# Biosecurity Control Area Operating Manual Guide

The following guide is to assist you to prepare you're an Operating Manual for a Biosecurity Control Area for Air or Sea ports.

#### A TEMPLATE FOR THE OPERATING MANUAL IS LOCATED ON THE NEXT PAGE

- It is preferable that the Operating Manual is typed & signed.
- The Operating Manual includes a version number & page numbers a Footer format is included and can be edited on page 6 of this document using the View option.
- Replace <u>all</u> sections which are highlighted in <u>RED TEXT</u> with the details that are relevant to your entity and remove any irrelevant or unwanted <u>RED TEXT</u>.
- Update the Table of Contents go to page 5, highlight the contents lists, right click the mouse, select Update Field, select Update entire table then select OK.
- 5. The manual must include a map or floor plan showing (recommend A4 in size):
  - a. location of significant other buildings or features (for example roads, houses)
  - general layout of the facility clearly identifying work areas, offices, exit and entry doors etc.
  - sea container hard stand or devanning area (the MPI area)
  - d. MPI inspection area
- When you have completed updating the manual DELETE THIS PAGE
- Do NOT forget to save a copy of your new manual and keep a copy of your new manual for your records
- A copy of your manual may be given to the MPI Inspector at the time of the Audit/Assessment for the Places of First Arrival

----- TEMPLATE BELOW -----

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**Emilie Sanchez** 

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