

Agriculture, Fisheries and Conservation Department

Accreditation Scheme of Hong Kong Companies Conducting

Heat Treatment

for Wood Packaging Material

in Compliance with

International Standards for Phytosanitary Measures (ISPM) No. 15 :

Guidelines for Regulating Wood Packaging Material

in International Trade



Plant and Pesticides Regulatory Division
Agriculture, Fisheries and Conservation Department

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Table of Contents

I.	Introduction	1
II.	ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade	2
(1).	Approved Heat Treatment Measures for Wood Packaging Material	3
(2).	Marking for Approved Measures	4
III.	Functions of the Agriculture, Fisheries and Conservation Department	5
IV.	Requirements of the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material	
(1).	Heat Treatment Companies	6
(2).	Heat Treatment Facilities and Work Areas	7
(3).	Heat Treatment Manual	8
(4).	Heat Treatment Procedures for Wood Packaging Material	9
(5).	Management and Technical Staff for Heat Treatment of Wood Packaging Material	13
(6).	System for Use of Marking	14
V.	Application for Accreditation	15
VI	Assessment and Award of Accreditation	16
VII	List of Accredited Heat Treatment Companies in Hong Kong	18
VIII	Supervision of Accredited Heat Treatment Companies in Hong Kong	19
IX	Revocation of Accreditation	20
X	Appeal Channels	21
XI	Enquiry	22
	Appendix 1	23
	Appendix 2	25
	Appendix 3	26

I. Introduction

- (1). The International Standards for Phytosanitary Measures (ISPM) No.15: Guidelines for Regulating Wood Packaging Material in International Trade (the standard) prepared under the International Plant Protection Convention (IPPC) aims at reducing the risk of introduction and spread of quarantine pests associated with wood packaging material in international trade. The standard requires treatment of wood packaging material with approved measures against pests and the application of marking on materials thus treated.
- (2). The standard stipulates that the plant protection organization of the exporting place has responsibility for ensuring that systems for exports of wood packing material meet the requirements set out in the standard. It includes monitoring marking systems, establishing inspection procedures, registration and auditing of companies that apply the treatment and marking measures.
- (3). The Agriculture, Fisheries and Conservation Department (AFCD) has formulated for the Hong Kong Special Administrative Region (HKSAR) the “Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material”, and has implemented marking measures to ensure that wood packaging material exported from Hong Kong meets the requirements of the standard. This document explains the accreditation scheme and the application procedures for accreditation.

II. ISPM No.15: **Guidelines for Regulating Wood Packaging Material in** **International Trade**

1. ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade is an international standard applied to members of the World Trade Organization (WTO). Hong Kong's major trading partners, including the United States, Canada and the countries of European Union has adopted the standard.
2. The standard requires treatment of wood packaging material with approved measures of methyl bromide fumigation or heat treatment. Wood packaging material subjected to these approved measures should display a specified mark. Full document of the Guidelines can be found in:

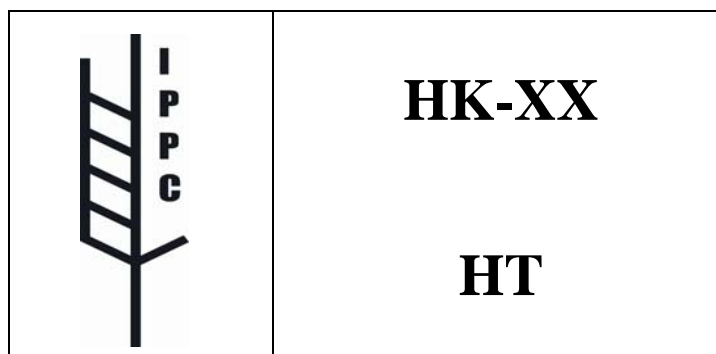
https://www.ippc.int/servlet/BinaryDownloaderServlet/133703_ISPM15_2002_with_Ann.pdf?filename=1152091663986_ISPM_15_2002_with_Annex1_2006_E.pdf&refID=133703

(1). **Approved Heat Treatment Measures for Wood Packaging Material**

1. 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.
2. Kiln-drying (KD), chemical pressure impregnation (CPI), or other treatments may be considered heat treatments to the extent that these meet the heat treatment specifications. For example, CPI may meet the heat treatment specification through the use of steam, hot water, or dry heat.

