



## Machinery and equipment

### Case Description

Effective: 11 March 2016

This case describes the requirements for the importation of all types of whole machinery including spare parts. The requirements cover both new parts and those parts which have been factory/field tested, are used or are commercially reconditioned.

For vehicles, aircraft or their parts please refer to the BICON case Vehicles, aircraft and parts.

Import Destination: Australia



For further information refer to the department's web page: [importing machinery into Australia](#).

### Related Information:

- Contamination of machinery
- Risks associated with equipment previously used with animals.
- Animal disease risk associated with butchers equipment
- Used food processing equipment

## Alerts

### **Brown marmorated Stink Bug (BMSB) season commencement and cease date**

Effective: 11 March 2016 to 1 May 2016

Please note that the Department of Agriculture has advised that the 2015/16 flight season of brown marmorated stink bug (BMSB) commenced for all United States mainland ports as of 1/9/15 and will cease on midnight 30/4/16.

Brown maromorated stink bug measures and conditions are only applicable to consignments arriving via full container load or break bulk.



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## Import Scenario Definition

The following import scenarios are applicable to this import case:

| Import Scenarios  |   |                                |                                | Section           |
|---|---|--------------------------------|--------------------------------|-------------------|
| Imported outside of brown marmorated stink bug season or country other than the United States | New machinery and equipment                 |                                |                                | <a href="#">1</a> |
|   | Used machinery                              | Requiring an import permit     |                                | <a href="#">2</a> |
|   |   | No import permit required      |                                | <a href="#">3</a> |
|   | Used equipment                              | Not for personal use           | Requiring an import permit     | See Table 2       |
|   |   |                                | Not requiring an import permit | See Table 3       |
|   | Commercially remanufactured machinery parts | Requiring an import permit     |                                | <a href="#">6</a> |
|   |   | Not requiring an import permit |                                | <a href="#">7</a> |

Table 2: Navigation for Imported outside of brown marmorated stink bug season or country other than the United States — Used equipment — Not for personal use — Requiring an import permit

| Import Scenarios (continued)                | Section           |
|---|-------------------|
| Country of origin is other than New Zealand | <a href="#">4</a> |

Table 3: Navigation for Imported outside of brown marmorated stink bug season or country other than the United States — Used equipment — Not for personal use — Not requiring an import permit

| Import Scenarios (continued)                | Section           |
|---|-------------------|
| Country of origin is other than New Zealand | <a href="#">5</a> |

### 1. Imported outside of brown marmorated stink bug season or country other than the United States — New machinery and equipment



The classification of machinery and equipment as new or used is at the Department of Agriculture's discretion. The department defines machinery or equipment that has been field-tested as used machinery or used equipment.

Note: Field tested includes any instances where biosecurity risk material (including raw animal or plant material, soil, seeds, insects etc) has been introduced or has come into contact with the machine or equipment.

## 1.1. Import Requirements

- a. A Department of Agriculture import permit is not required.
- b. The machinery and associated parts, vehicles, aircraft, equipment or parts must be new and not field-tested.

To demonstrate compliance with this requirement you must present the following on a Commercial invoice, Exporter declaration, Supplier declaration or Company representative declaration:

“The machinery and associated parts, vehicles, aircraft, equipment or parts is/are new and has/have not been field-tested.”



Declarations must comply with all other relevant import and documentary requirements. The Department will not accept ‘blanket declarations’ covering more than one consignment.

- c. The goods must be clean and free of prohibited seed, soil, animal and plant debris and other [biosecurity risk material](#) prior to arrival in Australia.



New machinery and associated parts, vehicles, aircraft, equipment or parts can be contaminated through poor loading or by being field tested before shipment to Australia. Consignments can also become contaminated by plant and animal materials, such as seeds and birds’ nests, if it is stored outside prior to shipment. It is the importer’s responsibility to ensure all machinery and associated parts, vehicles, aircraft, equipment or parts are stored and loaded in clean conditions to prevent contamination.

- d. Any packaging used with the consignment must be clean and new.
- e. Consignments may be released on the presentation of valid documentation. All consignments may be subject to a verification inspection on arrival to verify that the goods are new and free from biosecurity risk material.
- f. If a valid declaration is not presented the consignment will be subject to an inspection at a metropolitan quarantine approved premises (QAP) to verify that the goods are new and free from biosecurity risk material.
- g. If the consignment is found to be used it will be held and the appropriate conditions for used machinery and associated parts, vehicles, aircraft, equipment or parts will apply.
- h. Any consignments found to be unacceptably contaminated will not be allowed entry into Australia and may be directed for export at the importer’s expense.
- i. If the consignments are contaminated with low levels of biosecurity risk material they will be subject to treatment using steam cleaning, high pressure cleaning, disinfecting or vacuuming. If animal material is present, the contaminated areas must be disinfected, steam cleaned or treated with gamma. Consignments will be inspected by a biosecurity officer following the treatment.
- j. After inspection and any required cleaning/treatment, all consignments that present a low biosecurity risk may be released from quarantine.

