



Manual For Certification Of Wood Packaging Materials Producer cum Heat Treatment Providers' Facilities



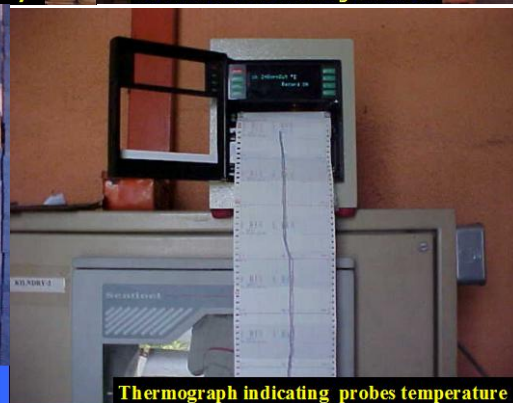
Typical scene of pallet making factory



Seen inside the Heating chamber



Finished product after HT & waiting to be marked



Thermograph indicating probes temperature

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Crop Protection and Plant Quarantine Services Division
Department of Agriculture, Malaysia**

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1.0 Introduction

The introduction of International Standard for Phytosanitary Measures No. 15 (ISPM 15) has created a challenge for producers and users of wood packaging materials (WPM) to comply with or treat their product. According to this particular phytosanitary requirement, it is mandatory for all member countries of the World Trade Organization to implement and comply with ISPM 15 in order to facilitate unrestricted movement of goods, which are packed using wood packaging materials, between trading nations. By the year 2005, all trading nations would have implemented ISPM 15 and any WPM that does not bear the required treatment and marking stipulated in ISPM 15 will be rejected at port of entry of importing countries.

The purpose of these guidelines is to familiarize Plant Quarantine personnel of Department of Agriculture, Malaysia as an authority of internationally recognized National Plant Protection Organization (NPPO) to implement the procedures of certifying WPM treatment providers' facilities and producers of WPM materials in accordance to ISPM 15 requirements. It is also meant to inform the WPM treatment providers on actions to be taken to make their facilities ISPM 15 compliant, and the WPM users the significance of using treated wood packaging materials.

Certification of WPM suppliers cum treatment providers' facilities enables them to use International Plant Protection Convention marking on treated wood packing materials and thus ensuring less restrictive entry into importing countries.

2.0 What Is ISPM 15

An International Standard for Phytosanitary Measures prepared by the Secretariat of International Plant Protection Convention (IPPC) in Rome and endorsed by Interim Commission on Phytosanitary Measures (ICPM) in March 2002, for regulating the treatment of wood packaging materials to facilitate free trade and avoid the use of unjustifiable measures as barriers to trade. All National Plant Protection Organizations accepted it.

3.0 ISPM 15 Approved Standards

The approved measures are heat treatment to a core temperature of 56°C for a minimum of 30 minutes, or fumigation to prescribed specification using methyl bromide gas.

Wooden packaging material must be stamped on at least two sides with the officially approved IPPC mark, indicating the treatment and registration number of treatment provider for wood packaging materials.

Use of orange or red colour for marking should be avoided as these two colours are used for labelling dangerous goods.

4.0 Purpose of ISPM 15

Since wood packaging materials are often made of untreated raw wood it becomes pathways for the introduction and spread of plant pests and diseases. The purpose of ISPM 15 is therefore to reduce the risk of introduction and or spread of quarantine pests associated with wood packaging materials.



Example of pests related to Wood Packaging Materials

5.0 What are Regulated Wood Packaging Materials?

WPM like pallets, dunnage, crates, packaging blocks, drums, cases, load boards, pallet collars and skids made of raw coniferous which are either made from raw coniferous or non-coniferous wood are regulated packaging materials.

WPM made entirely of wood-based products such as plywood, particle board, veneer, saw dust, wood wool and wood shavings are not regulated since it has undergone sufficient heat or pressure or both during production processes and thereby eliminate the risk usually associated with raw wood.



Examples of wood packaging materials

6.0 Verification and Certification Authority

The only authority recognized by IPPC to regulate and verify treatment of WPM is our National Plant Protection Organization i.e. the Federal Crop Protection and Plant Quarantine Office. For implementing similar activities in the state of Sarawak and Sabah, the NPPO has also delegated this responsibility to Plant Quarantine Division of the respective Agriculture Department.

7.0 Application to Participate in Certification Scheme

Any company intending to participate in this scheme must apply to Crop Protection and Plant Quarantine Division, Department of Agriculture (for Peninsular Malaysia) and to the Plant Quarantine Office, Department of Agriculture (for state of Sarawak and Sabah) using application form PQ (WPM) as attached in **Appendix I**. All applications will be registered in Plant Quarantine Office record books, and they will be informed on appropriate procedures and conditions for participation.

8.0 Developing Procedures for Verification of Compliance

Important essentials for verification of compliance to IPPC approved measures are the setting up technically qualified committee to draw up guidelines and procedures for implementation, and auditing team for verification of compliance prior to certification of WPM treatment providers' facilities.

i) The Technical Committee for developing procedures is consists of:

- Crop Protection & Plant Quarantine Services Division, Department of Agriculture
- Plant Quarantine Office, Department of Agriculture, Sarawak
- Plant Quarantine Office, Department of Agriculture, Sabah
- Forest Research Institute of Malaysia
- Malaysian Timber Industry Board
- Sarawak Timber Industrial Development Corporation
- Sarawak Timber Association

ii) Auditing Committee consists of officers from the Crop Protection & Plant Quarantine Services Division, Department of Agriculture both federal and state officers.

iii) The Technical Enforcement Committee for inspection during importation consists of:

- Crop Protection & Plant Quarantine Services Division, Department of Agriculture
- Freight Forwarding Agents Association
- Federation of Malaysian Manufacturers
- Ministry of International Trade and Commerce
- Royal Customs & Excise Department

This committee will be activated only upon enforcement of ISPM 15 on foreign WPM entering Malaysia. The purpose of this committee is to advise traders, particularly importers of foreign goods the implications of this phytosanitary measure on trade and to remind and instruct relevant enforcement agency to detain and refused entry of WPM without IPPC mark indicating treatment.