(2). **Marking for Approved Measures**

1. Heat treatment is indicated by the mark “HT”. The mark shown below is to certify that the wood packaging material that bears the mark has been subjected to an approved heat treatment measure.



2. The mark should at minimum include:
 - the symbol, wherein “IPPC” is the abbreviation for the International Plant Protection Convention
 - “HK”, which is the ISO code for Hong Kong
 - “XX”, which is the number assigned by the AFCD to the accredited heat treatment company for wood packaging material in Hong Kong
 - “HT”, which is the IPPC abbreviation for the approved heat treatment measure

The AFCD or accredited heat treatment companies for wood packaging material in Hong Kong may at their discretion add control numbers or other information used for identifying specific lots. Other information may also be included provided it is not confusing, misleading, or deceptive.

3. Markings should:
 - (i) be legible;
 - (ii) be permanent and not transferable;
 - (iii) be placed in a visible location, preferably on at least two opposite sides of the article being certified; and
 - (iv) avoid the use of red or orange since these colours are used in the labelling of dangerous goods.

III. Functions of the Agriculture, Fisheries and Conservation Department

- (1). The AFCD is responsible for accrediting Hong Kong companies which conduct heat treatment for wood packaging material. Companies applying for accreditation will be assessed by the department and those found meeting its requirements will be accredited. The AFCD will assign a number to each accredited heat treatment company and authorize it to use markings specified in the standard on wood packaging material meeting the requirements of the standard. The AFCD will publish a List of Accredited Heat Treatment Companies in Hong Kong and samples of the marks adopted for the reference of overseas countries and places.

- (2). The AFCD will also monitor the accredited heat treatment companies and check the wood packaging material treated by them. Accreditation will be revoked if a company is found not meeting the requirements of the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material or if it applies for withdrawal from the scheme, and its name will be removed from the List of Accredited Heat Treatment Companies in Hong Kong.

IV. Requirements of the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material

(1) Heat Treatment Companies

1. They must be registered companies under Companies Ordinance, Cap. 32 of the Laws of Hong Kong.
2. They must have a heat treatment department with specific responsibilities for treatment of wood packaging material, with members comprising the person-in-charge of the company, professional staff managing heat treatment of wood packaging material, heat treatment technical operators and persons-in-charge of the relevant administrative and accounting departments.
3. They must have an in-house monitoring system.
4. They must have a proper system for maintaining records, including but not limited to records of administration, accounting, treatment, technical information and those required by the AFCD.
5. They must establish a system to manage and control the use of marking.
6. The person-in-charge of the company/ professional staff managing heat treatment of wood packaging material (Responsible Person) must be familiar with the standard, the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material, Hong Kong's regulations concerning the business and operation of heat treatment, the heat treatment facilities and work areas of the company, heat treatment procedures, the system for the use of marking as well as safety management. They must also pass the AFCD's assessment interview.
7. Their technical operators must be familiar with the heat treatment procedures for wood packaging material and the use of marking, and must pass the AFCD's assessment.
8. They must provide training for their technical staff.

