatment shall be extended or action taken to resolve the problem.

If the top-up option is required it shall be performed as stated in Option 3.

c) Option 3 - Continuous monitoring - with top-up option

The fumigant concentrations shall either be measured at specific times during the fumigation period or monitored at intervals not greater than 6 hours apart throughout the fumigation.

The top up option may be used if the concentration falls below or is likely to fall below the minimum concentration. If this option is taken then the fumigation treatment shall be extended for an additional 4 hours. Only **one** top up per treatment is permitted.

The methyl bromide concentration at the end of the treatment shall be in accordance with the minimum concentrations listed in Table 1. If the final reading is below the minimum concentration listed in Table I then the fumigation has failed.

3.13 Sheet fumigation

3.13.1 All fumigation sheets shall be:

- free from any defects
- have a permeability of less than 0.02 grams per day per square metre.

3.13.2 Documented evidence of the sheet permeability such as a manufacturer's declaration shall be available for all sheets purchased after certification under this scheme.

3.13.3 Prior to commencement of any treatment the operator shall ensure:

- a gastight seal exists between the sheets and the floor
- corners where ropes, cords or sampling lines emerge from between or under the sheets are tightly sealed
- loose sheets on corners of stacks are secured
- sheets are positioned to avoid any sharp corners or objects that might damage
- sheets are arranged so that there is at least 50cm of sheeting extending beyond the limit of the seal
- chains and timber are not used for sealing sheets.

3.13.4 Fumigation shall only be performed on intact concrete or asphalt surfaces. The surface shall be flat, free of cracks, drains or any other openings.

3.14 Treatment certificates

3.14.1 Where the treated wood is to be on-sold or transferred to a wood packaging manufacturer, and the treatment provider elects not to apply the certification mark directly to the treated wood, a treatment certificate shall be supplied for each batch or lot of treated timber that is on-sold or transferred to the wood packaging manufacturer.

3.14.2 A generalized format for treatment certificates is provided in Appendix 8. As a minimum treatment certificates should contain the following:

- name of treatment provider
- type of treatment performed eg fumigation with methyl bromide
- method of fumigation eg fumigation under gas tight sheets
- date of treatment
- details of treatment eg dosage, minimum ambient temperature during fumigation, duration of treatment, etc
- certification number of treatment provider
- description of wood packaging treated eg type of packaging, quantity, etc
- details of any distinguishing marks present on wood packaging.

3.15 Application of the certification mark

3.15.1 Where the treatment provider elects to apply the certification mark it shall be applied to the treated wood or wood packaging material in accordance with *Section 3: The Certification Mark.*

3.16 Records management

3.16.1 The treatment provider shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the treatment provider is consistently meeting the requirements of the PNGWPCS. All documentation shall be made available for review by the certification body at the time of audit.

3.16.2 Documentation that shall be retained by treatment providers includes but is not limited to:

- a record of the certification number assigned to the facility by NAQIA
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the treatment stage, right through to storage, and dispatch to clients
- treatment records
- calibration records for all equipment as is appropriate to the individual provider and all records of monitoring activities conducted during treatment.

Appendix 4: Requirements for Wood Packaging Manufacturer without On-Site Treatment Facility

4.1 General

4.1.1 This section provides details of the requirements that shall be met by wood packaging manufacturer **(without on-site treatment facilities)** for certification under the PNGWPCS.

4.2 Quality systems and manuals

4.2.1 The wood packaging manufacturer shall have a quality system in place that assures consistent compliance with the requirements of the PNGWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the manufacturer.

4.2.2 The wood packaging manufacturer shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited certification body.

4.2.3 The quality system shall include procedures to address the following:

- sourcing treated timber from a certified treatment facility
- segregation of treated and untreated timber
- traceability of treated wood from receival through to manufacture, storage and dispatch
- application of the certification mark
- records management
- the training provided to staff members responsible for quality control or involved in the manufacture of wood packaging material to ensure understanding of the requirements of the PNGWPCS.

4.2.4 The quality manual shall also include:

- a site plan of the facility (where applicable)
- an organizational structure clearly identifying the person(s) responsible for quality control activities and/or for performing activities specific to the scheme.

4.2.5 A copy(ies) of the quality manual or relevant procedures/work instructions shall be available for use by all employees that have a role or perform a function under the PNGWPCS.

4.2.6 Any alterations, amendments or corrections to the quality system or quality manual that may affect compliance with the requirement of the PNGWPCS shall be submitted in writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

4.3 Sourcing of wood

4.3.1 All wood used in the construction of wood packaging that is intended for use in export consignments shall be sourced from a treatment provider certified under the PNGWPCS.

4.3.2 A wood packaging manufacturer may obtain treated wood from a third party supplier provided that it can be demonstrated that the treated wood has been sourced from a certified treatment provider.