9.0 Heat Treatment Requirement for WPM

For purpose of implementation of heat treatment require guidelines and auditors for implementation. Future modifications of this certification procedure are possible after gaining more experiences during the process of implementation.

9.1 Applicant Registration Procedures

In order to be recognized under the scheme, heat treatment companies must have certified facilities in all premises. The certified heat treatment companies will be allocated with a unique identification number. Heat treatment companies must stamp the identification number on all treated woods/pallets (in accordance to the IPPC marking system). Certification is granted for companies for a period of one year. Certified heat treatment companies are required to reapply for approval prior to the end of their approval term. The work process involved is shown in **Appendix II** and **Appendix III**.

The agencies will be notified in writing if there is any irregularities are found during unannounced auditing of the company premises and if there is quarantine integrity cannot be guaranteed, may cancel the certification.

9.2 The Requirements for Heat Treatment Facilities:

a. Technical Requirements

Wood packaging material should 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**. The WPM heat treatment process flow indicated (**Appendix IV**).

b. Regulatory Requirements

To ensure that heat treatment complies to the relevant legislation, safety codes or licensing applicable to the jurisdiction in which the heat treatment is being performed;

- i. A valid Business Registration Certificate
- ii. Approved by local authorities (eg. City Council or District Council)
- iii. Approved by Fire Brigade and Safety Department
- iv. Others if required (eg NIOSH, Factory and Machinery Dept)

- v. Approved by relevant state and federal agencies

As forestry is a state matter, the relevant Federal Agency in relation to the above matter is to be replaced with the equivalent State Agency.

9.3 General Guidelines for Certification of Heat Treatment Providers

The first step towards the certification of WPM heat treatment provider is the formation of Technical Committee for development of guidelines and auditors' check list. As follows:

1. Number of heat probes/thermocouples:

- a. Minimum of 4 heat probes /thermocouples for *a chamber Volume of 33.3 cubic metres which equivalent to volume of 20 footer container.*
- b. Minimum of 6 heat probes /thermocouples for chamber *Volume measuring between 33.3 - 73 cubic metres or equivalent to volume of 40 footer GP container.*
- c. Minimum of 12 heat probes /thermocouples for a chamber *exceeding Volume of 73.3 cubic metres.*

2. All thermocouples must be able to measure 0° and 100°C during simple calibration testing using ice cubes and boiling water, respectively.

3. All heat probes must be inserted tightly and correctly into woods at least 5cm in the centre of wood and positioned to be evenly distributed.

4. If wood packaging materials for heat treatment are of different dimension, then the heat probes should be inserted into woods that are of larger size (or thicker wood).

5. After taking into consideration calibration error, the Temperature Recording chart should indicate a minimum wood core temperature of 56°C for a duration of 60 minutes. Chart must be shown to auditors during period of initial audit, compliance audit and renewal audit.

6. Heat Treatment provider must show proof that heat probes/ thermocouples are well maintained (in good working condition) and has been calibrated by a SIRIM registered calibration agency during initial and renewal audit.

7. Name *and signature* of operator must be recorded in Temperature Recording Chart.

8. Heat treatment of wood packaging materials treatment must not be done simultaneously with other wood materials in the same chamber.

9. The owner of wood packaging materials treatment facility must keep record of treated wood packaging materials and sale transaction in a format supplied by Crop Protection and Plant Quarantine Services division of Department of Agriculture. A

copy of report to be submitted to the state office of Crop Protection and Plant Quarantine Unit.

10. Availability of storage space that is free of waste woods and not exposed to sun and rain for storing treated wood packaging materials. Storage space must be at least 5 meters away from untreated woods.

11. Maximum duration for keeping excess treated wood packaging materials in recommended storage space depends on importing countries requirements. For example one country wants it to be used immediately while others allowed it to be stored for a few months prior to its usage. For this reason it is best that exporters refer to importing countries requirement first.

12. Operators, supervisors and owner of heat treatment facilities must be present during auditing.

13. Heat treatment provider must ensure that his customers comply strictly with ISPM 15 and other guidelines from Department of Agriculture concerning storage and use of treated wood packaging materials that bear the IPPC Markings which are legible and permanent.

14. Operators and supervisors must have experience in handling kiln drying operations or attended courses conducted by Malaysian Timber Industry Board.

15. Heat treatment providers must show clearly the location of KD/Heat Treatment Chamber that is to be used strictly for heat treatment of WPM only and storage space for keeping excess treated wood prior to usage in relation to other structure/buildings in the factory site plan.

16. Heat treatment providers must have valid license from Registrar of Companies or Business Registration license, approval from Local Authority and Fire Services Department.

9.4 Assessment and Audit Protocol

9.4.1 Audit System

The audit system outlined below has been designed to measure the performance of the certified heat treatment provider against the requirements of the Scheme and the procedures outlined in the Standard demonstrate competency in fulfilling the requirements of the scheme.

a. Initial Audit

An initial audit will occur once the applicant is ready for certification of Heat treatment. Initial audit will continue until the heat treatment company met all the required conditions.

b. Announced or Compliance Audit

Once the company is certified as a Heat Treatment Provider, announced audits will take place once in every 3 months. An officer of the Crop Protection and Plant Quarantine, Department of Agriculture will make contact with the heat treatment company and arrange a convenient date for the audit. The trained staffs of Crop Protection and Plant Quarantine Services Division, Department of Agriculture who are stationed at various states within Malaysia will conduct announced audit.

c. Unannounced Audit

Unannounced audit will take place at least every 3 -6 months and will be conducted by the trained staffs of Crop Protection and Plant Quarantine Services Division, Department of Agriculture who are stationed at various states within Malaysia .

d. Reinstatement Audit

Reinstatement audits will be scheduled and conducted after following a period of suspension by a team of trained staffs of Crop Protection and Plant Quarantine Services Division, Department of Agriculture who are stationed at head quarters in Kuala Lumpur.