(2) **Heat Treatment Facilities and Work Areas**

1. Heat treatment facilities must be established on fixed sites within the HKSAR.
2. The location, construction, installation and operation of heat treatment facilities must comply with the HKSAR's legislation and the requirements of relevant departments.
3. There should be at least one probe for checking the wood core temperature and two or more sets of heat resistant wet/dry bulb thermometers. The recording instrument should have auto-printing and tamper-proof functions. The data should be able to transmit synchronously and be received by the AFCD (or to be provided to AFCD by equivalent methods).
4. Operation of the equipment should meet the heat treatment technical requirements of ISPM No.15: Guidelines for Regulating Wood Packaging Material in International Trade.
5. The roads and grounds of the work areas should be on formed and hardened land. Heat treatment chambers, product stores and their surrounding areas should have cement flooring.
6. There should not be any weeds or stagnant water within the work areas.
7. The heat treatment chambers and product stores should be effectively separated from the stores for untreated material, wood packaging manufacturing area, as well as the office and living areas.
8. Product stores should be equipped with the necessary pest control facilities to prevent re-infestation of treated wood packaging material.
9. There should be suitable pesticides and pest control equipment. Pest control should be conducted regularly and properly recorded.

(3) Heat Treatment Manual

1. Heat treatment companies are required to prepare a “Heat Treatment Manual” detailing the design, operation and loading of the heat treatment facilities, data collection, sourcing of wood packaging material, disinfection / pest control procedures before, during and after treatment, the use of marking, submission and retention of records, as well as tracking of wood packaging material. The manual must be compiled with reference to the design of the heat treatment facilities, layout of the work area and kind of wood packaging material to be processed. It should comply with the heat treatment technical and marking requirements prescribed in ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade and the Heat Treatment Procedures for Wood Packaging Material under the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material and other requirements. It should also comply with the related legislation of the HKSAR and requirements laid down by government departments.

2. When considering an application submitted by a heat treatment company for accreditation as a heat treatment company for wood packaging material in Hong Kong, the AFCD will make reference to its Heat Treatment Manual. In addition, an accredited heat treatment company is required to review its Heat Treatment Manual from time to time and submit to the AFCD any amendment to the manual. The AFCD may review or revoke its accreditation in view of the impact of the amendment and other factors.

(4) **Heat Treatment Procedures for Wood Packaging Material**

1. Operator

- 1.1. At least two technical operators who have passed the AFCD assessment should be assigned to conduct heat treatment each time.

2. The Dry Kiln and Related Equipment and Facilities

- 2.1 The dry kiln must be well-performed in temperature retention and have a fully closed environment. Based on its internal volume, a number of devices for supply of heat, humidity adjustment and forced circulation (with circulating airflow speed up to 1 m/s when passing through the timber stack or an airflow speed required by the heat treatment facilities to attain the requirement of the standard) should be installed to ensure even distribution of temperature and humidity in the kiln. The location, construction and operation of the dry kiln and its auxiliary combustion devices should comply with Hong Kong legislation and the requirements laid down by related government departments.

3. Temperature Detection-Recording Instruments

- 3.1 Temperature detection-recording instruments are for detecting and recording the dry and wet bulb temperatures and the variations of wood core temperature in the kiln during the entire heat treatment process. They should perform automatic multi-point detection and record temperature and humidity data at around 5-minute intervals. The instrument should have auto-printing and tamper-proof functions. The data collected should be able to transmit synchronously and be received by the AFCD (or to be provided to AFCD by equivalent methods).
- 3.2 The probes of dry and wet bulb thermometers must be installed in the middle part of a side wall in the kiln.
- 3.3 All detection instruments should comply with the standards adopted by the Hong Kong Government and the related industries. These instruments should be regularly checked and calibrated by qualified manufacturers / maintenance agents.

4. Preparatory Work

- 4.1 Determining the heat treatment schedule: establish treatment indicators based on the technical requirements for heat treatment prescribed in ISPM No. 15:

Guidelines for Regulating Wood Packaging Material in International Trade. Verify the maximum thickness of the wood boards. With regard to the type, specification, quantity, timber quality, board thickness etc of the wood packaging material, look up the relevant technical requirements or the heat treatment requirements of the importing country or place to determine the required temperatures of the dry and wet bulbs and the wood core in the kiln as well as the duration.

4.2.1 ***Determining the Heating Time to Reach the Required Wood Core Temperature Based On the Temperature and Humidity inside the Kiln***

The heating time for the wood core to reach the required temperature is calculated for set temperatures of the dry and wet bulbs in the kiln. The heating time to reach the required wood core temperature varies with the set temperatures of the wet and dry bulbs in the kiln and the thickness of boards.