- k. Under the [Quarantine Service Fees Determination 2005](#), fees are payable to the Department of Agriculture for all services. A list of all [quarantine & export fees](#) is available on the Department of Agriculture's website.
- l. Non-commodity information requirements for imported cargo also apply, please refer to the BICON case Non-Commodity Cargo Clearance.



Timber packaging, pallets or dunnage associated with the consignment may be subject to inspection and treatment on arrival, unless sufficient evidence of a Department of Agriculture approved treatment is provided.

All documentation presented to the department to assist in determining the level of biosecurity risk posed by transportation pathways and packaging must also meet the requirements of the non-commodity case.

## 2. Imported outside of brown marmorated stink bug season or country other than the United States — Used machinery — Requiring an import permit



[Karnal bunt](#) (*Tilletia indica*) is known to occur in the following countries: Afghanistan, Brazil, India, Iran, Iraq, Mexico, Nepal, Pakistan, South Africa and southern and eastern parts of the United States.

### 2.1. Import Requirements

- a. Prior to the importation of goods into Australia, a valid import permit issued by the Department of Agriculture is required.  
An import permit may be obtained by submitting an import permit application to the department (if viewed online, use the 'Apply Now' button at the bottom of this page). To apply you must logon to BICON and complete an application for Machinery and equipment
- b. This commodity may be subject to controls and restrictions imposed by other regulatory organisations such as Australian state and federal government departments. It is the importer's responsibility to identify and to ensure they have complied with all requirements of any other regulatory and advisory bodies prior to and after importation.
- c. The goods must be clean and free of prohibited seed, soil, animal and plant debris and other [biosecurity risk material](#) prior to arrival in Australia.



Important points to check include:

1. between dual wheels/rims, muffler surrounds, wheel guards and mud guards
2. spare tyres, toolbox, tracks and track frames
3. turret pivot areas and axle beams
4. engine bays where grease and oil stains may accumulate soil, seeds and plant

matter in the residue

5. radiators
6. the underside of the machinery (guards and belly plates should be removed for cleaning)
7. hollows, crevices and exposed welded plates
8. the interior of the cab.

For further information refer to the department's web page: [importing machinery into Australia. Machinery cleaning guides and checklists](#) for specific machine types are also available online.

- d. Any packaging used with the consignment must be clean and new.
- e. Water reservoirs must be emptied prior to arrival in Australia.  
If the water reservoirs (excluding engine radiators, overflow tanks and water used as ballast in tyres) were not emptied prior to arrival or water has pooled on the machinery:
  1. dry water collection points will be treated with residual surface spray
  2. pooled water will be treated with chlorine.
- f. If there are more than eight spare used tyres imported with any vehicle, an import permit for used tyres will be required.
- g. Cracked tyres have the risk of containing biosecurity risk material. It is the importers responsibility to ensure that tyres are imported free from biosecurity risk material and if contamination is found appropriate actions (remedial cleaning or possible export) will be required. This requirement applies to all used tyres imported either on machines or loose.
- h. All consignments will require an inspection by a biosecurity officer. Break bulk consignments will be subject to an inspection on the wharf of discharge to ensure that the consignment is free from biosecurity risk material. Consignments other than break bulk will be subject to a full unpack and inspection at a metropolitan quarantine approved premises (QAP). Any consignments found to be unacceptably contaminated will not be allowed entry into Australia and will be directed for export at the importers expense.
- i. If biosecurity risk material is detected or the officer cannot determine that the consignment presents a low biosecurity risk the consignment will be directed to a metropolitan quarantine approved premises (QAP) for a full inspection.
- j. If live insects are found during the inspection, biosecurity officers will contain the incursion, remedially treat if possible and send the sample to Department of Agriculture entomologists for identification. Consignment may be treated according to a department approved treatment method or held pending identification or advice.
- k. All cargo movements are at the discretion of the department and conditions will be set to ensure that any contamination can be contained during movement. Movement of break bulk machinery over large distances by road or rail is not to occur without prior approval from Department of Agriculture regional management.
- l. Importers are responsible for arranging the dismantling to an extent to allow the officer to complete the inspection. The consignment will remain in quarantine until the biosecurity

