



REPUBLIC OF SEYCHELLES

**MINISTRY OF INVESTMENT, NATURAL RESOURCES AND
INDUSTRY**

**DEPARTMENT OF NATURAL RESOURCES
(SEYCHELLES AGRICULTURAL AGENCY)**

Biosecurity Operational Manual

Version 4.0

December 2011

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Disclaimer

While all care is taken to ensure that the information contained in the *Biosecurity Operations Manual* is correct at the time of publication, changes in policy after the time of publication may impact on the accuracy of the information.

This document is provided as a guide to officers undertaking duties as Biosecurity Officers of the Republic of Seychelles and the Republic of Seychelles disclaims any liability, responsibility or duty of care towards any person, for loss or damage caused by the use of or reliance on the information contained in this *Biosecurity Operations Manual*.

Persons should not rely on information in this publication for the purpose of making business or investment decisions without obtaining professional advice in relation to their situation.



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1 Background

1.1 Introduction

The *Biosecurity Operations Manual* covers the requirements for the introduction of animals, plants and related material into the Republic of Seychelles in order to facilitate the production and trading of plants, animals and products that are free from pests, diseases and Invasive Alien Species (IAS).

The objective is threefold:

- i. to ensure appropriate actions and procedures are taken to facilitate the commercial trade in plants, animals and associated products
- ii. to reduce the risk of entry of pests, diseases and IAS on the traded products and other items into the Republic of Seychelles, and
- iii. to restrict the spread of pests, diseases and IAS within the Republic of Seychelles.

The *Manual* is intended to act as a point of reference for the day-to-day operations of Inspectors and other personnel who are required to make operational decisions during their regular work.

The *Manual* is designed to enable Inspectors to determine the particular requirements for imported or exported items using standardised descriptions and definitions (Attachment 1) and where necessary refer to an attachment that outlines the procedures required to complete their operational duties. This *Manual* does not replace the practical knowledge of Inspectors, which takes many years to acquire.

1.2 Purpose of the Manual

The *Biosecurity Operational Manual* describes the requirements for the commercial and non-commercial movement of animal and plant material, machinery and equipment which may pose a biosecurity (quarantine) risk to the Seychelles through the possible introduction of pests, diseases and IAS.

The main port of entry for people and goods into Seychelles is through the airport and seaport on Mahé Island, but other entry and exit ports are present and in addition there is significant recreational boat traffic. The *Manual* will provide guidelines to enable the monitoring of these ports of entry and will increase the awareness of sanitary and phytosanitary or biosecurity requirements.

The *Biosecurity Operations Manual* is designed to assist Inspectors assess a range of potential pathways by which biosecurity risks might enter the country and to evaluate those risks. The pathway under which a pest, disease or IAS is identified does not affect the result that a potential incursion has been reported to have gained entry.

The *Manual* documents a risk analysis process (Attachment 2) which identifies a range of pathways and rates them from *Almost Certain* to *Rare*. The pathways *Almost Certain* and *Likely* are always considered as a potential biosecurity breach while those with a lower risk category may be raised to a higher risk assessment following further analysis or if a biosecurity outbreak due to that risk occurs within the supply chain of the Seychelles.

This *Biosecurity Operations Manual* scopes these pathways and provides a guide to responses by Biosecurity Officers of the Seychelles. The risk profiles of airport and seaport passengers entering the Seychelles are outlined in Attachment 3.

The *Manual* also details the procedures to be undertaken by relevant biosecurity officers so that imports and exports of produce can occur, under the auspices of a secure inspection service.

It is advisable that members of the travelling public plan their travel to minimise the risk of moving regulated (quarantine) material. In particular, produce known to be a biosecurity risk must not be brought into or moved between the islands of the Seychelles. Some islands have their own particular biosecurity requirements and require special attention by residents or visitors to those islands who may plan to bring food stuff or goods to the island. The Standard Operation Procedures (SOP) as well as setting procedures for Inspectors, act as guides to the travelling public on these requirements.

1.3 Definitions

A range of common definitions are used in the inspection process, on import and export permits and within existing biosecurity legislation or the new *Animal and Plant Biosecurity Bill*. A brief description of the meaning of many commonly used terms is provided in Attachment 1. When undertaking inspections, or when discussions are held with importers and exporters in differing languages, it is important that the correct definition is used so that no misunderstandings occur. It is also important that for emails and text messages the full definition is explained.

1.4 Legislation "Including Powers of Inspectors"

International agreements that relate to sanitary and phytosanitary requirements include:

- International Plant Protection Convention (IPPC) which promotes co-operation in phytosanitary measures relating to trade;
- World Organisation for Animal Health (OIE) which addresses the issues in relation to animal health;
- (WTO) SPS Agreements which promote harmonisation of operations for international standards to reduce non-tariff barriers;
- Convention on Biological Diversity which refers to threats to the environment and the risk of importing new organisms;
- Vienna Convention on Consular Relations which covers the rights of diplomats; and
- Codex Alimentarius Commission (Codex) which addresses the issues in relation to food safety.

The national legislation of the Seychelles has been used in the preparation of this *Biosecurity Operations Manual*. The *Manual*, follows the current legislation, through the Draft *Animal and Plant Biosecurity Bill (2011)*. If penalties are being considered, legal advice should be sought and the most appropriate legislation utilised. It is

very important that the correct documentation is recorded and provided for any legal situations (see SOP 2011-02). The relevant legislation at the time of publication includes:

- *Agricultural Act* – Act 3 of 1966
- *Animals (Disease and Imports) Act* – Act 19 of 1981
- *Animal and Plant Biosecurity Bill [Draft]*, 2011
- *Environment Protection Act* – Act 9 of 1994
- *Fisheries Act* – Chapter 82 of 1991.
- *Plant Protection Act* 1996
- *Wild Animals and Birds Protection Act* - Act 9 of 2001

Under current legislation an Inspector may request that a person introducing an animal, plant or regulated material into the Seychelles:

- present the animal, plant or material to the Inspector for the purpose of examination; or
- present the required government Import Permit certificate to accompany the item.

Similarly, an Inspector or Police Officer, if he has reasonable grounds for doing so, may enter any land, premises, vehicle, vessel or aircraft and take with him such persons and things he considers necessary to:

- search for animals, plants, carcasses or animal and plant products;
- exercise powers of inspection and testing;
 - determine whether that land, premises, vehicle, vessel, or aircraft has been cleaned and disinfected.

1.5 Principle of Biosecurity Inspections for pests, diseases and Invasive Alien Species

Preventing the passage of species across borders is the most cost-effective way of managing the threat posed by pests, diseases and IAS. Prevention works by identifying pathways and establishing barriers. Pre-export control aims to prevent the export of known pests, diseases

or IAS from countries where they are established to other countries. Border control aims to prevent the arrival of pests, diseases or IAS into a new country. Post border rapid response aims to eliminate newly arrived pests, diseases or IAS before they can spread far beyond the point of arrival.

It is not possible to inspect all articles or consignments that enter, are trans-shipped or leave the Seychelles by known means. By using the Risk Analysis Matrix (Attachments 2 and 3) to determine pathways, items and personnel, the high risk materials or people can be identified and appropriate measures can be taken to reduce the potential for introduction of pests, diseases or an IAS.

Most passengers, baggage, commercial and non-commercial articles and consignments pose little risk to the biosecurity of Seychelles. The general principle recommended is that there is minimal risk, until a profile is developed which indicates that a pathway is being used. At this point, targeted surveillance is used to evaluate and reduce this possible incursion route.

Once this risk moves from low to a higher level, the approach for the detection and control of IAS is the same as that undertaken for animals and plants and their associated diseases and pests. All interceptions and detections must be dealt with by Inspectors in the same consistent manner.

A risk analysis of the various pathways by which pests, diseases or IAS may enter the Seychelles on common imported materials is provided in Attachment 2.

1.6 Approved Inspections, Tests and Treatment of Pests

Inspections occur at different sites. The procedures for inspections are outlined as Standard Operation Procedures (SOP) and, as required, additional SOP can be added to the Manual. These SOP are provided in Section 4.5 and include:

- SOP 2011-01 Operational Kits to be used by Inspectors
- SOP 2011-02 Chain of Evidence
- SOP 2011-03 Documentation of Biosecurity Activities
- SOP 2011-04 Inspection Procedures for Incomplete Documentation or Requiring Further Attention
- SOP 2011-05 Inspection of High Risk Materials Intended for Declared Pest Free Areas and Islands
- SOP 2011-06 Inspection and Clearance of Amnesty Bins
- SOP 2011-07 Procedures for Export
- SOP 2011-08 Inspection of Aircraft / Ship Passengers
- SOP 2011-09 Inspection of Air Cargo
- SOP 2011-10 Inspection of Diplomatic Baggage
- SOP 2011-11 Transit Passengers and Consignments
- SOP 2011-12 Cargo Containers in Transit
- SOP 2011-13 Inspection of Empty Containers
- SOP 2011-14 Inspection at the Post Office and Courier Services
- SOP 2011-15 Military Inspections
- SOP 2011-16 Inspection of Equipment including Vehicles
- SOP 2011-17 Biosecurity inspection of garbage systems
- SOP 2011-18 Submission of Specimens for Identification
- **SOP 2011-19 NOT USED – Blank**
- SOP 2011-20 Inspection of Live Animals (Domestic)
- SOP 2011-21 Inspection of Illegally Imported Live Animals (Domestic)
- SOP 2011-22 Inspection of Live Animals (Companion)
- SOP 2011-23 Inspection of Illegally Imported Live Animals (Companion)

- SOP 2011-24 Inspection of Animal Products
- SOP 2011-25 The Inspection of Illegally Imported Animal Products
- SOP 2011-26 Inspection of Animal Reproductive Material
- SOP 2011-27 Inspection of Second-hand Equipment previously used with animals
- SOP 2011-28 Inspection of Artefacts of Animal Origin
- SOP 2011-29 Inspection of Biological Products
- SOP 2011-30 Inspection of Live Animals (Bees)

- **SOP 2011-31 NOT USED – Blank**

- SOP 2011-32 Inspection and Clearance of Plants and Plant Products
- SOP 2011-33 Inspection of Timber
- SOP 2011-34 Inspection of Grain
- SOP 2011-35 Seed Sampling

- **SOP 2011-36 NOT USED – Blank**

- SOP 2011-37 Responsibilities for Seaport Inspectors
- SOP 2011-38 Inspection of Ships Cargo
- SOP 2011-39 Inspection of Live Animals (Fish and Crustaceans)
- SOP 2011-40 Inspection of Yachts and Motor Cruisers
- SOP 2011-41 Inspection of Vessel to enter a Marina
- SOP 2011-42 Inspection of Apprehended Vessel

Where an inspection is required under the *Animals (Diseases and Imports) Act 1981*, Inspectors who are not veterinary officers should limit their duties to the documentation and the support of the veterinary officer, who has experience in handling animals and the recognition of animal diseases. In all cases, it is the safety of the Inspector that must be the prime concern.

The removal and storage of garbage (waste), including infected animals and plants, comes under the powers of the *Environment Protection Act* 1994. Under Section 12, Inspectors need to understand their responsibility in the treatment of pests, diseases and IAS, when they need to remove garbage from the airport, seaport or other quarantine area.

The third party treatment of commodities allows the Inspector to remain independent from the actual operation, whilst ensuring that appropriate actions are conducted by auditing the process or continuing to supervise the operation.

1.7 Permit for Imports / Exports / Inter-Island Movements

1.7.1 Import of plants and plant products

In general, the importation of plants, plant products and plant related material for retail and personal consumption are classified as “restricted goods/regulated articles” and requires an Import Permit and authorisation from the relevant authority. The importation of “restricted goods/regulated articles” is explained in Section 1.7.5 below and in Attachment 4.

1.7.2 Import of animals, carcasses, eggs or semen

No person shall import an animal, carcass, egg, semen or other regulated meat product except under a permit issued by the Chief Veterinary Officer (CVO) and all conditions of the permit have been complied with. This means that an Inspector must have access to all documentation before an importation can occur.

1.7.3 Exports of plants, plant products, animals and animal products

Exports of plants, plant products and animals, include companion animals and animal products, must meet the requirements of the

importing country. If there are no restrictions on the export of those products from the Seychelles, Inspectors can only advise the exporter of the sanitary and phytosanitary requirements of the importing country.

1.7.4 Movement between the islands of the Seychelles

Movement between the islands of the Seychelles depends on the policy of each island; however, in general, the unauthorised movement of animals and plants between islands is discouraged and should follow normal biosecurity procedures. Under the *Animal and Plant Biosecurity Bill (2011)*, there are provisions for the authorised Minister to declare a regulated pest or disease (Section 7(1)); to declare pest-free biosecurity controlled areas subject to internal quarantine (Section 111); to regulate these areas (Sections 122, 145(2)(c)); and for it to be an offence if a person imports or knowingly propagates a regulated pest or disease including IAS (Sections 7(3)(c)). Thus, the means to regulate internal biosecurity provisions between islands is available if the Minister declares a controlled area. Further advice and directions on biosecurity procedures are outlined in Specific Island Conservation management Plans prepared by the Island Conservation Society (ICS) and listed in Section 4.7, Attachment 7. A provisional inspection procedure for these situations is provided in SOP 2011-05.

1.7.5 The importation of “restricted goods/regulated articles”

The importation of “restricted goods/regulated articles” for retail and personal consumption requires an Import Permit and authorisation from the relevant authority (Attachment 4). Specified animals and animal related materials, plants and plant related materials, including machinery and equipment, may require an Import Permit. The authority may issue a permit only if satisfied that the introduction will not expose the Seychelles to the risk of introduction of a pest or disease or IAS.

1.8 Inspection

All consignments of imported animal or plant material or any other regulated article will be subject to biosecurity inspection on arrival. If a commodity within the consignment has not been categorised, inspections can still be carried out under IPPC or OIE requirements.

Export inspections may need to be certified by the Seychelles in order to meet the sanitary and phytosanitary requirements of the importing country. This is achieved by:

- ascertaining the relevant sanitary and phytosanitary requirement of the importing country;
 - verifying the consignment conforms to those requirements;
 - issuing a sanitary or phytosanitary certificate.

1.9 Labelling of Plants and Plant Products

For entry into the Seychelles, plants or plant material destined to be introduced should include the following information on an attached label or the outer container:

- detailed description of the plant or plant material, and
- the names and address of the grower, consigner, packer or consignee for the plant or plant product, and
- the location where the plant, or plant used in making the plant product, was grown, and
- the date the plant or product was packed for transportation to the Seychelles, and
- if the plant or product has been produced under a plant health assurance scheme, the information required by the scheme, and
- the information must be in English or French, clear and legible, and in lettering no less than 5mm in height.

1.10 Infringement (Penalty) Provisions and Notices

Failure to comply with the requirements outlined in the relevant Act may be an offence and may attract significant penalties. Ignorance is no protection under the law. It is a requirement of the Inspector to record all relevant actions that may be required to issue an infringement notice under current legislation.

Penalties and offences are documented in several Acts of legislation for the Seychelles. For general biosecurity breaches it is preferred to use education to encourage compliance.

The planned introduction of a Seychelles *“Application for Visitor’s Permit and Disembarkation Card”* will make the chain of evidence leading to possible court action a realistic process to be undertaken for repeat offenders or for those who commit a serious breach of biosecurity.

2 Pest, Disease or IAS Status

2.1 Notifiable, Declared and Regulated Pests and Diseases

An organism does not have to be a gazetted notifiable organism to be refused entry into the Seychelles. Under international laws, including the International Convention on Biological Diversity, initial refusal may occur. The organism will be placed into bond at cost, if the owner wishes to appeal. Some species may only be introduced with specific restrictions - for example the de-sexing of certain breeds of dog.

The identification of invasive alien species (IAS), diseases and pests, have been determined after conducting a risk analysis and include organisms such as ants, spiders, wasps and snakes. Those diseases or pests that pose a significant Biosecurity risk to the Seychelles are the subject of a recommendation to the Minister who can order that they be published in the *Gazette* as a notifiable pest or disease. Following publication in the *Gazette*, these pests and diseases are not permitted for import.

If a property owner or manager thinks that they have a notifiable disease, pest or IAS on their plants or animals they have an obligation to report to SAA and they have an obligation to take appropriate action. The Minister has ultimate responsibility and by order may declare:

- quarantine pests that are prohibited from entry;
- regulated non-quarantine pests;
- other pests which are a danger to the agriculture and forestry resources or ecological environment;
- regulated articles that pose a risk of moving pests;
- invasive alien species; and
- pests whose presence must be notified.

Many notifiable diseases or IAS cannot be identified by an Inspector during routine inspections. Therefore it is usually the regulated article

that poses a risk of moving a pest, which alerts the Inspector to the risk imposed by the import.

Lists of notifiable pests, diseases and IAS are attached to legislation. Inspectors need to be familiar with these lists and any revisions as they occur.

The range of restricted goods for retail and personal consumption, which require an Import Permit and authorisation from the relevant authority, is provided in Attachment 4.

2.2 Declared Biosecurity Controlled Areas and Biosecurity Quarantine Stations

A range of areas can be declared as quarantine areas and include designated points of entry and exit. The Minister may also appoint or declare Biosecurity Quarantine Stations in such places as he considers necessary. These declarations allow restrictions on animals, plants and product to be enforced. This includes the movement of persons and equipment on to and off the site.

The security of any Biosecurity quarantine station and the storage of bonded material must be designed to prevent animals or plant pests and diseases including IAS escaping. They must also be designed to prevent people from entering the area, even if they have concerns with the welfare of seized goods and animals. Security needs to be maintained to protect the chain of evidence.

Animals should be individually confined and kept separate from other animals. They must be provided with sufficient shelter, shade, food and drinking water. Plants and plant products must also receive attention in order to maintain their condition until released from bond or other appropriate actions are taken.

3 Requirements for Entry or Movements within the Seychelles

3.1 Explanatory Notes

All countries maintain the capacity of regulating the movement of animals, plants and products both into and within their territorial borders. The Seychelles Agriculture Agency (SAA) has the legislative responsibility to maintain the biosecurity integrity of the Seychelles. The new *Animal and Plant Biosecurity Bill (2011)* has the relevant provisions for internal Biosecurity control within the country (see also section 1.7.4 above and SOP No. 2011-05).