4.2.2 ***Using the Insertion Method to Directly Detect the Wood Core Temperature***

The thermocouple should be inserted into one side of the flawless sample board. The measuring point should be located at around half of the width of the widest part of the board or not less than 30 cm from its end (whichever is the shorter). A hole should be drilled into the board along its width and parallel to its surface. The thermocouple should then be inserted into the hole with its end resting on the very bottom of the hole. The hole should be tightly backfilled with fine wood powder to ensure firm insertion of the thermocouple and good contact. The wood core temperature should be displayed on the measuring instrument.

4.3 The wood packaging material should be properly stacked up taking into account the direction of the circulating air current to ensure suitable air circulation. The wood boards should be supported by stickers to separate them from the floor to allow good circulation of hot air in the kiln. They should be stacked up in a crisscross pattern with suitable distance in between to ensure that the circulating air current flows through each and every part.

4.4 All instruments should be checked to ensure proper functioning.

5. Performing Heat Treatment

5.1 Raising of Temperature:

Close the door of the dry kiln tightly. Turn on the kiln to start heating up. Ensure even distribution of temperature and humidity inside the kiln.

5.2 Starting Time for Disinfection:

5.2.1 *Using the Insertion Method to Directly Detect the Wood Core Temperature*

The starting time for disinfection should be the time when the temperature detection-recording instrument displays the same temperature as the required core wood temperature.

5.2.2 *Determining the Heating Time to Reach the Required Wood Core Temperature Based On the Temperature and Humidity inside the Kiln*

The starting time for disinfection should be the time when the temperatures of the dry and wet bulbs in the dry kiln have reached the set points and after the temperatures and humidity have been maintained for the required heating time.

5.3 The Stage of Disinfection:

The disinfection should be performed for the stipulated time as per the technical requirements for heat treatment prescribed in ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade and the requirements of the importing country.

5.4 Drying:

On completion of the disinfection process, the wood should be dried and cooled down as required.

6. Use of Marking

6.1 Markings should be used on the wood packaging material removed from the kiln in accordance with the marking requirements prescribed in ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade.

7. Records

7.1 Heat treatment companies must complete a Heat Treatment Report (**Appendix 1**) for each batch of wood packaging material subjected to heat treatment. Printed records of the data from the temperature/humidity detection-recording instruments must be attached to prove that the heat treatment process in respect of the batch meets the technical requirements of ISPM No. 15 and requirements of the importing countries. The report and the printed data records must be signed by the technical operators and Responsible Person of heat treatment and affixed with the company chop.

7.2 Heat treatment companies must enter the details of heat treatment performed every day in the Daily Job Record of Heat Treatment for Wood Packaging

Material (**Appendix 2**), which must be signed by the Responsible Person of heat treatment and affixed with the company chop.

- 7.3 The Heat Treatment Report and Daily Job Record of Heat Treatment for Wood Packaging Material must reach the Plant and Pesticides Regulatory Division of the AFCD before 12:00 noon on the day following the treatment day. Heat treatment companies must keep the records for 2 years and submit them to the AFCD for inspection upon request.

8. Non-compliance

- 8.1 If the treatment process fails to comply with the technical requirements of ISPM No. 15 for heat treatment and requirements of the importing countries, re-treatment is required.

(5) **Management and Technical Staff for Heat Treatment of Wood Packaging Material**

1. The person-in-charge of an accredited heat treatment company / professional staff managing heat treatment of wood packaging material (Responsible Person) must be familiar with ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade; the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material and its requirements; Hong Kong's regulations concerning the business and operation of heat treatment; the company's set-up concerning the operation of heat treatment, and other related matters such as the heat treatment facility in the company, Heat Treatment Manual, the system for use of marking, the authenticity and tracking of the records, the need to submit the records to the AFCD on time and safety management. When considering an accreditation application, the AFCD will conduct an assessment interview with the Responsible Person in respect of these items.
2. The technical operators for heat treatment of wood packaging material must be familiar with the heat treatment procedures; the use of equipment; the collection, handling and reporting of data; the use of marking; and the knowledge and technique of pest control. The AFCD will assess them against these items.

