

How to report container inspections on the Container Checks Website

From July 2021, all Accredited Person sea container inspections will need to be reported to MPI within 48 hours of the inspection using the “Container Checks Website”. Air container requirements will stay as they are for now. 100% container reporting will enhance biosecurity by improving container traceability and enabling MPI to act quickly when things go wrong. This resource will help you to stay up to date with the current procedure for entering your inspection results and can be used as a reference guide.

Troubleshooting

Q. What happens if there is an outage with the CCP?

A: Our research has shown that the site is quite stable and not prone to crashing. It can be clunky with weaker Wi-Fi networks and there may be some bugs with the system that mimic the system crashing from an external user experience. If you are having problems logging in, try clearing your browser history and starting again. If this doesn't work, please contact seacontainer@mpi.govt.nz or 0800 222 018 Option 3 for further advice. In the rare event of a system wide issue that causes CCP to fail, TF's would be expected to collate the information offline and update the CCP when it was back online. In this instance, the data entry timeframe would be extended to enable TFs to comply.

Q. Where can I access the CCP and how do I log in?

A: You will find this information in your AP training resource and in this document. Simply go to the Container Checks website <https://containerchecks.maf.govt.nz/Default.aspx>. Read the information on the website page. Find the Non MPI users' login and enter your username (Firstname.lastname) and current password. Once you have logged in you will be taken through the password reset process automatically.

Q. If I am locked out or forget my password how do I reset it?

A: You will find more information about passwords in your AP training resource and in this document. To reset your password, simply call 0800 222 018 Option 3 or email seacontainer@mpi.govt.nz. See below for password requirements.

Q. My password is valid, why am I having issues logging in still?

A: If you are having problems logging in even though password is valid, try clearing your browser cache and, if applicable, any browser password managers and start again. If this doesn't work, contact: seacontainer@mpi.govt.nz or 0800 222 018 Option 3 for further advice.

Q. The C2021 or B2021 numbers won't work as identifiers.

A: Make sure that you are inputting the complete reference into the relevant field, i.e. C2021/123456 not 123456. Also, make sure you have entered the C2021 or B2021 number in the correct place and not substituted one for the other (they are unique). If you are entering data using the container number, you need to use the full container number without any gaps i.e. MSKU1234567.

Q. I can't find the container in CCP, what do I do?

A: There are a number of reasons why containers are not found in CCP. These range from ICT error or 'glitches in the matrix' to human error. Please contact seacontainer@mpi.govt.nz or 0800 222 018 Option 3.

Q. I cannot find my TF/PoFA in the list.

A: This will need to be added manually if it is not in the list. Refer to number 4 below, 'Select your TF or PoFA location'. TFs are ordered by number rather than name, so it is helpful if you have the ATF code on hand during data entry.

Q. I have entered incorrect information into CCP, what should I do?

A. Any entries identified as incorrect after submission (e.g. the wrong TF or AP number was entered), will need to be resubmitted into the container check portal. The system will recognise the latest submission and update itself. You will still have to notify MPI of any reportable contamination that has not yet been reported.

Q. Why do I get an instant acknowledgement/history in the "submitted inspections" screen in Container Check Portal now? And does that mean I should have received a BACC yet?

A: We have made some improvements to the responsiveness of the Container Check Portal. This means as soon as you enter an inspection result it will now be visible for you to view immediately. The acknowledgement shown does not represent a BACC and in general you should only expect a BACC response for containers where you have recorded contamination. So, nothing has really changed except that now you can see your inspection record immediately in your submitted inspections screen.

Q: I am trying to enter the inspection results for a large ICR using the TSW reference number, but I'm getting a spinning wheel icon, or no results. What should I do?

A: It may take some time to load, however for the larger ICRs we suggest trying a couple of times. If it will not work for you, you may need to use the individual C2021/xxx numbers. If you do not have the C2021 numbers, you can contact your local MPI office or call 0800 222 018 Option 3.

Q: When the external check of the container is done at one facility, prior to the container being directed to another TF for devan and internal inspection, does the external check need to be recorded in the CCP?

A: AP's who conduct external only inspection of containers which are transiting their facility (getting devanned at another TF) only need to enter information into CCP (or call MPI) when contamination is found – this is the same as the current procedure and will not change. All contamination (including external contamination) must be reported via the CCP and for high risk contaminants these must also be reported directly to MPI by phoning the PEST AND DISEASE HOTLINE 0800 80 99 66, for further direction around managing biosecurity risk. The responsibility for entering the inspection into CCP sits with the facility where the final check is carried out.

