|  |  |
| --- | --- |
| Insert the appropriate Territory or Government official symbol or logo | **UKOT [insert name of territory] Government**  **XXX [add the appropriate authority/government department]**  **BIOSECURITY** |

**Guidelines for importers of vehicles, machinery and tyres**

These guidelines accompany the Import Health Standard for the Importation of VEHICLES, MACHINERY AND TYRES into UKOT [insert name of Territory].

While vehicles, machinery and tyres are not themselves invasive or pests, they are capable of carrying weeds seeds and disease-causing microbes in encrusted mud and dirt, and harbouring potentially harmful insects, spiders and mites, hidden away in nooks and crannies. They therefore pose a biosecurity risk which these standards are designed to minimise.

* You do not require an import licence to import vehicles, machinery and tyres into UKOT [insert name of Territory].
* They must, however, meet specified import health standards.
* It is your responsibility to make sure the supplier or packer has a copy of the import health standard and understands that vehicles, machinery and tyres must be thoroughly cleaned, both internally and externally, before arrival in UKOT [insert name of Territory].
* It is your responsibility to ensure they are clean and free of all quarantine risk material including live insects, seeds, soil, mud, clay, animal faeces, animal material, plant material such as straw, twigs, leaves, roots, bark, food refuse and other debris prior to arrival in UKOT [insert name of Territory].
* Tyres on rims must be inflated. All tyres must be dry as water can harbour mosquito larvae.
* On arrival they may be inspected by an authorised agent.
* If they fail to meet the import health standards you are required to clean them or have them cleaned to an acceptable standard.
* If live insects are found treatment will be required, at your expense.
* Badly contaminated items may be refused entry to UKOT [insert name of Territory].
* Further information can be obtained from:

XXX [Provide full details (telephone number and email) of a named government official. There can be a high turnover of staff with some territories so it may be necessary to add the names of a primary and secondary contact]

|  |  |
| --- | --- |
| Insert the appropriate Territory or Government official symbol or logo | **Import Health Standard**  **for the importation of**  **VEHICLES, MACHINERY AND TYRES**  **into UKOT [insert name of Territory]** |
| **BIOSECURITY** | Issued in pursuance of xxx [insert the relevant Territory legislation].  Version XXX |

**PURPOSE**

The purpose of this Import Health Standard (IHS) is to set out the requirements that must be met when importing vehicles, machinery and tyres, including tyres, into UKOT[insert name of Territory] in order to manage the biosecurity risks associated with them.

**GUIDE FOR USERS**

The information contained in this IHS is presented in numerically ordered sections with descriptive titles. Sections are grouped into one of three parts.

**PART A: General Information:** contains sections of general interest, including those relating to the legal basis for the UKOT[insert name of Territory] Import Health Standard for Vehicles, machinery and tyres, including tyres, and the general responsibilities of each importer of these commodities.

**PART B. Importation Procedure:** contains sections which outline the requirements be met prior to and during importation. Whether a licence to import is required to be obtained prior to importation is noted, as are conditions of eligibility, and general conditions relating to documentation accompanying the consignment, if necessary.

**PART C: Clearance Procedure:** contains sections describing the requirements to be met at all UKOT[insert name of Territory] ports of entry and what may happen if the consignment does not meet the requirements of this Import Health Standard.

**Part A: General Information**

1. **Import Health Standard and Importer´s Responsibility**
   1. Pursuant to xxx [insert the relevant Territory legislation]of the Laws of UKOT[insert name of Territory], this is the Import Health Standard for the importation of vehicles, machinery and tyres, into UKOT[insert name of Territory].
   2. Obtaining importation clearance for each consignment of vehicles, machinery and tyres imported into UKOT[insert name of Territory] is dependent upon the consignment meeting the requirements of this Import Health Standard.
   3. It is the importer or agent´s responsibility to ensure they are compliant with the current version of the Vehicles, Machinery and Tyres IHS at the time of importation of these items into UKOT[insert name of Territory].
   4. Where it is known to the importer or agent that vehicles, machinery and tyres will not arrive on the ship voyage approved on the licence to import document, notification of this change should immediately be given to the contact listed at section 5.

**2. Review of Import Health Standard**

2.1 The import health standard may be review, amended or revoked if there are changes to policy or legislation on UKOT[insert name of Territory] or for any other lawful reason.