Reinstatement audit is applicable to heat treatment provider whose certification has been withdrawn due to non-compliance. It will only be conducted three months after receiving an appeal from the affected party. However, if no appeal is received reinstatement audit will not be conducted.

e. Renewal Audit

Annual renewal audit is done 2 months prior to renewal of certificate and heat treatment providers will be informed about it. A Licensee must submit application for renewal 10 weeks before expiry date.

9.4.2 Audit Activity

The audit criterion has been divided into three levels of non-conformities (critical, major, minor). Critical non-conformities will result in immediate suspension from the scheme. Major non-conformities will result in corrective actions and additional announced audit.

The Department of Agriculture will notify the heat treatment company within 10 working days of the non-conformity and advise the company of subsequent compliance action to be taken by the company concern. The issuance of corrective action report will constitute the giving of a notification. A corrective action report is a formal document that records and details non-conformities, corrective action and proposed date for rectification.

9.4.3 Auditing Team

At state level, the auditing team consists of two staff from Plant Quarantine Office and always in consultation from Federal level to obtain the necessary information and guidelines whenever required.

9.5 Category of Compliance

Three categories of non-compliance as indicated below are used to determine eligibility of Heat Treatment Providers participation in this Certification scheme:

Critical non-compliance
Major non-compliance
Minor non-compliance

9.5.1 Critical non-compliance

It will lead to heavy penalty such as being ineligible to participate in DOA Certification Scheme or suspension of existing certification. However, appeal will be accepted after 3 months of suspension from scheme and to be followed by Reinstatement Audit.

9.5.2 Major and Minor non-compliance

Any wood packaging material supplier cum heat treatment provider who commit these two categories of non-compliance will be allowed to carry on activities under DOA supervision but they will be subjected to further assessment and inspection process or Announced and Unannounced audits. They can appeal results of subsequent assessment or inspection that follow.

9.6 Monthly Report on WPM

Certified Heat Treatment Providers must record his monthly treatment and sale of wood packaging materials using form PQS/WPM (**Appendix IX**). This form must be submitted to Plant Quarantine Office on monthly basis. The thermograph for each heat treatment task must be kept by the provider for future auditing purposes.

9.7 Auditing Team Members

Auditing team for Heat Treatment Providers facilities shall consist of the following agencies staff:

- Plant Quarantine Office staff (Federal and State)
- Plant Quarantine Office of Sarawak and Sabah
- Sarawak Forest Corporation
- Sarawak Timber Association

- Sarawak Timber Industrial Development Corporation

9.7.1 Auditors' Report

Auditors' report and recommendations on heat treatment providers' facilities must be forwarded to Heat Treatment Certification Scheme Secretariat to be discussed in the monthly evaluation meeting by the technical committee for approval and further actions.

9.8 Award of Certificate

A Certificate will be awarded to successful participants to participate in the Wood Packaging Materials Treatment Providers Certification Scheme for *a period of one/two year* upon full compliance of rules and conditions.

At the end of one year their premises and activities will be audited again to ensure their continued participation and certification in this scheme.

Certification will be withdrawn at any time in case of non-compliance to rules and conditions of this scheme.

10.0 Enquiries

All enquiries on matters concerning Wood Packaging Materials Treatment Providers Certification Scheme should be directed to:

Director,
Crop Protection and Plant Quarantine Services Division
Post-Entry Quarantine Station
Department of Agriculture
Level 3, Wisma Tani,
Jalan Sultan Salahuddin,
50632 KUALA LUMPUR
MALAYSIA. (Attn: Ms. Wan Normah Wan Ismail)

Tel: 03-2030 1400

Fax: 03-2691 3530

:: CALIBRATION LABS ::

The following laboratories have been accredited for specific calibration since the SAMM scheme was launched on 15 August 1990. Details of the scope of accreditation are available in SAMM Directory S101 Part A from DSM or from the laboratories.

AV = Acoustic & Vibration
DM = Dimensional
DN = Density
E = Electrical
FL = Flow
FR = Force
H = Hardness
HT = Heat & Temperature

MS = Mass
OP = Optical & Photometric
P = Pressure
R = Radioactivity
TF = Time and Frequency
V = Volume
VS = Viscosity

