

# **REGULATION CONCERNING THE SUBJECTION OF WOODEN PACKAGE MATERIALS TO HEAT TREATMENT PROCESS AND THEIR MARKING**

## **CHAPTER ONE Purpose, Scope, Basis and Definitions**

### **Purpose**

**ARTICLE 1 – (1)** The objective of this Regulation is to determine the necessary methods and basis in order to prevent the transmission and spreading of pest organisms through wooden package materials.

### **Scope**

**ARTICLE 2 – (1)** This Regulation covers, in order to prevent the spread of harmful organisms carried with packaging materials made of wood, principles regarding the heat treatment application and ISPM 15 marking and traceability marking on wooden packaging materials such as pallets, crates, boxes, stacking boards, cable reels and coil reels to be used in export, issuance of permit certificates, licensed businesses, non-permitted businesses, suppliers, users, HT/DH heat treatment furnace installation permit and marking apparatus sales permit, inspection and responsibilities of the businesses and the inspection of wooden packaging materials.

(2) This Regulation does not cover the authorities, duties and responsibilities in the provisions specified in Articles 4 and 5 of the Law No. 5531 published in the Official Gazette dated 8/7/2006 and numbered 26222. All permits and inspections regarding the production stages of wooden packaging materials made of wood, such as cutting, sawing, selecting, stacking, turning, placing, combining, hammering and drying after the production stages, are out of the scope of this Regulation. It covers the principles regarding the application of the provisions of the first paragraph of this article only to the finished wooden packaging materials and the elimination of harmful organisms.

(3) In order to obtain the wooden packaging material marking permission document specified in Annex-8; It is not obligatory to have the machinery equipment needed for the processes such as cutting, sawing, selecting, stacking, turning, placing, combining, hammering the raw wood product used in the production stages of the wooden packaging material, and to be a wooden packaging material producer. Only by installing a heat treatment furnace, a permit can be obtained for heat treatment application and ISPM 15 marking in accordance with the provisions of this Regulation.

(4) Businesses that trade wooden packaging materials for domestic use are out of the scope of this Regulation. These businesses do not apply to obtain a wooden packaging material supplier registration certificate to be registered with the Ministry. The Ministry does not issue a wooden packaging material supplier registration certificate for domestic use.

(5) The following wooden packaging materials are outside the scope of this Regulation: Traceability marks are not made on them with heat treatment application and ISPM 15 marking.

- a) Wooden packaging material made of wood of 6 mm or less thickness,
- b) wooden packaging material made with fully treated wood, created by adhesive, heat or pressure, or a combination of these such as plywood, particle board, fiberboard, oriented strand board-osb, veneer-based boards;
- c) Wine and alcohol barrel heated during production,
- d) gift boxes of wine, cigars and other goods processed and/or produced in order to be pest free;

- e) Wood dust and Wooden wool
- f) Wood components permanently attached to cargo vehicles or containers.

### **Basis**

**ARTICLE 3** - (1) This Regulation has been prepared on the basis of Articles 15, 34 and 38 of the Veterinary Services, Plant Health, Food and Feed Law dated 11/6/2010 and numbered 5996.

### **Definitions**

**ARTICLE 4-** (1) In this regulation;

- a) Wood Round wood, timber, wooden, wood particle or package auxiliary material, to be with or without shell
- b) Wooden Packaging Materials: Wood or wooden products including package auxiliary material such as pallets, crates, cases, boxes, dunnage, cable reels and coil reels which are used in protecting or supporting goods,
- c) Ministry Ministry of Agriculture and Forestry
- d) Computer aided automation system: The software system that allows to enter the name and / or title of the business where the heat treatment application is made, the date and time and batch number of the heat treatment application, furnace number, the type of wooden packaging material in pieces or m<sup>3</sup> and that can control all other furnace equipment, camera system, transfer data from temperature gauges in the heat treatment furnace at one-minute intervals, and automatically record all this information.
- d) Disassembled wooden packaging material: Each wooden part component used in the production of materials such as stacking and support boards, which are used on their own without being combined with any other component, and wooden packaging materials such as crates, boxes, cables and coil reels other than pallets,
- e) Disassembled wooden packaging material volume: The volume (width x length x height = .....m<sup>3</sup>) of the disassembled wooden packaging material, which is obtained by multiplying the values in centimeters (cm) of the width, length and height,
- f) Inspection: Inspections based on the permit document within the scope of this Regulation, with at least two ISPM 15 control officers, with and without permit, supplier, user, HT/DH heat treatment furnace installation permit and marking apparatus sales permit, and wood packaging materials inspections,
- g) General directorate: General Directorate of Food and Control,
- ğ) Customs bonded area: Land, railway, air customs gates, internal customs which are under the supervision, control, authority and responsibility of the customs administration as well as places that are physically separated from or deemed to be in other places and areas, at the maritime customs gates sea and coastal areas, including the port area and anchorage areas determined by the relevant port regulations, along with these places,
- h) Security hologram: For wooden packaging materials that have been subjected to heat treatment in accordance with the provisions of this Regulation by businesses with permits obtained from the provincial directorate or directorate revolving fund businesses, one-minute temperature data has been recorded by giving a batch number to the computer-controlled automation system, ready for sale ISPM 15 marking and traceability mark has been made, two identical holograms with the same serial number, which are affixed separately on the front side of two one-page heat treatment printouts from the one-minute temperature data from the beginning to the end of the heat treatment application, only for the period of at least thirty minutes uninterrupted stay at 56 °C and above and that cannot be moved to another place after affixing,

i) HT/DH heat treatment furnace installation permit: In accordance with the provisions of this Regulation, the document specified in Annex 18 issued by the General Directorate for businesses that will perform heat treatment on wooden packaging materials and will establish a heat treatment furnace as HT or DH, computer-controlled automation system, radio frequency, microwave or other heating system.

i) IPPC: International Plant Protection Convention

j) Heat treatment furnace:

(DH) Dielectric heating method applied furnace; Structure with a volume of 5 m<sup>3</sup> having minimum thickness that can be used with a heating system such as microwave, radio frequency and computer-controlled automation system that allows the wooden packaging materials with a thickness not exceeding 20 cm to be heated to achieve a temperature of at least 60 °C, including the surface temperature, for at least one minute,

(HT) Furnace with dry air or steam method; Heating system that allows the wood packaging materials to be heated to achieve a minimum temperature of 56 °C, including the temperature of the midpoint of the wood thickness, for at least thirty minutes uninterruptedly, and conventional furnace used with a computer-controlled automation system with a minimum volume of 50 m<sup>3</sup>, capable of heat treatment,

k) Heat treatment furnace volume: The volume of the heat treatment furnace, expressed as m<sup>3</sup>, obtained by multiplying the values in centimeters (cm) of the width, length and height of the interior (furnace volume: width x length x height = .....m<sup>3</sup>),

l) Heat treatment operator: A real person who attended the 'Heat Treatment Operator Training' organized by the directorate or the provincial directorate about heat treatment applications and ISPM 15 marking and traceability mark, and who was successful and was issued the 'Heat Treatment Operator Certificate' in Annex-9.

m) Heat treatment application:

It is the heating of wooden packaging materials, whose thickness does not exceed 20 cm, by means of the dielectric heating method (microwave, radio frequency), to achieve a temperature of at least 60 °C, including the surface temperature, for at least one minute.

It is the heating of the wooden packaging materials with a conventional heat treatment furnace for at least thirty minutes to obtain a temperature of at least 56 °C, including the middle point temperature of the wood thickness.

n) Heat treatment application service: Application of heat treatment, ISPM 15 and traceability mark to the wooden packaging material owned by the supplier or user, which does not comply with the provisions of this regulation or the ISPM 15 standard, by the licensed business,

o) Furnace volume that can be heat treated:

DH; The volume of the furnace, which remains after the space occupied by structures such as the heating system (microwave, radio frequency, etc.), suspended ceilings inside the furnace, where wooden packaging materials can be put into the heat treatment furnace,

HT; The furnace volume in which the wooden packaging materials can be placed in the heat treatment furnace, which remains after the space occupied by the structures such as the fan, suspended ceiling, serpentine in the furnace,

ö) ISPM 15 Marking: Marking of heat-treated wooden packaging material with an internationally defined logo to indicate that it meets the ISPM 15 standard

p) ISPM 15 marking: After the wood packaging material is subjected to heat treatment by licensed businesses in accordance with the provisions of this Regulation in order to indicate that it meets the ISPM 15 standard, marking the internationally defined ISPM 15 mark with a logo containing our country's TR code, business number and the type of heat treatment applied,

r) ISPM 15 registry: For ready-to-ship or sale wooden packaging materials with heat treatment application in accordance with the provisions of this Regulation and traceability mark

with ISPM 15 marking by licensed businesses, the book taken from the provincial directorate and the revolving fund businesses of the directorate and kept separately for each heat treatment furnace, which is the same as the lot number, quantity, size and type information in the computer-controlled automation system of the party it is heat treated, and the supplier and user information from which the wooden packaging materials belonging to the specified batch are shipped or sold are written,

s) ISPM 15 controlling officer: Agricultural engineer, forestry industrial engineer and woodworking industrial engineer personnel working in the central and provincial units of the Ministry and affiliated and related institutions have been entitled to receive ISPM 15 control officer authorization by passing the written and oral exam specified in the directive to be issued within the scope of this Regulation,

ş) ISPM 15 standard: It is the regulation on internationally traded wood packaging materials from the IPPC, from international standards set for plant health measures.

t) Provincial Director Provincial Director of Agriculture and Forestry

u) Provincial directorate: Provincial Directorate of Agriculture and Forestry

ü) Deputy provincial director: Provincial Deputy Director of Agriculture and Forestry

v) Piling strip: It is the wooden material placed between the wooden packaging materials that will be heat treated in the heat treatment furnace to ensure air flow.

y) Dunnage: It is a wooden packaging material used to protect or support the commodity, but it is not related to the commodity.