Q: Where there are multiple AP's at one TF who are involved in the container inspection (i.e. both do part of the AP check), who should record this in the CCP?

A: All containers need to be fully checked at the final destination TF and this check (and any contaminants found) must be recorded in the CCP. How the facility manages who will enter the record of the inspection into the CCP is up to them – as long as they have a process in place to ensure the AP check is happening, and all inspections and contaminants are being recorded. All contamination must be reported via the CCP and for high risk contaminants these must also be reported directly to MPI by phoning the PEST AND DISEASE HOTLINE 0800 80 99 66, for further direction around managing biosecurity risk.

Q. I can't seem to create a new password, what are the new password requirements?

A. You will be prompted to update your password the first time you log in to the CCP after 7pm 21st June 2021. As a minimum, passwords to be changed every 12 months, though ideally every 90 days. Passwords must be a minimum set of 12 characters and contain characters from **at least three (3)** of the following sets:

- a. Lowercase characters (a-z)
- b. Uppercase characters (A-Z)
- c. Digits (0-9)
- d. Punctuation and special characters (for example, !@#\$%^&*)
- e. DO NOT include (< or >)

Q. Why am I having trouble bulk selecting and deselecting?

A. Refreshing the page may allow you to select or deselect in bulk. If this doesn't work, call 0800 222 018 Option 3 or email seacontainer@mpi.govt.nz

Q. Who can I contact for more information?

A. For reporting pests and diseases please contact 0800 80 99 66.

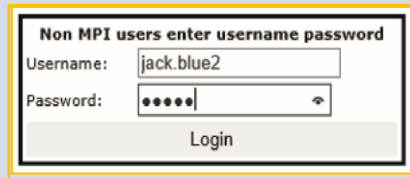
For general enquires please contact info@mpi.govt.nz or call 0800 00 83 33.

For password enquires please contact seacontainer@mpi.govt.nz or 0800 222 018 Option 3.

Accredited person resource

1. Report container inspections online

- Go to the Container Checks website.
<https://containerchecks.maf.govt.nz/Default.aspx>
- Read the information on the website page.
- Find the Non MPI users' login and enter your username (Firstname.lastname) and password.



Non MPI users enter username password

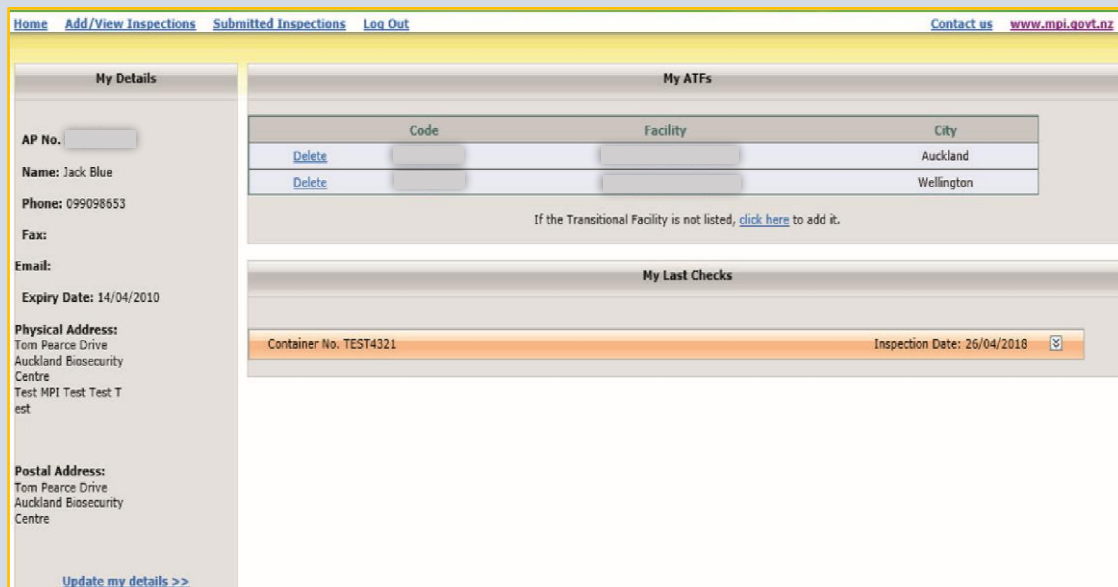
Username:

Password:

Login

2. Home page

This displays your details on the left (my details), the Transitional Facility (my ATFs) or PoFA where you work, and the last containers you checked (my last checks.) You can update your details here and add any extra TFs.