**3. Definition of Terms**

* 1. **Inspector**

XXX [Add the appropriate contact]

* 1. **XXX** [add and define here any abbreviations for the government departments referred to in this Standard]

XXX is the Government Department**.**

* 1. **Equivalence**

Acceptance by the XXX [Add the appropriate authority/government department]that the circumstances relating to the importation of a consignment are such that the biosecurity status of the consignment is equivalent to the biosecurity status of a consignment that complies with the requirements of the import health standard.

* 1. **Importation clearance**

Means that vehicles, machinery and tyres given importation clearance are free from all restrictions.

**4. Equivalence**

* 1. It is expected that vehicles, machinery and tyres permitted to enter UKOT[insert name of Territory] will meet the conditions of this Import Health Standard in every respect. If the products do not comply with the requirements, an application for equivalence may be submitted to XXX [add the appropriate authority/government department] or consideration. Detailed information supporting the application for equivalence must also be forwarded for a decision, indicating which requirement cannot be met and what measures of an equivalent nature have been taken to mitigate any potential risk.

**5. Official Point of Contact**

* 1. The official point of contact(s) for this Import Health Standard is:

XXX [Provide full details (telephone number and email) of a named government official. There can be a high turnover of staff with some territories so it may be necessary to add the names of a primary and secondary contact

**6. Fees and Costs**

6.1 All fees and costs involved with documentation, transport, storage and obtaining importation clearance shall be borne by the importer or agent.

**Part B: Importation Procedure**

**7. Licence to Import**

* 1. Importations into UKOT[insert name of Territory]of all vehicles, machinery and tyres listed at Section 8.1.1 to 8.1.XX which meet the requirements of this Import Health Standard do not require a licence to import.

**8. Eligibility**

* 1. This Import Health Standard covers the importation into UKOT[insert name of Territory]of the following vehicles, machinery and tyres:

8.1.1 **Vehicle**, new or used: a conveyance that is used to transport people, objects or substances, including:

* motorised vehicles such as buses, cars, motorcycles, scooters, quad bikes, trucks, utility vehicles, vans, motor homes, motorised bicycles, boats, forklifts, forestry and agricultural and on-site construction vehicles (eg tractors, harvesters, rotavators, etc);
* non-motorised and/or self-propelled vehicles such as trailers, caravans, and vessels.

But excludes:

* non-motorised bicycles
* non-road domestic vehicles not requiring registration from UKOT[insert name of Territory]transport, such as wheelchairs, mobility devices, etc.
  + 1. **Machinery:** mechanical devices that transmit or modify energy to perform or assist in the performance of human tasks, whether self-propelled, drawn, pushed or fixed in position, including:
* Forestry, agricultural and horticultural equipment, such as logging equipment, portable sawmills, balers, ploughs, tedders, rollers, discers, pesticide sprayers and cranes.
* Construction, building, and production equipment, such as concrete mixers, elevators, escalators, generators, and road construction and earth moving equipment such as JCBs, excavators, bulldozers, etc.
* Components of vehicles/machinery, such as engines, chassis, suspension units and tyres.
* Used research and diagnostic equipment, such as centrifuges, biohazard cabinets, air processing and extraction equipment, and fume hoods.
* Equipment used to house and/or process plants and plant products.
* Any item of equipment that an inspector deems machinery
  + 1. **Tyres** new, used or re-treads, of all sizes.
  1. All vehicles, machinery and tyres listed at 8.1.1 to 8.1.3 above must be thoroughly cleaned, both internally and externally before arrival in UKOT[insert name of Territory]. It is the importer's responsibility to ensure each consignment is **clean** and **free of all quarantine risk material,** including live insects, seeds, soil, mud, clay, animal faeces, animal material, plant material such as straw, twigs, leaves, roots, bark, food refuse and other debris prior to arrival in UKOT[insert name of Territory].
  2. For **vehicles and machinery listed in 8.1.1 and 8.1.2**, an authorised officer may inspect all areas of the vehicle. If the vehicle is found to be contaminated, they will direct it for cleaning at the importer's expense. The vehicle will then be re-inspected. If the vehicle is found to be heavily contaminated it may be exported from UKOT[insert name of Territory]at the importer's expense. Important points to check are:
* Wheels, wheel guards, mud guards;
* Spare tyre;
* The underside of the vehicle must be clean;
* Above and around fuel tank;
* Inside chassis rails;
* Inside, the vehicle must be vacuumed to be clean of soil, food, sand and gravel - in the boot, under seats, floor mats, foot pedals and in all pockets and compartments;
* Engine bay - add anti-freeze or commercial windscreen wash to any water in the windshield reservoir; add antifreeze to the radiator water and ensure it is clean and free of debris in the cooling fins;
* Air-filter – must be new or clean of dust, weed seeds and insects.
  1. Motorcycles, scooters and quad bikes must be thoroughly clean from soil and road grime, plant matter and seeds. Important points to check are:
* Wheels, wheel guards, mud guards;
* Engine bay – ensure your radiator is clean and free of debris in the cooling fins;
* The underside of the motorcycle must be clean;
* Behind the fairings and side-covers.
  1. **Tyres, as listed in 8.1.3 above,** must be free of water and watermarks, live insects, soil and other quarantine risk material.
  2. **Tyres on the rim** must be inflated, to prevent the formation of a crack between the rim and the tyre which can harbour soil and invertebrates.
  3. Any packaging used with the consignment must be clean, preferably new.