z) Marking apparatus: All of the tools marking the wooden packaging material by burning with chrome, brass and similar metal molds, painting with digital, manual or automatic machines, scraping, marking with the logo containing our internationally defined country's TR code, business number and type of heat treatment application, in accordance with the principles specified in Annex-1 in order to indicate that the wooden packaging material meets the ISPM 15 standard after the heat treatment application is applied in accordance with the provisions of this Regulation by the licensed businesses,

aa) Marking apparatus sales permit: The document specified in Annex-23, issued for businesses with a license that manufactures and sells the marking apparatus or buys and sells the manufactured marking apparatus.

bb) Importer The natural or legal person who ensures that the goods are brought to our country by subjecting them to the procedures of entry into free circulation regime, customs warehouse regime, inward processing regime, processing under customs control regime and temporary importation regime.

cc) Permission document: Following the approval of the authorized commission, the applications of natural and legal persons applying for heat treatment and traceability marking with ISPM 15 marking on wood and wooden packaging materials in accordance with the provisions of this Regulation, wooden packaging material marking permission certificate specified in Annex-8 issued by the authorized provincial directorate or directorate

çç) Traceability marking: After heat treatment of wood packaging material in accordance with the provisions of this Regulation and ISPM 15 marking, marking with a logo showing the furnace number, batch number and the year of the heat treatment application in accordance with the principles in Annex-1

dd) Unshelled wood: This is wood with a piece of shell that is less than 3 cm wide or larger than 3 cm and has a total surface area of less than 50 cm<sup>2</sup>, regardless of length.

ee) Camera system:

HT; One system installed in a suitable place at an angle that will see the door of the heat treatment furnace from the opposite side and display all the wooden packaging materials to be placed inside the furnace, that can record fixed and moving images as video and photographic

images with a high resolution of at least 1080 pixels in the computer-controlled automation system, in adverse climatic conditions and darkness and that can be controlled by a computer-controlled automation system, which can display the date and time of the recording in the lower right corner of the printout when the recorded images in the computer environment are printed from the printer,

DH; Two systems, one of which is mounted in a suitable place at an angle to view the entrance part of the wood packaging material to the heat treatment furnace and the other the exit part that can record fixed and moving images as video and photographic images with a high resolution of at least 1080 pixels in the computer-controlled automation system, in adverse outdoor conditions and darkness and that can be controlled by a computer-controlled automation system, which can display the date and time of the recording in the lower right corner of the printout when the recorded images in the computer environment are printed from the printer,

ff) Quarantine condition: Owned by the user, supplier and licensed business; all the measures to be taken in order to prevent the contamination of harmful organisms from the environment, in accordance with the provisions of this Regulation and ISPM 15 standard, not to keep together the heat-treated and marked wooden packaging materials and unmarked wooden packaging materials that have not been heat-treated,

gg) Composite wood packaging material: Assembled wooden packaging material obtained by using together the out-of-scope wooden components and the covered wooden components specified in the third paragraph of Article 2 of this Regulation

ğğ) User: The business that exports or will be exported wooden packaging material with heat treatment application in accordance with ISPM 15 standard or the provisions of this Regulation and traceability mark with ISPM 15 marking and that will use heat treatment application in accordance with the ISPM 15 standard or the provisions of this regulation and wooden packaging material with traceability mark with ISPM 15 marking,

hh) Goods: Every kind of item that is transported from one place to another for commercial or other purposes,

ıı) Disassembled wooden packaging material: Obtained after combining each wooden piece of wood packaging material with each other; products such as pallets, crates, crates, boxes, cable reels and coil reels,

ii) Assembled wooden packaging material volume: The volume (width x length x height = .....m<sup>3</sup>) of the assembled wooden packaging material, expressed as m<sup>3</sup>, obtained by multiplying the values in centimeters (cm) of the width, length and height,

jj) Director: Agricultural Quarantine Director

kk) Deputy Director Agricultural Quarantine Deputy Director

ll) Directorates Agricultural Quarantine Directorate,

mm) Repair: It is a maximum of one-third of parts replacement in wooden packaging materials.

nn) Automatic nailing and marking line system: These are conveyor bands or automatic systems in the businesses that produce wooden packaging materials, where selection, alignment, rotation, placement, assembly, nailing, ISPM 15 marking and similar operations can be made between the manufacturing phases.

oo) Batch: All of the wooden packaging material put into the heat treatment furnace at once for the heat treatment application,

öö) Product in free circulation: Wooden packaging material conforming to the provisions of other provisions except the traceability mark which is included in the third paragraph of Annex-1 document of this regulation, which comes to our country with the imported product, is in compliance with the ISPM 15 standard prepared by the IPPC, officially entered through

the customs of our country and is included in the invoice information, together or separately with the imported product. Wooden packaging material conforming to the provisions of other provisions except the mark,

pp) Branch manager: Plant production and plant health branch manager in the Provincial Directorate of Agriculture and Forestry

rr) Supplier: Businesses that buy and sell wooden packaging materials in compliance with the provisions of this Regulation, with ISPM 15 heat treatment and traceability marking, and wooden packaging materials that are imported and put into free circulation, in accordance with the provisions of this Regulation, to be used in export

ss) Supplier registration certificate: Supplier registration certificate for wooden packaging materials used in export, as specified in Annex-15, issued by the authorized provincial directorate and directorate for suppliers who buy and sell wooden packaging materials in accordance with the ISPM 15 standard and the provisions of this Regulation used with the product in export,

şş) Supplier registry: In accordance with the provisions of this Regulation, the book that can be obtained from the provincial directorate and directorate revolving fund businesses, where the purchase information of wood packaging materials and wood materials imported and released into free circulation, obtained from a licensed business or another supplier, whose traceability mark is made with the heat treatment application and ISPM 15 marking, that complies with the ISPM 15 standard and other provisions of this regulation, except for the traceability mark in the third paragraph of Annex-1 document, is written, the information about the sale of these wooden packaging materials to another supplier or user is kept by the suppliers.

tt) Re-production: It is more than a third of parts replacement for wooden packaging materials.

uu) Authorized provincial directorate: Denizli and Kocaeli Provincial Directorate of Agriculture and Forestry

üü) Authorized directorates: Ağrı, Ankara, Antalya, Ardahan, Artvin, Bursa, Edirne, Hatay, İstanbul, İzmir, Mersin, Samsun, Şırnak and Trabzon Agricultural Quarantine Directorates

vv) Harmful organism: The species, strain or biotypes of plant, animal or pathogenic agents that damage plant or herbal.

## **CHAPTER TWO**

### **Permit Application, Permit Renewal Application, Supplier Registration Certificate Application, Required Conditions for Permitted Businesses**

#### **Permit application, permit renewal application and supplier registration document application**

**ARTICLE 5 – (1)** Businesses seeking to obtain a permit, together with the copies of the following documents, certified by the principal or the provincial directorate, provided that the issuing institution is approved, or provided to see the original; apply to the directorate in provinces with a directorate and to the provincial directorate in other provinces. As a result of the examination made by the directorate or provincial directorate; in case it is determined that the information in the documents are consistent with each other, the main audit is made in the business. These documents are:

- a) Annex-2/A application petition,
- b) Annex 3 document,

c) Annex-4 document, (If the heat treatment operator certifies that he/she is the owner or partner of the business, an employment contract is not required.)

ç) Annex-5 document,

d) Turkey Trade Registry Gazette or Turkey Tradesmen and Craftsmen Registry Gazette,

(2) In case the permit application is made for the head office or branch of the business, the following principles apply:

a) The permit is issued according to the address and title information of the place where the businesses set up the heat treatment furnace. The permit is given to the title of the real and legal person. Provided that the title and address of the business are the same, the transfer of the shares of the shareholders of the business to others or the change in the distribution of shares after the share transfer between the shareholders who are the shareholders does not require the renewal of the permit. In case the permit is transferred to an business with a different title, the permit must be renewed.

b) A new ISPM 15 marking number is given by the authorized commission, regardless of whether the businesses that will obtain permission certificate for the first time apply for which one, head office or branch. If the application is made for the center, all application documents and all documents issued by ISPM 15 control officers must be according to the address and title information of the center. If the application is made for the branch, the Turkish Trade Registry Gazette or the Turkish Tradesmen and Craftsmen Registry Gazette must be for both the head office and the branch, and the information in the other documents and all documents prepared by ISPM 15 control officers must be according to the address and title information of the branch.

c) If the title and address written in the permit of a licensed business belongs to the center and a new heat treatment furnace has been established in its branch operating at a different address, a new ISPM 15 marking number can be given to the heat treatment furnace installed in the branch, according to the branch title and address information or If requested by the licensed business, the heat treatment furnace installed in the branch is given a number to be numbered after the number of heat treatment furnaces in the center for the heat treatment furnace installed in the branch. In this case, the ISPM 15 marking number on the permission document of the center can be given by issuing the permit according to the branch title and address information. It is obligatory to employ different heat treatment operators in the head office and branch.

ç) If there is more than one business or branch with different titles registered with this partner or shareholders, provided that the partners or shareholders specified in the Turkish Trade Registry Gazette or the Turkish Tradesmen and Craftsmen Registry Gazette of the business holding the permit are the same, and If there is no difference between the business with a permit and the owners of other businesses, in this case, if the licensed business will continue its activities with the title of one of the other businesses, this situation is considered as a change of title, not a transfer process, and a document renewal process is made. After the new title and address information is published in the Turkish Trade Registry Gazette or the Turkish Tradesmen and Craftsmen Registry Gazette, which will be the address where the heat treatment furnace is located, as specified in the permit, an application for a title change is made. Renewal of the certificate is made without the main inspection of the permit certificate. If the business, which will continue to operate with the new title, will continue at a different address, not where the heat treatment furnace is located, and if the heat treatment furnace will be moved to this address, the certificate is renewed after the inspection is made as the basis for the permit certificate.

d) Provided that the businesses operating in the customs areas and free zones affiliated to the Ministry of Commerce are located in these areas and regions, In case of requesting a license

to operate in a second rental area, from the documents required in the first paragraph of this article, in addition to the Turkish Trade Registry Gazette of the head office and the branch, or the Turkish Tradesmen and Craftsmen Registry Gazette, a lease agreement for the leased area is requested instead of the Turkish Trade Registry Gazette or the Turkish Tradesmen and Artisans Registry Gazette showing the address of the rental area.