Home Add/View Inspections Submitted Inspections Log Out Contact us www.mpi.govt.nz

My Details

AP No.

Name: Jack Blue

Phone: 099098653

Fax:

Email:

Expiry Date: 14/04/2010

Physical Address:
Tom Pearce Drive
Auckland Biosecurity
Centre
Test MPI Test Test T
est

Postal Address:
Tom Pearce Drive
Auckland Biosecurity
Centre

[Update my details >>](#)

My ATFs

Code	Facility	City
Delete	<input type="text"/>	Auckland
Delete	<input type="text"/>	Wellington

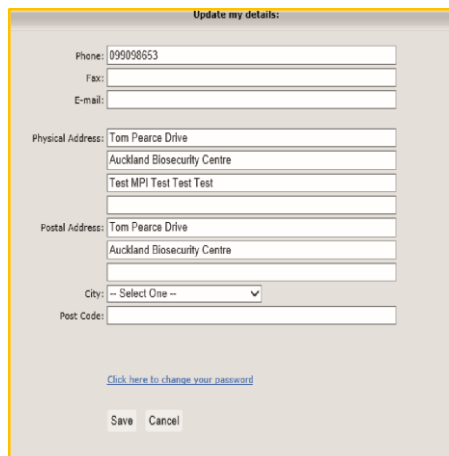
If the Transitional Facility is not listed, [click here](#) to add it.

My Last Checks

Container No. TEST4321	Inspection Date: 26/04/2018 <input type="text"/>
------------------------	--

Update my details

- You will be prompted to update your details.
- Fill in or update your AP details, checking they are correct before clicking 'Save'.
To change password simply click 'click here to change your password'
- Fill in the blanks and then click 'Save'.



Password requirements:

- Minimum password length 12 characters

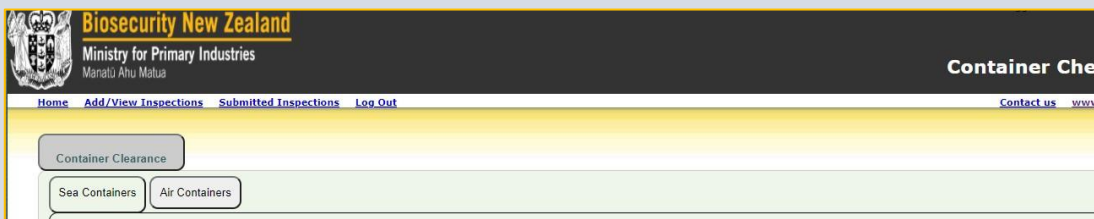
At least three of the following characters:

- Lower case characters (a-z)
- UPPERCASE characters (A-Z)
- Numbers (0-9)
- Special characters (e.g. # \$ & ^ % @)
- DO NOT include (< or >)

Note: Your password will need to be reset every 365 days or 90 days after your last use (whichever is sooner).

3. Add/view inspections

- Click on 'add/view inspections'.
- Select the sea or air container button.



4. Select your TF or PoFA location

Select your TF or airport PoFA from the drop-down list by clicking on the arrow.
Follow the instructions depending on the type of container and your location (a, b or c).

Important note: If you work across multiple transitional facilities, be sure to select the correct one. The facilities are ordered numerically so please choose carefully and have your TF number handy.

» If not listed, select 'click here' to add it manually.

Please select the Transitional Facility: ▼

ATF Name:

Address:

Telephone:

Fax:

Email:

If the Transitional Facility is not listed, [click here](#) to add it.

To add your TF or PoFA manually:

a. Sea container at a TF

To search for your facility:

- Use the search bar to type in keywords
- Use the index to search alphabetically
- The dropdown menu lets you filter by region or city

Click 'select' to the left of the desired Facility.