3.2 Risk Analysis

A risk analysis is a method of identifying potential hazards, assessing the significance of these hazards and then determining ways to prevent or mitigate these risks. This may include both workplace hazards and biosecurity incursion risks. To be effective, risk analysis must be "owned" by all the staff within SAA and it is the responsibility of Inspection staff to bring suggested changes to the attention of team leaders or supervisors. Not all hazards will apply, but each hazard must be considered. This is an on-going analysis that is carried out by staff whilst undertaking their normal duties.

There are four terms generally used in a risk analysis.

1. General Hazard Category

This group is designed to cover occupational health and safety situations where there are a significant number of people in the workplace e.g. the airport arrival or departure lounge.

These hazards can be broken down into four groups including

- i.* Materials – liquids, solids, gases, etc.
- ii.* Equipment – machinery, tools, devices.
- iii.* Environment – noise, temperature, atmosphere, work area design.
- iv.* Employees – anyone in the workplace.

2. Identified Risks

This category has identified safety and biosecurity risks that may change depending on quantities and freight options. It includes field operations but may include issues like driving at the seaport.

3. Risk Level

Once a risk has been identified the next task in its assessment is to rank the level of risk. This is achieved using a risk matrix table (Table 1) that compares the likelihood (or probability) of a risk occurring (5 categories – rare, unlikely, possible, likely, almost certain) against the level of likely consequences (5 categories – insignificant, minor, moderate, major, catastrophic). These actual terms can be changed to suit the situation.

4. Risk Control Measures

According to the level of risk assigned to an identified hazard there are broadly described responses to address the risk (Table 2). It is this method that was used to develop the risk analysis of pathways (Attachment 2) and risk profiles (Attachment 3).

Table 1: Risk assessment and classification

		Level of likely consequences (outcome)				
		<i>Insignificant</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>
Likelihood/ probability (of hazard occurring)	<i>Almost certain</i>	High	High	Extreme	Extreme	Extreme
	<i>Likely</i>	Medium	High	High	Extreme	Extreme
	<i>Possible</i>	Low	Medium	High	Extreme	Extreme
	<i>Unlikely</i>	Low	Low	Medium	High	Extreme
	<i>Rare</i>	Low	Low	Medium	High	High

Table 2: Risk control measures for the following likely consequences

Extreme	Act immediately to mitigate the risk. e.g. seize the imported goods
High	Act immediately to mitigate the risk. e.g. seize the imported goods
Medium	Take reasonable steps to mitigate the risk. Institute administrative controls which must not be considered permanent solutions. The period for which they are established must be based on risk. At the end this period, if the risk has not been addressed by elimination, a further risk assessment must be undertaken
Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls for the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence

3.3 Preparing for Inspection

Preparation for most inspection activities require similar processes and should be completed before the Inspector enters the site:

- check documentation including the manifest and Import Permit;
- check you have a suitable uniform and Personal Protection Equipment (PPE);
- check you have all the appropriate equipment, including equipment for sampling;
- check you have spare forms for detention, treatments, destructions and a schedule of fees;
- check you have copies of relevant Standard Operating Procedures.

3.4 Requirements for Entry or Movement

Set procedures should be followed in the import and export of passengers, baggage and goods that enter the Seychelles. Each inspection should follow a set process, so that the client and Inspector both understand what is required.

A range of Standard Operation Procedures (SOP) have been developed to aid Inspectors in their duties and are provided in Attachment 5.

3.5 Inspections

It is important to document all activities during the import, export and intra-country movement processes. A suggested SOP that should cover these requirements is provided as 2011-05.

3.5.1 Import

The following procedures outline the requirements for inspection of imports to the Seychelles namely:

- identify the forms, equipment and other documentation required;

- determine where the inspection is to be made and the type of activity involved;
- if action is to be undertaken by an Inspector, it should be explained to the client and the appropriate administrative arrangements completed;
- the decision to inspect, as a sanitary or phytosanitary measure, involves an import risk analysis of the importing countries' quarantine systems, and includes:
 - the pests and diseases of concern
 - the potential to harbour IAS
 - the size of the consignment
 - the configuration
 - the volume
 - timing
 - the frequency of shipments
 - previous experience with the owner/shipper
 - the means of conveyance and packaging.

3.5.2 Export

The IPPC, OIE and CITES arrangements require the Seychelles to make arrangements to issue sanitary and phytosanitary certificates certifying compliance with the sanitary and phytosanitary regulations of the importing country. The following procedures will aid in the export of commodities:

- The exporter will:
 - apply for, and obtain, an Import Permit for the country that the consignment is going to;
 - provide the Import Permit to the local supplier;
 - comply with requirements for inspection, isolation and storage, from an importing country.

- SAA will:
 - provide assurances that the conditions on the Import Permit are correct;
 - maintain records of overseas import condition requirements;
 - problem solve with importing countries;
 - obtain a copy of the Import Permit from the exporter and carry out requirements;
 - arrange treatments and supervision;
 - issue international sanitary or phytosanitary certificates after completing the requirements specified on the Import Permit.
- Treatment personnel will:
 - ensure treatment is in accordance with the import conditions specified;
 - secure the consignment against re-infection before export.

3.6 Internal Biosecurity Surveillance for Pest Risk Analyses

Inspections are not restricted to the sites of entry. Other activities including pest and disease surveys, animal, plant disease and IAS monitoring are an important technical resource of the Seychelles. These activities are collated from a range of surveys undertaken by NGOs, Government Agencies and other international bodies. It is important that planning for these surveys includes the SAA. This allows consistency of data and allows training of local staff by international experts. All surveys need to follow ISPM No.6 Guidelines for Surveillance or the World Organisation for Animal Health (OIE) guidelines on surveillance. It is this data that is used to make the Pest Risk Analysis (PRA) for imports and exports.



Containers for inspection at Mahé Port

4 Attachments

Attachment 1	Internationally accepted descriptive definitions generally used within biosecurity (<i>Animal and Plant Biosecurity Bill (2011)</i> and other related) legislation
Attachment 2	Potential pathways for entry into the Seychelles
Attachment 3	Risk profiles of airport and seaport passengers entering the Seychelles
Attachment 4	Approvals for the importation of "restricted goods" regulated articles into the Seychelles as of 1 January 2005
Attachment 5	Standard Operating Procedures
SOP 2011-01 – Operational Kits to be used by Inspectors	
SOP 2011-02 – Chain of Evidence	
SOP 2011-03 – Documentation of Biosecurity Activities	
SOP 2011-04 – Inspection Procedures for Incomplete Documentation or Requiring Further Attention	
SOP 2011-05 – Inspection of High Risk Materials Intended for Declared Pest Free Areas and Islands	
SOP 2011-06 – Inspection and Clearance of Amnesty Bins	
SOP 2011-07 – Procedures for Export	
SOP 2011-08 – Inspection of Aircraft / Ship Passengers	
SOP 2011-09 – Inspection of Air Cargo	
SOP 2011-10 – Inspection of Diplomatic Baggage	
SOP 2011-11 – Transit of Passengers and Consignments	
SOP 2011-12 – Cargo Containers in Transit	
SOP 2011-13 – Inspection of Empty Containers	
SOP 2011-14 – Inspection at Post Offices / Courier Services	
SOP 2011-15 – Military Inspections	
SOP 2011-16 – Inspection of Equipment including Vehicles	
SOP 2011-17 – Biosecurity Inspection of Garbage Systems	
<hr/>	
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SOP 2011-18 – Submission of Specimens for Identification

SOP 2011-19 – NOT USED – Left blank

SOP 2011-20 – Inspection of Live Animals (Domestic)

SOP 2011-21 – Inspection of Illegally Imported Live Animal
(Domestic)

SOP 2011-22 – Inspection of Live Animals (Companion)

SOP 2011-23 – Inspection of Illegally Imported Live Animals
(Companion)

SOP 2011-24 – Inspection of Animal Products

SOP 2011-25 – Inspection of Illegally Imported Animal Products

SOP 2011-26 – Inspection of Animal Reproductive Material

SOP 2011-27 – Inspection of Second-Hand Equipment previously used
with Animals

SOP 2011-28 – Inspection of Artefacts of Animal Origin

SOP 2011-29 – Inspection of Biological Products

SOP 2011-30 – Inspection of Live Animals (Bees)

SOP 2011-31 – NOT USED – Left blank

SOP 2011-32– Inspection and Clearance of Plants and Plant Products

SOP 2011-33 – Inspection of Timber

SOP 2011-34 – Inspection of Grain

SOP 2011-35– Seed Sampling

SOP 2011-36 – NOT USED – Left blank

SOP 2011-37 – Responsibilities for Seaport Inspections

SOP 2011-38 – Inspection of Ships Cargo

SOP 2011-39 – Inspection of Live Animals (Fish and Crustaceans)

SOP 2011-40 – Inspections of Yachts and Motor Cruisers

SOP 2011-41 – Inspection of vessels to enter a Marina

SOP 2011-42 – Inspection of Apprehended Vessel

- Attachment 6. Generalised flowchart of decision making for Inspectors
- Attachment 7. List of current notifiable, declared and regulated animal and plant diseases and pests and Invasive Alien Species
- Attachment 8. Glossary of Acronyms

4.1 Attachment 1. Internationally Accepted Descriptive Definitions Generally Used Within Biosecurity Legislation

Accredited production place	Refers to a property or area of production that has been declared to be an accredited production place for specific plant or plant products.
Affected by a pest	A product is affected by a pest if it contains the pest, or IAS, or is or has been in close proximity to, or in contact with, the pest or IAS.
Animal	Any mammal, (except humans) but includes birds, insects, amphibians, reptiles, fish, mollusc, crustaceans or other members of the animal kingdom, whether dead or alive. Includes egg, embryo, ova, semen, hides, skins, hair feather, shell, horn, hoof, viscera etc.
Animal Product	Any article or substance derived from an animal. e.g. meat, fat, milk, whey, cream, butter, cheese, eggs, honey, dung, urine, faeces, saliva, bone, blood, animal secretions, biological preparations derived from animal tissue.
Approved Inspection	A specified inspection for the detection of a pest, approved by the relevant authority.
Approved Test	A specified test for the detection of a pest, approved by the relevant authority.
Approved treatment	A specified treatment for the control of a pest, approved by the relevant authority.

Aquatic organism	Means any aquatic plant or animal with the exception of birds, but includes any fish, crustacean, mollusc, coral, echinoderm, holothurian and its shell, eggs or other naturally occurring products.
Area Freedom	An area where a specified pest has not been recorded or has been eradicated.
Article	A single unit of any goods.
Assurance certificate	A certificate issued by an accredited person to state that specified requirements for the production of the plants or plant material have been met.
Attached label	A label has been attached to the plants or plant products.
Baggage	Any goods which accompany a passenger or crew member.
Bare-rooted	For a plant means that there is no soil on or around its roots.
Ballast water	Water used as ballast in a vessel including sediment.
Biosecurity	A strategic and integrated approach that includes the policy and regulatory framework for managing risk.
Biosecurity Control of a regulated article	Submission of the article for inspection.
Biosecurity declaration of an article or consignment	A written statement of the nature, quantity and origin of the article or consignment.

Biosecurity entry clearance of a passenger or crew member and their baggage	Permission to leave a biosecurity point of entry.
Biosecurity inspection	An inspection to ascertain if there is a biosecurity risk either to the Seychelles or importing country.
Biosecurity import permit	A biosecurity import permit issued under the <i>Animal and Plant Biosecurity Bill</i> .
Biosecurity officer	The Director, the Deputy Director, or any person designated as a biosecurity officer.
Biosecurity (Quarantine) pest or disease	A pest or disease of potential national economic importance to Seychelles which is not yet present in the Seychelles, or present but not widely distributed, or established and under official control.
Biosecurity (Quarantine) Station	Means a place appointed as a Quarantine Station.
Biosecurity threat	The threat or harm being caused or adverse effects resulting to animals, plants, human beings, the environment or the economy as a result of the introduction, establishment or spread of a pest, disease or IAS.
Carcass	Means the dead body of an animal including, meat, bones, hides, skins, hooves, horns and offal but not tinned products or processed hides and skins.
Captain	The person in command of the aircraft or vessel.
Cattle	Bulls, cows, oxen, heifers and calves.

Compost	A mixture of one or both decaying or decayed organic material.
Container	Anything in which or by which goods are encased, covered, enclosed or packed, including any material in contact with the foods.
Contamination	The presence in any item of a pest or IAS, but not constituting an infestation.
Country of origin	The country that issues a phytosanitary certificate for an article or consignment that is being imported or exported and includes a re-exporting country.
Cuttings	Live plant material that is to be used as planting material but has not developed any roots.
Declared Pest	A species declared under biosecurity legislation in the Seychelles.
Dunnage	Material used in ships holds and containers to protect goods and their packaging from moisture, contamination and mechanical damage.
Export	To take or send goods out of the Seychelles.
Equipment	Any equipment including hand held tools, machinery that is used in the production and harvesting of plants and animals or has come into contact with plants or animals.
Fishing	Catching, taking or killing fish or other aquatic organisms by any method and including searching for fish and placing any fishing aggregating device.
Fishing vessel	Any vessel used for fishing other than a pleasure craft.

Fittings	Any stall, box, cage, enclosure, pen, net including harness, saddle, rope, bucket, trough, bedding, utensil or implement.
Fodder	Any hay, water, meat, vegetables, grain or material but not concentrated stock feeds used for goods or litter.
Fruit	Reproductive organ of a plant and includes the flesh, peel, skin, shell, husk, seed, stone or nut of any fruit.
Garbage	Waste material derived in whole or in part from any plant, fruit, vegetable, meat or other plant or animal material, or other refuse of any kind.
Goods	Any kind of moveable property.
Host	An animal, plant, human or product of animals, plants or any organism that harbours a pest or disease.
Host material	Any packing material, container, fitting, litter, manure, fodder or similar goods that might have contact with animals or plants or their products.
Introduction	Entry of the pest or disease into an area.
Infected	An animal or plant that is diseased or may have been exposed to the risk of infection during the preceding 6 months.
In transit	Pausing briefly in a secure area of the Seychelles during a passage from a place outside the Seychelles to another area outside the Seychelles.

Invasive Alien Species (IAS)	An alien species whose introduction and/or spread threaten biological diversity.
Litter	Straw or any other substance used for bedding.
Notifiable pest or disease	A pest or disease declared under biosecurity legislation that is detected or, if suspected, should be brought to the attention of the agency.
Nursery	Any land or place whereon any plant intended for sale thereof or distribution as planting material is grown or kept. May include aquatic or other animals.
Nursery Stock	A plant that is grown for production of stock for planting elsewhere or for sale. May include aquatic or animals.
Occupier	The person in actual occupation or the actual owner of the land.
Owner	In relation to any land, is the person receiving the rent of the land.
Packaging	Any material and includes fabric, paper, cardboard, plastic, wood, palette, straw, grass or leaves used for supporting, protecting and carrying a regulated article.
Pest	Any species, strain or biotype of a plant, animal, microbe, pathogenic agent, or IAS that causes a disease, or capable of harming animals, animal/plant products, human beings or the environment.
Phytosanitary certificate	A certificate issued by the biosecurity authority of the country of origin or re-exporting country.

Place of Consignment	Destination or place to which the animal/ plant or animal/plant material has been or will be sent.
Place	Land or building, vehicle or vessel, or any part of a building, vehicle or vessel.
Place of Origin	Where the plant or material was last grown before transport to the Seychelles or part of the Seychelles.
Plant Product	Any unprocessed material of plant origin, including grain, timber.
Plant	Living plants and parts thereof and including seeds and germplasm.
Plant material	Any unprocessed material of plant origin, including grain.
Potting mix	A growing medium for plants that is composed of organic and inorganic components.
Poultry	Domestic fowl, turkeys, geese, ducks, quails or pigeons including their eggs.
Pratique	Clearance granted to overseas aircraft and ships arriving in Seychelles to disembark passengers, crew or cargo after determining it is free from any illness, death, biological material or vectors of quarantine concern.
Re-consign	An article or consignment which has been refused biosecurity import clearance, and will be sent out of the Seychelles.
Re-exporting Country	A country which is not the country of origin of the goods, but where a container or consignment of goods is opened and repacked for export.

Sand	Naturally occurring granular material that is composed of finely divided rock and mineral particles.
Sanitary certificate	An animal health certificate issued from the country of origin, or re exporting country in relation to animal pests and diseases to be considered by an importing country.
Ship's stores	Any food or other regulated articles carried on a vessel or aircraft for consumption or use on the vessel or aircraft.
Soil	Any medium which is capable of supporting plant life, harbouring or transmitting pests and diseases; includes earth, water, compost or clay.
Stock	Cattle, sheep, goats, horses, mules, donkeys, swine, rabbits, bees, or any other animal prescribed as stock.
Timber	Round wood, sawn wood, wood chips or dunnage, with or without bark.
Turf	A layer of live grass that included sods, stolons, runners and roots but not soil.
Vessel	Includes any type of water craft.
Waste	As for Garbage.

4.2 Attachment 2. Potential Pathways for Entry into the Seychelles

Type movement	Type of Risk	Risk level
Airport / seaport passengers and baggage	Unknown site of initial movement, not all airports have adequate biosecurity clearance and inspections	Likely , depending on whether coming from temperate or tropical country.
Cargo containers	Containers continue to move from and to distant ports. Both external and internal risk for goods and actual physical container	Likely , particularly if from a tropical region or an area close to Seychelles or stored in a non-quarantine facility.
Charcoal, organic fertilisers, compost material	Incomplete composting, soil	Likely , weeds and soil pathogens.
Grains, flowers, fresh produce, seeds	Carry pests, diseases and IAS which are difficult to see and identify, Not named correctly, mixed supply	Likely , due to difficulties of inspection and sampling, may need refrigeration. Paperwork not with consignment.

Type movement	Type of Risk	Risk level
Construction materials	Timber. Carry pests mainly insects and borers and diseases, large quantities, IAS can be both loose and in containers	Likely , to environment, difficult to identify potential pests and treatment.
	Packaging material and dunnage	Likely , timber pests and borers.
	Gravel, sand and landfill	Likely , wide range of soil borne pests, diseases and weed seeds.
Construction equipment	Contaminated soil and IAS attached to equipment	Likely , wide range of soil-borne pests, difficult to clean when in country.
Emergency relief aid and response	Need for quick release, aid may come from high risk areas, quality may not be high. May be mixed and supplied from several ports	Likely , as quantities are likely to be large and mixed.
Marina activities	Soil, ballast and waste disposal	Possible , aquatic pests, marine IAS.
	Cleaning of hulls	Possible , molluscs.
	Disposal of packaging and timber during maintenance	Possible , timber pests and opportunistic species like ants and snails.
	Import of bait	Possible , fish diseases.