(3) The permit renewal procedures of licensed businesses are carried out in the following cases;

a) In case the business with a permit is moved to a different address; for heat treatment application and ISPM 15 marking and traceability marking, application with Annex-2/B application petition must be made by the business to the Directorate or Provincial Directorate prior to the move. After the move, it is necessary to apply to the directorate or provincial directorate, together with the documents in the first paragraph of this article, and to make an audit based on the permit. Suspension is applied until the permit is renewed by the authorized provincial directorate or directorate, in this business heat treatment application and ISPM 15 marking cannot be done, if it is determined it is deemed that ISPM 15 marking is made without obtaining a permit.

b) In case of changing the place of the heat treatment furnace within the business, the heating system feeding the heat treatment furnace or the computer controlled automation system, with Annex-2/B application petition, Annex-3 and Annex-5 document and the permit they must apply to the directorate or provincial directorate and an inspection must be made. Suspension is applied until the permit that it can be used in the new location of the renewed heating or automation system or heat treatment furnace is approved by the authorized provincial directorate or directorate, in this business heat treatment application and ISPM 15 marking cannot be done, if it is determined it is deemed that ISPM 15 marking is made without obtaining a permit.

c) In case of a change or an increase in the number of the licensed business, the existing heat treatment furnace, the heating system feeding the heat treatment furnace or the computer-controlled automation system

1) If the heat treatment furnace approved by the authorized commission is replaced with another heat treatment furnace, or the heating system feeding the heat treatment furnace is replaced by another heating system or the computer-controlled automation system is replaced by another computer-controlled automation system, in order to use the replaced heat treatment furnace or heating system or computer-controlled automation system, to apply heat treatment in the heat treatment furnace and to use the ISPM 15 mark, it is necessary to apply to the directorate or provincial directorate with the Annex-2/B application petition, Annex-3 and Annex-5 documents, and to conduct an audit based on the permit document. Until the replaced heat treatment furnace or heating system or computer controlled automation system is approved by the authorized commission and the permit is renewed by the authorized provincial directorate or directorate, heat treatment application and ISPM 15 marking cannot be made in the said heat treatment furnace. If it is determined that it has been done, it is decided that the ISPM 15 marking has been made without obtaining a permit.

2) To be able to apply heat treatment in the heat treatment furnace or furnaces built in addition to the heat treatment furnace approved by the authorized commission and to use the ISPM 15 mark, it is necessary to apply to the directorate or provincial directorate with the Annex-2/B application petition, Annex-3 and Annex-5 documents, and to conduct an audit based on the permit document. Until the new heat treatment furnace or furnaces can be used, it is approved by the authorized commission and the permit is renewed by the authorized provincial directorate or directorate, heat treatment application and ISPM 15 marking cannot be made in the said heat treatment furnaces. if it is determined it is deemed that ISPM 15 marking is made without obtaining a permit.



3) Until the new heat treatment furnaces installed in addition to the heat treatment furnaces approved by the authorized commission are approved by the authorized commission, the heat treatment furnaces previously approved by the authorized commission will continue to be used.

ç) In case the licensed business has an automatic driving and marking line system installed in its business a renewal application must be made. In this case, the applicant applies to the directorate or provincial directorate within thirty days at the latest, together with the Annex-2/B application petition, the invoice for the installation of the automatic nailing and marking line system. The automatic driving and marking line system is determined by ISPM 15 control officers within the business and specified in the Annex-7 document. Application documents and Annex-7 document are sent to the authorized provincial directorate or directorate. Until the permit is renewed by the authorized provincial directorate or directorate, traceability marking with ISPM 15 marking continues according to the principles specified in Annex-1 after the heat treatment application in this facility. Following the renewal of the permit, ISPM 15 marking can be done before the heat treatment application. ISPM 15 marking cannot be made before the heat treatment application without renewing the permit. If it is determined that it has been done, it is judged that the ISPM 15 marking has been made without obtaining a permit.

d) In case the business with a permit is desired to be taken over by any business before the transfer process, the business must apply to the directorate or provincial directorate with an Appendix-2/B application petition. After the transfer process, the business that will take over the business must apply to the directorate or provincial directorate, together with the documents in (b), (c), (ç) and (d) clauses of the first paragraph of this article, together with the notarized transfer agreement stating that all rights on the permit have been transferred. In the business that wants to transfer until the date of the transfer agreement and until the renewal of the permit in the transferee business by the authorized provincial directorate or directorate, heat treatment application and ISPM 15 marking cannot be done, if it is determined it is deemed that ISPM 15 marking is made without obtaining a permit.

(5) In the event that the address of the licensed business changes due to the numbering work carried out by the authorized institution or organization, a renewal application with Annex-2/B application petition must be made within 6 months following the change. In this case, it is necessary to apply to the directorate or provincial directorate with the documents in (c) and (d) of the first paragraph of this article and the numbering change certificate to be obtained from the relevant institution or organization. Until the permit is renewed by the authorized provincial directorate or directorate, in this business; Traceability marking can be done with heat treatment application and ISPM 15 marking.

f) In case of a change in the title of the licensed business within 6 months following the change, it is necessary to apply for renewal of the permit with the Annex-2/B application petition. In this case, it is necessary to apply to the directorate or provincial directorate with documents in the (b), (c) and (d) of the first paragraph of this article and Turkey Trade Registry Gazette showing the change in title or the example of Turkey Tradesmen and Craftsmen Registration Gazette. Until the permit is renewed by the authorized provincial directorate or directorate, in this business; Traceability marking can be done with heat treatment application and ISPM 15 marking.

(4) The ISPM 15 mark number belonging to the businesses whose permit certificate has been revoked cannot be given to any other business other than the business whose title is written on the canceled permit document. If the business whose permit has been canceled wants to obtain a re-marking permit, an application must be made with the Appendix-2/C application petition. It is necessary to apply to the directorate or provincial directorate together with the documents in subparagraphs (b), (c), (ç) and (d) of the first paragraph of this article and to

conduct an inspection based on the permit document. If the business requests, the ISPM 15 mark number on the canceled permit can be given again or a new ISPM 15 mark number can be given.

(5) Businesses wishing to obtain a supplier registration certificate, together with the Annex-13 document in the annex of this Regulation and the originals of the annexed documents or approved by the institution that issued the document or approved by the directorate or provincial directorate, provided that the original is to be seen; It applies to the directorate in the provinces where there is a directorate, and to the provincial directorate in other provinces with the Annex-13 document. As a result of the examination made at the address of the applicant business by the ISPM 15 control officers of the directorate or provincial directorate; if it is determined that the Annex-13 document and the information in its annex are correct, the Annex-14 document is issued for the business and sent to the authorized provincial directorate or directorate, together with the Annex-13 document, for evaluation. The eligible businesses are approved by the authorized commission. The authorized provincial directorate or directorate shall issue the Annex-15 supplier registration document for wooden packaging materials used in export. Wooden packaging materials used in export cannot be traded in businesses for which a supplier registration certificate is not issued by the authorized provincial directorate or directorate. If it is determined it is deemed that ISPM 15 marking is made without obtaining a permit.

#### **Requirements for the Licensed Businesses**

**ARTICLE 6 – (1)** General conditions to be met by the licensed businesses are as follows:

- a) The business must be located at the address specified in the permit document.
- b) Computer controlled automation system, heating system feeding the heat treatment furnace and heat treatment furnace, which is approved by the Authorized Commission in the business, is capable of heat treatment in accordance with the principles specified in article 7 of this Regulation and in the place, number and feature, and which ensures the correct data acquisition must be found.
  - c) There must be computer aided automation system,
    - 1) allowing to enter furnace number, the batch number, type and quantity or quantity of wood packaging material to be heat treated before the heat treatment application begins.
    - 2) When the heat treatment application starts, automatically recording the business name and / or title of the application, the date and time of the heat treatment application, and one-minute data pertaining to the heat
  - 3) Camera system:
    - manually records a photographic image of the heat treatment furnace and a ten-second motion video image before the HT heat treatment application starts, and a photographic image and a ten-second motion video image of ten seconds without closing the doors after the entire wooden packaging material of the relevant party is put into the heat treatment furnace, automatically records a photographic image of the heat treatment furnace doors and a ten-second motion video image after completing the heat treatment application in accordance with the provisions of this Regulation and giving the batch number, manually records a photographic image and a ten-second motion video image before the doors of the heat treatment furnace are opened and the heat-treated wooden packaging materials are removed from the heat treatment furnace,
    - manually records a photographic image and a ten-second motion video image without closing the inlets and outlets of the conveyor system before the DH heat treatment application starts and automatically records a photographic image and a ten-second motion video image one minute after the entrances and exits are closed and the heat treatment application starts, and

after completing the heat treatment application in accordance with the provisions of this Regulation and giving the lot number, a photographic image and a ten-second motion video image are automatically recorded.

ç) Temperature meters and data recording equipment used in the heat treatment furnace should be calibrated at 20 °C, 56 °C and 80 °C in a calibration laboratory accredited by the Turkish Accreditation Agency, at least once a year, following the receipt of the permit. Calibration certificates of temperature meters and data recording equipment should be kept at the facility and shown to ISPM 15 control officers during inspections.

d) The cables used in the heat treatment furnace, which connect the temperature meter and the data recording equipment to transmit temperature data, must not be extended with additional cable connections. Information on the calibration of the temperature meter and data recording equipment should be on it.

e) At least one heat treatment operator must be employed in the business to perform the duties specified in this Regulation.

f) If the heat treatment operator employed in the facility is not the owner or partner of the business, the notarized employment contract specified in the Annex-4 document made with the heat treatment operator must be up-to-date and shown to ISPM 15 control officers during the inspections.