(6) System for Use of Marking

Accredited heat treatment companies in Hong Kong must establish a system for use of marking to ensure that the marks they use on wood packaging material comply with the following conditions:

- (i) The marks are used according to the guidelines for marking for approved measures set out in ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade.
- (ii) The marks are only used on wood packaging material which is treated in Hong Kong for export purpose and which meets the technical requirements of ISPM No. 15 for heat treatment and the requirements of importing countries or places.
- (iii) The marks should not be used outside HKSAR.
- (iv) The system has a tracking function for identifying the details of the heat treatment process.

V. Application for Accreditation

- (1). Application for accreditation should be made in writing and sent to the Plant and Pesticides Regulatory Division of the AFCD.

Office address: 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

Fax: (852) 2314 2622

E-mail address: plantlic@afcd.gov.hk

- (2). The following should be submitted with the application:

- (i) A photocopy of the Business Registration Certificate issued by the Business Registration Office.
- (ii) A photocopy of the identity document of the person-in-charge of the heat treatment company/ professional staff managing heat treatment of wood packaging material (Responsible Person).
- (iii) If the applicant is an unlimited company, the person-in-charge of the company should also submit proof of proprietorship such as “Certified extract of information on the Business Register” issued by the Business Registration Office or a photocopy of the company’s “Notice of Assessment of Profits Tax” issued by the Inland Revenue Department.
- (iv) A layout plan of the work areas of the heat treatment facilities including but not limited to the stores for untreated material, wood packaging manufacturing areas, heat treatment chambers, product stores, and office and living areas.
- (v) Technical information about the heat treatment facilities and relevant approvals or checking from government departments.
- (vi) A list of the technical operators for heat treatment, with information on their relevant qualifications or work experience.
- (vii) A Heat Treatment Manual for wood packaging material.
- (viii) Samples of the marks to be used on wood packaging material and information on the system for use of marking.

- (3). Application and assessment fee:

- (i). The AFCD will charge the applicant administration fees upon application is made and before conducting assessment.

(ii). The AFCD will only award accreditation when the applicant has settled all administration fees.

(4). Administration Fees

(i). Vetting Application for Granting Accreditation	\$215
(ii). Interviewing the Responsible Person of the Heat Treatment Company	\$640
(iii). Written Test for Operations of the Heat Treatment Company	\$320
(iv). Practical Test on the Heat Treatment Operation	\$800
(v). Inspection and Practical Test for Renewal of Accreditation	\$995
(vi). Notice of Approval for Accreditation and Authorize Use of the Mark	\$135

VI. Assessment and Award of Accreditation

- (1). The AFCD will:
 1. invite the person-in-charge of the heat treatment company / professional staff managing heat treatment of wood packaging material (Responsible Person) to attend an assessment interview on aspects covering ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade, the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material, Hong Kong's regulations concerning the business and operation of heat treatment, the company's set-up concerning the operation of heat treatment, and other related matters such as the heat treatment facility in the company, Heat Treatment Manual, the system for use of marking, the authenticity and tracking of the records, the need to submit the records to the AFCD on time and safety management;
 2. assess the technical operators for heat treatment on aspects covering the procedures in treatment of wood packaging material; the use of equipment; the collection, handling and reporting of data; the use of marking; and the knowledge and technique of pest control; and
 3. examine the applicant company's heat treatment facilities and their relevant work areas, the procedures in treatment of wood packaging material and pest control measures, the company's administrative structure, the system for use of marking and staff training.
 4. inspect the heat treatment results.
- (2). Upon receipt of all the necessary documents and the completion of all interviews, examinations and assessments, the AFCD will, in 2 to 5 working days, issue to applicant companies meeting the requirements of the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material a "Notice of Approval for Accreditation of Heat Treatment Companies for Wood Packaging Material in Hong Kong" and assign to each of them a "Number for Accredited Heat Treatment Companies for Wood Packaging Material in Hong Kong". Upon receipt of the notice, accredited companies are required to submit to the AFCD within a month the sample of the official mark to be used on wood packaging material. The AFCD will then authorize accredited companies to use the mark stipulated by the standard on wood packaging material meeting the requirements of the standard. Companies failing to submit the samples of the official marks to

the AFCD on time will have their accreditation revoked.