Type movement	Type of Risk	Risk level
Mail exchange / Courier Services	Usually small consignments, possible seed, illegal products, possible animals	Possible, higher risk at Christmas etc.
Military equipment	Difficult to inspect, higher risk going to trouble spots than from bases. Ships may have food products and waste that are a biosecurity risk	Unlikely, military usually respect biosecurity requirements of countries.
Short term contractor	Gift items, not normally food, maybe flowers and equipment	Unlikely, would be unlikely to carry food, but might have gifts of food.
Tourist – high end, may have own aircraft, vessel	Not likely to need to carry anything other than personal effects	Rare, may be a higher risk of their staff.
Scientific research, biocontrol agents	Not likely to carry restricted products without clearances Biocontrol agents may be IAS	Rare, not a biosecurity risk but a risk of moving sensitive genetic material.

4.3 Attachment 3. Risk Profiles of Airport and Seaport Passengers entering the Seychelles

Type of passenger	Risk items likely to be carried	Risk level
Seychellois returning from overseas visits	Gifts from family to family. Ornamental plants and other goods that are decorative appeal, fruits etc. not found in Seychelles, pets, packaging of goods	Likely , depending on whether coming from temperate or tropical country. IAS on ornamentals. Animal pests and diseases on pets.
Guest worker on long-term contract	Local traditional foodstuffs such as grains, spices and dried meat and fish. Domestic goods	Likely , particularly if from a tropical region or an area close to Seychelles and contract is long. Opportunity species such as ants, snails and reptiles.
Seychellois returning from long stays abroad or foreigners taking long term contracts or emigrating to Seychelles	Personal effects, furniture, used gardening tools, machinery, vehicles, mixed loading sometimes containing potted plants, soil, animal trophies or other high risk articles	Likely , particularly if from a tropical region or returning from African or Asian countries. Tramp species such as ants, snails, reptiles and possibly soil borne plant or animal diseases.

Type of passenger	Risk items likely to be carried	Risk level
Tourist – budget	Small amounts of perishable foodstuffs, sufficient for self-catering holiday.	Possible, but quantities are likely to be small and consumed quickly.
Short-term contractor	Gift items, not normally food, maybe flowers	Unlikely, would be unlikely to carry food, but might have gifts of food.
Cruise ship transfers	Not likely to carry material between the seaport and airport	Rare, may carry souvenirs from other ports.
Fishermen for tuna boats	Not likely to carry quarantine material	Rare, may carry restricted products like alcohol.
Tourist – high end	Not likely to need to carry anything other than personal effects	Rare.

4.4 Attachment 4. Approvals for the Importation of “Restricted Goods”/ Regulated Articles

As of 1 January 2005 into the Seychelles

Description of “Restricted Goods”:

- Plant and plant products including timber
- Animals and animal by-products not treated
- Meat and edible meat offal, fresh, frozen or chilled
- Fish and crustaceans, mollusc and other aquatic invertebrates, fresh, frozen or chilled
- Edible fruits and vegetables (fresh only)
- Growing media and compost
- Alcoholic beverages (require only an import permit)

Authority

Director General
Animal Health and Development
Ministry of Environment and Natural Resources
Department of Agriculture
Independence House
Victoria

Description of “Restricted Goods”:

Vehicle, including aircrafts, sea vessels, engines, car bodies, chassis and half-cut vehicles.

Authority

Principal Secretary
Ministry of Tourism & Transport
Transport Department
Independence House
Victoria

4.5 Attachment 5: Standard Operating Procedures

Standard Operating Procedures (SOP) are designed to be used by Inspectors to allow a consistent approach to biosecurity. The Standard Operating Procedures (SOP) have been developed for a 12-month period and need to be reviewed after that time in response to expected changes in legislation and experience of Inspectors. This Version Control allows the review to be planned.

Version Control

Amendments				
SOP No:	Version	Date	Section	Details
2011-01				
2011-02				
2011-03				
2011-04				
2011-05				
2011-06				
2011-07				
2011-08				
2011-09				
2011-10				
2011-11				
2011-12				
2011-13				
2011-14				
2011-15				
2011-16				
2011-17				
2011-18				

Amendments				
SOP No:	Version	Date	Section	Details
2011-19				
2011-20				
2011-21				
2011-22				
2011-23				
2011-24				
2011-25				
2011-26				
2011-27				
2011-28				
2011-29				
2011-30				
2011-31				
2011-32				
2011-33				
2011-34				
2011-35				
2011-36				
2011-37				
2011-38				
2011-39				
2011-40				
2011-41				
2011-42				

SOP 2011-01 – Operational Kits to be used by Inspectors

Standard Operating Procedure

No. 2011-01

Operational Kits to be used by Inspectors

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines a kit to be available for Inspectors undertaking duties at all sites

2. Application/Scope:

- allows Inspectors to have suitable equipment for inspections and sampling in a safe manner

3. Resources/equipment:

- kits should include the following:

Item	Quantity required	Quantity on hand
SAA Forms	5 each	
Alcohol 70% preservative	100ml	
Biohazard bags / chemical waste bags	10	
Boots	2 pair	
Bucket – small –10 L	1	
Bucket – large (or large plastic box) – 25 L)	1	
Camel hair brush x 2 sizes	2 each	
Citric acid – 500 g	1	
Digital camera	1	
Display book (or folder) for forms	1	
Extra clothes	1 set	
Face / dust masks – P2 – disposable	5	
Forceps x 2 sizes	2	
Garbage bags – disposable	10	
Gloves – disposable (N-dex Nitrile gloves – surgical style)	1 box	
Gloves – leather – long	1 pair	
Gloves – heavy duty (Solvent gloves, nitrile – long	2 pair	
Goggles	1 pair	
Hand held sprayer – small	1	
Hand lens x 4 magnification	2	
Large plastic sheet (or large garbage bag)	1	
Markers – felt	2	
Overalls – disposable	2 pair	
Pens – ballpoint	2	
Plastic bags – self-sealing – Ziploc or similar – 15 x 23 cm	1 box	

Plies, long nose	1	
Pocket knife	1	
Pooter	1	
Sample tubes, plastic, various sizes 20-100ml	10	
Scrub brush – boots	1	
Scrub brush – fingernail	1	
Soap	1 cake	
Sprayer 500-1000mls – handheld	1	
Telephone / satellite phone	1	
Thermometer (do not store mercury thermometers in hot car)	3	
Torch and battery	1	
Towel	1	
Virkon S – 50 g	5 sachets	
Water container – 25 litre	1	
Waterproofs – trousers and jacket	1	

4. Warnings:

- it is the Inspectors responsibility to maintain the kit

5. Description of activities:

- all general inspections

6. References:

- Ausvetplan www.animalhealthaustralia.com.au

SOP 2011-02 – Chain of Evidence

Standard Operating Procedure

No. 2011-02

Chain of Evidence

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- to outline procedures to be followed in the collection of evidence or samples that may be required in any future legal action
- to identify a chain of custody and record of evidence from time of sampling until court proceedings

2. Application/Scope:

- collected samples and paper or electronic records are an important form of evidence so this SOP outlines the procedures to be adopted to maintain confidence in the integrity of the sample and its value as evidence
- specialist legal advice should be obtained before an operation that may result in court action and this SOP acts as a guide in normal programs
- Chain of Evidence protocols do not have to be followed for samples from general surveys
- in some instances samples may be collected for which SAA ready has existing procedures

3. Resources/equipment:

- each sample container needs a unique identifier and tamperproof seal
- a label should be included within the container in case the outer label is lost
- each laboratory needs to maintain an Evidence Register

4. Warnings:

- SAA must be able to ensure
 - the collection of the sample is authorised by law
 - the samples collected come from the correct consignment
 - the person collecting the samples has appropriate training and experience
 - the samples are properly identified, recorded, stored and handled between the time of collection and trial
 - any sample taken for evidence is collected in sufficient quantities to enable some of the original sample to be retained. Occasionally, repeat tests or additional testing is required and so the amount of remaining sample left should be sufficient to permit at least one further set of testing
 - all personnel reading this SOP and/or undertaking sample collection must seek legal advice where they are uncertain of the process, or need to know what the applicable law requires for the particular case being undertaken

5. Description of activities:

- large wet samples need not be sealed but this needs to be recorded in the Evidence Register
- the laboratory Evidence Register should as a minimum, record the following
 - date of collection
 - location of sample collection

- date of sample collection
- brief description of type or sample collected
- name of person who collected sample
- date sample arrived at laboratory
- date testing conducted
- method of testing
- amount of material used for testing
- name of person conducting tests
- containers will be resealed after examination
- storage of samples in the field differs depending on the nature of the sample, in principle they must;
 - be stored in an appropriate container and put in a second container with a label facing out so can be read without opening the container
 - evidence labels need to be initialled or signed and time dated
 - if the bag is to be reopened the original sampler should be present or an independent person to verify the contents and a written record should be placed in the Evidence Register
 - when in the laboratory, a specimen advice sheet along with a copy of the original advice sheet plus the name of the delivering person and accepting person must be logged and kept
 - samples must be kept until SAA approves their destruction
 - if samples are delivered incorrectly or tests compromise the results, this must be recorded in the Evidence Register
 - all samples must be protected from loss, cross transfer, contamination and/or deleterious change
- Testing
 - utilise non-destructive tests wherever possible

- use only up to 25% of the sample when destructive methods of testing are applied

6. References:

- Documentation of biosecurity activities SOP No: 2011-03
- Submission of specimens for identification SOP No: 2011-18

SOP 2011-03 – Documentation of Biosecurity Activities

Standard Operating Procedure

No. 2011-03

Documentation of Biosecurity Activities

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- to ensure that activities undertaken by Inspectors and other Biosecurity officers at border inspections, or during monitoring, surveillance and incursion response programmes are recorded in an appropriate manner and in line with international obligations and standards
- the records in an appropriate database could be utilised for official reporting on the international animal and plant health status and for Pest Risk Analyses
- the records could be required and utilised in any potential court proceedings following a serious breach of quarantine legislation

2. Application/Scope:

- records the inspection and clearance activities undertaken by Inspectors and other Biosecurity or relevant officers and the results of such activities
- reports on the decisions made during these activities

- records the sampling of specimens collected during inspection and surveillance activities and the identification pathways
- records could be collated from regular activities undertaken by the Inspectors and other Biosecurity (or relevant associated officers) and reported as completed jobs
- the documentation should be to international standards e.g. to ISPM 06, 07; 12, 13, 20, 23, 24, 25, 28, 31, 34

Documentation of suitable records and specimens will indicate the current animal and plant pest, disease and IAS status and enable the Seychelles to record and report that status to the World Trade Organisation as part of the Agreement on the Application of Sanitary and Phytosanitary Measures treaty (known as the SPS Agreement).

The planned introduction of a Seychelles “*Application for Visitor’s Permit and Disembarkation Card*” will make the chain of evidence leading to possible court action a realistic action to be undertaken for repeat offenders or those who commit a serious breach of quarantine.

3. Resources/equipment:

- official forms and legal documents should be used for border control inspection activities as required under the appropriate legislation (e.g. *Animal and Plant Biosecurity Bill (2011)*)
- a secure database to lodge Inspectorial reports
- an associated database to record biosecurity (quarantine) interceptions of regulated and unregulated animal diseases, plant pests and diseases or IAS at border inspections (forms part of the Seychelles National Reference Collections)
- associated databases to record regular monitoring, surveillance and incursion response activities. These would include standardised records (including negative detection records) collected during surveillance programs against a range of animal diseases, plant pests and diseases or Invasive Alien Species and which can justify *area free* or *area of low pest prevalence* status by providing the obligatory evidence that appropriate searches for particular regulated pests had been conducted within the country

- an associated database to record general telephone and other enquiries or reports to an incursion Hotline maintained within the Plant Health Services group. These records may provide or initiate the first report of an IAS in the country
- associated databases to record the laboratory accessions and curation of animal diseases, plant pests and diseases or IAS (and data on life cycles and biology for specimens that were submitted as immature stages) for rearing and subsequent identification. These databases would provide parts of the Seychelles National Reference Collections

4. Warnings:

- Documentation should be as complete and accurate as possible as it will comprise part of the Chain of Evidence in potential court actions and justification for the official, internationally recognised animal or plant health status within the country

5. Description of activities:

- where possible, a standard format should be used to report the operational activities
- correctly documented uniform procedures and forms increase the efficiency of the operation, enable an auditing process, and promote continuous procedural improvements
- where possible, completed jobs should be promptly signed off as a report by the Biosecurity officer conducting the operation
- records of all specimens submitted to a diagnostic laboratory (see SOP 2011 No.18) and the subsequent diagnosis should be included in the reports

6. References:

- International Plant Protection Convention (IPPC). International Standards for Phytosanitary Measures (ISPMs)
- SOP Quality Management System V2 08 June 2010. Biosecurity Queensland 13pp.

**SOP 2011-04 – Inspection procedures for incomplete
documentation or requiring further attention**

Standard Operating Procedure

No. 2011–04

**Inspection procedures for incomplete documentation or requiring
further attention**

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the procedures for Inspectors to follow when documentation is incomplete or inspected materials require further attention and direction

2. Application/Scope:

- includes situations where documentation is incomplete
- includes situations where inspection of imported materials reveals suspected contamination, infection or infestation by Invasive Alien Species (IAS), plant and animal pests and diseases, weeds and weed seeds (including aquatics) or aquatic specimens

3. Resources/equipment:

- Operational Kit for Inspectors SOP 2011-01
- camera for unusual intercepts

4. Warnings:

- Inspectors should be generally familiar with the common organisms encountered within the country; those listed as regulated and notifiable biosecurity pests and diseases; and widely established IAS
- Inspectors should be aware of variants of the familiar IAS organisms and the potential pathways for IAS entry into the Seychelles
- where imported consignments are considered of high sanitary or phytosanitary (or other) risk, Inspectors should be aware that security needs to be maintained during inspections

5. Description of activities:

- Inspectors must obtain all relevant documentation of the consignments from the importer, check that the conditions on the Import Permit are unchanged, determine if the import conditions have been met and decide whether inspection of the consignment is required
- If import conditions have been met, and an inspection is deemed unnecessary, the consignment should be released unconditionally
- If the documentation is incomplete or an inspection of the imported goods reveals infection, contamination or infestation, the following may apply

Incomplete documentation

- if the Inspector considers that the import conditions have not been met (e.g. if a consignment arrives without an import permit), the goods should be detained and then treated, re-consigned, or destroyed under the authority of Sections 36, 37 and 38 of the *Animal and Plant Biosecurity Bill* (2011). The

importer should be told the reason for detention and the potential costs (if any) involved for the actions required to secure release

- where commercial consignments are involved and it is considered appropriate, the importer will be informed that the goods are prohibited and that they may be treated, re-exported or destroyed. The importer should be instructed on the procedures to follow and that these would be supervised by a nominated Inspector
- for non-commercial consignments, each consignment should be considered in relation to the approved import conditions and exemptions and, if met, the goods could be released either directly or following treatment
- for non-commercial consignments that cannot meet the approved import conditions, the importer should be informed that the consignment will be destroyed and that the destruction will occur under supervision

Infection, infestation or contamination of imported goods

- during inspection, Inspectors should ensure that the imported goods and packaging materials are free from infection, infestation or contamination by potential biosecurity pests, diseases or IAS organisms. Materials that do not comply should be treated or removed for destruction before the consignment is released; Samples of the suspect IAS, pest, disease, weed seed or other contaminant should be collected for identification in an authorized diagnostic laboratory (see SOP 2011-18) Submitting pest, disease or suspect Invasive Alien Species specimens for identification)
- if the Inspector considers that the consignment should undergo further inspection or treatment, it can be released conditionally – e.g. released for post-entry quarantine, additional processing or treatment. The release conditions should be explicit and cover such things as location, method, possible incurred charges (s 34(11), 36(11) and 38(8) of the above *Bill*) and the procedures to maintain security and for transporting the

consignment or articles. Relevant personnel should be informed and sent copies of documentation

- for substantial consignments of perishable goods, the options for holding the goods securely and safely should be discussed with the importer and the agreed conditions for storage supervised by a nominated Inspector
- any additional information provided by the importer on the detained goods should be considered and if justified, the consignment may be released
- if after a reasonable time the import conditions have not been met, the importer should be informed that the consignment can either be re-exported or destroyed

Documentation and notification

- all documents should be correctly filed (see SOP 2011-03), Documentation of Biosecurity activities) to enable justification of all actions and to compile a data set for risk analysis of import permits and inspections of imported products. This includes the laboratory diagnosis of the sample and any costs imposed on the importer
- for situations where consignments are re-consigned, treated or destroyed and costs are imposed on the importer, the Inspector should regularly inform the supervisor or a Senior Officer of recent actions taken

6. References

- Operational Kits to be used by Inspectors SOP 2011-01
- Reference to general online lists of animal diseases, agricultural plant pests and diseases, weeds and IAS are provided in Attachment 6 of this *Manual*

www.daff.gov.au/aqis/import/icon-icd

**SOP 2011-05 – Inspection of high risk materials intended for
declared pest free areas and islands**

Standard Operating Procedure

No. 2011–05

**Inspection of high risk materials intended for declared pest free areas
and islands**

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used in inspection of vehicles, vessels, containers, packages and passengers' baggage in order to prevent the introduction of Invasive Alien Species to declared pest-free biosecurity controlled areas as defined in the *Animal and Plant Biosecurity Bill (2011)*

2. Application/Scope

- this SOP will apply to any identified pathways, which may facilitate the entry of an invasive alien species to a declared pest-free biosecurity controlled area
- such declared pest-free biosecurity controlled area can be declared by the Minister under Section 111 of the *Animal and Plant Biosecurity Bill (2011)*
- vehicles, vessels, shipping containers, crates, parcels and passenger baggage are all potential pathways by which an IAS

may enter new areas and must be subject to biosecurity measures

- some islands in the Seychelles have eradicated certain environmental IAS and wish to maintain that area free status
- this SOP outlines the responsibilities of agencies at port of departure to a declared pest-free biosecurity controlled area.