[<< Back](#)

Biosecurity Approved Transitional Facilities list for the Devanning of Containers:

Search by keywords:

Or by index: [1](#)[2](#)[3](#)[4](#)[5](#)[6](#)[7](#)[8](#)[9](#)[10](#)[11](#)[12](#)[13](#)[14](#)[15](#)[16](#)[17](#)[18](#)[19](#)[20](#)[21](#)[22](#)[23](#)[24](#)[25](#)[26](#)[27](#)[28](#)[29](#)[30](#)[31](#)[32](#)[33](#)[34](#)[35](#)[36](#)[37](#)[38](#)[39](#)[40](#)[41](#)[42](#)[43](#)[44](#)[45](#)[46](#)[47](#)[48](#)[49](#)[50](#)[51](#)[52](#)[53](#)[54](#)[55](#)[56](#)[57](#)[58](#)[59](#)[60](#)[61](#)[62](#)[63](#)[64](#)[65](#)[66](#)[67](#)[68](#)[69](#)[70](#)[71](#)[72](#)[73](#)[74](#)[75](#)[76](#)[77](#)[78](#)[79](#)[80](#)[81](#)[82](#)[83](#)[84](#)[85](#)[86](#)[87](#)[88](#)[89](#)[90](#)[91](#)[92](#)[93](#)[94](#)[95](#)[96](#)[97](#)[98](#)[99](#)[00](#)

[List All Facilities](#) [Save to File](#)

	Code	Facility	Address	City	Region
Select		- CHC	ly Roads, Harewood	Christchurch	Canterbury
Select				Christchurch	Canterbury
Select				Auckland	Auckland
Select				Auckland	Auckland

b. Air container at a TF

Select your TF from the list provided.

Please select the Transitional Facility:

If the Transitional Facility is not listed, [click here](#) to add it manually.

- c. **Air container at an airport PoFA**
Select your PoFA from the list.

Please select the Transitional Facility: -- Select ATF --

If the Transitional Facility is not listed, [click here](#) to add it.

☒ **On site at airport**

One of the following fields must be completed:

☐ Customs Entry #/ Lodgement

Optionally you can also search including a Container Number:

Container Number:

--Select POFA--

- Auckland
- Christchurch
- Hamilton
- Invercargill
- Napier
- Nelson
- Wellington
- Whenuapai
- Ohakea
- Dunedin
- Queenstown
- Regional- Keri Keri

Flight Name :

Arrival Date :

5. Select one of the fields:

a. Sea container at TF

Once the ATF has been selected, double check this is the TF where you actually devanned the container.

- Select the devan date.
- Select one of the fields below. (Information is found on the CDO or BACC.)
 - TSW reference number.
 - Consignment reference number or BACC number. Enter the full reference number (not just 4567 or 1478). E.g. C2017/4567 or B2017/1478.
 - Container number (4 letters and 7 numbers e.g. MSKU1234567).
- Click 'Next' to proceed.

Checked/Devanned Date: 29/08/2017

One of the following fields must be entered:

☐ Customs Entry #/ Lodgement #/ TSW Reference #:

☐ Consignment Reference Number (C2017/):

☐ BACC Number (B2017/):

Optionally you can also search including a Container Number:

☐ Container Number:

Next >>

b. Air container at a TF or PoFA

Once the TF or PoFA has been selected, double check this was where the air container was actually checked.

- Enter the full reference number if using CDO or BACC information.
- Add the Flight name and click on the calendar to change the arrival date (if different to what is displayed).
- Enter the air container number.
- If you cannot find the air container number, add it manually.
- Click 'Next'.

One of the following fields must be entered:

☐ Customs Entry #/ Lodgement #/ TSW Reference #:

☒ Flight Details: Flight Name : nz1

Arrival Date : 26/04/2018

Optionally you can also search including a Container Number:

☐ Container Number: TEST1234

Craft Name 'nz1' for Arrival Date '26/04/2018' and/or Container Number 'TEST1234' could not be found.
Please check your entries and try again or contact MPI.

Cannot find Containers? You can [Add AIR CONTAINER](#)

Next >>

If adding an air container manually

- Select the Flight number from the drop-down list or add it manually if not found.
- Click on the calendar to change the arrival date (if different to what is displayed).
- Type in the Container Number and click 'Continue'.