- officer has determined it presents a low biosecurity risk.
- m. Consignments contaminated with low levels of biosecurity risk material will be subject to steam cleaning, high pressure cleaning, disinfection or vacuuming. If animal material is present, the contaminated areas must be disinfected, steam cleaned or treated with gamma. Consignments will be inspected by a biosecurity officer following treatment.
  - n. After inspection and any required cleaning/treatment, all consignments that present a low biosecurity risk may be released from quarantine.
  - o. Under the [Quarantine Service Fees Determination 2005](#), fees are payable to the Department of Agriculture for all services. A list of all [quarantine & export fees](#) is available on the Department of Agriculture's website.
  - p. Non-commodity information requirements for imported cargo also apply, please refer to the BICON case Non-Commodity Cargo Clearance.



Timber packaging, pallets or dunnage associated with the consignment may be subject to inspection and treatment on arrival, unless sufficient evidence of a Department of Agriculture approved treatment is provided.

All documentation presented to the department to assist in determining the level of biosecurity risk posed by transportation pathways and packaging must also meet the requirements of the non-commodity case.

### **3. Imported outside of brown marmorated stink bug season or country other than the United States — Used machinery — No import permit required**

#### **3.1. Import Requirements**

- a. A Department of Agriculture import permit is not required.
- b. This commodity may be subject to controls and restrictions imposed by other regulatory organisations such as Australian state and federal government departments. It is the importer's responsibility to identify and to ensure they have complied with all requirements of any other regulatory and advisory bodies prior to and after importation.
- c. The goods must be clean and free of prohibited seed, soil, animal and plant debris and other [biosecurity risk material](#) prior to arrival in Australia.



Important points to check include:

1. between dual wheels/rims, muffler surrounds, wheel guards and mud guards
2. spare tyres, toolbox, tracks and track frames
3. turret pivot areas and axle beams
4. engine bays where grease and oil stains may accumulate soil, seeds and plant matter in the residue
5. radiators

6. the underside of the machinery (guards and belly plates should be removed for cleaning)
7. hollows, crevices and exposed welded plates
8. the interior of the cab.

For further information refer to the department's web page: [importing machinery into Australia. Machinery cleaning guides and checklists](#) for specific machine types are also available online.

- d. Any packaging used with the consignment must be clean and new.
- e. Water reservoirs must be emptied prior to arrival in Australia.  
If the water reservoirs (excluding engine radiators, overflow tanks and water used as ballast in tyres) were not emptied prior to arrival or water has pooled on the machinery:
  1. dry water collection points will be treated with residual surface spray
  2. pooled water will be treated with chlorine.
- f. If there are more than eight spare used tyres imported with any vehicle, an import permit for used tyres will be required.
- g. Cracked tyres have the risk of containing biosecurity risk material. It is the importers responsibility to ensure that tyres are imported free from biosecurity risk material and if contamination is found appropriate actions (remedial cleaning or possible export) will be required. This requirement applies to all used tyres imported either on machines or loose.
- h. All consignments will require an inspection by a biosecurity officer. Break bulk consignments will be subject to an inspection on the wharf of discharge to ensure that the consignment is free from biosecurity risk material. Consignments other than break bulk will be subject to a full unpack and inspection at a metropolitan quarantine approved premises (QAP). Any consignments found to be unacceptably contaminated will not be allowed entry into Australia and will be directed for export at the importers expense.
- i. If biosecurity risk material is detected or the officer cannot determine that the consignment presents a low biosecurity risk the consignment will be directed to a metropolitan quarantine approved premises (QAP) for a full inspection.
- j. If live insects are found during the inspection, biosecurity officers will contain the incursion, remedially treat if possible and send the sample to Department of Agriculture entomologists for identification. Consignment may be treated according to a department approved treatment method or held pending identification or advice.
- k. All cargo movements are at the discretion of the department and conditions will be set to ensure that any contamination can be contained during movement. Movement of break bulk machinery over large distances by road or rail is not to occur without prior approval from Department of Agriculture regional management.
- l. Importers are responsible for arranging the dismantling to an extent to allow the officer to complete the inspection. The consignment will remain in quarantine until the biosecurity officer has determined it presents a low biosecurity risk.
- m. Consignments contaminated with low levels of biosecurity risk material will be subject to steam cleaning, high pressure cleaning, disinfection or vacuuming. If animal material is

- present, the contaminated areas must be disinfected, steam cleaned or treated with gamma. Consignments will be inspected by a biosecurity officer following treatment.
- n. After inspection and any required cleaning/treatment, all consignments that present a low biosecurity risk may be released from quarantine.
  - o. Under the [Quarantine Service Fees Determination 2005](#), fees are payable to the Department of Agriculture for all services. A list of all [quarantine & export fees](#) is available on the Department of Agriculture's website.
  - p. Non-commodity information requirements for imported cargo also apply, please refer to the BICON case Non-Commodity Cargo Clearance.