3. Resources/equipment

- copies of relevant island Conservation management Plans (e.g. Betts 2009a, 2009b)
- an Operational Kit for Inspectors SOP No:2011 - 01
- copy of the Ministerial declaration of pest-free biosecurity controlled areas
- ability to remove loose rust and debris to check for hidden threats e.g. insects, molluscs, nests and rodent droppings.
- Personal Protective Equipment (PPE)

4. Warnings

- containers are bulky and difficult to handle, care must be taken around seaport equipment used to move heavy containers
- owners of vessels, vehicles, passengers and agents may not appreciate the need for internal biosecurity measures. Ensure that they are fully informed regarding the purpose of the inspection
- snails and soil are a high risk in containers
- large mammals (i.e. dogs) are unlikely to be introduced accidentally
- exotic marine organisms represent a special threat – consult with the Departments responsible for the environment and fisheries
- swarms of bees can be transported in containers
- timber used in packaging can harbour exotic pests
- never assume the container is empty until inspected

- containers can be hot to touch during the day
- venomous and non-venomous snakes may be disturbed during the inspection
- rodents and mobile arthropods may try to escape prior to treatment
- there are numerous other threats and pathways

5. Description of activities - inspection

- inspection must take place prior to departure to the pest-free biosecurity controlled area and pests or IAS prevented from then infesting the articles before consignment
- inspection should follow relevant protocols such as the Mahé boat loading procedure, rat room procedure, rat abatement protocol described in Betts (2009a, 2009b)
- the same procedures for the inspection of imported goods or goods intended for export is to be followed:
 - for the inspection of containers refer to SOP 2011-13
 - for the inspection of vessels refer to SOP 2011-40
 - for the inspection of vehicles refer to SOP 2011-16
 - for the inspection of passengers baggage refer to SOP 2011-10
 - for the inspection of cargo refer to SOP 2011-09
 - for the inspection of parcels refer to SOP 2011-14
 - for timber used in the construction of crates refer to SOP 2011-33

On satisfactory completion of the inspection, a permit to land in the pest-free biosecurity controlled area is issued

6. Description of activities - treatments

For the purpose of this SOP, the term “container” is used to include containers, parcels, crates, vehicles, vessels and baggage

In addition to the protocols and treatments outlined in the Conservation Management Plans, for the purpose of this SOP, IAS have been categorised into the following groups:

- flying insects
- crawling insects
- reptiles and amphibians
- small mammals
- large mammals
- birds
- fish and other marine organisms
- plants and plant products
- molluscs
- soil

The appropriate treatment for each group should be in place prior to the inspection. In some instances, a third party may be contracted to apply the treatment

- flying insects - close and seal the container immediately upon detection and fumigate. Consider the need to establish monitoring sites and traps (e.g. for exotic mosquitoes)
- crawling insects – close and seal the container immediately upon detection and fumigate or treat with a persistent chemical. Ensure treatment can reach all infested areas. Install bait stations for some ant species
- reptiles and amphibians – seal the container immediately upon detection. Remove to a secure area where individual animals can be contained and destroyed when captured
- small mammals (rodents) – close and seal the container, immediately upon detection or suspicion. Remove to a secure area where individual animals can be contained and destroyed on capture. Install bait stations
- large mammals (cats, dogs) - close and seal the container, notify the Chief Veterinary Officer / veterinary officer who

should have the necessary skills to detain the animal for identification and/or destruction

- birds - close and seal the container – refer to the Environment agencies
- fish and other marine organisms – refer to the Chief Fisheries Officer or Environment agencies
- plants and plant products - destruction by incineration or deep burial.
- molluscs – capture and destroy by physical or heat treatment. Install bait stations
- soil - sterilisation and / or deep burial

7. References

- Betts, M. (2009a). Desroches Conservation Management Plan 2009. Island Conservation Society. 106pp.
- Betts, M. (2009b). Alphonse Conservation Management Plan 2009. Island Conservation Society. 126pp.
- SOP 2011-01 – Operational kits to be used by an inspector
- SOP 2011-08 – Inspections of Aircraft/ship passengers
- SOP 2011-09 – Inspection of air cargo
- SOP 2011-13 – Inspection of Empty Containers
- SOP 2011-14 – Inspections at the Post Office / Courier Services
- SOP 2011-16 – Inspection of equipment including vehicles
- SOP 2011-33 – Inspection of timber
- SOP 2011-38 – Inspection of Ships cargo



Airport Amnesty Bin

SOP 2011-06 – Inspection and Clearance of Amnesty Bins

Standard Operating Procedure

No. 2011-06

Inspection and Clearance of Amnesty Bins

Approved by		Approval date	DD Month YYYY
Approval period	12 Months	Effective date	DD Month YYYY
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the procedures to be used in the inspection and clearance of Amnesty bins

2. Application/Scope:

- includes the Amnesty bins at the airport, sea port and those that may be set up for a post entry quarantine area
- inspection data allows a Risk Profile to be developed
- temporary bins may be set up as part of a Post Entry Quarantine breach

3. Resources/equipment:

- suitable equipment to lift and clean the bins
- third party staff to empty the bins must be well trained
- camera for unusual intercepts

4. Warnings:

- bins may include sharps
- bins may include non-quarantine heavy items
- bins may include hatched insects
- voluntary surrender of products into Amnesty bins is a simple way of getting cooperation from the public
- all Amnesty bins are a high sanitary or phytosanitary risk, so security must be maintained during inspections
- not all passengers may understand notices on Amnesty bins
- gloves and overalls to be worn when inspecting bins

5. Description of activities:

- the analysis of the contents of Amnesty bins is an important activity to aid in the early detection of entry of unwanted pests and IAS
- analysis of the contents of bins allows Biosecurity services to build up a risk analysis of flights into the airport or port
- a new heavy duty plastic bag must be placed into each bin before arrival of the flight or ship
- after each flight or ship departure, the plastic bag should be removed from the bin, sealed, taken to a secure quarantine area, inspected and the contents recorded
- samples taken for further analysis which may include animal products, fruit and drugs
- samples to be moved in sealed cool box, directly to the laboratory by biosecurity staff
- the remaining contents of bins are then double bagged and removed to the authorised disposal site

6. References

- SOP Operational Kits to be used by Inspectors No:2011-01
www.daff.gov.au/aqis/import/cargo.

SOP 2011-07 – Procedures for Export

Standard Operating Procedure

No. 2011-07

Procedures for Export

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspection of general exports

2. Application/Scope:

- this SOP outlines the procedures to be used for exports from the Seychelles
- referral from Customs operations
- does not cover Bilateral Quarantine Agreements (BQA) in place for specific commodities for specific countries. E.g. Fisheries
- these BQA need to have random audits

3. Resources/equipment:

- an Operational Kit for Inspectors SOP No. 2011-01

4. Warnings:

- only the basic elements can be considered in this SOP; a special SOP needs to be developed for each commodity

5. Description of activities:

- Exporter:
 - a. to obtain an Import Permit from the importing country
 - b. obtain details of the production area for agricultural products
 - c. daily records of operation
 - d. grading by trained staff
 - e. inspections of commodities
 - f. transport to treatment
 - g. advise country of intention to export
- Field Control Measures:
 - h. appropriate pest control measures in place
 - i. discarded fruit removed and destroyed
 - j. harvest from registered areas, and at correct stage of maturity
- Treatment facility:
 - k. treatment only if quantity accepted
 - l. treatment monitored and recorded
 - m. commodity packed and labelled as treated
 - n. stored in secure pest free area after treatment
- Biosecurity (Quarantine):
 - o. issue Phytosanitary Certificate in accordance with requirements: –
 - i. data on grower/packer/treatment/quantity

- ii. treatment data and efficacy
- iii. post treatment security
- iv. audits and records

6. References:

- *Animal and Plant Biosecurity Bill* (2011) Sections 115-123
- Anon (2006). PPPO Regional Operational Manual, Papua New Guinea
- AQIS Plants and plant products
www.daff.gov.au/aqis/exports/PHYTO
- Animals and animal products
www.daff.gov.au/aqis/export/ANIMEX



Airport Passenger Terminal

SOP 2011-08 – Inspection of Aircraft / Ship Passengers

Standard Operating Procedure

No. 2011-08

Inspection of Aircraft/Ship Passengers

Approved by		Approval date	DD Month YYYY
Approval period	12 Months	Effective date	DD Month YYYY
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the procedures to be used for passenger inspections at any air/seaport

2. Application/Scope:

- outlines the responsibilities of agencies at an air/seaport
- uses Risk Profiling for initial evaluation of passengers and baggage

3. Resources/equipment:

- application for *Visitor's Permit and Disembarkation Card* (in draft)
- staff available
- screening equipment available

4. Warnings:

- passengers may not appreciate the need for inspections

5. Description of activities:

- Aircrew/Ships crew:
 - issuing a copy of the *Visitor's Permit and Disembarkation Card* to all passengers and request it be truthfully completed. Public announcement prior to arrival on most aircraft
- Shipping Agent:
 - notify Customs, Immigration, Health, Quarantine of expected time of arrival
 - details of last port of call, number of crew and nationality, vessel type, anchorage
 - copy of the manifest
- Passengers:
 - complete truthfully the *Visitor's Permit and Disembarkation Card* present their baggage for inspection, if requested
- Customs Officers:
 - initial screening of passenger's declarations
 - refer to Inspectors those passengers who: –
 - have declared biosecurity risk material
 - failed to answer all questions on card
 - are suspect of carrying biosecurity risk material
 - failed the baggage scan
- Biosecurity (Quarantine) Inspectors:
 - have completed *Visitor's Permit and Disembarkation Card* for all passengers referred to them by Customs, or those they select by a Risk Analysis process
 - question passenger for declared items, occupation, signature on form
 - do you understand the questions on the form: –

- are all these bags yours?
 - did you pack your own bag?
 - are you aware of the contents of your bag?
 - what is the purpose of your stay in the Seychelles?
 - other countries visited?
- permit those passengers who you consider low risk to enter the Seychelles
 - x-ray scan the carryon baggage which is not screened by SCCA security
 - determine if any inspected material is a risk and decide if it is to be released, released subject to conditions, re-exported, or destroyed (see SOP No: 2011-27)
 - maintain the safety and security of detained goods with the *Disembarkation Card* until they are released, re-exported or destroyed
 - at regular intervals check the Amnesty Bins for discarded goods, record any material found. Arrange for disposal of material

6. References:

- *Animal and Plant Biosecurity Bill (2011)* Sections 39, 62.
- Anon (2006). PPPO Regional Operational Manual, Papua New Guinea.
- SOP Operational Kits to be used by Inspectors No. 2011-01.



Air Cargo Containers

SOP 2011-09 – Inspection of Air Cargo

Standard Operating Procedure

No. 2011-09

Inspection of Air Cargo

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- provide a standard for the inspection of air cargo at the Seychelles International Airport

2. Application/Scope:

- this SOP is limited to the inspection for regulated articles at the cargo section of an airport

3. Resources/equipment:

- documentation of consignments
- Inspection Kit as in SOP 2011-01

4. Warnings:

- the airport freight area is very busy so watch for personal Occupational Health and Safety

5. Description of activities:

- Airlines:
 - provide customs and quarantine with copies of the Air Cargo Manifest and Airway Bills when the aircraft arrives
 - no cargo to be released until cleared by Customs and Biosecurity (Quarantine) staff
- Importers:
 - obtain an Import Permit before importing regulated goods;
 - complying with relevant requirements for clearance;
 - attend during inspection if requested to do so.
- Customs:
 - Co-operate with Biosecurity staff in screening documents for clearance of cargo
 - refer any suspect material to Biosecurity
- Biosecurity (Quarantine) :
 - screening for risks using the airways bill and aircraft manifests
 - identify regulated articles that will require clearance
 - compare manifest with list of Import Permits conditions
 - using Risk Analysis identify the commodity and country of production: –
 - determine inspection required
 - sampling size and method of taking sample
 - inspection procedure and methodology
 - identification of pests and IAS
 - treatment of the pest and IAS
 - identify most perishable commodities and do their clearance first

- visually decide on treatments if required and where container is unloaded
- check phytosanitary/zoosanitary certification for: –
 - identification of commodities
 - quantity
 - source of Commodities/country
 - additional declarations
- if details are in order release consignments to loading dock
- notify non-compliance to the country of origin and exporter

6. References:

- *Animal and Plant Biosecurity Bill (2011)* Part VI
- SOP Operational Kits to be used by Inspectors No. 2011-01.



Incoming Air Cargo

SOP 2011-10 – Inspection of Diplomatic Baggage

Standard Operating Procedure

No. 2011–10

Inspection of Diplomatic Baggage

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the procedures to be used for Diplomat and VIP passengers who enter the Seychelles

2. Application/Scope:

- diplomats have special privileges under the Vienna Convention on Consular Relations and Operational protocols of 1963
- other VIPs do not have the same privileges but should be accorded special respect
- neither diplomats or VIPs are exempt from baggage inspections or searches of personal effects as cargo if required
- always inspect a diplomat's baggage in the presence of a protocol officer from the Ministry of Foreign Affairs and use an Inspector who is of the same gender as the diplomat
- diplomatic bags may not be searched except for Biosecurity (quarantine) requirements

3. Resources/equipment:

- if an inspection is required, senior staff from the Foreign Affairs Department of the Government of Seychelles should be in attendance

4. Warnings:

- use non-obtrusive inspections such as X-ray machines
- VIPs are considered guests of the Seychelles and may have exemptions but this should not include biosecurity

5. Description of activities:

- unless the Application for *Visitor's Permit and Disembarkation Card* is not being truthfully filled out Diplomats and VIPs can be considered a rare risk
- develop an information package to be sent to all visiting VIPs

6. References:

- *Animal and Plant Biosecurity Bill (2011)* Section 29 (9) (d)
- SOP Operational Kits to be Used by Inspectors No. 2011-01
- Vienna Convention on Consular Relations and Operational protocols of 1963

SOP 2011-11 – Transit of Passengers and Consignments

Standard Operating Procedure

No. 2011–11

Transit of Passengers and Consignments

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be adopted for the transit of passengers and consignments

2. Application/Scope:

- passengers that are not disembarking into the Seychelles but passing through to cruise ships, fishing fleet, etc.
- consignments of baggage, but does not include consignments for international aid programmes

3. Resources/equipment:

- Customs will control the movement of passengers

4. Warnings:

- consignments must remain closed, not split up, not combined with other consignments nor have packaging changed. If this occurs normal inspections will be undertaken and the Agent responsible for repacking

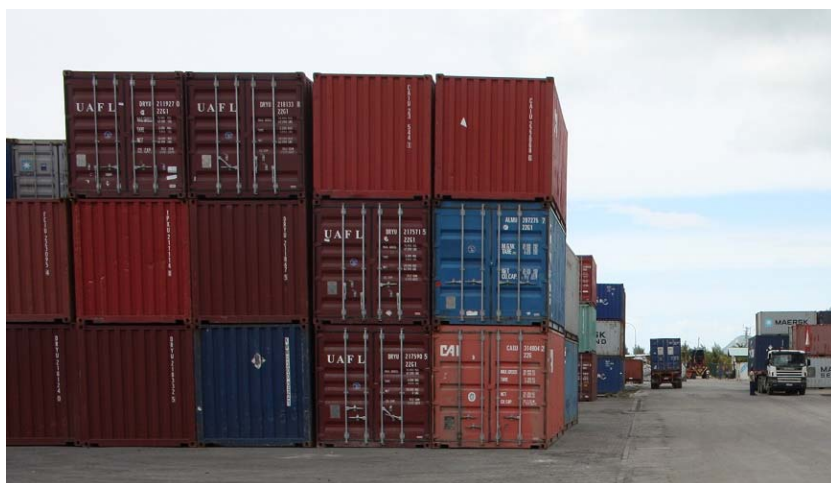
5. Description of activities:

- Airlines and Cruise Ship Agents:
 - identify the passengers and their baggage for customs
 - inform Customs/Biosecurity (Quarantine) of scheduled arrival
 - provide safe secure transport for the passengers and baggage
- Customs:
 - provide safe and secure storage of consignment while in transit.
- Biosecurity (Quarantine):
 - prior to arrival obtain the manifest of the consignment in transit: –
 - identify regulated articles and secure
 - containers be external inspected for soil and other pests, if contaminants are found the container must be cleaned before movement
 - identify the consignment and organise relevant storage
 - ensure container numbers at import and export are the same
 - surveillance to ensure consignments remain in transit and transported in an approved manner
 - ensure quantities at import and export are the same
 - record details of consignment
 - Chief Veterinary Officer (CVO) to inspect all animals in transit for health and treatment
 - Ensure that cages are provided at point of entry for:
 - transit animals, and
 - old food and bedding is destroyed
 - feed is available during transit (local/imported)

- appropriate disposal of waste
- CVO to supervise destruction of infirm or dead animals

6. References:

- *Animal and Plant Biosecurity Bill (2011)* Section 86.



Cargo Containers in Transit

SOP 2011-12 – Cargo Containers in Transit

Standard Operating Procedure

No. 2011–12

Cargo Containers in Transit

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- to outline procedures for the transit of cargo containers through the Seychelles

2. Application/Scope:

- procedures in this SOP only covers the inspection, storage and movement of cargo containers in transit

3. Resources/equipment:

- equipment to safely lift a container for inspection
- Customs officers on call

4. Warnings:

- containers can be unstable and when opened loads may have shifted
- containers may have free-flying pests inside

5. Description of activities:

- identify the container in transit from the manifest and record container number
- examine the external surfaces for soil, and other pests if clean transport to point of export
- If contaminants are found, the container may not be approved for entry and the Agent contacted to get the container cleaned. This includes the material removed from the container surface:
 -
 - ensure all packages are removed from the container
 - check for seeds, grains, leaves, insects, snails, animal residue; release if clean
 - treatment or fumigation may be required
 - re-inspect after treatment
- movement is by secure truck, container to have Biosecurity (quarantine) tags on the door
- monitor the security of the container at the export point

6. References:

1. *Animal and Plant Biosecurity Bill (2011)* Section 86.