Note: A wood packaging manufacturer's quality system shall include procedures for assessing a supplier's capacity to meet the specified requirements. Procedures may include on-site audits, inspection records, contractual agreements, etc.

4.3.2 The manufacturer shall confirm that the treatment provider is listed on the PNG*WPCS Register.*

4.4 Segregation of treated and untreated wood packaging

4.4.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots or a specified separation distance between each lot.

4.4.2 The system of segregation shall be able to be verified by the certification body at time of audit.

4.5 Traceability

4.5.1 A wood packaging manufacturer's traceability system shall allow all treated timber used in the manufacture of export wood packaging to be traced from receival, through to manufacture, storage and dispatch to clients.

4.5.2 A wood packaging manufacturer shall provide documentation that allows trace back to the certified treatment provider from which the treated wood was sourced.

4.6 Application of certification mark

4.6.1 The wood packaging manufacturer shall apply the certification mark to the manufactured wood packaging in accordance with *Section 3: The Certification Mark.*

4.7 Records management

4.7.1 The wood packaging manufacturer shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the wood packaging manufacturer is consistently meeting the requirements of the PNGWPCS. All documentation shall be made available for review by the certification body at the time of audit.

4.7.2 Documentation that shall be retained by the wood packaging manufacturer includes but is not limited to:

- a record of the certification number assigned to the facility by NAQIA
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the receival stage, right through to manufacture, storage and dispatch to clients
- copies of treatment certificates issued by certified treatment providers.

Appendix 5: Requirements for Wood Packaging Manufacturers with On-Site Treatment Facility

5.1 General

5.1.1 This section provides details of the requirements that shall be met by a wood packaging manufacturer **that both manufactures and treats wood packaging material** for certification under the PNGWPCS.

5.1.2 A wood packaging manufacturer seeking certification under this category shall comply with the requirements set out below and with the requirements for a heat treatment provider (Appendix 3) or a methyl bromide fumigator (Appendix 4).

5.2 Quality systems and manuals

5.2.1 The wood packaging manufacturer shall have a quality system in place that assures consistent compliance with the requirements of the PNGWPCS.

Note: The quality system may be one that has been established or recommended by a government authority, regulatory agency, industry, or it may be one developed by the wood packaging manufacturer.

5.2.2 The wood packaging manufacturer shall document the procedures to be followed in the quality system in the facility's quality manual. The quality manual shall be approved for use by an accredited certification body.

5.2.3 The quality system shall include procedures to address the following:

- segregation of treated and untreated timber
- traceability of treated wood from the treatment stage through to storage and dispatch
- application of the certification mark
- records management
- the training provided to staff members responsible for quality control or involved in the treatment and/or manufacture of wood packaging material to ensure understanding of the requirements of the PNGWPCS.

In addition to the above the quality system shall also include the relevant treatment procedures (ie heat treatment or methyl bromide fumigation) that the facility has in place for treating the wood packaging material. These are detailed in Appendix 2 & 3.

5.2.4 The quality manual shall also include:

- a site plan of the facility
- an organizational structure clearly identifying the person(s) responsible for quality control activities and/or for performing activities specific to the scheme.

5.2.5 A copy (ies) of the quality manual or relevant procedures/work instructions shall be available for use by all employees that have a role or perform a function under the PNGWPCS.

5.2.6 Any alterations, amendments or corrections to the quality system or quality manual that may affect compliance with the requirements of the PNGWPCS shall be submitted in writing to the certification body for approval prior to their implementation. A record of approval shall be maintained by the certified facility.

5.3 Segregation of treated and untreated wood packaging

5.3.1 All treated and untreated wood and wood packaging shall be segregated to ensure that there is no mixing of treated and untreated lots. Segregation may include a physical barrier between lots, identification marks on lots or a specified separation distance between each lot.

5.3.2 The system of segregation shall be able to be verified by the certification body at time of audit.

5.4 Traceability

5.4.1 A wood packaging manufacturer's traceability system shall allow all wood packaging material to be traced through treatment, manufacture, storage and despatch to clients.

5.5 Treatment of wood packaging material

5.5.1 The wood packaging manufacturer shall ensure that all timber or wood packaging material is treated in accordance with an approved treatment method (ie heat treatment or methyl bromide fumigation).

5.5.2 If the wood packaging manufacturer heat treats their wood packaging material, they shall meet the requirements specified in *Appendix 2. Requirements for Heat Treatment Providers.*

5.5.3 If the wood packaging manufacturer fumigates their wood packaging material, they shall meet the requirements specified in *Appendix 3: Requirements for Methyl Bromide Fumigators.*

5.6 Application of certification mark

5.6.1 The wood packaging manufacturer shall apply the certification mark to the manufactured wood packaging in accordance with *Section 3: The Certification Mark.*

5.7 Records management

5.7.1 The wood packaging manufacturer shall maintain all records relating to the quality system for a minimum period of two years. Records shall be retained to provide verification that the manufacturer is consistently meeting the requirements of the PNGWPCS. All documentation shall be made available for review by the certification body at the time of audit.