(2) The special conditions required to be met by the licensed businesses that perform heat treatment with HT heat treatment furnace are given below.

a) There must be devices such as fans, ventilators, etc., with the feature and power to provide sufficient air flow to ensure the internal temperature of the wood inside or outside the heat treatment furnace.

b) The heat treatment furnace must be insulated to prevent heat loss.

(3) Businesses with permit certificates that perform heat treatment application with DH heat treatment furnace, in heat treatment furnaces where heat treatment will be applied to wooden packaging materials whose thickness exceeds 5 cm, should use bidirectional application or multi frequency router in heating with 2.45 GHz frequency in order to ensure homogeneous distribution of heating.

## **CHAPTER THREE**

### **Principles Regarding Heat Treatment Application, ISPM 15 and Traceability Marking and Marked and Used Wooden Packaging Materials**

#### **Principles regarding heat treatment application, ISPM 15 and traceability marking**

**ARTICLE 7 – (1)** Principles of heat treatment application and ISPM 15 and traceability marking are as follows:

a) Heat treatment application and ISPM 15 and traceability marking are performed by the employed heat treatment operator in accordance with the principles set forth in this article and Annex-1 in the companies with permission certificates whose ISPM 15 marking permit is not suspended.

b) The ISPM 15 marking is made with the sign and number authorized by the Competent Commission after the heat treatment application in the heat treatment furnace or furnaces of permitted businesses located at the address indicated on the permit, approved by the Competent Commission. ISPM 15 marking cannot be applied on wooden packaging material that has not been heat treated. However, if an automatic nailing and marking line system is available in the

licensed facility, ISPM 15 marking can be made on the wooden packaging material in the businesses that meet the following conditions before the heat treatment application:

1) If there is an automatic nailing and marking line in an business, it must be specified in the Annex-7 document. ISPM 15 marking cannot be made before the heat treatment application in businesses that do not specify an automatic driving and marking line system in Annex-7 document.

2) Wooden packaging materials produced with an automatic nailing and marking line system and with ISPM 15 marking cannot be taken out of the licensed business without heat treatment and marking with a traceability mark.

3) ISPM 15 marking cannot be done before the heat treatment application in the businesses where the automatic nailing and marking line system is not working, not used or defective.

4) Businesses that have an automatic driving and marking line system installed in their business after obtaining the permit cannot make ISPM 15 marking before the heat treatment application without renewing the permit.

c) Heat treatment and ISPM 15 and traceability marking are made on disassembled wooden packaging materials and parts that are either assembled or cut in accordance with the installation. In the disassembled state, the following principles shall be followed in wooden packaging materials and parts to be applied and marked with heat treatment:

1) The assembly process is carried out in the company with permit certificate or the user company that perform the heat treatment application.

2) If the assembly is to be carried out in a licensed facility ISPM 15 and traceability marking is made after the assembly process. If the assembly is to be made in the user company, the ISPM 15 marking is applied to each part separately in the business with permit. It is marked with a traceability mark after the assembly process.

3) During the assembly process, any wood material without heat treatment and ISPM 15 marking can not be used. It is deemed that the user firms, which are found to be in violation of the provisions stated in this sub-clause, make the ISPM 15 marking without obtaining a license.

ç) ISPM 15 and traceability marking of any composite wood packaging material is made according to the following principles:

1) ISPM 15 and traceability mark on the composite wooden packaging material must be of legible size in accordance with the principles specified in Annex-1.

2) Marking is primarily done on the wooden part of the composite wood packaging material, which meets the readable size requirement and if there is sufficient marking area, according to the principles specified in Annex-1.

3) If there is not a large enough marking area on the wooden parts within the scope of the composite wood packaging material, the marking is made on the out-of-scope piece that meets the readable size requirement in accordance with the principles specified in Annex-1.

d) If an business has more than one heat treatment furnace with the same or different computer-controlled automation system at the address specified in the permit, the same ISPM 15 mark is used for all heat treatment furnaces. In the event that a new heat treatment furnace is added to the heat treatment furnace approved by the Competent Commission in the licensed operation, each heat treatment furnace is evaluated separately by the Competent Commission. A separate ISPM 15 logbook is kept for each furnace and computer controlled automation system of heat treatment applications. After the heat treatment of wooden packaging materials; first with the ISPM 15 mark number and then with the traceability mark or to be marked simultaneously with the ISPM 15 mark and the traceability mark. First, traceability marking cannot be followed by ISPM 15 marking.

e) Heat treatment application and ISPM 15 and traceability marking are made on wooden packaging materials produced from peeled wood, without the galleries and traces of harmful organisms.

f) Before the heat treatment application thermometers and data recording equipment in the furnace are checked and regular operation is ensured.

g) Before each heat treatment application begins, furnace number, the batch number of the heat treatment application to be made, the type and dimensions of wooden packaging material to be included in the batch, and the quantity in m<sup>3</sup> for those who are applied heat treatment in assembled form, and in the case of disassembled heat treatment are entered into the computer controlled automation system. This information entered into the computer controlled automation system is automatically written to the computer output by the system.

ğ) In the computer-controlled automation system, no outside intervention can be made in the form of entering numerical data, adding camera system images, making changes in the records of the heat treatment application or in any other way, as if it was done even though the heat treatment was not applied.

h) The amount of wooden packaging material in a batch cannot be more than the amount of heat-treatable furnace volume as demounted or assembled wooden packaging material (heat-treatable furnace volume ÷ disassembled or assembled wooden packaging material volume ≥ 1).

ı) In case the wooden packaging materials with heat treatment application, ISPM 15 marking and traceability mark are shipped to another location, the batch number, furnace number, heat treatment date, type, dimensions and quantity of the wooden packaging material shipped as an explanation on the delivery note and/or invoice issued by the company that made the heat treatment application, ISPM 15 marking and traceability mark are written and the heat treatment printout is attached. The remaining copies of these documents in the business are kept for 2 years and presented to ISPM 15 control officers during the inspection.

ı) The total amount of wood packaging material in any batch of shipment and/or invoices cannot exceed the amount specified in the heat treatment computer printouts. In order for the records of the heat treatment applications carried out in the business to be examined retrospectively, n ISPM 15 log is kept in each business.

j) In case the wooden packaging materials sold with heat treatment application, ISPM 15 marking and traceability mark are sold together with the wooden packaging materials sold without heat treatment application, with the same delivery note and/or invoice, heat treated statement is written in front of the wooden packaging materials that have been heat treated.

k) In businesses that do not carry out heat treatment for 1 year or more until the ISPM 15 control officers perform heat treatment, ISPM 15 marking and traceability marking and the approval of the Competent Commission heat treatment application, ISPM 15 marking and traceability mark cannot be made. The activities of licensed businesses that do not apply heat treatment for 1 year or more are suspended.

j) Wooden packaging material with heat treatment application, ISPM 15 marking and traceability mark is kept to meet the quarantine requirement until shipment.

m) No harmful organism can be found in wood packaging materials with heat treatment application, ISPM 15 marking and traceability mark. As a result of the analysis made on the sample taken from the wooden packaging materials marked by ISPM 15 in the inspections carried out in the permit-operated business, if it is determined that no heat treatment is applied to the sample taken or that harmful organism is found in the sample it is deemed that ISPM 15 marking is applied to said wooden packaging material without heat treatment.

n) In case of obtaining suspicious data in the numerical and graphical heat treatment outputs of the heat treatment applications made in the records in the computer automation

system during the audit carried out at the facility, the external hard disk or computer case, where the data of the heat treatment applications are recorded and the software of the computer automation system is located, is taken to the provincial directorate or directorate for examination, in return for a report. The activity of the licensed business is suspended until the review is completed. Until the suspension process is terminated, heat treatment application and ISPM 15 marking are not carried out in the licensed business. If it is determined that it has been done, it is judged that ISPM 15 marking has been made without applying heat treatment.

(2) Special principles regarding heat treatment application with heat treatment furnace are as follows:

a) The wooden packaging material to be heat treated is stacked inside the heat treatment furnace in a way not to prevent air flow. A stacking strip is placed between the wooden packaging materials that will prevent the air flow and air flow is provided.

b) Before heat treatment thermometers measuring temperature of the wood are placed in the thickest place of the wooden packaging material in the four slowest heating parts of the heat treatment furnace determined in the heat treatment test, or in the same material that will represent the thickest area and the depth to measure the core temperature. In heat treatment application, at least two ambient temperature meters are used to measure the furnace temperature.

c) Since the heat transfer through the nail impairs the accuracy of the temperature recorded by the wood temperature meter, the wood temperature meter cannot be placed near the nails.

ç) Temperature meters placed in holes made in wooden packaging materials should be tight enough not to fall when turned upside down. In order to prevent heat dissipation and passage through holes drilled in wooden packaging materials, the back of the temperature meters are covered with a suitable insulating material or covered temperature meters that do not require filling material.

d) In each heat treatment application, the values taken from each wood and ambient temperature meter are monitored in a computer controlled automation system for at least thirty minutes without interruption from the initial temperature values, until the midpoint temperature of 56 °C or above is achieved.

e) From the moment when the value taken from the ambient temperature meters in the heat treatment application is higher than the value obtained from the wooden temperature meters until the end of the heat treatment application, the values taken from the wood temperature meters cannot be higher than the values taken from the ambient temperature meters.

f) In heat treatment application, the difference between the values taken from each wood temperature meter in any minute and the values before one minute cannot exceed 5 °C.

g) After each heat treatment application, the printouts of the computer records of the heat treatment application, one-minute data of the relevant lot, showing that the wood thickness midpoint temperature of 56 °C or above has been achieved for a continuous period of at least thirty minutes, is automatically recorded in the computer-controlled automation system. From the one-minute temperature data from the beginning to the end of the heat treatment application, two copies are taken of the one-page heat treatment printout, which is only for the period of at least thirty minutes uninterrupted stay at 56 °C and above. It is approved with the original signature of the heat treatment operator by affixing the same serial number security hologram on the front side separately. A copy of the one-page heat treatment output, which is for at least thirty minutes uninterrupted stay at 56 °C and above, is kept in the facility for 2 years and presented to ISPM 15 control officers during the inspections. The other copy of the one-page heat treatment output with security hologram, which belongs to the period of at least thirty minutes uninterrupted stay at 56 °C and above, is given to the user or supplier with the delivery

note and/or invoice. All recorded information, including the camera system image in the computer-controlled automation system, is also stored for at least 2 years.