Inspection of Shipping Containers and Cargo

SOP 2011-13 – Inspection of Empty Containers

Standard Operating Procedure

No. 2011–13

Inspection of Empty Containers

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used in inspection of empty containers

2. Application/Scope:

- containers are the pathway by which many pests and IAS enter new areas
 - containers: –
 - unloaded in a biosecurity (quarantine) holding area and moved to a commercial area for loading for export
 - empty specialist containers imported for loading for export
 - unloaded containers in the biosecurity (quarantine) holding area that are to be exported empty

3. Resources/equipment:

- Operational Kit for Inspectors SOP No. 2011-01
- ability to remove loose rust/soil to check for hidden insects

4. Warnings:

- containers are bulky and difficult to handle, care must be taken around seaport equipment used to move heavy containers
- snails and soil are high risk in containers
- never assume the container is empty until inspected
- containers can be hot to touch during the day

5. Description of activities:

- container inspection is difficult with many hiding places for pests. May be used to move commodities between islands without detailed inspection
- containers are used for storage in commercial and non-commercial sites for long periods of time, they may then be used for freight between islands
- start with the roof and back of the container and work towards the door
- doors must remain open while inspection being undertaken
- maintain a record of container numbers
- incoming empty containers must be inspected and cleared in the biosecurity holding area at the Port of Mahé
- before being moved elsewhere in the Seychelles

6. References:

- www.daff.gov.au/aqis/import/cargo aspects-procedures/quarantine-procedures-for-containers

SOP 2011-14 – Inspection at the Post Office/Courier Services

Standard Operating Procedure

No. 2011–14

Inspection at the Post Office/Courier Services

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspections at Post Offices and Courier Services

2. Application/Scope:

- this SOP outlines the article selection and inspection at Post Offices and courier offices
- referral from Customs operations
- all postal articles except diplomatic mail

3. Resources/equipment:

- an Operational Kit for Inspectors SOP No. 2011-01

4. Warnings:

- small regulated articles can be sent via the postal system
- dangerous goods can be sent as regular post

5. Description of activities:

- Postal Officer:
 - placing mail on the sorting table, sorting the mail
 - request Customs and Biosecurity (Quarantine) staff to carry out routine inspections
- Customs:
 - inspect the contents of parcels
 - secure parcels for biosecurity inspection
 - be aware of a wide range of potential risks
- Biosecurity (Quarantine):
 - arrange training of postal workers on biosecurity (quarantine) issues
 - when requested supply biosecurity officers to the Post Office
 - select parcels with Customs for inspection
 - open mail and inspect for regulated articles: –
 - seeds
 - cuttings of plants and soil
 - herbs and spices
 - wooden articles
 - animal products
 - live animals
 - a wide range of potential regulated articles may be found
 - if the parcel has an indication of insects, place in a sealed bag, x-ray, and take for destruction or fumigation
 - prohibited items refer to Police

6. References:

Anon (2006). PPPO Regional Operational Manual, Papua New Guinea www.daff.gov.au/aqis/import/icon-icd

SOP 2011-15 – Military Inspections

Standard Operating Procedure

No. 2011–15

Military Inspections

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspection military equipment

2. Application/Scope:

- this SOP outlines the procedures to be used for the movement of military ships, equipment and aircraft into the Seychelles
- this SOP outlines the procedures to be used for the movement of military ships, equipment and aircraft in transit through the Seychelles
- referral from Customs operations
- referral from local Coast Guard or military operational units

3. Resources/equipment:

- an Operational Kit for Inspectors SOP No. 2011-01

4. Warnings:

- the movement of military ships, equipment and aircraft is a sensitive issue for the Seychelles
- Biosecurity (Quarantine) has the normal issues of passengers, goods, waste and garbage
- the military has issues with security and access by Inspectors to secure areas

5. Description of activities:

- the military regularly move regulated articles. Policies for individual countries need to be developed by Foreign Affairs
- activities regulated by national arrangements
- Biosecurity (Quarantine) needs to be involved in these discussions
- normally military need to meet national biosecurity requirements
- military in transit normally would not be inspected

6. References

- Nil

SOP 2011-16 – Inspection of Equipment including Vehicles

Standard Operating Procedure

No. 2011–16

Inspection of Equipment including Vehicles

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspection of equipment including vehicles

2. Application/Scope:

- this SOP outlines the selection and inspection of equipment including vehicles
- selection of equipment for Biosecurity (quarantine) inspection will be developed from a Risk Analysis of the manifest
- referral from Customs operations
- includes vehicles (new and second hand), agricultural equipment, earthmoving equipment, processing equipment

3. Resources/equipment:

- tools and specialist staff to open up inspection hatches of equipment
- an Operational Kit for Inspectors SOP No. 2011-01
- protective footwear

4. Warnings:

- working on equipment can cause slips so correct protective clothing is required
- equipment is difficult to inspect and takes a lot of time
- new vehicles can become infected with pests if stored before export
- cleaning equipment is difficult, high volume spraying with degreaser better than low volume high pressure; washings should go direct to collection or into the sea
- treat collections with chlorine

5. Description of activities:

- review the Manifest and identify potential regulated articles
- remove inspection plates from equipment, inspect for: –
 - soil
 - seeds
 - insects and other pests
 - snails
 - reptiles
 - dunnage
 - straw and other plant material
- vehicle areas for special attention include: –
 - underside
 - boot and glove box
 - spare tyre and wheel well
 - chassis

- radiator
- carpets
- tyres and wheels
- engine compartment
- mudguards and fenders
- remove inspection plates from equipment, including: –
 - tracks
 - track frames
 - newly painted areas, soil may have been painted over

6. References:

- www.daff.gov.au/aqis/import/vehicles-machinery
- www.daff.gov.au/aqis/import/icon-icd



Equipment & Vehicle Inspections

SOP 2011-17 – Biosecurity Inspection of Garbage Systems

Standard Operating Procedure

No. 2011–17

Biosecurity Inspection of Garbage Systems

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- biosecurity monitoring of garbage collection systems

2. Application/Scope:

- the biosecurity monitoring of the garbage collection system includes collection of high risk material from the airport and seaport
- monitoring of low risk commercial and household waste

3. Resources/equipment:

- an Operational Kit for Inspectors SOP No. 2011-01

4. Warnings:

- high risk material needs to be removed daily in the approved manner
- material needs to be processed in the approved manner at the waste site
- there needs to be security procedures to prevent removal from the site

5. Description of activities:

- make regular inspections on the security of garbage receptacles including close fitting lids and leak-proof containers to contain liquid waste
- review the general cleanliness of facility
- if incineration is practiced, what happens to the ash and any un-burnt material?
- all airport and seaport material to be compacted and not moved in open vehicles

6. References:

- Anon (2006). PPPO Regional Operational Papua New Guinea

SOP 2011-18 – Submission of specimens for identification

Standard Operating Procedure

No. 2011–18

Submission of Specimens for Identification

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the procedures to be followed for the submission of samples, collected during inspection or clearance procedures, to a diagnostician for identification

2. Application/Scope:

- includes the sampling of suspected Invasive Alien Species (IAS), plant and animal pests and diseases, weeds and weed seeds (including aquatics) and aquatic specimens;
- collections may be made during Customs or Quarantine import and export inspections, inspections of ships and cargos, or of any organism or symptom suspected to be new or harmful to the agriculture, marine resources or environment of the Seychelles

3. Resources/equipment:

- Operational Kit for Inspectors SOP 2011-01;
- camera for unusual intercepts;
- Personal Protective Equipment (PPE)

4. Warnings:

- Inspectors should be generally familiar with the common organisms encountered within the country; those listed as regulated and notifiable biosecurity pests and diseases; and widely established IAS
- Inspectors should be aware of variants of the familiar IAS organisms and the potential pathways for IAS entry into the Seychelles;
- Inspectors should be aware that certain diseases of animals can also infect humans (zoonosis) sometimes with fatal consequences (i.e. rabies)
- The diagnosis of diseases in animals is a specialised activity and suspected diseased animals should not be handled and should be referred immediately to the Animal Health veterinarians.
- where imported consignments are considered of high sanitary or phytosanitary (or other) risk, Inspectors should be aware that security must be maintained during inspections and appropriate PPE should be used;

5. Description of activities:

- during inspection, Inspectors should ensure that the imported goods and packaging materials are free from infection, infestation or contamination by potential biosecurity pest, disease or IAS organisms. Materials that do not comply should be treated or removed for destruction before the consignment is released;
- where possible, submit specimens of the infecting, infesting or contaminating organism to a qualified diagnostic laboratory for identification. Ensure that all relevant information is appended and that specimen security is maintained. This action will assist the development of pest profiles on introduced goods;
- additional efforts should be made when the infecting, infesting or contaminating organism is not readily known to the Inspector;

- Sufficient good quality specimens should be collected to cover appropriate life and sexual stages or symptoms of disease. Live, recently killed or freshly collected specimens should not be placed in a sealed or airtight container unless delivery to the laboratory will occur within several hours. Small, fast-moving and difficult to catch species are best caught on a strip of clear sticky tape which can then be stuck onto a paper sheet with the collection details;
- documentation should be thorough and if relevant, include frequency of occurrence and symptom distribution within the shipment;
- where substantial consignments of perishable goods are being held in quarantine whilst an identification is made, the options for holding the goods securely and safely before release should be discussed with the importer and the agreed conditions for storage supervised by a nominated Inspector;
- any additional information provided by the importer on the detained goods should be considered and if justified, provided to the diagnostic laboratory;
- the laboratory should acknowledge receipt of the and if required, provide appropriate comment on the delivery of the submitted sample when received;
- Laboratory diagnosis should be prompt and include feedback provided to the Inspector who collected the sample;
- all documents should be correctly filed (see SOP 2011-03), Documentation of Biosecurity activities) to enable justification of all actions and to compile a data set for risk analysis of import permits and inspections of imported products. This includes the laboratory diagnosis of the sample.

6. References

- Dogley, W. (1992). Phytosanitary Control Manual. 16 pp.
- Operational Kits to be used by Inspectors SOP 2011-01

SOP 2011-19 – NOT USED

Standard Operating Procedure

No. 2011–19

NOT USED – Intentionally left blank



Domestic Animal

SOP 2011-20 – Inspection of live animals (Domestic)

Standard Operating Procedure

No. 2011–20

Inspection of Live Animals (Domestic)

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the procedures to be used for the inspection of live animals (domestic)

2. Application/Scope:

- this SOP primarily relates to the legal import of live domestic animals into the Seychelles
- outlines the responsibilities of agencies at port of arrival
- includes poultry, day-old chicks, cattle, horses, pigs, goats and sheep
- does not include cats, dogs, bees, exotic birds, fish (including aquarium fish), crustaceans or zoo animals (see SOP No 2011-20, 30, 39)
- prior to the importation, the Chief Veterinary Officer will have carried out a risk assessment and would have specified a

number of conditions in the import permit which must be addressed

3. Resources/equipment:

- copy of Import Permit specifying import requirements
- copy of health certification which accompanies the animal(s) being imported
- availability of suitably trained and qualified staff
- veterinary equipment necessary to carry out a clinical examination and collect samples if required
- appropriate equipment for the handling and restraint of the animals to be examined
- Personal Protective Equipment (PPE)

4. Warnings:

- examination of live animals is a specialised activity and should be limited to qualified veterinarians and their assistants
- animals and animal products may carry zoonotic diseases (diseases transmissible from animals to humans) and appropriate PPE should be used
- failure to adequately restrain the animal during examination could lead to injuries to the staff involved and the animal concerned

5. Description of activities:

- confirm the species and number of animals
- confirm country of origin
- confirm animal identification markings
- confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)
- check for compliance in the international animal health certificate with the conditions in the import permit

- supervise the transfer of the animal(s) to the Post Entry Quarantine (PEQ) facility
- seize all accompanying material (feed, straw, hay, faeces) and arrange for destruction under the supervision of biosecurity officers
- on arrival at the PEQ, a veterinarian will examine each animal individually and record any clinical conditions, injuries or abnormalities
- if any animal is showing clinical signs, the veterinarian will inform the CVO immediately
- separate any animal showing clinical signs from the remaining animals in the importation
- in the case of poultry or day old chicks it may be appropriate to sacrifice a number of animals showing clinical signs in order to obtain a diagnosis
- submit samples to the laboratory in a secure manner
- commence treatment for the remaining animal(s)
- review the prescribed quarantine period and amend as necessary
- if laboratory testing indicates that the animals are carrying a disease which is notifiable in the Seychelles, then arrange for destruction of the remaining animals
- supervise disposal of animal carcasses and all material (feed, hay, straw, faeces etc.), which has been in contact
- supervise decontamination of the facility and all equipment that has been used or in contact with the diseased animals

6. References:

- *Animals (Diseases and Imports) Act 1981*
- *Animal and Plant Biosecurity Bill (2011)*. Section 100
- list of notifiable diseases in the Seychelles (see Attachment 6)
- www.daff.gov.au/aqis/import/live-animals

**SOP 2011-21 – Inspection of illegally imported live animals
(Domestic)**

STANDARD OPERATING PROCEDURE

No. 2011–21

Inspection of illegally imported Live Animals (Domestic)

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of illegally imported live animals (domestic) and associated equipment

2. Application/Scope

- this SOP relates to the illegal importation of live domestic animals into the Republic of Seychelles
- outlines the responsibilities of agencies at port of arrival
- includes poultry, day old chicks, cattle, horses, pigs, goats and sheep
- does not include cats, dogs, bees, exotic birds, fish (including aquarium fish), crustaceans or zoo animals (see SOP 2011 No. 39)
- the importation will have occurred in the absence of an import permit

- it is unlikely that illegal imports of domestic animals would occur through the accepted means of entry

3. Resources/equipment

- ships manifest
- staff available
- examination equipment available
- suitable handling equipment to restrain the animals
- Personal protective equipment (PPE)

4. Warnings

- examination of live animals is a specialised activity and should be limited to qualified veterinarians
- animals may carry zoonotic diseases (diseases transmissible from animals to humans) and appropriate PPE should be used

5. Description of activities

- confirm the species and number of animals
- confirm country of origin
- confirm animal identification markings
- confirm that any international animal health certification has been signed by the competent authority and contains the necessary official stamp(s)
- confirm that the international animal health certificate complies with the conditions for importation of domestic animals into the Republic of Seychelles
- if the import fails to comply with the requirements of the import permit treat as a prohibited importation
- notify the Chief Veterinary officer (CVO) immediately
- detain the animal(s)
- seize all accompanying material (cages, feed, straw, hay, faeces) and arrange for destruction or decontamination under the supervision of a biosecurity officer

For domestic animals, which comply with the import requirements but are not in possession of an import permit:

- supervise the transfer of the animal(s) to the Post Entry Quarantine (PEQ) facility
- on arrival at the PEQ, a veterinarian will examine each animal individually and record any clinical conditions, injuries or abnormalities
- advise the owner that he has a number of options open to him
 - make application in the usual manner for a permit to import and if the CVO is satisfied that the animal does not constitute a risk then he may issue an import permit
 - re-export the animal(s)
 - have the animal(s) destroyed
- subject to the issue of a permit by the CVO and on completion of the examination and any necessary treatments, issue a permit to land if the owner is able to satisfy the requirements of the permit
- if considered necessary, conditions may be applied to the Permit to Land
- if any animal is showing clinical signs at the time of examination, the veterinarian will inform the CVO immediately
- separate any animal showing clinical signs from any other animals in the importation
- submit samples to the laboratory in a secure manner
- institute treatment as required
- review the prescribed quarantine period and amend as necessary
- if laboratory testing indicates that the animals are carrying a disease, which is notifiable in the Republic of Seychelles, then arrange for destruction of the animal

- supervise disposal of animal carcasses and all material (cages, feed, bedding etc.), which has been in contact
- supervise decontamination of the facility and all equipment that has been used or in contact with the diseased animals
- notify the CVO on completion

6. References

- *Animal and Plant Biosecurity Bill* (2011)



Domestic and Companion Animals

SOP 2011-22 – Inspection of live animals (Companion)

STANDARD OPERATING PROCEDURE

No. 2011–22

Inspection of Live Animals (Companion)

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of companion animals

2. Application/Scope

- this SOP primarily relates to the legal import of live companion animals into the Republic of Seychelles
- outlines the responsibilities of agencies at port of arrival
- includes cats, dogs, aviary birds and other animals and birds, which may be kept as companion animals
- prior to the importation, the Chief Veterinary Officer (CVO) will have carried out a risk assessment and will have specified a number of conditions in the import permit which must be addressed
- companion animals on visiting yachts and motor vessels are addressed in SOP 2011-21 – Inspection of illegally imported live animals (companion)

3. Resources/equipment

- copy of import permit specifying import requirements
- copy of health certification which accompanies the animal(s) being imported
- availability of suitably trained and qualified staff
- veterinary equipment necessary to carry out a clinical examination and collect samples if required
- appropriate equipment for the handling and restraint of the animals to be examined
- Personal Protective Equipment (PPE)

4. Warnings

- examination of live animals is a specialised activity and should be limited to qualified veterinarians
- animals may carry zoonotic diseases (diseases transmissible from animals to humans) and appropriate PPE should be used
- failure to adequately restrain the animal during examination could lead to injuries to the staff involved or the animal concerned
- yachts arriving in the Republic of Seychelles may contain companion animals, which have previously visited a number of countries of unknown animal health status and owners may deliberately attempt to conceal the presence of animals on board

5. Description of activities

- confirm the species and number of animals
- confirm country of origin
- confirm animal identification markings
- confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)

- confirm that the international animal health certificate complies with the conditions in the import permit
- if the import fails to comply with the requirements of the import permit treat as an illegal importation and refer to SOP 2011-21 – Inspection of Illegal imports of Animals (Companion)
- notify the CVO immediately
- seize all accompanying material (cage, bedding, faeces) and arrange for destruction or decontamination under the supervision of a biosecurity officer

For companion animals which comply with the import permit:

- supervise the transfer of the animal(s) to the Post Entry Quarantine (PEQ) facility
- on arrival at the PEQ, a veterinarian will examine each animal individually and record any clinical conditions, injuries or abnormalities
- on satisfactory completion of the examination and any necessary treatments, issue a Permit to Land
- if considered necessary, conditions may be applied to the Permit to Land
- if any animal is showing clinical signs, the veterinarian will inform the CVO immediately
- separate any animal showing clinical signs from any other animals in the importation
- submit samples to the laboratory in a secure manner
- institute treatment as required
- review the prescribed quarantine period and amend as necessary
- if laboratory testing indicates that the animals are carrying a disease, which is notifiable in the Republic of Seychelles, then arrange for destruction of the animal
- supervise disposal of animal carcasses and all material (cages, bedding etc), which has been in contact