Add Container and Container Details

Inspection Location: Air New Zealand Cargo

Flight Number: ☐ NZ1

OR

Flight Number not found in the List : ☐ Enter Flight Number

Flight Arrival Date: 26/04/2018

Container Number: TEST1234

Continue >>

6. Enter the container inspection results

- Check that the Container Number/s and Inspection Date are correct.
- For multiple containers it is recommended to first adjust the View (right hand side of the table) to 'All' from the default of 10 containers. (See below for instructions.)
- The Voyage and Ship number will be given for sea containers or the flight number for air containers.
- Tick all the yes (Y) or no (N) boxes that apply.
- When finished click 'Next'.

Home Add/View Inspections Submitted Inspections Log Out Contact us www.mpi.govt.nz

If you have searched with a Container Number, the Container number you have entered is shown as the first record. The rest of the containers listed belong to the same consignment and could be processed by checking the tick box of the relevant container/s.

Please enter the container inspection results:

Consignment No. : C2018/S

Customs Entry # / Lodgement # / TSW Reference # :

Custom Entry / Lodgement / TSW Reference Type: IE

Voyage No. : 567S

Ship Name : CAP CAPRICORN

☐ Filter List

☐ Container Number:

☐ Discharge Port: NZAKL

☐ Show only containers selected in the below list

☐ Show only containers not selected in the below list

Apply Use * for wildcard search

Container No.	Seal Intact?	Wood Packaging?	Contaminated?	Inspection Date
<input type="checkbox"/> SUDU7557770	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	19/05/2021

View 10

Next >>

To enter multiple inspections within one “consignment number”

- Ensure ‘View: All’ is used for the table (1)
- Alternatively you can select the number of containers you wish to view in one screen (10, 25, 50, 100)
- Click the tick box beside **Container No.** in the column header (2) to select all containers.
- Now change the Filter List option to ‘Show only those containers selected in the below list’ (3).
- The containers can now be sorted into alphanumeric order by clicking on **Container No.**
- De-select any containers you did not inspect. This can be done either individually by using the tick box beside each container number (4), or de-select all by clicking the box in the **Container No.** column header (2).
- Select Y or N depending on whether any contamination was found and follow the prompt.
- Ensure the inspection date is entered correctly for each container.
- When finished, click “Next”.

Biosecurity New Zealand
Ministry for Primary Industries
Manatū Ahu Matua

Logged in as Andrew Blair

Container Checks

Home Add/View Inspections Submitted Inspections Log Out Contact us www.mpi.govt.nz

If you have searched with a Container Number, the Container number you have entered is shown as the first record. The rest of the containers listed belong to the same consignment and could be processed by checking the tick box of the relevant container/s.

Please enter the container inspection results:

Consignment No.: C2021/ [redacted] Filter List: ☐ Container Number: 3 Use UPPER CASE or * for wildcard search

Customs Entry # / Lodgement # / TSW Reference #: [redacted] ☐ Display previous results ☒ Show only containers selected in the below list 1 ☐ Containers with no inspections

Custom Entry / Lodgement / TSW Reference Type: ICR

Voyage No.: 1125

Ship Name: RIO DE JANEIRO

Inspection Date: 18/05/2021 View 10 1

Update All >>

Container No. <input type="checkbox"/>	Contaminated? <input type="radio"/> Y <input type="radio"/> N	View	Add	Inspection Date
<input type="checkbox"/> MSKU9460168	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> CNU5815439	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> CLU9238322	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> MFU8777768	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> MSKU9480040	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> MSKU9460580	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> MSKU9099733	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> MSKU9001301	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> MSKU8765650	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021
<input type="checkbox"/> MSKU8603053	<input type="radio"/> Y <input type="radio"/> N	View	Add	18/05/2021

1 2 3 4 5 6 7 4

View 10

Next >>

7. Record contamination details

- If you click 'Y' for 'Contaminated' or selected 'Add', you will be prompted to complete the 'Contaminants Details'
- Select the type of contamination, where it was found, and the action taken. (Note: Frogs and toads are amphibians.)
- If there is more than one contamination found in the container then this step needs to be repeated for each contamination type.
- Tick the box if you phoned MPI and change the date using the calendar if not correct.
- The Contamination and packaging charts on the MPI website shows when to call MPI.
- Call MPI on 0800 80 99 66 if directed to and you haven't already done so.
- When finished click 'Save'.