ğ) If the wooden packaging material belonging to the relevant batch, which remains at a temperature of 56 °C or higher for at least thirty minutes uninterrupted, is not sold all at once and is sold by pieces the following principles are applied by the licensed operator:

1) For the completed heat treatment application of the relevant batch in accordance with the provisions of this Regulation where it remains at a temperature of 56 °C or above for at least thirty minutes, a heat treatment printout is obtained showing all the information about the entire wooden packaging material without changing the amount, type and size of the wooden packaging material.

2) The information on the heat treatment printouts cannot be arranged and attached to the delivery note and/or invoice according to the sales quantity by piece and type.

3) No more heat treatment printouts are received than the number of delivery notes and/or invoices for the sale of the wooden packaging material by piece in the relevant lot for a treatment period of at least thirty minutes uninterrupted at 56 °C and above.

4) The security hologram of the first sale by piece is affixed on the copy of the one-page heat treatment printout remaining in the facility, which belongs to the period of at least thirty minutes uninterrupted treatment at 56 °C and above. A copy of the security hologram affixed on each of the heat treatment printouts of the wooden packaging materials belonging to the relevant batch, which are placed on the delivery note and/or invoice attachment of the subsequent sale by piece is affixed with a different serial number on the delivery note and/or the heat treatment printout attached to the invoice for the first sale in the licensed establishment.

5) The number of security holograms on the copy of the heat treatment output remaining in the licensed establishment must be the same as the number of the delivery note and/or invoice issued for the sale by piece.

6) Heat treatment operators check whether the total amount information on the delivery note and/or invoice information of the sale by piece is compatible with the information in the secure hologram heat treatment printout, ISPM 15 logbook and computer automation system that remains in the licensed establishment.

7) The amount of heat-treated wooden packaging material specified on the delivery note and/or invoice for the sale by piece cannot exceed the amount written on the heat treatment printout in the relevant batch.

h) It is obligatory to record the temperature values taken from the ambient and wood temperature meters in the computer-controlled automation system from the time the wood packaging materials are placed in the heat treatment furnace, the doors are closed and the heat treatment furnace is started to be heated. It is essential to register the temperature values to the computer-controlled automation system under the pre-heating process or other names after the heat treatment furnace starts to be heated.

ı) If heat treatment is interrupted while heat treatment is in progress, heat treatment is interrupted due to faults from the heating system, fans and other unexpected reasons, and heat treatment can be continued from the end of the interruption in evaluations in the period of time from the interruption of the heat treatment to the time of the interruption, conformity to the d, e and f of the second paragraph of this article is ignored and the heat treatment application can be continued from the time when the interruption ends without returning to the beginning. In the event that heat treatment is continued in this way, the starting point of the heat treatment application is accepted when the conformity to the d, e and f of the second paragraph of this article is restored and heat treatment is considered valid, provided that at least thirty minutes of uninterrupted time is ensured from the time when the wood thickness of 56 °C or above, taken from wood temperature meters, is obtained.

i) The temperature values taken at any time interval of the heat treatment application cannot be the same for three consecutive minutes, from the values taken from the four hottest points of the heat treatment furnace and the ambient temperature meters, determined in the inspection based on the permit, for one-minute periods. Otherwise the heat treatment application is invalid.

j) The numerical temperature values taken from the ambient and wood temperature meters of the heat treatment application are not rounded off and shown only as integers. It is mandatory to show the part after the integer in decimal notation. The decimal part after the integer is displayed as two digits without rounding.

(3) The specific principles regarding the application of heat treatment with the DH heat treatment furnace are as follows:

a) It is applied on wooden packaging materials with a thickness not exceeding 20 cm and in practice, temperatures up to 60 °C or higher are reached within thirty minutes, including wood surface temperature.

b) Wood temperature meters are placed on the wooden surface in a way that they can obtain accurate data.

c) Each heat treatment application is constantly monitored by four wood temperature meters placed on the wooden surface in the slowest heated part of the heat treatment furnace detected in the heat treatment test and two wood temperature meters placed in the core of the most dense wooden part at the front and back of the heat treatment furnace.

ç) In each heat treatment application, the change of the values taken from each wood meter is seen in the computer records at one minute intervals until the wooden surface temperature of 60 °C or above is obtained for one minute from the initial temperature values.

d) The values taken from the wood temperature meters measuring the surface temperatures of the wood during the heat treatment application cannot be higher than the values taken from the wood temperature meters measuring the core temperatures of the wood.

e) After each heat treatment application, in the computer records of the heat treatment application it is seen in the computer-controlled automation system records at one-minute intervals until the wood surface temperature of 60 °C or higher is achieved for one uninterrupted minute of the relevant batch. In inspections, one-minute records of numerical data are displayed to ISPM 15 control tasks. From the one-minute temperature data from the beginning to the end of the heat treatment application, two copies are taken of the one-page heat treatment printout, which is only for the period of at least one minute at 60 °C and above. It is approved with the original signature of the heat treatment operator by affixing the same serial number security hologram on the front side separately. A copy of the one-page heat treatment output, which is for at least one minute at 60 °C and above, is kept in the facility for 2 years and presented to ISPM 15 control officers during the inspections. Another copy of the one-page heat treatment printout with security hologram, which is for at least one minute at 60 °C and above, is given to the user or supplier with the delivery note and/or invoice. All recorded information, including the camera system image in the computer-controlled automation system, is also stored for at least 2 years.

### **Principles regarding marked and used wooden packaging materials**

**ARTICLE 8** – (1) Wooden package materials in free circulation, bearing the ISPM-15 mark, which were imported or obtained as a result of domestic movement, can be used with a good that will be imported, on condition that it meets the provisions of the second paragraph of this article. However, in case an adding or repairing is made on the wooden package material, which has been processed with heat treatment and bears the mark, the wooden package material is reprocessed with heat treatment and the added piece is marked.



(2) In order for the wooden packaging materials that are in free circulation to be used together with the product for re-exportation, the following principles are followed by the users and suppliers:

a) Users, who are also importers, may purchase wooden packaging materials that go into free circulation along with the imported product, provided that the quantity information of the wooden packaging material is included in the imported product invoice, provided that it complies with the ISPM 15 standard and other provisions, excluding the traceability marking in the third paragraph of Annex-1 of this Regulation, it can be used again in the export transaction to be made by itself, without the need for any further processing. The invoice of the imported products is kept for 2 years.

b. Suppliers

Wooden packaging materials that are in free circulation to be used in re-export, provided that they meet the conditions other than the traceability mark in the third paragraph of the Annex-1 document of this Regulation, which is included with the imported product in the invoice information or separately, and that these wooden packaging materials have a sales invoice may be sold to users or to another supplier. Wooden packaging materials that are given to the supplier by the importer, that do not have a purchase invoice and that are in free circulation cannot be sold for re-export.

2) A certified copy of the phytosanitary certificate must be attached to the invoice so that the wooden packaging materials that do not come with the product can be released into free circulation and sold to another supplier or user. In addition, the supplier cannot sell more than the amount of wooden packaging materials specified in the phytosanitary certificate, and the information regarding the said sales transaction is recorded in the supplier's registry.

3) Wooden packaging materials with ISPM 15 mark belonging to foreign countries, those that are in free circulation and cannot be certified, and those that have a traceability marking with ISPM 15 mark by licensed businesses and that do not have security hologram heat treatment printouts, are only used domestically. The phrase "cannot be used for export" is written on the sales invoice of these wooden packaging materials sold for domestic use. In case of sale by the suppliers without the phrase "not available for export" written on the invoice, it is deemed that ISPM 15 marking has been made without obtaining a permit.

4) If it is determined that it has been bought by users and used for export, although it has the phrase "not available for export", it is deemed that the user has marked ISPM 15 without obtaining a permit.

5) Suppliers and users who have wooden packaging materials that are in free circulation and that cannot be documented, and that have a traceability marking with the ISPM 15 sign by businesses with a permit and that do not have a security hologram heat treatment printout, can use and sell their wooden packaging materials in re-export operations, provided that heat treatment application service is obtained from licensed businesses.

(3) The principles to be followed in repair and reproduction processes of free-circulation wooden packaging materials and wooden packaging material marked with ISPM 15 are as follows:

a) Repair and reproduction operations are carried out in licensed businesses. If it is determined that a repair or re-production operation has been carried out in a place other than the licensed business it is deemed to have ISPM 15 marking without obtaining a permit.

b) Heat treatment application, ISPM 15 marking and traceability marking are performed by the licensed business that performs repair work on each part to be used in repair. In every repair operation after the second time, the provisions in subparagraph (c) of this paragraph are applied.

c) In the case of re-production of wood packaging material, traceability marking is performed on all wooden packaging material by re-heat treatment and ISPM 15 marking. In this case, the previous ISPM 15 mark is permanently destroyed by painting, sanding and similar methods.

## **CHAPTER FOUR**

### **Heat Treatment Operator and Employment and Duties of Heat Treatment Operator**

#### **Heat Treatment Operator and Employment**

**ARTICLE 9 –** (1) In order to be heat treatment operator, those, who are at least high school graduate, apply to the directorate or provincial directorates specified by the Ministry with declaration of T.R. identity number and letter of application. Candidates participate in the training program on heat treatment and ISPM 15 marking, which will be organized by the directorate, and five days of theoretical and practical training that will be organized according to this program. It is compulsory to participate in the whole training. Candidates, who take seventy or above out of hundred in the exam that will be made by the directorate or provincial directorates specified by the Ministry are regarded successful. On behalf of the successful candidates, the heat treatment operator certificate in Annex-9 is issued. The General Directorate is notified for the list of those who issue the heat treatment operator certificate, and the authorized provincial directorate or directorate for information.