Timber packaging, pallets or dunnage associated with the consignment may be subject to inspection and treatment on arrival, unless sufficient evidence of a Department of Agriculture approved treatment is provided.

All documentation presented to the department to assist in determining the level of biosecurity risk posed by transportation pathways and packaging must also meet the requirements of the non-commodity case.

## **4. Imported outside of brown marmorated stink bug season or country other than the United States — Used equipment — Not for personal use — Requiring an import permit — Country of origin is other than New Zealand**

### **4.1. Import Requirements**

- a. Prior to the importation of goods into Australia, a valid import permit issued by the Department of Agriculture is required.  
An import permit may be obtained by submitting an import permit application to the department (if viewed online, use the 'Apply Now' button at the bottom of this page).  
To apply you must logon to BICON and complete an application for Non-machinery used equipment
- b. The goods must be clean and free of prohibited seed, soil, animal and plant debris and other [biosecurity risk material](#) prior to arrival in Australia.
- c. Any packaging used with the consignment must be clean and new.
- d. Water reservoirs must be emptied prior to arrival in Australia.  
If the water reservoirs (excluding engine radiators, overflow tanks and water used as ballast in tyres) were not emptied prior to arrival or water has pooled on the machinery:
  - 1. dry water collection points will be treated with residual surface spray
  - 2. pooled water will be treated with chlorine.
- e. All consignments will require an inspection by a biosecurity officer. Break bulk consignments will be subject to an inspection on the wharf of discharge to ensure that the consignment is free from biosecurity risk material. Consignments other than break bulk will be subject to a full unpack and inspection at a metropolitan quarantine approved premises

- (QAP). Any consignments found to be unacceptably contaminated will not be allowed entry into Australia and will be directed for export at the importers expense.
- f. All cargo movements are at the discretion of the department and conditions will be set to ensure that any contamination can be contained during movement. Movement of break bulk machinery over large distances by road or rail is not to occur without prior approval from Department of Agriculture regional management.
  - g. Importers are responsible for arranging the dismantling to an extent to allow the officer to complete the inspection. The consignment will remain in quarantine until the biosecurity officer has determined it presents a low biosecurity risk.
  - h. After inspection, all consignments are subject to mandatory disinfection, steam cleaning or gamma. Consignments may also be treated with pressure cleaning, vacuuming or other treatments to assist in removal of all biosecurity risk material. Consignments will be inspected by a biosecurity officer following treatment.  
Alternative disinfection treatments for chopping blocks and boards are citric acid or sodium carbonate.
  - i. If live insects are found during the inspection, the department will contain the incursion, remedially treat if possible and send the sample to Department of Agriculture entomologists for identification. The consignment may be treated according to a department approved treatment method or held pending identification or advice.
  - j. After inspection and any required cleaning/treatment, all consignments that present a low biosecurity risk may be released from quarantine.
  - k. Under the [Quarantine Service Fees Determination 2005](#), fees are payable to the Department of Agriculture for all services. A list of all [quarantine & export fees](#) is available on the Department of Agriculture's website.
  - l. Non-commodity information requirements for imported cargo also apply, please refer to the BICON case Non-Commodity Cargo Clearance.



Timber packaging, pallets or dunnage associated with the consignment may be subject to inspection and treatment on arrival, unless sufficient evidence of a Department of Agriculture approved treatment is provided.

All documentation presented to the department to assist in determining the level of biosecurity risk posed by transportation pathways and packaging must also meet the requirements of the non-commodity case.

## **5. Imported outside of brown marmorated stink bug season or country other than the United States — Used equipment — Not for personal use — Not requiring an import permit — Country of origin is other than New Zealand**

### **5.1. Import Requirements**

- a. A Department of Agriculture import permit is not required.
- b. The goods must be clean and free of prohibited seed, soil, animal and plant debris and other

[biosecurity risk material](#) prior to arrival in Australia.