**Part C. Importing Clearance Procedure:**

9.1 An inspector at the port of arrival may inspect the consignment, or a sample of the consignment. Providing that the consignment meets the conditions of **Eligibility** the consignment will be given clearance.

9.2 If any contamination is found, the vehicle, machinery or tyres must be thoroughly cleaned by the importer to an acceptable standard in an area designated by the authorised authority.

9.3 If live insects are found, the vehicle or machinery is subject to treatment with residual surface spray as follows:

9.3.1 Residual synthetic pyrethroid surface spray (eg Mortein, Raid or Doom crawling insect spray) can be purchased at supermarkets and similar outlets. The surface to be treated should have no free water droplets on it, and the insecticidal spray should be applied to the surface to be treated so that the insecticide is forming small beads and up to but not past the stage where droplets start to run together and run off vertical surfaces. The spray should be completely dried before the goods are released. Treatment will be carried out by an authorised officer.

9.4 If small amounts of water are found in tyres the consignment will be subject to treatment with residual surface spray to the tyre and chlorine-based bleach added to the water as follows:

9.4.1 Residual pyrethroid surface spray (eg Mortein, Raid or Doom crawling insect spray) can be purchased at supermarkets and similar outlets. The surface to be treated should have no free water droplets on it, and the insecticidal spray should be applied to the surface to be treated so that the insecticide is forming small beads and up to but not past the stage where droplets start to run together and run off vertical surfaces. The spray should be completely dried before the goods are released. Treatment will be carried out by an authorised officer.

9.4.2 Chlorine-based bleach at a dilution rate of 1 part bleach to 4 parts water, and allow to stand for at least 24 hours.

* 1. Treatment will be carried out at the importer’s expense.
  2. A vehicle, machinery or consignment of tyres found to be badly contaminated may be refused entry to UKOT[insert name of Territory].
  3. Vehicles, machinery, tyres and equipment must conform to International Standards for Phytosanitary Measures ISPM No. 41: International movement of used vehicles, machinery and equipment (2018) and any subsequent revisions.

**Part E: Amendment Record – Import Health Standard for Vehicles, machinery and tyres**

Amendments to this Standard will be given a consecutive number and will be dated in the body of the table. Brief details of the amended pages will be included.

|  |  |  |
| --- | --- | --- |
| **No.** | **Details** | **Date** |
| 1 | First version posted on-line | Add date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**List of Guidance notes and Import Health Standard Templates available:**

* Guidance notes and Import Health Standard for the importation of FRESH FRUIT AND VEGETABLES FOR HUMAN CONSUMPTION
* Guidance notes and Import Health Standard for the importation of LIVE PLANT MATERIAL
* Guidance notes and Import Health Standard for the importation of VEHICLES, MACHINERY AND TYRES
* Guidance notes and Import Health Standard for the importation of COMPOSTS AND PEAT
* Guidance notes and Import Health Standard for the importation of Rock, stone, sand and pebbles
* Guidance notes and Import Health Standard for the importation of SAWDUST, WOOD CHIPS AND WOOD SHAVINGS
* Guidance notes and Import Health Standard for the importation of SHIPPING CONTAINERS

**List of Inspection Protocol Templates available:**

* Inspection protocol for FRESH FRUIT AND VEGETABLES FOR HUMAN CONSUMPTION
* Inspection protocol for LIVE PLANT MATERIAL
* Inspection protocol for VEHICLES, MACHINERY AND TYRES

These Guidance notes, Import Health Standards and Inspection Protocols were adapted from documents developed by *Biosecurity St Helena*