- (3). Accreditation is valid for one year with effect from the date on which the accredited company submits the sample of the official mark.
- (4). Accredited heat treatment companies for wood packaging material in Hong Kong have to submit renewal application two months before expiry of accreditation. The AFCD will carry out annual assessment to decide on the renewal application.

VII. List of Accredited Heat Treatment Companies in Hong Kong

- (1). The AFCD will publish a List of Accredited Heat Treatment Companies for Wood Packaging Material in Hong Kong and the samples of the marks for the reference of overseas countries and places as well as the IPPC Secretariat.

- (2). The AFCD will also respond to enquiries from the IPPC Secretariat, overseas countries and places concerning the List of Accredited Heat Treatment Companies for Wood Packaging Material in Hong Kong and the marks adopted as well as issues related to the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material.

VIII. Supervision of Accredited Heat Treatment Companies in Hong Kong

- (1). The AFCD will conduct routine checks on accredited heat treatment companies for wood packaging material in Hong Kong, which cover heat treatment, use of marking, the effectiveness of treatment and pest control.

- (2). The AFCD will also conduct annual assessment on accredited heat treatment companies. The annual assessment will cover their administrative structure, heat treatment facilities and their relevant work areas, procedures in treatment of wood packaging material and pest control measures, system for use of marking, heat treatment results and staff training.

IX. Revocation of Accreditation

The AFCD has a penalty system for non-compliance of relevant requirements (**Appendix 3**). Under the system, demerit points will be incurred by accredited companies for matters including non-compliance of ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade; failing to meet the requirements of the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material as well as Hong Kong's regulations concerning the business and operation of heat treatment; failing to provide authentic/timely records to the AFCD; withholding the truth from or deceiving the AFCD; making false records or acts; pests being found on wood packaging material treated and marked by them; and not implementing pest control measures properly. The AFCD will revoke their accreditation and remove their names from the List of Accredited Heat Treatment Companies for Wood Packaging Material in Hong Kong.

X. Appeal Channels

- (1). Any accredited heat treatment company for wood packaging material in Hong Kong aggrieved by a decision or act of the AFCD, taken, done or made in the performance of any duties under the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material may, within 14 days from the date when the company was informed of the decision or act or when the decision or act became known to the company (whichever is the later), in writing lodge an objection with the AFCD.

- (2). On consideration of an objection lodged by a heat treatment company, the AFCD may confirm, vary or reverse the decision or act or substitute therefor such other decision or make such other order as she thinks fit.

XI. Enquiry

Enquiries should be directed to:

Plant and Pesticides Regulatory Division,
Agriculture, Fisheries and Conservation Department

Office address: 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha
Wan Road, Kowloon, Hong Kong.

Tel: (852) 2150 7000

Fax: (852) 2314 2622

E-mail address: plantlic@afcd.gov.hk

Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material

Heat Treatment Report

Name of Company:

Heat Treatment Chamber No.:

Date of Treatment:

Wood Packaging Material			
Origin:		Date of purchase:	
Specification:	Wooden box / Pallet /		Size
Type of wood:		Maximum wood thickness:	
Quantity:		Article number:	
Before Treatment			
Dry bulb temperature:		Wet bulb temperature:	
Relative humidity:			
Heat Treatment			
Starting time for raising temperature:		Condition of wood packaging material after treatment:	
Time when dry bulb reaches °C:			
Time when wet bulb reaches °C:			
Heat treatment starting time:			
Heat treatment ending time:			

This batch of wood packaging material has been heat treated according to the heat treatment technical requirements of ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade and the requirements of the importing countries.