- c. Any packaging used with the consignment must be clean and new.
- d. Water reservoirs must be emptied prior to arrival in Australia.  
If the water reservoirs (excluding engine radiators, overflow tanks and water used as ballast in tyres) were not emptied prior to arrival or water has pooled on the machinery:
  - 1. dry water collection points will be treated with residual surface spray
  - 2. pooled water will be treated with chlorine.
- e. All consignments will require an inspection by a biosecurity officer. Break bulk consignments will be subject to an inspection on the wharf of discharge to ensure that the consignment is free from biosecurity risk material. Consignments other than break bulk will be subject to a full unpack and inspection at a metropolitan quarantine approved premises (QAP). Any consignments found to be unacceptably contaminated will not be allowed entry into Australia and will be directed for export at the importers expense.
- f. All cargo movements are at the discretion of the department and conditions will be set to ensure that any contamination can be contained during movement. Movement of break bulk machinery over large distances by road or rail is not to occur without prior approval from Department of Agriculture regional management.
- g. Importers are responsible for arranging the dismantling to an extent to allow the officer to complete the inspection. The consignment will remain in quarantine until the biosecurity officer has determined it presents a low biosecurity risk.
- h. After inspection, all consignments are subject to mandatory disinfection, steam cleaning or gamma. Consignments may also be treated with pressure cleaning, vacuuming or other treatments to assist in removal of all biosecurity risk material. Consignments will be inspected by a biosecurity officer following treatment.  
Alternative disinfection treatments for chopping blocks and boards are citric acid or sodium carbonate.
- i. If live insects are found during the inspection, the department will contain the incursion, remedially treat if possible and send the sample to Department of Agriculture entomologists for identification. The consignment may be treated according to a department approved treatment method or held pending identification or advice.
- j. After inspection and any required cleaning/treatment, all consignments that present a low biosecurity risk may be released from quarantine.
- k. Under the [Quarantine Service Fees Determination 2005](#), fees are payable to the Department of Agriculture for all services. A list of all [quarantine & export fees](#) is available on the Department of Agriculture's website.
- l. Non-commodity information requirements for imported cargo also apply, please refer to the BICON case Non-Commodity Cargo Clearance.



Timber packaging, pallets or dunnage associated with the consignment may be subject to inspection and treatment on arrival, unless sufficient evidence of a Department of Agriculture approved treatment is provided.

All documentation presented to the department to assist in determining the level of biosecurity risk posed by transportation pathways and packaging must also meet the

requirements of the non-commodity case.

## 6. Imported outside of brown marmorated stink bug season or country other than the United States — Commercially remanufactured machinery parts — Requiring an import permit

### 6.1. Import Requirements

- a. Prior to the importation of goods into Australia, a valid import permit issued by the Department of Agriculture is required.  
An import permit may be obtained by submitting an import permit application to the department (if viewed online, use the 'Apply Now' button at the bottom of this page).  
To apply you must logon to BICON and complete an application for Machinery and equipment
- b. The consignment must contain only commercially remanufactured parts and be free from prohibited seed, soil, animal and plant debris and other biosecurity risk material prior to arrival in Australia.  
To demonstrate compliance with this requirement you must present the following on an Invoice, Exporter declaration or Supplier declaration:  
"The consignment only contains new or commercially remanufactured engines / machinery parts / vehicle parts that are free from biosecurity risk material".



Declarations must comply with all other relevant import and documentary requirements. The Department will not accept 'blanket declarations' covering more than one consignment.

- c. Water reservoirs (excluding engine radiators and overflow tanks) must be emptied prior to arrival.
- d. Any packaging used with the consignment must be clean and new.
- e. Consignments that meet the requirements may be released on presentation of valid documentation. These consignments will be subject to random inspection to verify that the goods are commercially remanufactured and free from [biosecurity risk material](#).  
If acceptable documentation is not presented, or the above conditions are not met, the consignment will be subject to an unpack inspection at a metropolitan quarantine approved premises to verify that the goods are commercially remanufactured and free from [biosecurity risk material](#).
- f. If the goods are not found to be commercially remanufactured, they will be held and the appropriate import conditions for the goods as presented will apply.  
Consignments that are found to have unacceptable levels of contamination will not be allowed entry and may be exported.
- g. For further information on the importation and definition of commercially remanufactured

- machinery and parts, please contact the Machinery and Military Program (Appendix [1](#)).
- h. Under the [Quarantine Service Fees Determination 2005](#), fees are payable to the Department of Agriculture for all services. A list of all [quarantine & export fees](#) is available on the Department of Agriculture's website.
  - i. Non-commodity information requirements for imported cargo also apply, please refer to the BICON case Non-Commodity Cargo Clearance.