5.7.2 Documentation that shall be retained by a wood packaging manufacturer includes but is not limited to:

- a record of the certification number assigned to the facility by NAQIA
- traceability records, retained to a level that allows the fate of all treated wood packaging material to be traced from the treatment stage, right through to storage, and dispatch to clients
- treatment records
- calibration records for all equipment as is appropriate to the individual provider and all records of monitoring activities conducted during treatment.

Appendix 6: Requirements for NAQIA as the certification body

6.1 General

6.1.1 This section provides details of the requirements that shall be met by NAQIA when certifying facilities under the PNGWPCS.

6.1.2 NAQIA shall be accredited for certifying facilities under the PNGWPCS.

6.1.3 NAQIA shall have policies and procedures to meet the requirements of the following:

- ISO/IEC Guide *65* — General requirements for bodies operating product certification systems.
- ISO 19011:2002, Guidelines for quality and/or environmental management systems auditing.
- IAF Guidance on the application of ISO/IEC Guide 65 — General requirements for bodies operating product certification systems
- these scheme rules.

6.1.4 NAQIA shall ensure that all staff undertaking audits of facilities operating under the PNGWPCS clearly understand the requirements of the scheme.

6.2 Assessment of applications

6.2.1 Upon receipt of an application and quality manual from a facility applying for certification under the PNGWPCS, NAQIA shall:

- review the facility's quality manual to ensure that it meets the requirements specified in the PNGWPCS
- provided the quality manual meets the requirements, NAQIA shall conduct an initial site audit of the facility to verify that it is capable of meeting the requirements for certification under the PNGWPCS.

6.2.2 Initial on-site assessments shall be conducted in accordance with ISO 19011, and shall be undertaken by auditors/an audit team with the appropriate technical knowledge to enable an effective assessment of the treatment (fumigation or heat treatment) process to be undertaken. Initial audits shall assess the auditee's compliance with the requirements of this standard applicable to the type of treatment being undertaken at the premises. The assessment shall include a complete assessment of the auditee's treatment processes.

6.2.3 NAQIA body shall identify nonconformities and inform the auditee of the outcome of the audit at the closing meeting. Nonconformities shall be classified as either major or minor, in line with the definitions at Appendix 7. The certification body shall provide a complete report of the audit activities to the auditee.

6.2.4 All nonconformities shall be closed prior to the awarding of certification to the facility.

6.2.5 Upon satisfaction that the facility can successfully meet the requirements of the PNGWPCS, NAQIA shall complete the 'Request for Certification Number' (see Appendix 9) and submit the completed form to NAQIA (contact details provided below). NAQIA shall then assign a certification number. The certification body shall provide this certification number to the facility.

Contact details for NAQIA: NAQIA
Export Manager
P.O Box 741
Port Moresby, N.C.D
Tel: (675) 3112100/ 325 9977

Or notification may be faxed to the Export Manager, (675) 325 1674/ 3259310.

6.2.6 Where the application for certification is lodged for a company that is both a manufacturer and a treatment provider, all requirements documented in the PNGWPCS that apply to both a treatment provider and manufacturers shall be met.

6.3 Verification audit requirements

6.3.1 NAQIA shall conduct two ongoing verification audits annually of each certified facility.

6.3.2 The ongoing verification audit shall comprise a complete review of all facility operations and procedures to verify that the certified facility continues to meet 'the requirements of the PNGWPCS and that facility operations continue to meet the specifications detailed in the facility's quality manual.

6.4 Detection of non-conformity

6.4.1 Upon the identification of a non-conformity NAQIA shall determine whether the non-conformity is a minor or major non-conformity (see Appendix 7).

6.4.2 Minor non-conformities

NAQIA shall provide written notification of minor non-conformities, including a description of the non-conformance to the certified facility within **5 working days.** The certification body shall follow-up on corrective actions within a reasonable time frame, not exceeding 1 **month** from notification.

6.4.3 Major non-conformities

Audits that reveal that a certified facility is consistently unable to maintain conformity or in which a major non-conformity is detected, shall result in the certified facility's certification status being revoked.

The certification body shall provide notification of major non-conformities, including a description of the non-conformance to the certified facility within **24 hours** of the assessment.

Where a facility continues to treat wood packaging material under falsified documentation – The operator is guilty of an offence and a penalty fee of K4, 000 will be charged to the operator.

6.5 Re-instatement of facilities

6.5.1 A treatment provider or wood packaging manufacturer may re-apply for certification once it has completed all corrective actions necessary to prevent a recurrence of the nonconformity(ies) to the satisfaction of NAQIA.