Heat Treatment Technical Operator (Signature):

(Date)

This batch of wood packaging material has undergone heat treatment in accordance with the technical requirements for heat treatment of ISPM No. 15 and the requirements of the importing countries, and should be marked accordingly.

Responsible Person of Heat Treatment (Signature):

(Date)

(Company chop)

- Remarks:
1. Printed records of data from the temperature / humidity detection-recording instruments are attached.
 2. This report must reach the Plant and Pesticides Regulatory Division of the AFCD before 12:00 noon on the day following the treatment day. The heat treatment company must keep the report for two years and submit it to the AFCD for inspection upon request.

Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material

Daily Job Record of Heat Treatment for Wood Packaging Material

Name of Company:

Heat Treatment Chamber No.:

Date:

Time	Name of Technical Operators	Specification of Wood Packaging Material	Quantity of Wood Packaging Material	Wood Packaging Material Number	Heat Treatment Report Ref. No.	Name of Customer	Description of Goods	Importing Country & Port	Bill of Lading/ Shipment Number	Container Port/Outbound Vessel or Vehicle No./ Flight No.

Responsible Person of Heat Treatment (Signature):

(Date)

(Company chop)

Remark: This daily job record must reach Plant and Pesticides Regulatory Division of the AFCD before 12:00 noon on the day following the treatment day. The heat treatment company must keep the daily job record for two years and submit it to the AFCD for inspection upon request.

**Accreditation System of Hong Kong Companies Conducting
Heat Treatment
for Wood Packaging Material**

**Penalty System for Non-compliant Accredited Hong Kong Companies
Conducting Heat Treatment for Wood Packaging Material**

1. The rules under the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material (hereinafter referred to as “the Accreditation Scheme”) are grouped into two categories: the primary rules and the secondary rules (Annex).
2. An Accredited Heat Treatment Company for Wood Packaging Material (hereinafter referred to as a “Heat Treatment Company”) will be given a verbal warning by the AFCD for each non-compliance of a secondary rule, and will incur 1 demerit point
3. A Heat Treatment Company will be given a written warning by the AFCD for each non-compliance of a primary rule, and will incur 3 demerit points.
4. The Heat Treatment Company will be notified by the AFCD in writing of the verbal and written warnings issued to it.
5. In the event that the Heat Treatment Company has incurred a total of 6 demerit points at any time of a year, its accreditation under the Accreditation Scheme will be revoked and its name removed from the List of Accredited Heat Treatment Companies for Wood Packaging Material in Hong Kong.
6. Each warning will expire in one year.
7. If there are complaints or prosecution cases against the Heat Treatment Company, the AFCD will consider, based on the merit of each case, the issue of written warning or revocation of accreditation and removal of name from the List of Accredited Heat Treatment Companies for Wood Packaging Material in Hong Kong.
8. Companies may re-apply for accreditation under the Accreditation Scheme after a lapse of three months from revocation of accreditation. The AFCD will re-examine the application.

**Rules for the Accreditation Scheme of Hong Kong Companies
Conducting Heat Treatment for Wood Packaging Material**

(Accredited Heat Treatment Company for Wood Packaging Material in Hong Kong:
XXXXXXXXXXXX

Company number: XX)

1. XXX is the Responsible Person of heat treatment for wood packaging material in the above Accredited Heat Treatment Company for Wood Packaging Material (hereinafter referred to as “the Heat Treatment Company”). In the event that there is any change in the appointment of the Responsible Person, this person no longer assumes the above duty, or he is unable to perform such duty, the Heat Treatment Company must notify the Plant and Pesticide Regulatory Division of the Agriculture, Fisheries and Conservation Department (the AFCD) in writing. The notification must be sent to the AFCD within three working days from the date when such change or condition arises.