NO.	SAMM NO	FIELD(S)	NAME OF ORGANIZATION/ LABORATORIES
1.	011	HT,MS,FR,P,DM	<u>Pyrometro Services (M) Sdn. Bhd., Shah Alam</u>
2.	049	DM,FR,MS,P,HT,E	<u>SEA Metrology Services Sdn. Bhd., Petaling Jaya</u>
3.	070	HT, E,P	<u>Yokogawa Electric (M) Sdn. Bhd., Puchong</u>
4.	081	DM,P,FR,MS,TQ,HT	<u>Sime-SIRIM Technologies Sdn. Bhd., Subang Jaya</u>
5.	082	E,DM,P,FR,MS,V,HT	<u>Sendi Mahir Sdn. Bhd., Shah Alam</u>
6.	109	DM,P,MS,TQ,HT,E	<u>Vitar-Segatec (M) Sdn. Bhd., Klang</u>
7.	122	E,HT	<u>Integrajaya Calibration Technologies Sdn. Bhd., Penang</u>
8.	141	E,DM,TH,MS,FR,P	<u>Sime-SIRIM Technologies Sdn. Bhd., Penang</u>
9.	176	E,DM,HT,MS,FR	<u>Sime-SIRIM Technologies Sdn. Bhd., Johor Bharu</u>
10.	182	HT,DM,MS,FR,P	<u>Setianas Sdn. Bhd., Johor Bharu</u>
11.	218	DM,MS,FR,HT,P	<u>Procal Services Sdn. Bhd., Penang</u>
12.	255	HT, E,M,R	<u>IMCS Specialist Sdn. Bhd., Klang, Selangor</u>
13.	256	DM,FR,MS,HT	<u>Metcal Technologies (M) Sdn. Bhd., Penang</u>
13.	261	MS,P,FR,DM,E,TF,AV,HT	<u>SIRIM Berhad (Makmal Metrologi Kebangsaan) Sepang, Selangor</u>
14.	278	FR,MS,P,HT	<u>Kensains Sdn. Bhd., Petaling Jaya</u>
15.	325	HT, DM	<u>Pyrometro Sdn Bhd Pulau Pinang</u>
16.	333	HT	<u>Trisystems Engineering Sdn. Bhd., Shah Alam</u>



BORANG INI DIBERI PERCUMA

Appendix 1

JABATAN PERTANIAN, MALAYSIA
INTERNATIONAL STANDARDS FOR PHYTOSANITARY MEASURES No. 15
GUIDELINES FOR REGULATING WOOD PACKAGING MATERIAL IN INTERNATIONAL TRADE

PERMOHONAN PENDAFTARAN MERAWAT “WOOD PACKAGING MATERIALS”
Application for Registration to Carry out Treatment on WOOD PACKAGING MATERIALS

Arahan/Perhatian:

1. Sila isikan borang ini dalam satu salinan (dengan DITAIP)
2. Tandakan (/) di tempat yang berkenaan
3. Borang permohonan yang tidak lengkap tidak akan diproses.
4. Sila kemukakan permohonan 8 minggu sebelum tamat tempoh pendaftaran (permohonan membaharui).
5. Sila kemukakan salinan semua dokumen seperti ruangan C:

A. BUTIR-BUTIR PEMOHON	
1. Nama Pemohon :	
2. No. Kad Pengenalan : (Lama)	(Baru):
3. Nama Syarikat :	
4. Alamat Surat-menyurat :	
No. Telefon :	No. Faks :
5. Jenis Permohonan: a. Lesen Baru <input type="checkbox"/> b. Membaharui Lesen <input type="checkbox"/> No. Lesen Kini:	
B. JENIS RAWATAN YANG DISEDIAKAN	
Fumigasi <input type="checkbox"/>	Rawatan Haba <input type="checkbox"/>
C. DOKUMEN DIPERLUKAN DI BAWAH UNDANG-UNDANG YANG RELEVAN :-	
a) Pendaftaran Perniagaan / Syarikat (Sertakan salinan Sijil)	
No. Pendaftaran Syarikat :	Tarikh didaftarkan :
b) Lesen Majlis Tempatan / Majlis Perbandaran (Sertakan salinan Lesen)	
No. Lesen :	Tarikh dikeluarkan :
c) Kelulusan Pemeriksaan Tahunan Jabatan Bomba – Untuk Premis Rawatan Haba (Sertakan salinan surat)	
No. Rujukan :	Tarikh dikeluarkan :
d) Sijil Kalibrasi Alat Penyukat (dari Makmal yang Diiktiraf) bagi Pembaharuan Lesen (Sertakan salinan Sijil)	
No. Siri Sijil :	Tarikh dikeluarkan :
D. PENGAKUAN PEMOHON	
Saya mengakui bahawa :	
i. Semua kenyataan dan lampiran-lampiran yang disertakan adalah benar dan betul.	
ii. Tiada perubahan ke atas maklumat dan lampiran-lampiran yang dikemukakan sebelum ini.	
Tandatangan Pemohon :	<i>Cop Syarikat</i>
Tarikh :	

