



# Lodging NCCC consignments



This task card describes the information required to lodge an import declaration in accordance with the Class 19.1 Non-commodity for Containerised Cargo Clearance (NCCC) approved arrangement. Where concerns are identified, automated biosecurity directions will be issued through the Agriculture Import Management System (AIMS) via Automated Entry Processing (AEP).

## 1. Accreditation Requirements

Before lodging a consignment in the Integrated Cargo System (ICS) or third party software you (the individual) must be accredited and be employed by a Biosecurity Industry Participant (BIP) who has entered into a Class 19.1 Non-commodity for Containerised Cargo Clearance (NCCC) approved arrangement (AA) with the department.

To become an accredited person you must meet all requirements as outlined on the [Training and accreditation for approved arrangements webpage](#). Once approved, you must maintain your accreditation for the NCCC AA by completing continued biosecurity competency (CBC) sessions stipulated by the department in a given CBC period.

If you or your business do not hold a Class 19.1 Broker AA, you will need to review the [class 19.1 requirements document](#) and apply online at [Applying for an approved arrangement](#).

## 2. Assessment and identification of non-commodity concerns

### 2.1 Document assessment

Once you have compiled your consignment information, you need to assess the import documentation and delivery location of the goods using the most current version of:

- [Class 19.1 Non-commodity for Containerised Cargo Clearance \(NCCC\)](#)
- [Approved arrangements general policies](#)
- [Non-commodity information requirements policy](#)
- [Minimum documentary and import declaration requirements policy](#)
- [Biosecurity Import Conditions \(BICON\) – Non-commodity case](#)

### 2.2 Full Import Declaration (FID) lodgement

Once you have assessed the non-commodity requirements and supporting documentation for the goods, you can now lodge the FID. This will be lodged through the ICS or third party software and must include all mandatory information as outlined in the above policies.

If the consignment does not meet the non-commodity requirements you will need to answer 'no' to general declaration questions 7 (FCL) or 9 (LCL) and enter the appropriate concern type/s to address the biosecurity concern.

The concern types and descriptions are outlined below.

Concern type	Concern	Description
BCOM	Broker volunteered commodity issues	To be used to refer concerns with a commodity line that has not been referred to the department through ICS community protection profiles or concerns regarding the authenticity of the commodity documentation.
BNCC	Broker volunteered non-commodity issues	To be used to refer non-commodity concerns other than listed or to have the non-commodity concerns assessed by the department due to the outcome required not being available—for example, external container inspection.
RURL	Rural unpack location	FCL/X destined to be unpacked at a non-metropolitan location. For containers that meet the need for an external inspection only, the BNCC code needs to be included with the RURL designation at lodgement.
<b>Packaging and container cleanliness concerns choose either: tailgate or inspection.</b>		
PCIN	Packaging/cleanliness – inspection	Declared unacceptable packaging material and/or nil container cleanliness statement.
PCTG	Packaging/cleanliness – tailgate	Declared unacceptable packaging material and/or nil container cleanliness statement.
<b>Packing declaration concerns choose either: tailgate or inspection.</b>		
PDIN	Packing declaration – inspection	Packing declaration concerns. Nil packing declaration or it does not comply with the Minimum documentary and import declaration requirements policy.
PDTG	Packing declaration –tailgate	Packing declaration concerns. Nil packing declaration or it does not comply with the Minimum documentary and import declaration requirements policy.
<b>Timber/bamboo packaging concerns, only select one of fumigation or inspection or disposal.</b>		
TFUM	Timber – fumigate	Untreated timber/bamboo packaging.
TINS	Timber – inspect	Untreated timber/bamboo packaging.
TDIS	Timber – dispose	Untreated timber/bamboo packaging.

Where there is a choice of concern type outcome e.g. tailgate or inspect, it is your responsibility to choose the most appropriate outcome. For example when the commodity requires a full unpack, a tailgate inspection (PCTG or PDTG) to inspect non-commodity concerns may not be the most efficient way to manage the consignment. In this instance it may be more appropriate to use concern types PCIN or PDIN. The cargo type should also be considered e.g. a tailgate would not be suitable for LCL cargo.

For those concerns associated with a treatment or inspection outcome you need to nominate a location for the activity to take place. You must ensure that the premise is approved to perform the biosecurity function before entering the AA site ID. The site ID must be entered into the header level *AQIS Inspection location* field of the ICS.

### 3. Automated directions

The lodgement of one or more biosecurity concern types will generate an automated biosecurity direction emailed to the branch email address nominated in ICS. A non-commodity line will be applied to the AIMS entry and associated to this direction. Based on the direction you will need to take the following action:

- NCCC or AEP Verification – submit documentation through the Cargo Online Lodgement System (COLS)
- Document processing required – submit documentation through the COLS.
- AEP processing error – submit documentation through the COLS
- Re-lodge – refer to task card: *Identifying and resolving an AEP error*
- Inspection – fill in the [request for Inspection form](#) and email to the appropriate contact
- Fumigation – contact the third party provider, fumigation results must be submitted to the department on completion of the treatment

If concern codes BCOM or BNCC have been entered, you should include information in COLS on the reason you are volunteering the consignment for assessment.

Where consignments do not meet the standard assessment and lodgement outlined in this task card refer to *Lodging non-standard AEP consignments*. This includes hazardous goods, hard frozen containers and split (metro/rural) delivery locations.