Timber packaging, pallets or dunnage associated with the consignment may be subject to inspection and treatment on arrival, unless sufficient evidence of a Department of Agriculture approved treatment is provided.

All documentation presented to the department to assist in determining the level of biosecurity risk posed by transportation pathways and packaging must also meet the requirements of the non-commodity case.

## **7. Imported outside of brown marmorated stink bug season or country other than the United States — Commercially remanufactured machinery parts — Not requiring an import permit**

### **7.1. Import Requirements**

- a. A Department of Agriculture import permit is not required.
- b. The consignment must contain only commercially remanufactured parts and be free from prohibited seed, soil, animal and plant debris and other biosecurity risk material prior to arrival in Australia.  
To demonstrate compliance with this requirement you must present the following on an Invoice, Exporter declaration or Supplier declaration:  
"The consignment only contains new or commercially remanufactured engines / machinery parts / vehicle parts that are free from biosecurity risk material".



Declarations must comply with all other relevant import and documentary requirements. The Department will not accept 'blanket declarations' covering more than one consignment.

- c. Water reservoirs (excluding engine radiators and overflow tanks) must be emptied prior to arrival.
- d. For further information on the importation and definition of commercially remanufactured machinery and parts, please contact the Machinery and Military Program (Appendix [1](#)).
- e. Any packaging used with the consignment must be clean and new.
- f. Consignments that meet the requirements may be released on presentation of valid documentation. These consignments will be subject to random inspection to verify that the goods are commercially remanufactured and free from [biosecurity risk material](#).

If acceptable documentation is not presented, or the above conditions are not met, the consignment will be subject to an unpack inspection at a metropolitan quarantine approved premises to verify that the goods are commercially remanufactured and free from [biosecurity risk material](#).

- g. If the goods are not found to be commercially remanufactured, they will be held and the appropriate import conditions for the goods as presented will apply.  
Consignments that are found to have unacceptable levels of contamination will not be allowed entry and may be exported.
- h. Under the [Quarantine Service Fees Determination 2005](#), fees are payable to the Department of Agriculture for all services. A list of all [quarantine & export fees](#) is available on the Department of Agriculture's website.
- i. Non-commodity information requirements for imported cargo also apply, please refer to the BICON case Non-Commodity Cargo Clearance.



Timber packaging, pallets or dunnage associated with the consignment may be subject to inspection and treatment on arrival, unless sufficient evidence of a Department of Agriculture approved treatment is provided.

All documentation presented to the department to assist in determining the level of biosecurity risk posed by transportation pathways and packaging must also meet the requirements of the non-commodity case.



## **Appendix 1: Contact details for Machinery and Military Program**

Machinery and Military Program

Phone: +61 2 3246 8607

Email: [machinery@agriculture.gov.au](mailto:machinery@agriculture.gov.au)

## Appendix 2: Documentation Requirements

The information below describes the requirements for documentation presented to the Department of Agriculture to support the risk assessment of imported goods.

### Commercial invoice

A commercial document issued by the seller to the buyer indicating the products, quantities and prices for the goods being imported. This document will also include an invoice or order number.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
  1. The document must include the name and physical address of the Supplier.
  2. The document may also include Commercial Reference numbers, such as invoice or order numbers.
  3. The document must include a description and quantity of the goods.
  4. The document must include the name and physical address of the Purchaser.
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are valid for a certain period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All information required to be on a document must be in English. Exceptions to this rule include:
  1. company letterheads that do not need to be translated into English but must be in English characters
  2. commercial, transport and government certification that are required to comply with international standard formats
  3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

1. that country's consulate in Australia
  2. the Australian embassy in the country of origin
  3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- e. **Free from erasures and non certified alterations** - All prescribed information on the document must be free from erasures and alterations unless endorsed by the issuer of the document. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
  - f. **Multiple page documents** - Multi page document must:
    - include individual reference numbers/numerical link on ALL pages of the document. For example, commercial invoices (or similar) must contain the documents individual reference number or numerical link on each page of the document.
    - contain an endorsement on the final page of the document, following the information

that is being endorsed.

Note: where a document has noted attachments, the attachments can follow the endorsement.