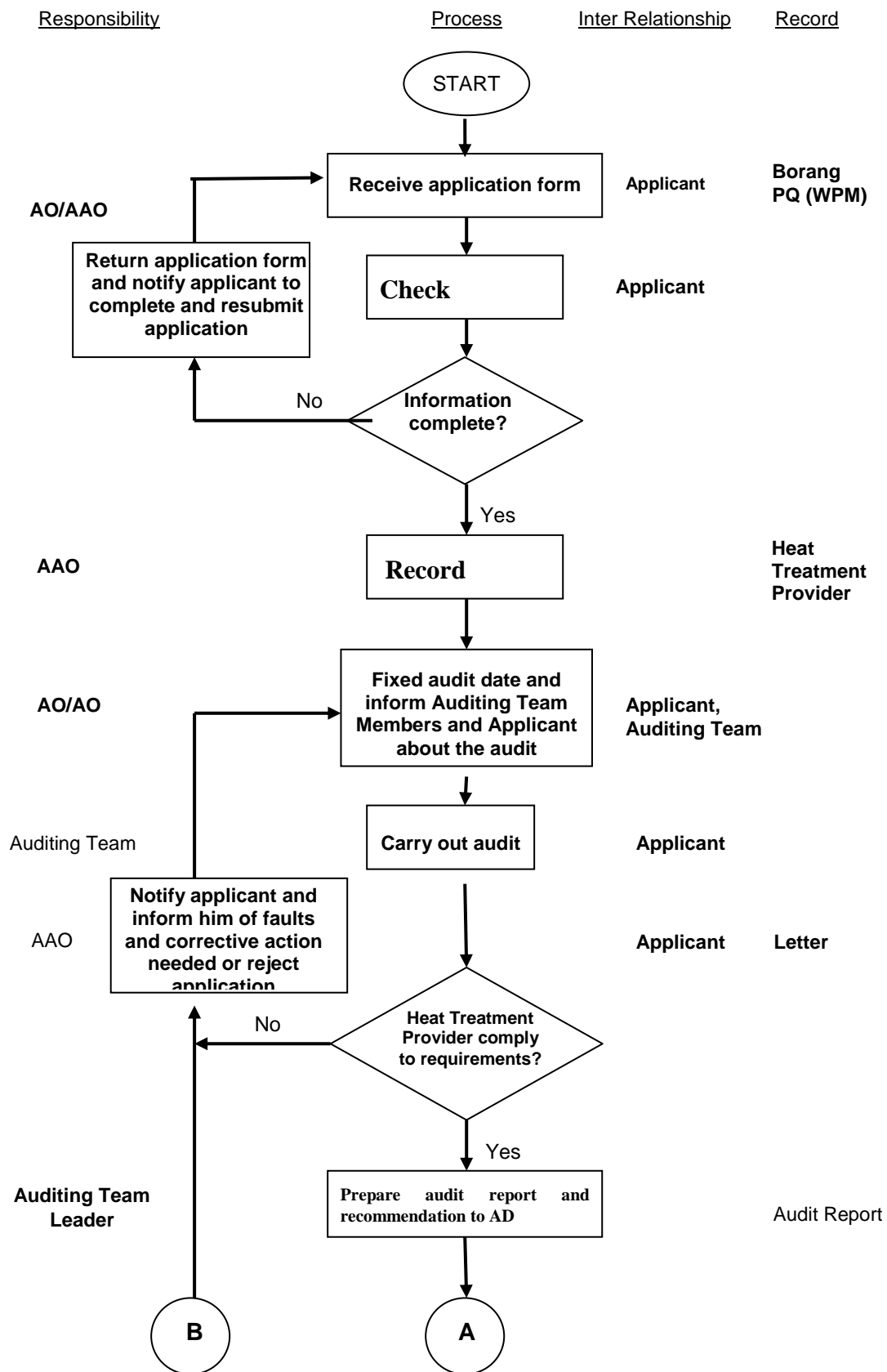
	<p><u>Sila hantar permohonan rawatan fumigasi kepada:</u> Urusetia, Skim Pensijilan Rawatan Pewasapan dan Haba WPM, Seksyen Penguatkuasaan Kuarantin Tumbuhan, Jabatan Pertanian, Wisma Tani, Jalan Sultan Salahuddin, 52632 Kuala Lumpur.</p>
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Work Process for Certifying WPM Heat Treatment Providers

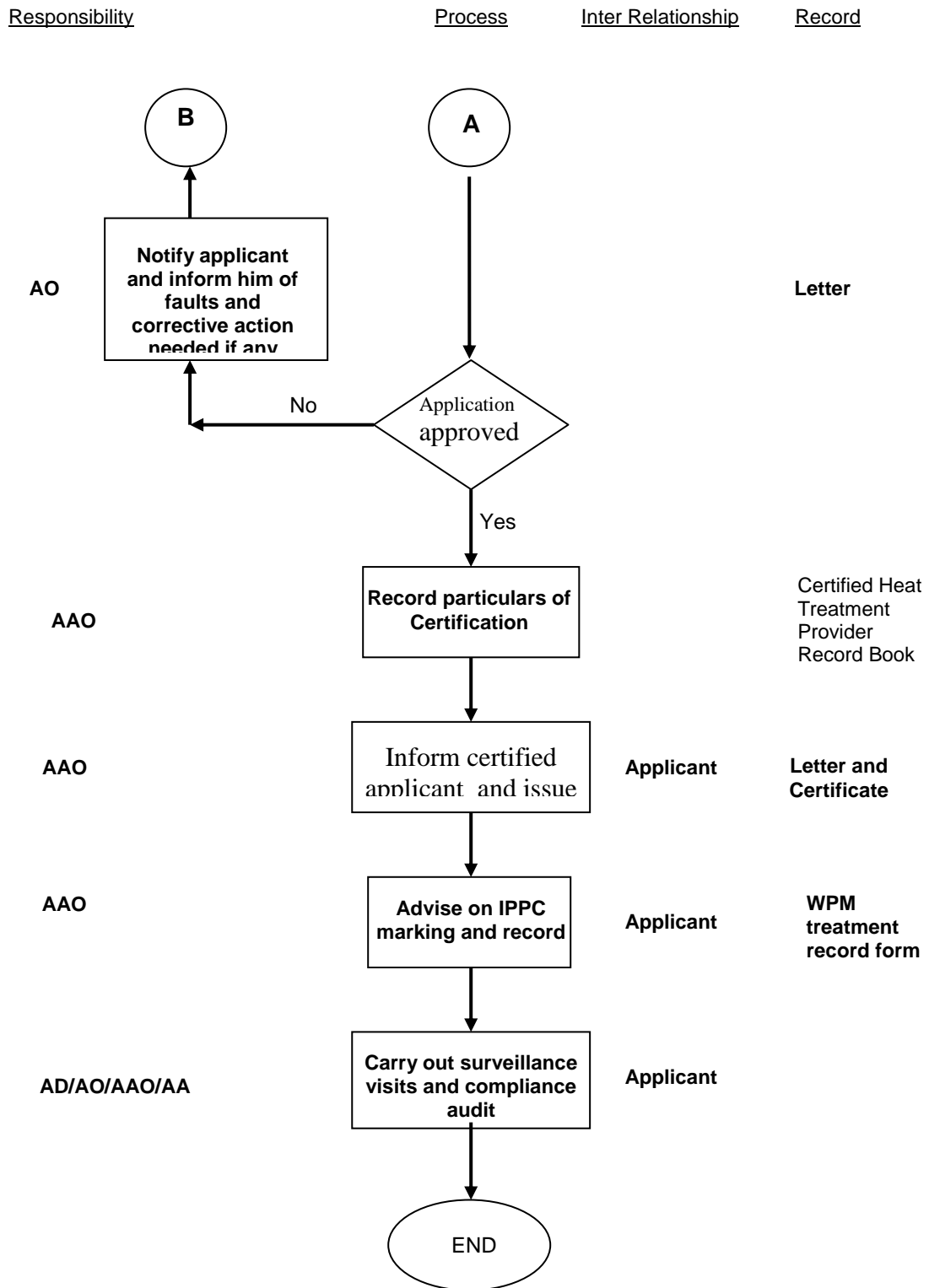
<u>Process</u>	<u>Staff Responsible</u>
Distribution of application form and guidelines WPM	AAO
<u>Receiving and Processing Application</u>	
1. Receive application from applicant using Form PQ (WPM).	AAO
2. Check for completeness of information in Form.	AAO
<u>Incomplete Information</u>	
3. Return application form and notify applicant to complete and resubmit again.	AAO
<u>Complete and Sufficient Information</u>	
4. Record application into Heat Treatment Provider Application Record Sheet.	AAO
<u>Auditing Process</u>	
5. Fix date for pre-auditing of premise with applicant.	AAO
6. Fix auditing date with applicant and inform Auditing Team members concerning auditing date.	AAO
7. Carry out auditing on applicant premise using Auditing Check List.	Auditing Team
<u>Preparing Audit Report</u>	
8. Prepare audit report and submit to AD(PQ) for final decision by the Committee	Team Leader
<u>Premise Failed to Comply</u>	
9. Inform applicant concerning rejection of application and advise applicant to make corrective actions and fix new auditing date.	AAO
<u>Comply to Certification Scheme Conditions</u>	
10. Inform applicant of decision and issue certification Certificate and letter.	AAO
11. Advise and provide instructions on usage of IPPC markings and keeping of treatment records using Treatment Record Form.	AAO
<u>Compliance Auditing, Monitoring and Surveillance</u>	
12. Conduct regular monitoring of premise and check records keeping for compliance and carry out compliance audit at specified schedule.	AD/AO/AAO/AA Auditing Team