(2) At the end of the training organized by the directorate or provincial directorates, the updated list of those whose heat treatment operator certificate has been issued and whose certificate has been canceled by the authorized provincial directorate or directorate shall be published by the Directorate General on the website of the Ministry.

(3) At least one heat treatment operator is employed in each of the licensed businesses. At least two heat treatment operators are employed in licensed businesses with three or more heat treatment furnaces at the same address. Notary approved employment contract specified in Annex-4 document is signed with each heat treatment operator who is employed separately. In the event that the employer himself is the heat treatment operator, employment agreement is not looked for. The heat treatment operator employed in any of the companies with permission cannot be employed in another permit firms.

(4) Changes regarding the heat treatment operators employed and the heat treatment operators who are the owner or partner of the business are notified to the provincial directorate or directorate within one month at the latest. The business with a permit shall submit a copy of the notary approved employment contract with the heat treatment operator employed to the provincial directorate or directorate within one month at the latest from the date of the contract. If the heat treatment operator of the business is the owner or partner of the business submits a copy to the provincial directorate or directorate within one month at the latest, following the publication of the Turkish Trade Registry Gazette or the Turkish Tradesmen and Craftsmen Registry Gazette containing the information about his/her ownership and partnership. A notarized employment contract given to the provincial directorate and an institution-approved copy of the Turkish Trade Registry Gazette or the Turkish Tradesmen and Craftsmen Registry Gazette are sent to the authorized provincial directorate or directorate.

#### **Duties of Heat Treatment Operator**

**ARTICLE 10–** (1) The heat treatment operator is obliged to carry out the operations carried out within the scope of this Regulation in accordance with the principles specified in Annex-1 and Articles 7 and 8 of this Regulation. In addition, the heat treatment operator

participates in the trainings organized for the heat treatment operators by the directorate or provincial directorate.

(2) The heat treatment operator receives training from the business establishing the heat treatment furnace in the operation of the computer controlled automation system, heat treatment furnace and the heat source that feeds the heat treatment furnace in the business with the permission.

(3) In the following cases, the heat treatment operator certificates of the relevant heat treatment operators are canceled by the authorized provincial directorate or directorate, the information of those whose certificate has been revoked is notified to the General Directorate as of the date of cancellation of the certificate:

a) It is determined that the company with the permit certificate in which the heat treatment operator is employed performs a transaction contrary to any of the principles specified in Annex-1 and Articles 7 and 8 of this Regulation.

b) The heat treatment operator does not participate in all of the trainings organized for the heat treatment operators by the directorate or provincial directorate.

c) It is determined that the heat treatment application is carried out by the heat treatment operator employed in the business although the business with the permit certificate where the heat treatment operator is employed has lost any of the principles specified in article 6 of this Regulation.

(4) The applications made by the ones whose heat treatment operator certificate has been revoked within 1 years from the date of cancellation are not accepted.

(5) All of the heat treatment operator records are kept by the General Directorate, and those issued by the provincial directorate and directorates affiliated to it are kept by the authorized provincial directorate or directorate.

(6) Heat treatment operators who cannot be employed in licensed businesses for an uninterrupted period of two years are obliged to attend the update training to be organized by the Ministry that year. The certificate of heat treatment operators who do not participate in the update training announced on the official website of the Ministry without giving an excuse will be cancelled. For those whose certificates have been revoked in this way, 1 year waiting period is not required to obtain the heat treatment operator certificate again.

## **SECTION FIVE**

### **Inspection Based on Permit Certificate, Inspection of Permitted Businesses, Inspection of Businesses Without Permission, Inspection of Suppliers and Users**

#### **Inspection based on Permission Certificate**

**ARTICLE 11** – (1) Upon the application made by natural or legal persons, after determining that the documents specified in the first paragraph of article 5 of this Regulation are appropriate, the principal inspection is made by ISPM 15 control officials in the directorate or provincial directorate for the followings:

a) Whether the business is located at the address written in the application documents,

b) It is checked whether the heat treatment operator is employed to perform the duties specified in this Regulation in the business.

(2) In the business, whether computer aided automation system has following characteristics

a) When the heat treatment application starts, automatically recording the business name and / or title of the application, the date and time of the heat treatment application, and one-minute data pertaining to the heat

- b) Whether it is possible to enter the furnace number, batch number, type, size, quantity or quantity in m<sup>3</sup> of the wood packaging material to be heat treated,
  - c) Whether the camera system is in the appropriate location and feature for HT or DH heat treatment.
- (3) For Heat treatment furnace and heating system in the business that perform heat treatment application (HT)
- a) Whether the Annex-3 document showing the technical features of the heat treatment furnace and heating system was stamped and signed by the parties who installed and installed the heat treatment furnace,
  - b) By determining the number and dimensions of the heat treatment furnace in the business and the amount of wood packaging material to be taken in one batch, whether the furnace dimensions specified in the Annex-7 document and the information in the Annex-3 document are compatible,
  - c) Whether there are necessary devices (fan, ventilator, etc.) inside or outside the heat treatment furnace that will provide sufficient air flow and power to provide the internal temperature of the wood,
  - ç) If all the information is compatible with each other, whether the heat treatment furnace is compatible with its location in the sketch specified in the Annex-5 document showing the location of the computer-controlled automation system and the heating system in the business.
- (4) For temperature meters and data recorders to be used in heat treatment test
- a) Calibration certificates issued by a calibration laboratory accredited by the Turkish Accreditation Agency are available in the facility,
  - b) Whether the temperature meter and the deviation value of the highest deviation values among thirteen temperature meters have been determined.
- (5) It is checked whether there is an automatic nailing and marking line system in the facility.
- (6) In heat treatment application for wooden packaging material that is assembled or disassembled (HT):
- a) Before starting the Heat Treatment test
    - 1) With the doors of the heat treatment furnace fully open, a photographic image and a ten-second motion video image are taken manually so that the entire interior of the heat treatment furnace is visible.
    - 2) Whether the heat treatment application has no galleries and traces of harmful organisms and made on wooden packaging material made of peeled wood,
    - 3) Whether wooden packing materials are stacked in such a way that they do not block the air flow, when assembled or disassembled in the heat treatment furnace,
    - 4) Whether the amount of wooden packaging material stacked in the heat treatment furnace exceeds the amount calculated in the Annex-7 document,
    - 5) Whether the wooden temperature meter is placed near the nails as the heat transfer that will take place along the nail impairs the accuracy of the temperature recorded by the wood temperature meter,
    - 6) Whether the type, number and dimensions of the wooden packaging material in the lot to be heat treated in the computer-controlled automation system, the amount in m<sup>3</sup> for the disassembled heat treatment, and the number of the furnace where the test is performed, are written,,

7) Whether a photographic image and a ten-second video recording of the wooden packaging materials to be heat treated inside the heat treatment furnace are taken from the front where the heat treatment furnace door is located, without closing the doors of the heat treatment furnace.

b) During Heat Treatment test

1) Thirteen wood temperature meters are placed in wooden packaging materials to be heat treated, representing all parts of the furnace, and the wood temperature meter layout scheme in Annex-6 is exemplary. Wood temperature meters are placed in the thickest part of the wooden packaging material or the same material to represent the thickest area and the depth to measure the core temperature. At least two ambient temperature meters are used to measure the ambient temperature.

2) After all the conditions are met, heat treatment test is started. In each heat treatment application, the values taken from each wood and ambient temperature meter are monitored by ISPM 15 control officials in a computer controlled automation system for at least thirty minutes without interruption from the initial temperature values, until the midpoint temperature of 56 °C or above is achieved.

3) After the heat treatment application is completed in accordance with the provisions of this Regulation and the batch number is given, it is seen that a photographic image of the heat treatment furnace doors and a ten-second motion video image are automatically recorded in the computer-controlled automation system.

4) After each heat treatment application, the printouts of the computer records of the heat treatment application, which contain a one-minute data to show that the wood thickness midpoint temperature has been obtained for at least thirty minutes, are taken in at least two sets and approved by the employed heat treatment operator.

5) After any period of heat treatment application values taken in one minute from the wood temperature meters and ambient temperature meters placed in the wood packaging material in accordance with the wood temperature meter layout scheme in Annex-6, inside the heat treatment furnace cannot give the same temperature values until the end of the heat treatment application. If the temperature value of any two wood temperature meters is the same until the end of the heat treatment application or the temperature values obtained from the ambient temperature meters are the same, the heat treatment test is invalid. In this case, the heat treatment test must be repeated.

6) At the end of the heat treatment application, before the doors of the heat treatment furnace are opened and the heat-treated wooden packaging materials are removed from the heat treatment furnace, a photographic image and a ten-second motion video image are manually recorded in the computer-controlled automation system and the process is terminated.

(7) Dielectric heating method (DH) is applied to wooden packaging material, which is assembled or disassembled, after determining the conformity of the first and second paragraph of this article, according to the following principles.

a) Before the DH heat treatment application starts, a photographic image and a ten-second motion video image are manually recorded in the computer-controlled automation system without closing the inlets and outlets of the conveyor system.

b) Thirteen wood temperature meters are placed in wooden packaging materials to be heat treated, representing all parts of the furnace, and the wood temperature meter layout scheme in Annex-6 is exemplary. It can be applied on wooden packaging materials with a thickness not exceeding 20 cm and wood temperature meters are placed on the wooden surface in the heat treatment test to be performed in the businesses that will use this method. At least one wood temperature meter is placed in the core of the dense pieces of wood on the front and back of the heat treatment furnace.

c) After all the conditions are met heat treatment test is started. In each heat treatment application, the values taken from each wood and ambient temperature meter are monitored by ISPM 15 control officials in a computer controlled automation system for at least thirty minutes without interruption from the initial temperature values, until the midpoint temperature of 60 °C or above is achieved.