6.5.2 The facility must re-submit a satisfactory quality manual and a detailed report outlining the corrective measures taken to NAQIA.

6.5.3 NAQIA shall conduct an inspection of the facility to determine that the necessary corrective actions are adequate. Once deemed acceptable, the certification body shall provide written notification to NAQIA. NAQIA shall then assign a new certification number to the facility. The certification body shall provide this certification number to the facility.

6.5.4 NAQIA shall ensure that the re-certified facility amends the certification mark to include the new certification number.

6.6 Reporting

6.6.1 On completion of each audit the certification body shall provide a written report to the certified facility detailing the audit findings including any non-compliances; the agreed corrective actions; and timeframes for which they must be closed out by.

6.6.2 NAQIA shall advise in writing notify if a certified facility ceases to operate or has withdrawn from the PNGWPCS. If a company wishes to withdraw from the PNGWPCS, they shall notify NAQIA in writing and they will be removed from the PNGWPCS register.

6.6.3 NAQIA shall provide on a 6 monthly basis a written report detailing:

- names of certified facilities audited, including date(s) of audits, type of audit performed (eg initial site audit, on-going verification audit, follow-up corrective action audit, etc), the results of audit(s)
- all minor non-conformities detected, including the planned corrective action and confirmation that the corrective action has been completed.

6.6.4 NAQIA shall ensure that all major non-conformities, including a description are provided within 3 working days of detection.

6.6.5 Contact details for Contact details for NAQIA: NAQIA
Export Manager
P.O Box 741
Port Moresby, N.C.D
Tel: (675) 3112100/ 325 9977

Or notification may be faxed to the Export Manager, (675) 325 1674/ 3259310.

Appendix 7: List and Description of Non-Conformities

MINOR NON-CONFORMITY

An audit finding that reveals one isolated incident of non-compliance that has no direct impact on the integrity of the product. The corrective action must be carried out to the satisfaction of the certification body.

More than two minor non-conformities = a major non-conformity.

Examples of a **minor non-conformity** 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 audits conducted by the certification body.
5. The certification mark applied by the facility isn't legible or clearly visible or not applied in accordance with the specifications (eg 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 (eg is not consistent with the quality systems in place at the facility).
8. Employee involved with implementing the quality system i unaware of the requirements of the PNGWPCS.
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.

MAJOR NON-CONFORMITY

Should audit findings reveal that the integrity of the PNGWPCS has been compromised and tempered with, the certified facility's or treatment provider's registration status shall be revoked.

Examples of a **major non-conformity** include but are not limited to:

1. The heat treatment or methyl bromide fumigation has not been completed in accordance with the specified standards (eg the treatment fail's to meet the minimum specified standards).

2. The certified facility is found to be applying the 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 despatch.
5. The certified facility is operating with significant changes to the quality systems that have not been approved by the certification body.
6. Corrective actions from previous audits have not been implemented.
7. Segregation of treated and untreated lots has not been maintained.
8. Records are significantly incomplete and do not allow the certification body 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 mark.

Appendix 8: Generalized Format for Treatment Certificates

Heat Treatment Certificate

<Certified Facility Letter Head>

Certification Number:_____

This is to certify that the wood packaging material described below was heat treated on <*insert date*>, in accordance with the requirements of the Papua New Guinea Wood Packaging Certification Scheme.

Details of treatment

Core Temperature of timber being treated: _____(C°)
Duration: _____ (Minutes/Hours)

Description of goods treated (including any distinguishing marks):_____
_____
_____

Certified company representative's signature: _____

Date:_____

Fumigation Certificate

<Certified Facility Letter Head>

Certification Number:

This is to certify that the wood packaging material described below was fumigated with methyl bromide on *<insert date>*, in accordance with the requirements of the Papua New Guinea Wood Packaging Certification Scheme.

Details of treatment

Minimum ambient temperature during fumigation: _____(C°)
Dosage: _____g/m3
Duration: _____hours

Method of treatment:

Description of goods treated (including any distinguishing marks):_____
_____
_____

Certified company representative's signature: _____

Date:_____

Appendix 9: Request for Certification Number

This section to be completed by NAQIA

Details of applicant to be granted a Certification Number

Name of
applicant/facility:_____

Type of Facility: Fumigation
Heat treatment
Wood packaging manufacturer (without treatment facility)
Wood packaging manufacturer (with treatment facility) — please indicate the type of treatment in use by ticking one of the treatment options above

Address of facility: _____

Telephone number: _____ Fax number:_____

E-mail:_____

Name of Certification Body:_____

Telephone number:_____ Fax number:_____

Name of auditor:_____

Signature of auditor:_____

Date:_____

This section shall be completed by NAQIA HQ

Certification Number:

Name and Signature of NAQIA representative:.

Date:_____

(NAQIA STAMP)