AD - Assistant Director
 AO - Agricultural officer
 AAO - Assistant Agricultural Officer
 AA - Agricultural Assistant

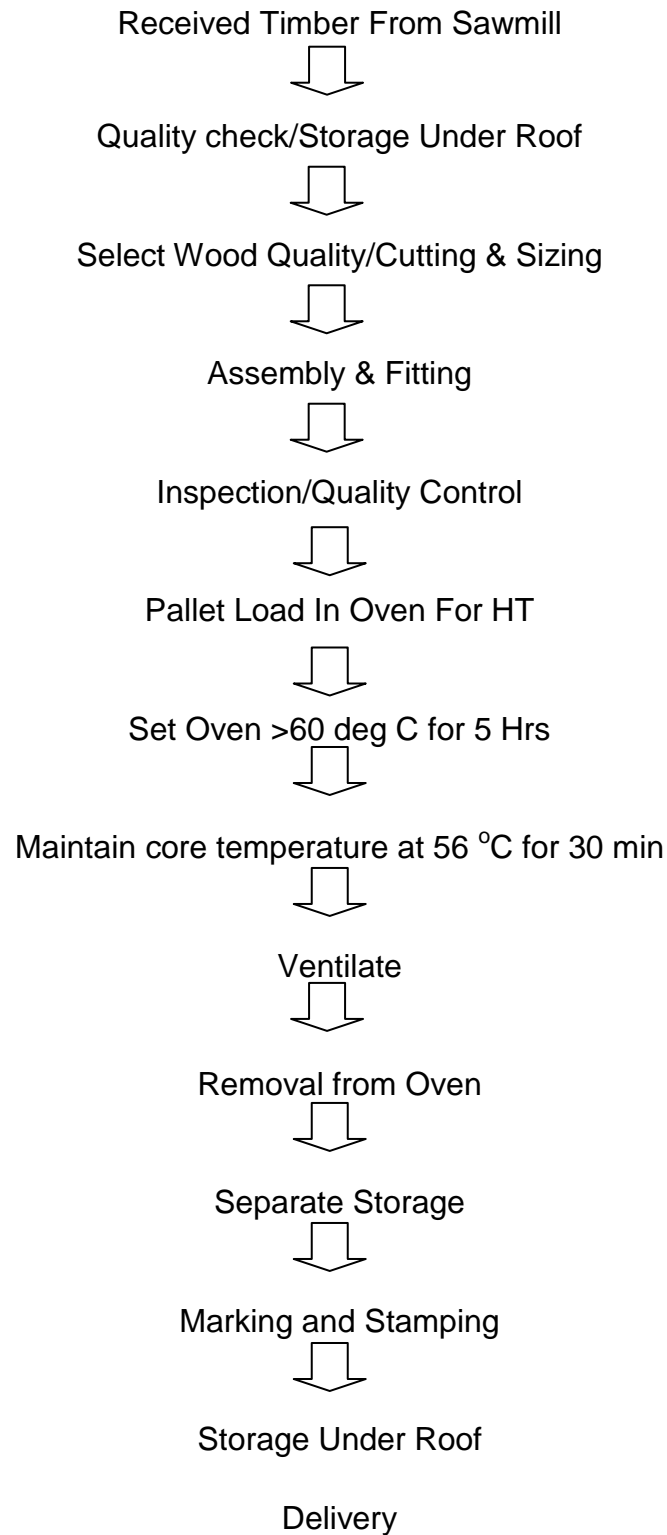
Work Flow Chart for Certification of WPM Heat Treatment Providers