Tip:

Interior (inside)
Exterior (outside)
Left Hand Side (LHS)
Right Hand Side (RHS)

Contaminants Details

Container No. SUDU7557770

Type:

Description:

Risk Status: ☐ High ☒ Low
Please select 'Low' unless your facility is part of an MPI Co-management or Equivalent System

Contaminant Location:

Interior: ☐ Top ☒ Bottom ☐ Front ☐ Back ☐ LHS ☐ RHS

Exterior: ☐ Top ☐ Bottom ☒ Front ☐ Back ☐ LHS ☐ RHS

Action Taken:

☐ Sprayed
☐ Fumigated
☒ Swept

Other:

☒ MPI Notified

ALERT!!
If you have found certain high or live contaminant please contact MPI on 0800 809 966 if you have not already contacted MPI by other means. Thank you.

8. Inspection results

- When you save the Contaminants Details, you will return to the previous screen, updated with a 'Y' in the 'Contaminated' column.
- Click 'Next'.

Please enter the container inspection results:

Consignment No. : --

Customs Entry #/ Lodgement #/ TSW Reference # : --

Custom Entry/ Lodgement/ TSW Reference Type: --

Arrival Date : 26/04/2018

Flight No. : NZ1

☐ Filter List

☐ Container Number: Use UPPER CASE or * for wildcard search

☐ Discharge Port:

☐ Show only containers selected in the below list

☐ Containers with No inspections

Container No.	Seal Intact?	Wood Packaging?	Contaminated?	Inspection Date
<input checked="" type="checkbox"/> TEST1234	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input checked="" type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N View Add	26/04/2018 <input type="button" value="Calendar"/>

9. Send confirmation to MPI

- Check that all the information displayed is correct by clicking the two arrows to open the record.
- Click 'Send' to submit the online form.

Inspections Summary

This is the summary of the container inspection results recorded. Please check your entries before sending it.

Transitional Facility:

Inspection Date: 27/04/2018

Container No: TEST1234 Inspection Date: 27/04/2018

[<< Edit Inspection/s](#)

10. Inspection Summary

You will receive the below message: "Your inspection results have been submitted. A copy of your submitted data will appear in 'Submitted Inspections' once processing by MPI has been completed. MPI will only contact you if further follow up action is required."

Your inspection results have been submitted. A copy of your submitted data will appear in 'Submitted Inspections' once processing by MPI has been completed. MPI will only contact you if further follow up action is required

11. History Archive

Your container will show in the Container Checks History as soon as you submit the result to MPI. All submitted checks processed by MPI can be viewed by clicking on 'Submitted Inspections' and the most recent processed by MPI on your Home page.

At any time, you can search for previous results by date (by clicking on the calendar) and/or adding the container number.

You can search for your previous inspection results by date and/or container number.

☒ By Dates From: 28/03/2018 To: 27/04/2018
☐ Or Container Number:

☐ Sea Container
OR
☒ Air Container

Search [Save to File](#)

Container No. TEST1234		Inspection Date: 27/04/2018
Consignment No.: --	Devanned Date: 27/04/2018	
I.E No.: --	Was the seal Intact? Yes	
Arrival Date: 26/04/2018	Wood packaging? No	
Flight Name: NZ1		
Contaminated with: ants		
Description: dead ants in corner of container		
Risk Status: Low		
Interior: <input type="checkbox"/> Top <input checked="" type="checkbox"/> Bottom <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> LHS <input type="checkbox"/> RHS		
Exterior: <input type="checkbox"/> Top <input type="checkbox"/> Bottom <input checked="" type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> LHS <input type="checkbox"/> RHS		
MPI Contacted: No		
Action taken: Swept, bagged and placed in quarantine bin		
Container No. TEST4321		Inspection Date: 26/04/2018

Container checks website user rules and tips

- If you click yes for contamination, **then** you must add a contamination record.
- If you search using the consignment or BACC number, **then** you must include the full reference e.g. C2021/1234 or B2021/1234.
- If you are an AP **then** you must change your password when prompted.
 - Minimum password length 12 characters
 - Include lower case characters (a-z)
 - Include UPPERCASE characters (A-Z)
 - Include numbers (0-9)
 - Include special characters (e.g. # \$ & ^ % @)
 - Do not repeat character more than 3 times
 - DO NOT include (< or >)
- If you are an AP **then** your password will need to be reset every 365 days or 90 days after your last use (whichever is sooner).
- You can view **all** containers in a consignment by clicking '**View**' '**All**' in the bottom right hand corner.
- Logging out after each use can allow for better functionality and faster login next time.