- supervise decontamination of the facility and all equipment that has been used or in contact with the diseased animals
- notify the CVO on completion

6. References

- *Animal and Plant Biosecurity Bill* (2011)
- www.daff.gov.au/aqis/import/live-animals



SOP 2011-23 – Inspection of illegally imported live animals (Companion)

STANDARD OPERATING PROCEDURE

No. 2011–23

Inspection of illegally imported Live Animals (Companion)

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of illegally imported live animals (companion) and associated equipment

2. Application/Scope

- this SOP relates to the illegal import of live companion animals into the Republic of Seychelles
- outlines the responsibilities of agencies at port of arrival
- includes cats, dogs, aviary birds and other animals and birds, which may be kept as companion animals

3. Resources/equipment

- copy of import requirements for entry of companion animals into Republic of Seychelles
- copy of any health certification or documentation which accompanies the animal(s) being imported
- availability of suitably trained and qualified staff

- veterinary equipment necessary to carry out a clinical examination and collect samples if required
- appropriate equipment for the handling and restraint of the animals to be examined
- Personal Protective Equipment (PPE)

4. Warnings

- examination of live animals is a specialised activity and should be performed by qualified veterinarians
- animals may carry zoonotic diseases (diseases transmissible from animals to humans including rabies) and appropriate PPE should be used
- failure to adequately restrain the animal during examination could lead to injuries to the staff involved or the animal concerned

5. Description of activities

- confirm the species and number of animals
- confirm country of origin
- confirm animal identification markings
- confirm that any international animal health certification has been signed by the competent authority and contains the necessary official stamp(s)
- confirm that the international animal health certificate complies with the conditions for importation into Republic of Seychelles
- if the import fails to comply with the requirements of the import permit treat as a prohibited importation
- notify the Chief Veterinary Officer (CVO) immediately
- detain the animal
- seize all accompanying material (cage, bedding, faeces) and arrange for destruction or decontamination under the supervision of a biosecurity officer

For companion animals, which comply with the import requirements but are not in possession of an import permit

- supervise the transfer of the animal(s) to the Post Entry Quarantine (PEQ) facility
- on arrival at the PEQ, a veterinarian will examine each animal individually and record any clinical conditions, injuries or abnormalities
- advise the owner that he has a number of options open to him
 - make application in the usual manner for a permit to import and if the CVO is satisfied that the animal does not constitute a risk then he may issue an import permit
 - re-export the animal
 - have the animal destroyed
- if the owner is able to satisfy the requirements for an import permit, on completion of the examination and any necessary treatments, issue a Permit to Land
- if considered necessary, conditions may be applied to the Permit to Land
- if any animal is showing clinical signs at the time of examination, the veterinarian will inform the CVO immediately
- separate any animal showing clinical signs from any other animals in the importation
- submit samples to the laboratory in a secure manner
- institute treatment as required
- review the prescribed quarantine period and amend as necessary
- if laboratory testing indicates that the animals are carrying a disease, which is notifiable in the Republic of Seychelles, then arrange for destruction of the animal
- supervise disposal of animal carcasses and all material (cages, bedding etc.), which has been in contact

- supervise decontamination of the facility and all equipment that has been used or in contact with the diseased animals

For companion animals on yachts and motor vessels arriving in the Republic of Seychelles without an import permit

- a veterinarian will examine each animal individually and record any clinical conditions, injuries or abnormalities
- on satisfactory completion of the examination and any necessary treatments, the master of the vessel will be bonded to keep the animal on board for the duration of the visit to the Republic of Seychelles. Failure to comply will result in the immediate destruction of the animal and potential prosecution
- if any animal is showing clinical signs, the veterinarian will inform the CVO immediately
- try to quarantine any animal showing clinical signs from any other animals on board the vessel
- submit samples to the laboratory in a secure manner
- institute treatment as required
- notify the CVO on completion
- the master of the vessel must report any animal on board which dies to the CVO

6. References

- *Animal and Plant Biosecurity Bill* (2011)

SOP 2011-24 – Inspection of animal products

STANDARD OPERATING PROCEDURE

2011-24

Inspection of Animal Products

Approved by		Approval date	DD Month YYYY
Approval period	12 Months	Effective date	DD Month YYYY
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of animals and animal products

2. Application/Scope

- outlines the responsibilities of agencies at port of arrival
- uses Risk Profiling for initial evaluation of passengers and baggage

3. Resources/equipment

- commercial consignments
 - ships manifest
- visitor consignments
 - application for *Visitor's Permit and Disembarkation Card* (in draft)
- staff available
- screening equipment available
- sampling equipment

- Personal Protective Equipment (PPE)
- seizure / destruction notices

4. Warnings

- passengers may not appreciate the need for inspections and will resent having animal products seized
- animals and animal products may carry zoonotic diseases (diseases transmissible from animals to humans) and appropriate PPE should be used
- commercial quantities of animal products may represent a significant investment and may be subject to spoilage if not addressed as a matter of urgency

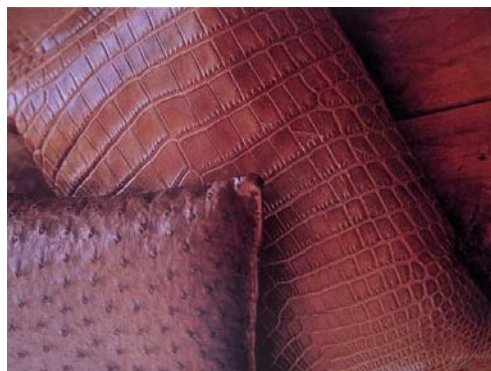
5. Description of activities

- confirm issue of Republic of Seychelles Import Permit
- confirm country of origin of goods
- confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)
- confirm that the international animal health certificate complies with the conditions in the import permit
- examine product and packaging for evidence of contamination or infestation and if present detain
- if necessary submit appropriate samples for laboratory investigation
- examine packaging to confirm that the product is the product referred to in the international animal health certificate
- if, the consignment meets the import requirements of the Republic of Seychelles the goods may be released
- issue a Permit to Land
- if considered necessary, conditions may be applied to the Permit to Land

- if the goods are a prohibited import or do not comply with the requirements to import animal products into the Republic of Seychelles refer to SOP 2011 25.– Inspection of Illegally Imported Animal Products

6. References

- *Animal and Plant Biosecurity Bill* (2011)



Animal Products

SOP 2011-25 – Inspection of illegally imported animal products

STANDARD OPERATING PROCEDURE

No. 2011–25

Inspection of illegally imported Animal Products

Approved by		Approval date	DD Month YYYY
Approval period	12 Months	Effective date	DD Month YYYY
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of illegally imported animal products and animal products which do not fully comply with the terms of the Import Permit

2. Application/Scope

- outlines the responsibilities of agencies at port of arrival
- may be applied to imports of animal products accompanying passengers on arrival or to commercial quantities of animal products without documentation or with documentation which fails to comply with the import requirements for the Republic of Seychelles

3. Resources/equipment

- commercial consignments
 - ships manifest
- visitor consignments
 - application for *Visitor's Permit and Disembarkation Card*
- staff available

- screening equipment available
- sampling equipment
- Personal Protective Equipment (PPE)
- seizure / destruction notices

4. Warnings

- passengers may not appreciate the need for inspections and will resent having animal products seized
- animal products carried by passengers may not have been subject to commercial processing or inspection (i.e. game meat) and may represent a significant threat
- animals and animal products may carry zoonotic diseases (diseases transmissible from animals to humans) and appropriate PPE should be used .
- commercial quantities of animal products may represent a significant investment and may be subject to spoilage if not inspected as a matter of urgency

5. Description of activities

- imports of small quantities of animal products as personal baggage
 - ascertain if the importation is accompanied by any documentation.
 - examine product and packaging for evidence of contamination or infestation and if present detain
 - if necessary submit appropriate samples for laboratory investigation
 - examine packaging to establish if the product has been commercially manufactured and is labelled with details of place of origin, date of manufacture and inspection (if any)
 - if, after consulting the Chief Veterinary Officer (CVO), the inspector can establish that the consignment meets the import requirements of the Republic of Seychelles with or without treatment, the goods may be released

- issue a Permit to Land
- if considered necessary, conditions may be applied to the Permit to Land
- if the goods are a prohibited import, advise the passenger that the consignment will be destroyed under the supervision of the biosecurity officers
- issue a detention / seizure / destruction notice to the owner of the product
- advise the CVO immediately of findings
- imports of commercial quantities accompanied by documentation which does not comply with the import conditions
 - advise the CVO immediately of findings
 - for commercial quantities which do possess suitable labelling, it will be necessary to discuss the options for detention with the importer
 - the importer will be required to provide the CVO with any additional information.
 - the CVO will establish whether the commercial import can meet the import requirements of the Republic of Seychelles and if satisfied will issue a permit to land
 - if the importer fails, within a reasonable time, to meet the import conditions prescribed by the CVO, the importer should be advised that the consignment must be re-exported or destroyed
- imports of commercial quantities without documentation
 - advise the CVO immediately of findings
 - if the goods are prohibited, the importer should be advised that the consignment must be re-exported or destroyed
 - the CVO will consider whether a prosecution is necessary

- if the consignment can meet the import requirements, the goods should be detained while the importer obtains the necessary certification
- if the importer fails, within a reasonable time, to meet the import conditions prescribed by the CVO, the importer should be advised that the consignment must be re-exported or destroyed

6. References

- *Animal and Plant Biosecurity Bill* (2011)

SOP 2011-26 – Inspection of animal reproductive material

STANDARD OPERATING PROCEDURE

No. 2011–26

Inspection of Animal Reproductive Material

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of animal reproductive material

2. Application/Scope

- this SOP relates to the legal import of animal reproductive material into the Republic of Seychelles
- outlines the responsibilities of agencies at port of arrival
- includes the semen and embryos of cattle, pigs, goats and sheep
- does not include poultry, cats, dogs, bees, exotic birds, fish (including aquarium fish), crustaceans or zoo animals (see SOP 2011 Nos. 20, 30, 39)
- prior to the importation, the Chief Veterinary Officer (CVO) will have carried out a risk assessment and would have specified a number of conditions in the import permit which must be addressed

3. Resources/equipment

- copy of import permit specifying import requirements
- copy of health certification which accompanies the animal reproductive material being imported
- availability of suitably trained and qualified staff
- veterinary and / or laboratory equipment necessary to carry out an examination and collect samples if required
- Personal Protective Equipment (PPE)

4. Warnings

- examination of animal reproductive material is a specialised activity and should be limited to suitably qualified veterinarians or laboratory technicians
- animal reproductive material is usually transported internationally in containers of liquid nitrogen. Appropriate PPE should be worn and care should be taken while handling liquid nitrogen, especially in an enclosed space

5. Description of activities

- confirm issue of Republic of Seychelles Import Permit
- confirm country of origin of goods
- confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)
- confirm that the international animal health certificate complies with the conditions in the import permit
- examine product and packaging for evidence of contamination or leakage and if present, detain
- examine packaging to confirm that the product is the product referred to in the international animal health certificate
- if necessary submit appropriate samples for laboratory investigation

- if, on inspection, the consignment meets the import requirements of the Republic of Seychelles the goods may be released
- issue a Permit to land
- if considered necessary, conditions may be applied to the Permit to Land
- if the goods are a prohibited import or do not comply with the requirements to import animal products into the Republic of Seychelles refer to SOP 2011 No 25 – Inspection of Illegally Imported Animal Products

6. References

- *Animal and Plant Biosecurity Bill* (2011)
- Manual of the International Embryo Transfer Society
- *Office internationale des epizooties* Terrestrial Code
- www.daff.gov.au/aqis/import/live-animals



Pallets or Dunnage

SOP 2011-27 – Inspection of second-hand equipment previously used with animals

STANDARD OPERATING PROCEDURE

No. 2011–27

Inspection of Second-hand Equipment previously used with animals

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of second hand equipment previously used with animals

2. Application/Scope

- outlines the responsibilities of agencies at port of arrival
- uses Risk Profiling for initial evaluation of the consignment
- may be applied to commercial quantities of used equipment or items contained in the personal effects of new residents in the Republic of Seychelles

3. Resources/equipment

- shipping manifest
- staff available
- screening equipment available

4. Warnings

- owners may not appreciate the need for inspections and may not realise that the importation of used equipment may carry disease (examples are: used saddlery, used poultry equipment)
- second hand equipment may carry zoonotic diseases (diseases transmissible from animals to humans) and appropriate Personal Protective Equipment (PPE) should be used if considered necessary
- second hand equipment used with poultry may carry a number of highly pathogenic avian diseases and must be thoroughly decontaminated before release

5. Description of activities

- confirm issue of Republic of Seychelles Import Permit
- confirm country of origin of goods
- confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)
- confirm that the international animal health certificate complies with the conditions in the import permit
- confirm that the product is the product referred to in the international animal health certificate
- examine product and packaging for evidence of contamination and if necessary detain for treatment
- if necessary submit appropriate samples for laboratory investigation
- if, the consignment meets the import requirements of the Republic of Seychelles the goods may be released and a Permit to Land may be issued
- if considered necessary, conditions including decontamination of the equipment prior to release, may be applied to the Permit to Land

- if the goods are a prohibited import or do not comply with the requirements to import equipment previously used with animals into the Republic of Seychelles, treat as animal products and refer to SOP 2011 No. 25 – Inspection of Illegally Imported Animal Products

6. References

- *Animal and Plant Biosecurity Bill* (2011)



Artefacts of Animal Origin

SOP 2011-28 – Inspection of artefacts of animal origin

STANDARD OPERATING PROCEDURE

No. 2011–28

Inspection of Artefacts of Animal Origin

Approved by		Approval date	DD Month YYYY
Approval period	12 Months	Effective date	DD Month YYYY
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of artefacts of animal origin

2. Application/Scope

- outlines the responsibilities of agencies at port of arrival
- applies to all items of animal origin which have been manufactured from animal products derived from animals of unknown health status

3. Resources/equipment

- application for *Visitor's Permit and Disembarkation Card* (in draft)
- staff available
- screening equipment available
- Personal Protective Equipment (PPE)

4. Warnings

- passengers may not appreciate the need for inspections
- it is unlikely that visitors to the Republic of Seychelles will be aware that importing artefacts of animal origin are equivalent to the import of an animal product
- artefacts of animal origin may carry zoonotic diseases (diseases transmissible from animals to humans) or livestock diseases and appropriate Personal Protective Equipment (PPE) should be used
- a wide range of artefacts are manufactured in many countries for sale to tourist and may contain hide (drums), feathers (fans), bone (carvings) or other material of animal origin

5. Description of activities

- establish if the importation is accompanied by any documentation
- examine product and packaging for evidence of contamination or infestation and if present detain
- if necessary submit appropriate samples for laboratory investigation
- examine packaging to establish if the product has been commercially manufactured and is labelled with details of place of origin, date of manufacture and inspection (if any)
- if, after consulting the Chief Veterinary Officer (CVO), the Inspector can establish that the consignment meets the import requirements of the Republic of Seychelles with or without treatment, the goods may be released
- issue a Permit to Land
- if considered necessary, conditions may be applied to the Permit to Land
- if the goods are a prohibited import, advise the passenger that the consignment will be destroyed under supervision of the Biosecurity staff

- issue a detention / seizure / destruction notice to the owner of the product
- advise the CVO of findings

6. References

- *Animal and Plant Biosecurity Bill* (2011)



Fresh vegetables and other products sold in the market.

SOP 2011-29 – Inspection of biological products

STANDARD OPERATING PROCEDURE

No. 2011–29

Inspection of Biological Products

Approved by		Approval date	DD Month YYYY
Approval period	12 Months	Effective date	DD Month YYYY
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- Outlines the procedures to be used for the inspection of biological products

2. Application/Scope

- Outlines the responsibilities of agencies at port of arrival
- Uses Risk Profiling for initial evaluation of passengers and baggage

3. Resources/equipment

- Application for *Visitor's Permit and Disembarkation Card* (in draft)
- Ships manifest
- Customs declaration (on international freight or mail)
- Staff available

4. Warnings

- biological products may be imported as commercial consignments, in personal baggage, through international mail, courier services or by airfreight
- passengers may not appreciate the need for inspections
- the illegal use of some biological products could have implications for exports^{1,2}
- a number of biological products have potential for use in bio terrorism
- biological products are subject to importation under permit

5. Description of activities

- Confirm country of origin
- Confirm identification markings on packing
- Confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)
- Confirm that the international animal health certificate complies with the conditions in the Republic of Seychelles import permit
- If the consignment complies issue permit to land
- If considered necessary, conditions may be applied to the Permit to Land
- If the consignment fails to comply, detain and seek advice from the Chief Veterinary Officer (CVO)

1 The illegal importation of viruses affecting cats by bird watching enthusiasts has occurred on some islands in the Pacific.

2 The use of rabies vaccine in dogs and cats in a country considered free from rabies may impact on the rabies free status of that country.