Work Flow Chart for Certification of WPM Heat Treatment Providers



WOODEN PALLET HEAT TREATMENT PROCESS FLOW CHART



Producer of Wood Packaging Material/Heat Treatment Provider
Auditor Check List
For Use During Initial Audit Only

Applicant Name: Supervisor Name :

Contact/Tel. No.: Operator name :

Name & Address of Heat Treatment
 Provider company :

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No	Requirements	Yes/No	Non compliance	Remarks
1	Does the heat treatment provider posses the following licenses:			
1.1	Registrar Of Companies/ Business		Critical	
1.2	Approval of Local Authority		Critical	
1.3	Fire Services Department		Critical	
2	Minimum number of heat probes/thermocouples per chamber:			
2.1	Min. of 4 per 20 footer chamber and below		Critical	
2.2	Min. of 6 per 40' x 30'x14' chamber and below		Critical	
2.3	Min. of 12 per chamber bigger than 40'x30'x14'		Critical	
3	Are all the probes/thermocouples able to measure temperature of 0° and 100°		Major	
4	Were the heat probes/thermocouples calibrated prior to installation (show record of calibration like official letter from relevant authority)		Critical	
5	Are the probes/thermocouples connected to an automatic recorder or computer storage device for reference of auditors		Critical	
6	Are the heat probes covered with insulation cork to prevent heat penetration through the drilled holes?		Major	
7	Is the chamber ambient temperature being monitored and recorded during Heat treatment process?		Major	

8	Is the operator/supervisor name recorded in temperature chart.		Minor	
9	Is there any storage space for storing treated wood packaging materials away from untreated wood (5 meters away from untreated wood)		Major	
10	Is general cleanliness at vicinity of storage space for WPM satisfactory		Major	
11	Competency of operator to operate treatment facilities:			
11.1	Does he understand requirement of treating WPM according to ISPM 15 standard		Major	
11.2	Does he know procedure of inserting probes into wood correctly		Major	
11.3	Is he competent in placing probes at strategic positions on stakes of WPM		Major	
11.4	Is he competent in proper stacking of WPM to ensure good hot air flow within chamber		Major	
11.5	Is he competent in interpreting temperature recording chart		Major	
11.6	Is he capable of detecting faults/trouble shooting on heat treatment facilities?		Major	

Types of WPM being treated:

Do you recommend this facility for certification:

Yes	No

Auditor's comments:

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Signature of Auditor:

Signature of Auditor:

Name of Auditor:

Name of Auditor:

Date:

Date:

Producer of Wood Packaging Material/Heat Treatment Provider Compliance Auditing Checklist

Name & Address of Heat Treatment Provider company/ Pallet Maker :
 Certification No.:
 Contact Person:
 Tel No.
 Operator's name:

Types of WPM :

Treatment Chamber Capacity (M³) :

No	Requirements	Yes/No	Non compliance	Remarks
1	Is the heat treatment chamber located at site as indicated in site plan		Major	
2	Is heat treatment operator present during inspection		Major	
3	Is the heat treatment chamber in good working condition		Critical	
4	Is the heat treatment chamber linked/connected to temperature recording chart/computer and printer		Critical	
5	Are records of temperature reading during heat treatment being maintained for auditors reference		Major	
6	Are the following thermocouples or heat probes in good working condition:			
6.1	Heat probe 1		Critical	
6.2	Heat probe 2		Critical	
6.3	Heat probe 3		Critical	
6.4	Heat probe 4		Critical	
6.5	Heat probe 5		Critical	
6.6	Heat probe 6		Critical	
7	Is there any recording of heat chamber ambient temperature during heat treatment process?		Major	
8	Are the following measures with respect to heat probes being observed:			
8.1	Are the heat probes numbered accordingly		Critical	
8.2	Are the heat probes positions in chamber based on DOA recommendations		Critical	
8.3	Are the heat probes inserted in the thickest wood only		Critical	
8.4	Are the heat probes properly inserted into wood		Critical	

No	Requirements	Yes/No	Non compliance	Remarks
9	Is the print out of temperature readings satisfactory		Major	
10	Is the operator's name shown in the temperature recording print out.		Minor	
11	Is record of WPM being treated and utilized/purchased using form PQS/WPM being maintained		Major	
12	Is storage of treated WPM in designated location as indicated in site plan		Major	
13	Is good sanitation at treated WPM storage space maintained		Major	
14	Is recommended distance between treated WPM and non treated wood materials maintained?		Major	
15	Has the heat treatment chamber operator been trained?		Minor	
16	Operator's competency			
16.1	Does he understand requirement of ISPM 15		Major	
16.2	Is he competent in proper stacking of wood to ensure uniform heat flow within heat chamber		Major	
16.3	Is he competent in positioning heat probes according to standard recommendations		Major	
16.4	Is he competent in interpreting temperature recording chart		Major	
16.5	Is he capable of detecting faults in heat treatment facilities?		Major	

Auditor's comments:

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.....

.....

Signature of Auditor:

Signature of Auditor:

Name of Auditor:

Name of Auditor:

Date:

Date:

Reinstatement Audit Report for WPM Heat Treatment Provider
(Tick where applicable)

HT Provider's Name:.....

Address:.....

.....

Registration:..... Date of Issue:.....Date of Expiry.....

Non Compliance records: 1. Warning in Writingtimes

2. Operation suspended.....times

Name of HT supervisor:.....I/C No:.....

Name of HT Operator:.....I/C No:.....