ç) The values taken from the wood temperature meters measuring the surface temperatures of the wood during the heat treatment application cannot be higher than the values taken from the wood temperature meters measuring the core temperatures of the wood.

d) One minute after the inlets and outlets are closed and the DH heat treatment application starts, a photographic image and a ten-second motion video image are automatically recorded in the computer-controlled automation system.

e) After each heat treatment application, the printouts of the computer records containing one minute data are taken in at least two sets.

f) After completing the DH heat treatment application in accordance with the provisions of this Regulation and giving the lot number, a photographic image and a ten-second motion video image are automatically recorded in the computer-controlled automation system and the process is terminated.

(8) From the computer after the HT and/or DH heat treatment application test multiple numeric printouts including graphic printout and temperature data taken at one-minute intervals are taken in at least two sets. The wood temperatures measured at thirteen different points are evaluated and the four hottest areas of the furnace are identified and written in Annex-6.

(9) If there is more than one heat treatment furnace in an business with the same or different computer controlled automation system suitability of the furnaces for the heat treatment applications is determined by conducting a heat treatment test for each system and furnace separately.

(10) Photographs of the interior and exterior areas of the heating system, computer-controlled automation system and heat treatment furnace are taken

(11) If it is determined by ISPM 15 control officers that the heat treatment test results comply with the provisions of this Regulation, an audit report based on the permit document in Annex-7 is issued regarding the suitability of the business's use of HT and / or DH sign. A copy of the multiple digital computer printouts containing the photographs taken from the business, the graphic printout and the temperature data taken at one-minute intervals together with the Annex-7 report, together with a copy of the application documents specified in Annex-6 and Article 5, shall be sent to the authorized provincial directorate or directorate.

### **Inspection of Companies with Permission Certificate**

**ARTICLE 12–** (1) The inspections of the licensed businesses are carried out by the ISPM 15 control officers at least twice a year, once in the first six months of the year and once in the second six months. Heat treatment operators are also present during the inspections.

(2) In licensed businesses inspections are carried out as follows:

a) It is determined whether the business is located at the address specified in the permit document, whether it has changed the title, its address has changed due to the numbering done by the authorized institution or organization and the situations of quitting the work.

b) Business officers are obliged to open the business to the audit in every inspection to be carried out by the ISPM 15 control officers, to provide all kinds of assistance and convenience to the control officers, to provide the information and documents to the ISPM 15 control officers completely and correctly.

c) It is determined whether the computer-controlled automation system and the heating system of the heat treatment furnace in the business are in the place and in the number specified in the Annex-5 document approved by the authorized commission.

ç) In the Article 6 of this Regulation of the business It is determined whether it has lost any of the conditions required to meet.

d) Whether or not the business has taken any action contrary to any of the principles stated in Annex-1 and Articles 7 and 8 of this Regulation is determined by sampling method.

e) If a situation is found to be contrary to any of the principles specified in Articles 7 and 8 and in Annex-1, a heat treatment test is carried out if requested.

(3) All the issues determined in the audits are written in the inspection reports in Annex-10. A copy of the inspection report, to be issued in two copies, is given to the operating authority being inspected.

(4) The audit minutes included in Annex-10, which are prepared during the year and contain the issues that require the cancellation of the permit, are sent to the authorized provincial directorate or directorate without waiting. In addition, the data of the inspections carried out during the period are written in the table in Annex-11 until the end of June at the latest in the first period and by the end of December at the latest in the second period, and sent to the authorized provincial directorate or directorate for information, and to the General Directorate as information.

(5) ISPM 15 control officers assigned by the General Directorate may also participate in the inspections of the licensed businesses as observers.

#### **Unlicensed business, supplier, user, HT/DH heat treatment furnace installation permit business and marking apparatus sales permit business inspection**

**ARTICLE 13–** (1) In businesses that do not have a permit, which has complaints or reported that they have made ISPM 15 marking, the inspection is carried out by the ISPM 15 control officers to determine whether ISPM 15 marking has been made. The matters determined in the audit are specified in the reports to be issued.

(2) Suppliers are inspected at least once a year by the provincial directorate or ISPM 15 control officers working in the directorate. The data of the inspections are written in the table in Annex-12 until the end of December at the latest, and sent to the authorized provincial directorate or directorate for necessary, and to the General Directorate as information, together with Annex-11..

(3) Inspection of users is carried out at least once a year by ISPM 15 control officers working in the provincial directorate or directorate in at least one of the users whose address is in their own province, among the users who are found to be selling wooden packaging materials in the logbooks kept by the licensed businesses and suppliers. Inspections are carried out that whether the security hologram heat treatment printouts in the sales invoice and/or delivery note attached to the user by the licensed business or supplier and the sales information in the logbooks kept by the licensed business and suppliers are compatible with each other and whether the wooden packaging material is purchased in accordance with the provisions of Article 15 of this Regulation. Inspections are written in the table in Annex-12 until the end of December at the latest, and sent to the authorized provincial directorate or directorate for necessary, and to the General Directorate as information, together with Annex-11..

(4) Businesses that have obtained HT/DH heat treatment furnace installation permit are inspected at least once every two years by a four-person commission consisting of ISPM 15 control officers determined by the General Directorate. In case of need, a computer engineer and a mechanical engineer working in the central and provincial units of the Ministry and affiliated and related institutions are added and included in the commission.

(5) Businesses that have obtained a marking apparatus sales permit are inspected at least once a year by the provincial directorate or ISPM 15 control officers working in the directorate.

## **SIXTH SECTION**

### **Authorized Provincial Directorate and Directorates, Business, Work and Duties of the Authorized Commission, Responsibilities of Wood Packaging Material Suppliers and Users, Applications and Responsibilities of Those Who Will Install a Heat Treatment Furnace, Computer Controlled Automation System and Heating System**

#### **Authorized provincial directorates and directorates**

**ARTICLE 14 – (1)** Applications of businesses that want to obtain a permit for the first time, applications for renewal and cancellation of permits of businesses that have a permit, applications for supplier registration certificate and marking apparatus sales permit applications are carried out by provincial directorates, directorates, authorized provincial directorates and directorates according to the principles set forth below.

- a) The authorized provincial directorate and directorates and the provinces it is affiliated with are as follows;
  - 1) Provinces affiliated to Denizli Provincial Directorate of Agriculture and Forestry; Kütahya, Muğla Provincial Directorate of Agriculture and Forestry
  - 2) Provinces affiliated to Kocaeli Provincial Directorate of Agriculture and Forestry; Sakarya, Bolu and Düzce Provincial Directorate of Agriculture and Forestry
  - 3) Provinces affiliated to Ağrı Agricultural Quarantine Directorate; Bitlis and Van Provincial Directorate of Agriculture and Forestry
  - 4) Provinces affiliated to Ankara Agricultural Quarantine Directorate; Kırıkkale, Kırşehir, Konya, Nevşehir, Aksaray, Çankırı, Çorum and Yozgat Provincial Directorates of Agriculture and Forestry
  - 5) Provinces affiliated to Antalya Agricultural Quarantine Directorate; Burdur, Isparta Provincial Directorate of Agriculture and Forestry
  - 6) Provinces affiliated to Ardahan Agricultural Quarantine Directorate; Kars and Iğdır Provincial Directorate of Agriculture and Forestry
  - 7) Provinces affiliated to Artvin Agricultural Quarantine Directorate; Muş and Bingöl Provincial Directorate of Agriculture and Forestry
  - 8) Provinces affiliated to Bursa Agricultural Quarantine Directorate; Balıkesir, Bilecik and Eskişehir Provincial Directorate of Agriculture and Forestry
  - 9) Provinces affiliated to Edirne Agricultural Quarantine Directorate; Kırklareli and Çanakkale Provincial Directorate of Agriculture and Forestry
  - 10) Provinces affiliated to Hatay Agricultural Quarantine Directorate; Osmaniye, Kilis, Gaziantep, Kahramanmaraş, Malatya, Adıyaman, Şanlıurfa, Diyarbakır and Elazığ Provincial Directorate of Agriculture and Forestry
  - 11) Provinces affiliated to the Istanbul Agricultural Quarantine Directorate; Tekirdağ and Yalova Provincial Directorate of Agriculture and Forestry
  - 12) Provinces affiliated to İzmir Agricultural Quarantine Directorate; Manisa, Aydın, Afyonkarahisar, Uşak Provincial Directorate of Agriculture and Forestry
  - 13) Provinces affiliated to Mersin Agricultural Quarantine Directorate; Karaman, Niğde, Adana, Kayseri and Sivas Provincial Directorate of Agriculture and Forestry
  - 14) Provinces affiliated to Samsun Agricultural Quarantine Directorate; Zonguldak, Bartın, Karabük, Kastamonu, Sinop, Amasya, Ordu and Tokat Provincial Directorate of Agriculture and Forestry



15) Provinces affiliated to Şırnak Agricultural Quarantine Directorate; Mardin, Batman, Siirt, Hakkari Provincial Directorate of Agriculture and Forestry

16) Provinces affiliated to Trabzon Agricultural Quarantine Directorate; Giresun, Gümüşhane, Bayburt, Erzincan, Erzurum, Rize and Tunceli Provincial Directorate of Agriculture and Forestry

b) Applications for renewal and cancellation of licenses of businesses that want to obtain a permit for the first time and businesses that have a permit, applications for supplier registration certificates of suppliers and applications for marking apparatus sales permits of businesses that will sell marking apparatus are done by applying to the directorate in provinces where there is a directorate, and to the provincial directorate in other provinces.

c) All applications made are sent by the provincial directorates and directorates to the authorized provincial directorate or directorates to which they are affiliated.

ç) All applications made are evaluated and decided by the authorized provincial directorate or the authorized commission established in the directorates.

d) The authorized commission is formed as stated below and performs the following tasks;

1) It consists of a head of commission to be determined by the authorized provincial directorate or directorate, and a total of three members, two members.