6. References

- *Animal and Plant Biosecurity Bill* (2011)



Biological Inspection



Feral Bee Swarm

SOP 2011-30 – Inspection of live animals (Bees)

STANDARD OPERATING PROCEDURE

No. 2011–30

Inspection of Live Animals (Bees)

Approved by		Approval date	DD Month YYYY
Approval period	12 Months	Effective date	DD Month YYYY
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of bees, bee products and equipment used with bees

2. Application/Scope

- outlines the responsibilities of agencies at port of arrival
- uses Risk Profiling for initial evaluation of passengers and baggage
- addresses imports of commercial quantities of bees, including package bees, nucleus colonies and queen bees. Also includes bee products and equipment used with bees plus imports of queen bees, which may arrive in passengers' personal luggage or through international mail

3. Resources/equipment

- application for *Visitor's Permit and Disembarkation Card* (in draft)
- staff available

- a suitable location should be available to prevent the accidental release of bees
- appropriate sampling equipment
- Personal Protective Equipment (PPE)
- equipment used with bees

4. Warnings

- passengers may not appreciate the need for inspections
- examination of live bees is a specialised activity and should be limited to biosecurity officers with appropriate experience.
- multiple bee stings can be dangerous
- appropriate Personal Protective Equipment (PPE) should be used when opening containers of bees

5. Description of activities

- confirm country of origin
- confirm identification markings on packing
- confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)
- confirm that the international animal health certificate complies with the conditions in the import permit
- supervise the transfer of the bees to the Post-Entry Quarantine (PEQ) facility
- on arrival at the PEQ, a biosecurity officer will examine each consignment.
- if the consignment meets the import requirements of the Republic of Seychelles and the biosecurity officer is satisfied that the bees appear healthy, the bees may be released
- issue a Permit to Land
- if the biosecurity officer detects a large number of dead bees or bees that are inactive or has any other reason to believe that

the bees are not behaving normally, he will submit samples to the diagnostic laboratory in a secure manner

- review the prescribed quarantine period and amend as necessary.
- if laboratory testing indicates that the bees are carrying a disease, which is notifiable in the Republic of Seychelles, then arrange for destruction of the remaining bees
- supervise disposal of all bees and packaging in the consignment
- supervise decontamination of the facility and all equipment that has been used or in contact with the diseased animals

6. References

- *Animal and Plant Biosecurity Bill (2011)*

SOP 2011-31 – NOT USED

Standard Operating Procedure

No. 2011–31

NOT USED – Intentionally left blank



Imported Plants and Plant Products

SOP 2011-32 – Inspection and Clearance of Plants and Plant Products

Standard Operating Procedure

No. 2011–32

Inspection and Clearance of Plants and Plant Products

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the procedures to provide the general requirements for importing commercial and non-commercial consignments of plants and plant products; be used in the inspection and clearance

2. Application/Scope:

- includes the import requirements, which are independent of the mode of transport for consignments of plants, plant products or any goods that may harbour a plant pest or disease;
- the mode of importation may include air cargo, sea cargo, passengers, yachts, courier services and postal articles;
- includes inspections and clearances for fresh fruit and vegetables, cut flowers, wooden articles, plant based souvenirs, and stored agricultural products that includes whole grains, processed plant products or spices;

- separate SOP are provided for inspections and clearances of grain (SOP 2011-10), timber (SOP 2011-15) and seeds (SOP 2011-22);

3. Resources/equipment:

- inspection kit as outlined in SOP 2011-01;
- clean inspection bench with a white surface and good lighting;
- Maggi lamp
- copies of the *Plant Import Permit* from the Permit Office and importer;
- copies of *Notification of Detention (Plants)* and *Detention Advice*;
- camera for unusual intercepts

4. Warnings:

- conduct a rapid risk analysis based on experience or records of the type, source of product and likelihood of pest, disease and IAS infestation on the product as a guide to allocating inspection resources and activities;
- some consignments of plant product are a high phytosanitary risk, so security must be maintained during inspections;
- cut flower consignments may have small hidden insects and diseases;
- wooden articles and plant based souvenirs may introduce borers or foliar diseases;
- stored agricultural produce includes whole grains, processed plant products and other dried plant products like spices. It can be imported in bulk, packaged in sacks or imported in small packs. The biosecurity risks for stored products are seed borne diseases, insect, weed and other IAS contamination;
- packaging and containers should be examined thoroughly for pests such as ants, snails and other IAS;
- larger consignments may need to sub-sampled proportionately with at least 600 units selected at random and examined;

- gloves and overalls should be worn during inspection to reduce the risk of exposure to any pesticides on the product

5. Description of activities:

- Inspectors must obtain all relevant documentation of the consignments from the importer, check that the conditions on the *Plant Import Permit* are unchanged, determine if the import conditions have been met, and decide whether inspection of the consignment is required;
- if import conditions have been met, the consignment should be released unconditionally
- during inspection, ensure that all packaging materials are approved and not infested or contaminated. Materials that do not comply should be treated or recovered for destruction before the consignment is released;
- where necessary, submit insect or plant disease or IAS specimens for identification with all relevant information appended and with specimen security maintained;
- if the inspector considers that the consignment should undergo further inspection or treatment, it can be released conditionally – for example, released for post-entry quarantine, processing or treatment. The conditions should be explicit and cover such things as location, method and means of transport, security and transport. Relevant personnel should be informed and sent copies of documents;
- if the inspector considers that the import conditions have not been met, the goods should be detained and the importer issued with a *Notification of Detention*. The importer should be told the reason for detention and the actions, if any, required to secure release;
- for substantial shipments of perishable goods the options for holding the goods securely and safely should be discussed with the importer and the agreed conditions for storage should be supervised by a nominated Inspector;

- any additional information provided by the importer on the detained goods should be considered and if sufficient information is received the consignment may be released;
- if after a reasonable time the import conditions are still not met, and with the agreement of a Senior Officer, the importer should be informed that the consignment can either be re-exported or destroyed;
- if a consignment arrives without an import permit, the goods should be detained and a *Notification of Detention* provided to the importer;
- where commercial consignments are involved and it is considered appropriate, the importer will be informed that the goods are prohibited and that they can be re-exported or destroyed. The importer should be instructed on the procedures to follow and that these would be supervised by a nominated Inspector;
- for non-commercial consignments, each consignment should be considered in relation to the approved import conditions and exemptions and, if met, the goods could be released either directly or following treatment,
- for non-commercial consignments that cannot meet the approved import conditions, the importer should be issued with a *Notification of Detention* and following the endorsement of a Senior Officer the consignment will be destroyed under supervision;
- correctly file all documents to enable justification of all actions and to compile a data set for risk analysis of import permits and inspections of plant products

6. References

- *Animal and Plant Biosecurity Bill* (2011) Section 100
- SOP Operational Kits to be used by Inspectors No:2011-01
- www.daff.gov.au/aqis/import/plant-products

SOP 2011-33 – Inspection of Timber

Standard Operating Procedure

No. 2011–33

Inspection of Timber

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspection of timber and timber products

2. Application/Scope:

- this SOP outlines the selection and inspection of timber, timber products and packaging
- referral from Customs operations
- includes round wood, sawn wood, wood chips or dunnage, with or without bark and processed wood products

3. Resources/equipment:

- an Operational Kit for Inspectors SOP No. 2011-01
- equipment to move heavy timber
- equipment to open banded straps

- copy of ISPM 15

4. Warnings:

- timber products are called by different terms around the world
- wood packaging may not be listed on the manifest

6. Description of activities:

- a Risk Analysis needs to be undertaken for each situation including:
 - analysis of the exporting country
 - method of packaging
 - type of timber product being imported
 - use of the imported product
 - phytosanitary Certificate
 - suitability of treatment: –
 - heat treatment
 - fumigation (how many days pre import)
 - permanent immunisation treatment
 - inspection
- agent to supply Import Permit and treatment documentation
- decide on whether to conduct an on-site inspection as timber is unloaded or an off-site inspection (e.g. a timber yard) where appropriate equipment may be used, there may be more time available and treatments can be more readily applied
- off-site must be suitable for inspection
- timber can carry soil and other pests; bark is a pathway for many pests, diseases and IAS
- timber needs to be packed to allow easy inspection, or require repacking
- packing, fasteners or bracing should have ISPM 15 treatment stamps

- timber should be inspected twice 24 hours apart. Holes marked during the first inspection and new ones identified in the next
- general procedures: –
 - inspect at least 10% of consignment
 - look for bark, grass, soil
 - seed, stored product contaminants
 - fungi
 - reptiles
 - snails
 - plant debris
 - holes, tunnels
 - ants, spiders
 - movement
- If found:
 - order fumigation, treatment
 - order destruction
 - order re-export
- wood products:
 - processed wood includes wood that has been chipped, veneered or milled so are a lower risk

7. References:

- *Animal and Plant Biosecurity Bill* (2001) Section 34
- ISPM No 15 (2009). Regulation of Wood Packaging Material in International Trade.
www.daff.gov.au/aqis/import/timber



Timber with bark



Assorted Grain/Seeds

SOP 2011-34 – Inspection of Grain

Standard Operating Procedure

No. 2011–34

Inspection of Grain

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspection of grain

2. Application/Scope:

- plant material includes any unprocessed material of plant origin, so includes grain as a regulated import to the Seychelles
- includes both bulk and smaller quantities of grain

3. Resources/equipment;

- may need specialised equipment to sample bulk grain or to subsample as cargo is unloaded
- A Operational Kit for Inspectors SOP No. 2011-01

4. Warnings:

- containers are bulky and difficult to handle, care must be taken around seaport equipment used to move heavy containers
- weather conditions can affect unloading bulk grains

5. Description of activities:

- Importer is responsible for:
 - copies of import permit
- Biosecurity (Quarantine):
 - check the import conditions with the manifest
 - check the phytosanitary certification
 - identification of the commodity
 - quantity
 - source of the commodity, country, production area
 - sample and check for pests: –
 - khapra beetle (possibly present in Seychelles)
 - soil
 - contaminant seed
 - chewing damage
 - disease symptoms
 - frass
 - regulated pests
 - webbing
 - check for chemical residue, if applicable
 - if passes inspection, the consignment can be released
 - if transported direct from wharf, trucks should be covered to stop spillage
 - if non-compliance inform exporting country

6. References:

- www.daff.gov.au/aqis/import/plants-grains-hortic

SOP 2011-35 – Seed Sampling

Standard Operating Procedure

No. 2011–35

Seed Sampling

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- to take random small samples of seed from a lot and combine them to a representative sample which represents the total consignment
- this sample then has a higher probability of a constituent being present and determining its level of occurrence in the seed lot

2. Application/Scope:

- allows the testing of seed being imported into the Seychelles to meet an International Seed Lot Certificate
- defines the sampling intensity to meet the minimum requirements
- sampling should be undertaken by, a Nobbe trier, Sleeve trier, Neate sampler, cargo sampler or by hand sampling
- samples need to be stored for one year from the date of issue of the Importing Certificate

3. Resources/equipment:

- each stage of sampling needs to be undertaken using appropriate techniques and equipment
- each sample must be marked so that the sample is connected to the lot
- samples need to be packed to prevent contamination/damage during transport

4. Warnings:

- where the seed has been chemically treated the details of the treatment must be marked on the sample
- check the packaging of the consignment for damage and pests

5. Description of activities:

- Import Permits are required to import seed into the Seychelles
- The correct sampling of seed depends on the quantity from a few grams for planting to bulk grain shipments
- Sampling definition
 - A lot is a specified quantity of seed, physically identified which may carry an International Analysis Certificate, from this lot;
 - a primary sample is a small sample from one point in the lot
 - a composite sample is made by mixing the primary samples
 - a submitted sample is the sample submitted for testing
 - a working sample is a subsample of the submitted sample that is used for testing
 - Lot size
 - For small lots up to 500kg, at least five primary samples, for 500kg-3000kg one primary sample for each 300kg

- up to five containers, sample each container and have at least five primary samples
- 6-30 containers, sample five containers or at least one in every three containers, whichever is the greatest
- 31-400 containers, sample ten containers or at least one in every five containers, whichever is the greatest
- 401+ containers, sample 80 containers or at least one in every seven containers, whichever is the greatest
- Testing
 - seed is then identified as being true to species including genetic modifications
 - the sample is then tested for contamination of insects, diseases and soil
 - if the consignment contains contaminants, or not the correct species it may be cleaned, destroyed or re-exported

6. References:

- International Rules of Seed Testing (ISTA 1976)
- ISPM No 31 (2008) methodologies of Sampling Consignments
- SOP 2011- 34 Inspection of Grain

SOP 2011-36 – NOT USED

Standard Operating Procedure

No. 2011–36

NOT USED – Intentionally left blank



Imported Produce

SOP 2011-37 – Responsibilities for Seaport Inspections

Standard Operating Procedures

No. 2011–37

Responsibilities for Seaport Inspections

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- to outline the responsibilities for the movement of freight and personnel at the seaport

2. Application/Scope:

- ensure agencies know who is responsible for different components of the seaport operation

3. Resources/equipment:

- understanding of the safe operation of the seaport

4. Warnings:

- responsibilities need to be clearly understood by agencies in times of emergency at the seaport
- working on an operational port has a high degree of personal risk

5. Description of activities:

- Master of the vessel:
 - notifies the Harbour Master of estimated time of arrival
 - notifies the ship name, type of ship, length of stay, last port, next port, number of passengers, number of crew, list of containers, manifest
 - provides a list of animals and plants on the vessel, in ship's store and their country of origin and ports of loading
 - enters a bond for the control and security of any animals
 - ensures the crew comply with biosecurity requirements
 - moves the ship alongside a wharf to unload containers that will require Biosecurity (quarantine) inspection
 - prepares the ship to unload non-containerized goods that will require biosecurity inspection
 - prepares the ship to unload bulk commodities to trucks for immediate delivery. The commodity will require clearance while still on ship
 - prepares a empty ship to load freight
- Shipping Agent:
 - notifies Customs, Immigration, Health, Biosecurity (Quarantine) of expected time of arrival
 - provides details of last port of call, number of crew and nationality, vessel type, anchorage
 - indicates the need for garbage disposal
 - provides information on animals on board
 - supplies a copy of the manifest
 - informs importers if goods are impeded or restricted by biosecurity concerns
- Stevedore Companies and Port Security ensure:
 - cargo control and security of all consignments
 - only allow movement if all documentation is in order
- Third party treatment provides:

- adequately security with Customs for all consignments of goods being treated
- effective treatment of all consignments referred by Biosecurity officers
- Customs:
 - enforce biosecurity requirements if no Biosecurity (Quarantine) officer is available
 - refer detections of a biosecurity risk made during their operations to Biosecurity (Quarantine) officers
 - clear goods when quarantine inspections have been completed
- Health:
 - grant pratique and surveillance of appropriate sanitation and the health of passengers and crew
- Biosecurity (Quarantine):
 - inspect and clear passengers, crew and baggage
 - inspect garbage facilities and explain requirements to the Master
 - approve the removal of biosecurity waste
 - provide the requirements for safe keeping of animals on board to the Master of the vessel
 - bond live animals
 - arrange inspections of animals on board
 - receive a list of the ship's provisions and stores from the Master
 - examine the ship log and understand ship movements and loadings
 - inspect ship provisions area and sealing/bonding of quarantine risk materials
 - inspect any plants on board
 - inspect the ship's hold for pests including insects, snails, timber, soil

- inspect bonded animals and goods before departure to verify the conditions have been met
- advise the Port Authority of the need to destroy any biosecurity waste

6. References:

- Anon (2006). PPPO Regional Operational Manual, Papua New Guinea
www.daff.gov.au/aqis/import/cargo

SOP 2011-38 – Inspection of Ships Cargo

Standard Operating Procedure

No. 2011–38

Inspection of Ships Cargo

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspection of sea containers

2. Application/Scope:

- this SOP outlines the selection and inspection of containers at the sea port
- selection of containers for quarantine inspection will be developed from a Risk Analysis of the Manifest
- referral from Customs operations

3. Resources/equipment:

- equipment to move containers to an isolated area near the incinerator
- an Operational Kit for Inspectors SOP No. 2011-01

4. Warnings:

- containers are bulky and difficult to handle, care must be taken around seaport equipment used to move heavy containers
- loads may have shifted in the container and be leaning against the door
- container doors are heavy and maybe difficult to open
- pests including insects may have hatched and be ready to fly when the door is opened
- consider the possibility of reducing the risks of pests escaping from the cargo holds by working at certain times (e.g. in the cool of the night or during hot dry sunlight periods) and ensure knockdown insecticides are at hand
- if treatment is required Inspectors must take care not to be at risk from the chemical operation
- containers can have holes in the top due to damage from other containers on the ship

5. Description of activities:

- review the manifest and identify potential regulated articles
- compare with the import permit and check for compliance
- safely observe the movement of the container to the prescribed area
- inspect the outside of the container before placement; if contaminated, have cleaned before internal inspections
- identify the most perishable commodities and inspect first for clearance
- if pests or IAS are found: –
 - determine sampling size
 - inspection procedure and methodology
 - identification of the pests
 - treatment of the pests
 - label all samples

- notify the exporting country of non-compliance
- re-inspect after treatment and release if clean

6. References:

- www.daff.gov.au/aqis/import/cargo
- www.daff.gov.au/aqis/import/cargo pests



Live Fish and Crustaceans

SOP 2011-39 – Inspection of live animals (Fish and Crustaceans)

STANDARD OPERATING PROCEDURE

No. 2011–39

Inspection of Live Animals (Fish and Crustaceans)

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose

- outlines the procedures to be used for the inspection of live fish and crustaceans

2. Application/Scope

- this SOP primarily relates to the legal import of live fish and crustaceans into the Republic of Seychelles
- outlines the responsibilities of agencies at port of arrival
- prior to the importation, the Chief Fisheries Officer will have carried out a risk assessment and will have specified a number of conditions in the import permit which must be addressed

3. Resources/equipment

- copy of Import Permit specifying import requirements
- copy of health certification which accompanies the animal(s) being imported
- availability of suitably trained and qualified staff

- equipment necessary to carry out an examination and collect samples if required
- appropriate equipment for the handling and restraint of the animals to be examined
- Personal Protective Equipment (PPE)

4. Warnings

- examination of live fish and crustaceans is a specialised activity and should be undertaken by suitably trained and qualified staff
- appropriate PPE must be used

5. Description of activities

- confirm the species and approximate number of animals
- confirm the country of origin
- confirm identification markings of the consignment
- confirm that the international animal health certificate has been signed by the competent authority and contains the necessary official stamp(s)
- confirm that the international animal health certificate complies with the conditions in the import permit
- supervise the transfer of the animal(s) to the appropriate facility
- on arrival at the facility, a suitably trained and qualified staff member will examine a representative sample of the consignment and record any evidence of disease, injuries or abnormalities
- if the importation complies with the requirements of the import permit and an examination detects no evidence of disease then a Permit to Land can be issued
- if considered necessary, conditions may be applied to the Permit to Land.