2. The Heat Treatment Company must ensure that the heat treatment measures adopted for wood packaging material are in compliance with the International Standards for Phytosanitary Measures (ISPM) No. 15: Guidelines for Regulating Wood Packaging Material in International Trade formulated by the International Plant Protection Convention, relevant regulations of the importing countries, the Accreditation Scheme of Hong Kong Companies Conducting Heat Treatment for Wood Packaging Material and its requirements, legislation concerning the business and operation of heat treatment, including but not limited to :
 - Gas Safety Ordinance, Cap 51, and subsidiary legislation
 - Boilers and Pressure Vessels Ordinance, Cap 56, and subsidiary legislation
 - Factories and Industrial Undertakings Ordinance, Cap 59, and subsidiary legislation
 - Dangerous Goods Ordinance, Cap 295, and subsidiary legislation
 - Air Pollution Control Ordinance, Cap 311, and subsidiary legislation
 - Waste Disposal Ordinance, Cap 354, and subsidiary legislation
 - Electricity Ordinance, Cap 406, and subsidiary legislation

- Environmental Impact Assessment Ordinance, Cap 499, and subsidiary legislation
- Occupational Safety and Health Ordinance, Cap 509, and subsidiary legislation; and

the regulations of other government departments in Hong Kong, including but not limited to the Lands Department and Buildings Department.

3. The Heat Treatment Company must arrange for at least two of its heat treatment technical operators who have passed the assessment of the AFCD to carry out heat treatment and related activities. Each of them must wear his or her identity card carrying the cardholder's name, photo, the company's name and affixed with the company chop.
4. Heat treatment chamber must be equipped with X (at least one) wood core temperature detector and X sets (not less than two sets) of heat resistant wet/dry bulb thermometer for heat treatment of wood packaging material in each run.
5. All types of detectors, sensors, thermometers and equipments used by the Heat Treatment Company must be accurate and tested accordingly on a regular basis. The company must submit to the AFCD annual test reports with passing results issued by the appliance manufacturers or other institutions of equivalent status.
6. The Heat Treatment Company must maintain daily attendance records of the staff engaged in heat treatment and related activities. It must enter the details of heat treatment work performed every day in the Daily Job Record of Heat Treatment for Wood Packaging Material. It must also complete a Heat Treatment Report for each batch of wood packaging material subjected to heat treatment, to which printed records of data from the temperature / humidity detection-recording instruments are attached. The attendance records, daily job record, reports and printed data records must be signed by the Responsible Person of heat treatment and affixed with the company chop. All records must be produced for inspection upon the AFCD's request. The daily job records, reports and printed data records must reach the Plant and Pesticides Regulatory Division of the AFCD before 12:00 noon on the day following the treatment day.

7. The relevant records and documents must be kept up-to-date and for two years and be available for inspection by the AFCD officers at any time. Upon the request of the AFCD, these records and documents must be produced immediately.
8. The Heat Treatment Company must allow officers of the AFCD and other relevant government departments to enter the heat treatment facilities, relevant work areas and offices for inspecting heat treatment-related matters, including heat treatment, use of marking and pest control; and to obtain relevant objects for investigation, including but not limited to wood and records or documents.
9. The Heat Treatment Company must ensure that adequate pest control measures have been carried out in the heat treatment facilities and relevant work areas, including but not limited to the places where wood packaging material which has undergone heat treatment is stored.
10. The Heat Treatment Company must ensure that the movements of the wood packaging material which has been treated and marked according to the marking requirements of ISPM No. 15 can be effectively traced.
11. The Heat Treatment Company should only use the mark in accordance to the marking requirements of ISPM No. 15 on wood packaging material that have met the heat treatment technical requirements of the standard and requirements of importing countries and that are treated in Hong Kong for export purposes. The mark should not be used outside Hong Kong Special Administrative Region.
12. The Heat Treatment Company must not make false records or documents, or withhold the truth from or deceive the AFCD.

Primary rules: 2, 4, 5, 6, 7, 8, 11 and 12

Secondary rules: 1, 3, 9 and 10