- g. **Date of issue** - All documents must identify the date of issue and is to include the day, month and year. Packing declarations may contain vessel/voyage number which can be used in lieu of the date of issue.
- h. **Consignment specific link** - All documents presented to the department for assessment must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers
  - bill numbers
  - commercial invoice numbers
  - lot codes
  - preferential tariff certificate numbers
  - health certificate numbers
  - packing list numbers
  - letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Annual packing declarations are exempt from having consignment-specific links.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

### Exporter declaration

A declaration provided by the exporter of the goods. These are to include name and contact details of the exporter, details of the goods and any necessary declarations. The declaration must be signed, dated and link to the consignment.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
  1. The document must contain the name and address of the importer.
  2. The document must detail any relevant statement/s as required by the import conditions.
  3. The document must have been issued and dated within the last 6 months, unless otherwise specified by the import conditions.
  4. The document must be specific to the product(s).
  5. The document must be on the issuing company's letterhead and include their address. This will only be accepted from the company that exported the goods.
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are valid for a certain period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All information required to be on a document must be in English. Exceptions to this rule include:
  1. company letterheads that do not need to be translated into English but must be in English characters
  2. commercial, transport and government certification that are required to comply with international standard formats
  3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

1. that country's consulate in Australia
  2. the Australian embassy in the country of origin
  3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- e. **Free from erasures and non certified alterations** - All prescribed information on the document must be free from erasures and alterations unless endorsed by the issuer of the document. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
  - f. **Multiple page documents** - Multi page document must:
    - include individual reference numbers/numerical link on ALL pages of the document.

For example, commercial invoices (or similar) must contain the documents individual reference number or numerical link on each page of the document.

- contain an endorsement on the final page of the document, following the information that is being endorsed.

Note: where a document has noted attachments, the attachments can follow the endorsement.

- g. **Endorsed** - All documents must be endorsed by a representative of the organisation or corporation issuing the document. An endorsement must:
1. be an acceptable signature or stamp as defined in the Definitions section of this policy
  2. appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments.

- h. **Date of issue** - All documents must identify the date of issue and is to include the day, month and year. Packing declarations may contain vessel/voyage number which can be used in lieu of the date of issue.
- i. **Consignment specific link** - All documents presented to the department for assessment must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers
  - bill numbers
  - commercial invoice numbers
  - lot codes
  - preferential tariff certificate numbers
  - health certificate numbers
  - packing list numbers
  - letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages

- weights
- dates
- stockkeeping unit
- item codes.

Annual packing declarations are exempt from having consignment-specific links.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

### Supplier declaration

A declaration provided by the supplier of the goods. These are to include name and contact details of the supplier, details of the goods and any necessary declarations. The declaration must be signed, dated and link to the consignment.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Addition prescribed information below:
  1. The document must contain the correct statement/s as required by the import conditions.
  2. The document must be on the issuing company's letterhead and include their name and address.
  3. The document must have been issued and dated within the last six months, unless otherwise specified.
  4. The document must be specific to the product(s).
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are valid for a certain period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All information required to be on a document must be in English. Exceptions to this rule include:
  1. company letterheads that do not need to be translated into English but must be in English characters
  2. commercial, transport and government certification that are required to comply with international standard formats
  3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

1. that country's consulate in Australia
2. the Australian embassy in the country of origin
3. a translator accredited by the National Accreditation Authority for Translators and

Interpreters Ltd.

- e. **Free from erasures and non certified alterations** - All prescribed information on the document must be free from erasures and alterations unless endorsed by the issuer of the document. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- f. **Multiple page documents** - Multi page document must:
- include individual reference numbers/numerical link on ALL pages of the document. For example, commercial invoices (or similar) must contain the documents individual reference number or numerical link on each page of the document.
  - contain an endorsement on the final page of the document, following the information that is being endorsed.

Note: where a document has noted attachments, the attachments can follow the endorsement.

- g. **Endorsed** - All documents must be endorsed by a representative of the organisation or corporation issuing the document. An endorsement must:
1. be an acceptable signature or stamp as defined in the Definitions section of this policy
  2. appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments.

- h. **Date of issue** - All documents must identify the date of issue and is to include the day, month and year. Packing declarations may contain vessel/voyage number which can be used in lieu of the date of issue.
- i. **Consignment specific link** - All documents presented to the department for assessment must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers
  - bill numbers
  - commercial invoice numbers
  - lot codes
  - preferential tariff certificate numbers
  - health certificate numbers
  - packing list numbers
  - letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers

- any other internal reference numbers used by overseas companies
- vessel/voyage references.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Annual packing declarations are exempt from having consignment-specific links.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

### Company representative declaration

A declaration made by a company representative (that may be based in the country of import) attesting to the status of goods. These are to include name and contact details of the representative, details of the goods and any necessary declarations. The declaration must be signed, dated and include necessary links to the consignment.

- Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
  1. The document must contain the name and address of the company representative.
  2. The document must detail any relevant statement/s as required by the import conditions.
  3. The document must have been issued and dated within the last 6 months, unless otherwise specified by the import conditions.
  4. The document must be specific to the product(s).
  5. The document must be on the issuing company's letterhead and include their address.
  6. The company issuing this document may also be located in the country of import.
- Legible** - All prescribed information required to be on a document must be legible.
- Valid** - Many documents, such as import permits, are valid for a certain period. Presented documents must comply with the validity requirements specified for that class of document.
- In English** - All information required to be on a document must be in English. Exceptions to this rule include:
  1. company letterheads that do not need to be translated into English but must be in

English characters

2. commercial, transport and government certification that are required to comply with international standard formats
3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

1. that country's consulate in Australia
2. the Australian embassy in the country of origin
3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.

- e. **Free from erasures and non certified alterations** - All prescribed information on the document must be free from erasures and alterations unless endorsed by the issuer of the document. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- f. **Multiple page documents** - Multi page document must:
- include individual reference numbers/numerical link on ALL pages of the document. For example, commercial invoices (or similar) must contain the documents individual reference number or numerical link on each page of the document.
  - contain an endorsement on the final page of the document, following the information that is being endorsed.

Note: where a document has noted attachments, the attachments can follow the endorsement.

- g. **Endorsed** - All documents must be endorsed by a representative of the organisation or corporation issuing the document. An endorsement must:
1. be an acceptable signature or stamp as defined in the Definitions section of this policy
  2. appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments.

- h. **Date of issue** - All documents must identify the date of issue and is to include the day, month and year. Packing declarations may contain vessel/voyage number which can be used in lieu of the date of issue.
- i. **Consignment specific link** - All documents presented to the department for assessment must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers
  - bill numbers
  - commercial invoice numbers
  - lot codes
  - preferential tariff certificate numbers
  - health certificate numbers

- packing list numbers
- letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Annual packing declarations are exempt from having consignment-specific links.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

## Invoice

A commercial document issued by the seller to the buyer indicating the products, quantities and prices for the goods being imported. This document will also include an invoice or order number.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
  1. The document must include the name and physical address of the Supplier.
  2. The document may also include Commercial Reference numbers, such as invoice or order numbers.
  3. The document must include a description and quantity of the goods.
  4. The document must include the name and physical address of the Purchaser.
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are valid for a certain period. Presented documents must comply with the validity requirements specified for that class of

document.

- d. **In English** - All information required to be on a document must be in English. Exceptions to this rule include:
1. company letterheads that do not need to be translated into English but must be in English characters
  2. commercial, transport and government certification that are required to comply with international standard formats
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- e. **Free from erasures and non certified alterations** - All prescribed information on the document must be free from erasures and alterations unless endorsed by the issuer of the document. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- f. **Multiple page documents** - Multi page document must:
- include individual reference numbers/numerical link on ALL pages of the document. For example, commercial invoices (or similar) must contain the documents individual reference number or numerical link on each page of the document.
  - contain an endorsement on the final page of the document, following the information that is being endorsed.

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- g. **Date of issue** - All documents must identify the date of issue and is to include the day, month and year. Packing declarations may contain vessel/voyage number which can be used in lieu of the date of issue.
- h. **Consignment specific link** - All documents presented to the department for assessment must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers
  - bill numbers
  - commercial invoice numbers
  - lot codes
  - preferential tariff certificate numbers
  - health certificate numbers
  - packing list numbers

- letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

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- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Annual packing declarations are exempt from having consignment-specific links.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

## Appendix 3: Document Options

### Context & Inclusions

User Context: External

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Appendix - Annexes                     | <input checked="" type="checkbox"/> Appendix – Scientific Names |
| <input checked="" type="checkbox"/> Appendix – Documentation Requirements  | <input checked="" type="checkbox"/> Element Identifiers         |
| <input checked="" type="checkbox"/> Appendix - Glossary                    | <input checked="" type="checkbox"/> What's Changed              |
| <input checked="" type="checkbox"/> Appendix – Questions and Answers       | <input checked="" type="checkbox"/> Onshore Management          |
| <input checked="" type="checkbox"/> Appendix – Rationale                   | <input checked="" type="checkbox"/> Main Processing Path Only   |
| <input checked="" type="checkbox"/> Appendix – References (Files and URLs) | <input checked="" type="checkbox"/> Procedures                  |

### Authoring Aids & Outputs

Output Format: WORD

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## **Import Services Team contact details**

Import Services Team

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