- if any animal is showing any clinical signs of disease, the inspecting officer will inform the Chief Fisheries Officer immediately
- separate any animal showing evidence of disease from the remaining animals in the importation
- it may be appropriate to sacrifice a number of animals showing signs of disease in order to obtain a diagnosis
- submit samples to the laboratory in a secure manner
- institute treatment for the remaining animal(s)
- review the prescribed quarantine period and amend as necessary
- if laboratory testing indicates that the animals are carrying a disease, which is notifiable in the Republic of Seychelles, then arrange for quarantine or destruction of the remaining animals
- supervise the disposal of animal carcasses
- supervise the decontamination of the facility and all equipment that has been used or has been in contact with the diseased animals

6. References

- *Animal and Plant Biosecurity Bill* (2011)



Vessels in Port

SOP 2011-40 – Inspection of Yachts & Motor Cruisers

Standard Operating Procedure

No. 2011-40

Inspection of Yachts & Motor Cruisers

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines procedures to be used for the inspection of yachts and motor cruisers

2. Application/Scope:

- this SOP outlines the selection and inspection of yachts and private motor cruisers
- referral from Customs operations

3. Resources/equipment:

- equipment to inspect yachts and motor cruisers
- shoe protection to avoid marking decks
- spare clothes to inspect below decks
- divers if hull is to be inspected for molluscs
- an Operational Kit for Inspectors SOP No. 2011-01
- radio fitted with marine frequencies

4. Warnings:

- private yachts require careful inspection, many have crews and polished decks
- they can be large, owned by VIPs or governments
- yachts are a pathway risk as they carry a wide range of regulated articles, including foodstuffs, plants, soil and pets
- they cruise between islands without regulation and can be mistaken as local craft
- they may arrive any time and may have already landed on other islands

5. Description of activities:

- Customs:
 - supply information on the yacht
 - obtain a bond to ensure pets stay on board
- Biosecurity (Quarantine):
 1. board vessel and request all *Visitor's Permit and Disembarkation Card* (in draft)
 - inspect for regulated articles including plants and animals
 - food can be used on board or seized and only local food sourced
 - pets must remain on board unless approved by veterinary certificate
 - pets must not come into close contact with local animals
 - advise Master on garbage removal requirements

6. References:

- Nil

SOP 2011-41 –Inspection of Vessels to enter a Marina

Standard Operating Procedure

No. 2011–41

Inspection of Vessels to enter a Marina

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- to prevent the spread of marine pests and IAS and their introduction to the high-risk environment of a marina

2. Application/Scope:

- refer to the Port Authority procedures for dealing with marine IAS
- the marine pest (or IAS) risk assessment presented by a vessel depends on its anti-fouling and maintenance history, destinations, and time spent out of the water on hard stands
- any vessel arriving through international waters
- a hull inspection will not be required if the hull was cleaned and anti-fouled on arrival in the Seychelles, or
- the vessel had spent two weeks out of the water on a hard stand

3. Resources/equipment:

- hull inspections may be undertaken by two methods: –
 - hauled up on a slip-yard and inspected
 - inspected in water by commercial divers

4. Warnings:

- inspections need trained Inspectors and commercial divers
- when the vessel is on the hard stand the first priority is for the hull to be safely secured

5. Description of activities:

a. hard stand:

- establish the total weight and size of the vessel
- contact the slip-yard for availability of haul out
- skipper works out sling placement, water blasting, painting
- inspect all areas with close attention to shielded areas: –
 - rudder, rudder stocks, rope guards
 - sea water intake grid
 - fairings
 - propeller shafts
 - anodes
 - rope storage areas
 - bilge areas

b. in water inspection:

- establish the total weight and size of the vessel
- can be undertaken at anchor

c. treatment:

- sea water systems need to be treated with (1%) disinfectant (e.g. Conquest TGA) and left in contact for 14 hours
- sand blasting and anti-fouling paints for the hull

6. References:

- *Animal and Plant Biosecurity Bill* (2011) Sections 54-57
- Conquest TGA material safety data sheet

SOP 2011-42 – Inspection of Apprehended Vessel

Standard Operating Procedure

No. 2011-42

Inspection of Apprehended Vessel

Approved by		Approval date	<i>DD Month YYYY</i>
Approval period	12 Months	Effective date	<i>DD Month YYYY</i>
Prepared by	Biosecurity Operational Manual, Consultants		
Contact Officer			

1. Purpose:

- outlines the operational procedures applying to the inspection and treatment of apprehended vessels for marine pests and IAS
- to prevent the spread of marine pest species and IAS and their introduction to the high risk marine environment

2. Application/Scope:

- the marine pest risk assessment presented by a vessel depends on its anti-fouling and maintenance history, destinations, and time spent out of the water on hard stands
- includes any water used as ballast
- includes the risk of animals, pets and rodents

3. Resources/equipment:

- suitable spray equipment
- pump to apply disinfectants to tanks and then pump them empty
- equipment including a boat to move the vessel to a hard stand
- hard stand lifting equipment

4. Warnings:

- initial boarding inspects for prescribed human diseases
- all boarding teams must wear full length clothing, insect protection
- inspections need trained Inspectors and commercial divers
- removal of vessels from the water requires experienced staff
- fumigation/baiting should be used for rodents

5. Description of activities:

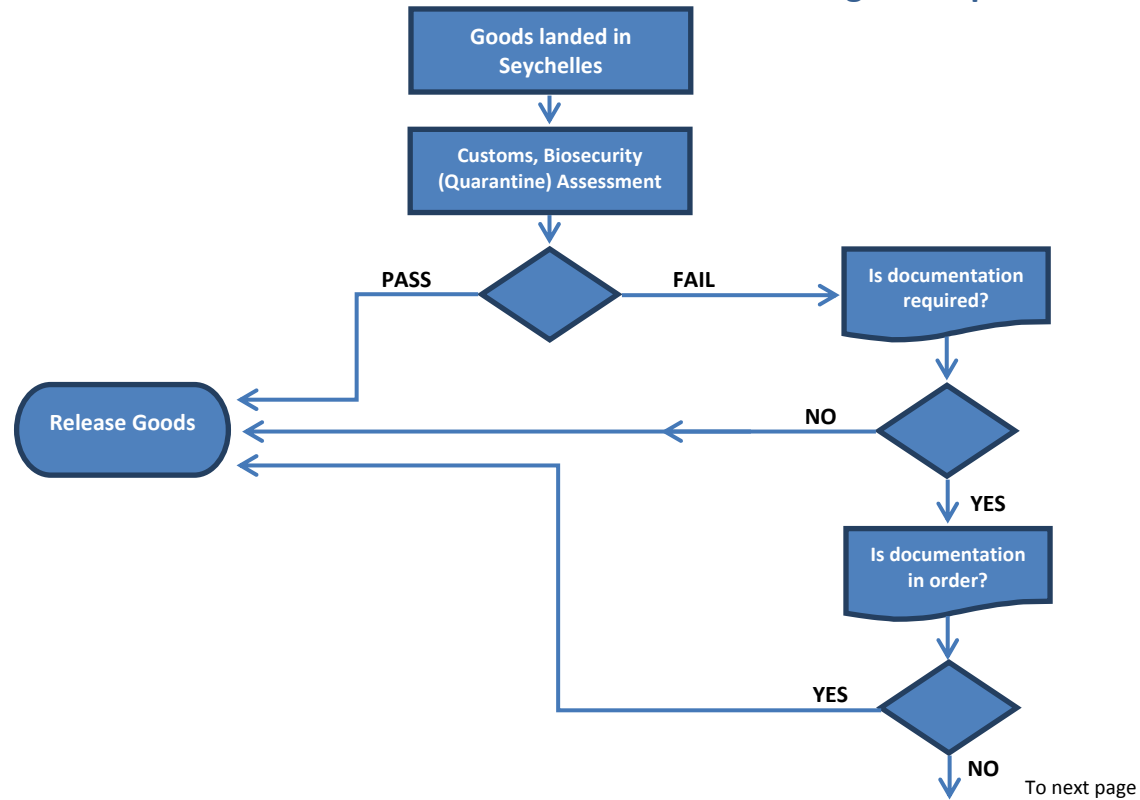
- the first boarding party should spray the vessel with a knock-down insecticide
- all water containers should be sprayed with 1% disinfectant (e.g. Conquest TGA) and emptied into the sea
- apprehended vessels should be moved to a hard stand and if deemed necessary, incinerated if made of combustible material
- non-combustible vessels must be dried out for at least three weeks after removing from the water
- initial inspection focuses on:
 - human diseases
 - animals including birds, pets and rats
 - insects including mosquitoes, wood borers, ants
 - Biosecurity risk (quarantine) materials
 - regulated materials
- follow up inspections focus on:
 - insects

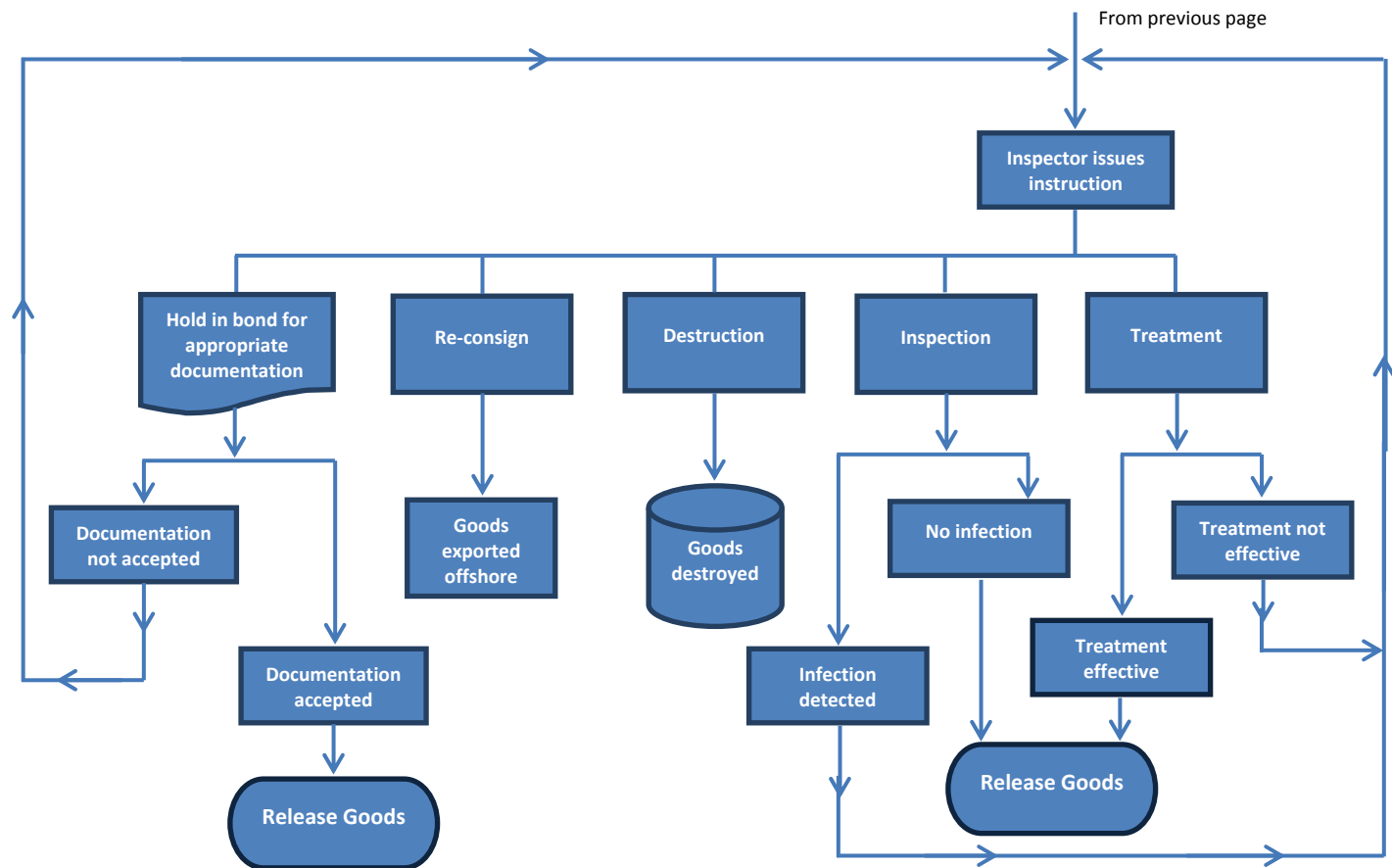
- destroying all animals and disposal by incinerator or deep burial
- destroying all plants, animal and plant products by incineration or deep burial
- waste is to be inspected, contained and incinerated or deep buried
- inspect for termites, borers and ant infestations
- disposal of any marine catch on the vessel, needs to be supervised by Inspectors and can be by: –
 - deep burial
 - incineration
 - disposal at sea

6. References:

- *Animal and Plant Biosecurity Bill (2011)* Sections 54-57
- Conquest TGA material safety data sheet

4.6 Attachment 6. Generalised flowchart of decision making for Inspectors.





4.7 Attachment 7. List of current notifiable, declared and regulated, animal & plant diseases, pests and invasive alien species

Lists have been compiled and are available on line at the following websites: The lists will be updated following the enactment of the *Animal and Plant Biosecurity Bill (2011)*.

Notifiable animal diseases pp.17-18 of the *Animals (Diseases and Imports) Act 1981*.

www.seylli.org/sites/default/files/sc/legislation/consolidated-act/9/cap9_pdf_58627.pdf

Declared and Regulated plant pests pp.8-12 of the *Plant Protection Act 1996*

Lists: 43 Insects and mites; 5 Nematodes; 4 Mollusc genera; 9 Bacteria; 8 Fungi; 26 Viruses and Mycoplasmas; 12 Serious weeds and parasitic plants

[www/ippc.int/file_uploaded/1285767589_PLANT PROTECTION ACT,_1996_seyc.pdf](http://www/ippc.int/file_uploaded/1285767589_PLANT_PROTECTION_ACT,_1996_seyc.pdf)

A new Quarantine Pest List was published online but is being revised. As of 29 September 2010 the following regulated plant pest species were listed at:

www/ippc.int/file_uploaded/1285767487_RS_-_SEYHELLES_REGULATED_PEST-L.pdf

Lists: 68 Insect Pests; 27 Bacteria; 35 C.Cryptogames; 2 Mycoplasma; 30 Virus and Viroids; 19 Weeds and Parasitic Plants; 4 Nematodes; 1 Mollusc

The Seychelles Plant Conservation Action Group (SPCAG 2008) has reported that the agricultural diseases and pests which normally affect plants exotic to the Seychelles are also attacking native flora. E.g. *Calophyllum inophyllum* (Takamaka), *Pterocarpus indica* (Sandragons) and *Erythina* sp. (Mouroc) and spiralling white fly which poses a threat to the endemic *Kalbas maron*. At the botanical gardens in Victoria, scale insects, mealy bugs, aphids and leaf miner has been observed on

the endemic plants of Wright's gardenia and Bwa Dir blan. Spiralling white fly has also been reported on *Hypoxidai* sp. (Coco maron).

Invasive Alien Species

Besides the native vegetation, Seychelles supports an estimated 850 introduced exotic (alien) plant species. Many of these were introduced in the early years of human settlement for the production of food, fodder, spices, medicines, essential oils and other natural products. Additionally, many of the native timber trees were exploited and vast areas were cleared to make way for plantations and other forms of development.

As a result, an estimated 90% of the primary vegetation was destroyed, with the remaining 10% surviving in small inaccessible areas. Since the 1970's many of the plantations have been abandoned, creating excellent breeding stock for the further invasion of the few remaining fragmented habitats. Today there is not a single habitat that has not been profoundly altered or invaded by invasive exotic species.

In addition to the botanical IAS, there are many established animal species, which are regarded as IAS. These include many mammals, birds, reptiles, amphibians, fish, molluscs and arthropods. The Invasive Species Compendium (www.cabi.org/isc/) provides coverage of invasive species that threaten livelihoods and the environment worldwide. It covers >1500 full datasheets and a further >6900 basic datasheets of invasive species and animal diseases, including information on countries, habitats and pathways.

The Global Invasive Species Database is managed by the Invasive Species Specialist Group (ISSG) of the IUCN Species Survival Commission. It was developed as part of the global initiative on invasive species led by the Global Invasive Species Programme (GISP) and is supported through partnerships with the National Biological Information Infrastructure, Manaaki Whenua-Landcare Research and the University of Auckland. The website is:

<http://www.issg.org/database/species/search>.

Amongst other information, the above database provides information on the worst IAS species worldwide (published as **100 of the worst IAS**)

and has listed 62 species of marine and terrestrial animals or plants (including 12 native species) reported to be in the Seychelles.

Another useful website (<http://www.sprep.org/topic/Invasive.htm>) primarily is aimed at Pacific Island countries and provides general information on IAS under the following topics

- What is an invasive species?
- Effects of invasive species
- How did they get there?
- What can we do about them?
- SPREP's work on invasives

Within the Seychelles, the Island Conservation Society (ICS) promotes the conservation and restoration of island ecosystems, the sustainable development of islands, and awareness of their vulnerability and ecological importance.

The Society has prepared several Conservation Management Plans (e.g. North Island, Desroches, Alphonse) to assist and advise on conserving, restoring and enhancing island ecosystems and their associated marine environments. As an integral part of these plans, ICS has formulated specific pest control strategies that target the control of invertebrates, spiralling whitefly, house flies, cats, rats, chickens and house sparrows. These strategies aim to quarantine goods before transport to the islands, boat loading procedures, waste disposal, pest abatement and pest eradication programs and include specific described protocols (Betts 2009a; Betts 2009b).

References

Betts, M. (2009a). Desroches Conservation Management Plan 2009. Island Conservation Society. 106 pp.

Betts, M. (2009b). Alphonse Conservation Management Plan 2009. Island Conservation Society. 123 pp. (check pp.)

Seychelles Plant Conservation Action Group (2008). "Pests and Diseases" and "Invasive Alien Species" viewed 26 September 2011, <<http://Seychelles-conservation.org/pest.aspx>>.

Invasive Species Compendium (www.cabi.org/isc/)

4.8 Attachment 8. Glossary of Acronyms

AQIS	Australian Quarantine and Inspection Service
BQA	Bilateral Quarantine Agreement
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CVO	Chief Veterinary Officer
IAS	Invasive Alien Species
ICS	Island Conservation Society
IPPC	International Plant Protection Convention
ISPM	International Standards for Phytosanitary Measures
ISTA	International Seed testing Association
NGO	Non-Government Organisation
OIE	Office international des epizooties (or) World Organisation for Animal Health
PEQ	Post Entry Quarantine
PPE	Personal Protective Equipment
PPPO	Pacific Plant Protection Organisation
PRA	Pest Risk Analysis
SAA	Seychelles Agricultural Agency
SOP	Standard Operating Procedure
SPS	Sanitary and Phytosanitary Agreement
WTO	World Trade Organisation