1. Validity of License and certificates

	Type	Importance	Expiry
1	Registration of Business	Critical	
2	Approval form local Authority	Critical	
3	Approval Fire Services Department	Critical	

2. Production Records

Months/no	Pallet	dunnage	Crates	boxes	skid	drums	block	others
Jan								
Feb								
March								
April								
May								
June								
July								
Aug								
Sept								
Oct								
Nov								
Dec								

3. Sources of Heat Supply

	Type	Tick the appropriate
1	Steam Boiler	
2	Hot Water Boiler	
3	Thermo oil Boiler	
4	Electrical Elements	

4. Heat Supply Control

	Method	Tick the appropriate
1	Manually	
2	Using Control Panel	
3	Automated with the help of computer	

5. Sensors Reliability Check

Heat Probe No.	Reading		
	Ambient (°C)	Boiling (°C)	Freezing (°C)
1			
2			
3			
4			
5			
6			
7			
8			
Thermometer	√		

Information Recorded by:

Name:.....

Designation:.....

Date.....

Name:.....

Designation:.....

Date:.....

Producer of Wood Packaging Material/Heat Treatment Provider

PRE-RENEWAL CHECKLIST

(to be done 8 weeks before expiry date)

HT Provider's Company name :

Malaysian HT Reg. No :Tel. No:

Address :

.....

1.	Is the HT Provider/pallet maker active over the past 12 months	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
1.1	Registration of companies / business (to see original copy)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
1.2	Approval of Local Authority valid (to see original copy)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
1.3	Approval from Fire Brigade & Safety Department (annual safety inspection)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

2.	Are the following records properly maintained as required by DOA?				
2.1	Record of treatment by batch	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
2.2	Record of use/transaction	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
2.3	Temperature chart / data showing compliance to ISPM 15 standard	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

3.	Operator's Competency Record				
3.1	Has he been trained to operate HT chamber?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.2	Does he understand the minimum requirements of ISPM 15?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.3	Does he know to do proper stacking of WPM inside the heat chamber?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.4	Does he know how to insert heat probes into the wood core?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.5	Is he competent in interpreting the temperature-recording chart?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.6	Is he capable of detecting faults over the heat treatment facilities?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

4.	Are the following conditions being complied	
4.1	Are the heat probes/sensors properly numbered?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.2	Are the positions of heat probes correctly arranged in the chamber?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.3	Are the thickest wood given priority in placement of heat probes?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.4	Are the probes being inserted into the WOOD CORE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.5	Are insulation corks used to prevent heat from transmitted through the drilled holes?	YES <input type="checkbox"/> NO <input type="checkbox"/>

5.	Temperature recorder/Data Logger	
5.1	Is the HT recorder in good working condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.2	Are the heat sensors calibrated (with recognized calibration certificates)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.3	Are the heat sensors in the heat chamber correctly placed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.4	Is there any heat sensor installed to measure chamber's ambient Temperature?	YES <input type="checkbox"/> NO <input type="checkbox"/>

6.	Storage Facilities for Treated WPM	
6.1	Is the storage place confined to the area as indicated in the plan submitted to DoA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.2	Are the treated wood and/or wood products kept at least 5 m away from the untreated WPM storage area?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.3	Is sanitation within the treatment area satisfactory ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.4	Is the storage place with good ventilation?	YES <input type="checkbox"/> NO <input type="checkbox"/>

7.	IPPC Marking	
7.1	Is the IPPC stamp made in accordance with sample provided by DoA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.2	Are the IPPC markings stamped on treated WPM only?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.3	Are the IPPC marks on WPM clear?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.4	The IPPC stamp mark only contain MY, Company No, HT and DB? Note that other info eg. Date, batch no or company logo must be outside the box	YES <input type="checkbox"/> NO <input type="checkbox"/>

8.	Compliance of safety	
8.1	Is the premise equipped with fire extinguisher, fire hose reel or water pond nearby?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.2	Are workers provided with safety helmet, spectacles, shoes and gloves?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.3	Is there first aid box available in the premise?	YES <input type="checkbox"/> NO <input type="checkbox"/>

9.	Company's Certificate of Heat Treatment	
9.1	Does the HT provider company produce any certificate of Heat Treatment for the pallets?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9.2	Please take a copy of this certificate for reference	

10. Auditor's Comment

1.
2.
3.
4.
5.
6.

Do you recommend this HT Provider for renewal for another year? **YES** ☐ **NO** ☐

Signature of Auditor : Signature of Auditor :

Name of Auditor : Name of Auditor :

Date : Date :

Nama Syarikat (no. pendaftaran)

REKOD RAWATAN DAN PENGGUNAAN "WOOD PACKAGING MATERIAL" SETELAH "HEAT TREATMENT"**BAGI BULAN:**

RAWATAN					PENERIMA BEKALAN					
Tarikh (ddmmyy)	Bil Unit	Unit Diguna (dispose)	Baki	Pengesahan (Pegawai Syarikat)	Tarikh (ddmmyy)	Nama Syarikat/Pengeksport	Jumlah	Pengesahan (Pegawai Syarikat)	Pengesahan (Pegawai Kuarantin)	Catatan
JUMLAH										

Nota: Sila hantar laporan ini kepada Urusetia iaitu:(dengan **bertaip**)

Ketua Penolong Pengarah
Unit Perundangan dan Kuarantin
Domestik,
Seksyen Penguatkuasaan Kuarantin Tumbuhan
Bahagian Perlindungan Tanaman dan
Kuarantin Tumbuhan, Jabatan Pertanian,
Aras 1-3, Wisma Tani,
Jalan Sultan Salahuddin, 50632 K.L.

Note : 1. WPM (Pallet, Dunnage, Crates, Packing Boards, Drums, Cases, Load Board, Skids)