2) The head of the authorized commission is the provincial director in the authorized provincial directorate or the deputy provincial director to be assigned by the provincial director or the plant production and phytosanitary branch manager, and the director in the authorized directorates.

3) Two members are selected from among ISPM 15 control officers determined by the authorized provincial directorate or directorate.

4) In the absence of full members, substitute members determined by the authorized provincial directorate or directorate to attend the authorized commission meeting attend the meetings. The substitute of the chairman of the commission is the deputy provincial director or a branch manager to be determined by the provincial director in the authorized provincial directorate, and the assistant director in the authorized directorates. The authorized provincial directorate or two substitute members to be determined by the directorate are selected among ISPM 15 control officers.

5) Authorized provincial directorates and directorates may assign ISPM 15 control officers in the provincial directorates subordinate to them, in case of need, to serve as full and substitute members in the authorized commission, with the approval of the General Directorate, for a period of 1 year on the days of commission meetings. The term of office of those assigned in this way cannot exceed three days, excluding travel. The domestic temporary travel allowances of the appointed are paid from the revolving fund budget of the authorized provincial directorate or directorate.

6) Authorized provincial directorates and directorates have at least four ISPM 15 control officers, taking into account the number of members in the commission work.

7) The head of the authorized provincial directorate or the authorized commission in the directorates and two members who are ISPM 15 control officers must not have taken part in the inspections of the new permission certificate, document renewal, supplier registration certificate, marking apparatus sales permit and cancellation applications that will come to the agenda of the authorized commission. The inspections of the applications that will come to the agenda of the authorized commission are carried out by ISPM 15 control officers who do not take part in the authorized commission.

e) The General Directorate may appoint a member as an observer to the authorized provincial directorate and the authorized commission formed by the directorates. The observer

member appointed by the General Directorate does not have the right to vote in the decisions taken. When deemed necessary, the Directorate General may establish a commission consisting of ISPM 15 control officers, the number of which will be determined by itself, to oversee the decisions of the authorized commission.

f) In the event that the authorized provincial directorate or the authorized commission formed in the directorates fail or fail to fulfill their duties, a chairman and two members are determined by the General Directorate from among ISPM 15 control officers working in the central and provincial units of the Ministry and affiliated and related institutions. It can create an authorized commission and assign it to the authorized provincial directorate or directorates to evaluate the applications made to the authorized provincial directorate or directorates that month. The authorized commission established by the General Directorate shall continue to work until the authorized provincial directorate or directorates re-establish the authorized commission.

(2) The authorized commission does not convene in the absence of an application. In the event of an application, it meets once a month in the last week of the month with the participation of three full members on a date to be determined by the authorized provincial directorate or directorate in order to evaluate the applications made until the twenty-fifth of that month. In case the number of applications or the number of applications to be given an opinion is high, it can meet more than once a month. The authorized commission decides with the absolute majority of the members. The substitute chairman or substitute members attend the meetings where the principal chairman or members cannot be present. The vote of the substitute member who does not attend the meeting is equivalent to the votes of the permanent members.

(3) Secretariat services of the authorized commission are carried out by the authorized provincial directorate and directorate. The General Directorate checks the compliance of the documents submitted to the General Directorate by the directorate or provincial directorate about the applications made within the scope of this Regulation and which should result in the decision of the Competent Commission and makes the necessary correspondences about the documents before the Competent Commission meeting.

(4) The authorized commission carries out the following duties regarding the applications that reach the authorized provincial directorate and directorate through the provincial directorate or directorate, and which are included in the agenda of the authorized commission after determining their compliance with the provisions of this Regulation:

a) It discusses and decides on the applications in the first paragraph of Article 5, subparagraphs (a), (b) and (c) of the third paragraph, and the applications in the fourth and fifth paragraphs of this Regulation, and the applications specified in the first subparagraph (a) of the first paragraph of Article 17.

b) It discusses and decides on the documents regarding the applications of businesses that require inspection as a basis for the permit document specified in subparagraph (d) of the third paragraph of Article 5 of this Regulation, the place of operation, the location of the heat treatment furnace in the business or the heat treatment furnace has changed.

c) Cancels the authorization certificate, ISPM 15 marking authorizations in the cases specified in the first paragraph of Article 21 of this Regulation.

ç) In the cases in the first paragraph of Article 22, the wooden packaging material supplier registration certificate and the marking apparatus sales permit shall be cancelled.

d) It decides the objections made by the businesses whose license, supplier registration certificate and marking apparatus sales permit has been cancelled.

(5) The authorized provincial directorate and directorate evaluate applications included in subparagraphs (ç), (e) and (f) of the third paragraph of Article 5 of this Regulation and documents regarding the place of operation, the location of the heat treatment furnace in the

business and the applications of the businesses whose heat treatment furnace has not changed and specified in subparagraph (d) and make a decision without taking them into the agenda of the authorized commission.

(6) The authorized provincial directorate and the directorate call ISPM 15 control officers working in the provinces affiliated to it once a year to evaluate the implementations, if needed. The domestic temporary travel allowances of the participants of the meeting are met from the operating budget of the provincial directorate or directorate where ISPM 15 control officers work.

### **Responsibilities of Wood Packaging Material Suppliers and Users**

**ARTICLE 15–** (1) The responsibilities of suppliers and users of wooden packaging materials used in export are as follows:

a) Suppliers and users who received wood packaging material with heat treatment application, ISPM 15 marking and traceability marking from the licensed business receive the delivery by checking the invoice or dispatch documents on which the safety hologram heat treatment output, type, size, quantity, batch and furnace number and heat treatment outputs and the information on the outputs are written as explanations. These documents are kept for at least 2 years. The information written on the safety hologram heat treatment output, the date, type, size, quantity, batch and furnace number and the invoice or waybill documents are compared and if it is not compatible, purchased wooden packaging material is not accepted by users or suppliers. In case it is determined that it has been accepted and used in exports by the users and traded by the suppliers, although it is not compatible, users and suppliers are deemed to have ISPM 15 marking without obtaining a permit.

b) If the supplier who purchases wood packaging material or heat treatment service that has ISPM 15 marking and traceability marking by applying heat treatment from a licensed business, sells these wooden packaging materials that it has purchased to another supplier or user

1) In case all wooden packaging materials are sold with a single invoice and/or waybill, stamps and signs the photocopy of the wet-signed, security hologram heat treatment output attached to the invoice and / or waybill issued by the operator with a permit, with the stamp belonging to her own business and gives the wooden packaging materials to the user or other supplier to which it sells, by adding it to the sales invoice and/or delivery note attached as specified in subparagraph (a) of the first paragraph of this article. The copy of the invoice and / or waybill that it has issued is kept by attaching the original copy of the heat treatment printout with wet signed security hologram as an attachment. Information pertaining to this sales transaction is written in the supplier registry. These documents are kept for at least 2 years. It is judged that the suppliers who act otherwise have made ISPM 15 marking without obtaining a permit.

2) In case all of the wooden packaging materials are sold piecemeal with more than one invoice and/or waybill, reproduces the heat treatment printout with wet signed security hologram attached to the invoice and/or waybill issued by the authorized operator, piece by piece, with a photocopy of the number of invoices and/or waybills it has issued and gives these wooden packaging materials to the users it sells or to other suppliers by adding it to the sales invoice and/or waybill issued as specified in subparagraph (a) of the first paragraph of this article. It keeps the name of the user or supplier on the invoice and/or waybill, which it sells piece by piece, on the back side of the wet signed security hologram heat treatment output that remains with it. Information pertaining to this sales transaction is written in the supplier registry. These documents are kept for at least 2 years. It is judged that the suppliers who act otherwise have made ISPM 15 marking without obtaining a permit.

3) Suppliers record the lot number, type, size and quantity information on the heat treatment printout with security hologram attached to the purchase invoice and/or delivery note of the wooden packaging material in the "wooden packaging material received" section of the supplier registry. In accordance with the type, size and quantity information in the received section, it records the information about the sale to which user and supplier these products were sold to in the "wooden packaging material sold" section. The amount of wooden packaging material written in the sold section cannot be more than the amount of wooden packaging material written in the purchased section. It is judged that the suppliers who act otherwise have made ISPM 15 marking without obtaining a permit.

c) Users are obliged to use wooden packaging materials in accordance with the provisions of this Regulation and to obtain them from businesses with permission or supplier registration certificates on the Ministry website. Wooden packaging materials cannot be purchased for export from businesses whose information is not available on the Ministry website.

ç) Users of wooden packaging materials use wood packaging materials with the most recent heat treatment application, ISPM 15 marking and traceability marking in exports.

d) Wooden packaging materials suppliers and users cannot keep together wood packaging materials with heat treatment application, ISPM 15 marking and traceability marking, and unmarked wooden packaging materials.

e) When using wooden packaging materials with ISPM 15 marking and traceability marking, users of wooden packaging materials are responsible for ensuring the quarantine conditions of these materials from the time the wooden packaging materials are received from the licensed company or the supplier to the departure of the goods from our country.

f) The suppliers of wooden packaging materials are responsible for providing quarantine conditions from the time the wooden packaging materials bearing the ISPM 15 mark and traceability marking are received from the licensed company until it is delivered to the user or another supplier.

g) Suppliers and users of wooden packaging materials cannot perform any repair or reproduction in wood packaging material that has been applied heat treatment, ISPM 15 marking and traceability marking.

### **Applications and responsibilities of those who will install a heat treatment furnace, computer-controlled automation system and heating system**

**ARTICLE 16 – (1)** Companies that can perform heat treatment in accordance with the provisions of this Regulation and will install equipment for the installation of a heat treatment furnace shall obtain an HT/DH heat treatment installation permit from the General Directorate. Applications made by companies that have not obtained HT/DH heat treatment furnace installation permit shall not be evaluated by the directorate or provincial directorate. In case it is determined that the businesses with HT/DH heat treatment furnace installation permit have taken action against the provisions of this article, it is judged that the users have made ISPM 15 marking without obtaining a permit.

a) Businesses wishing to obtain an HT/DH heat treatment furnace installation permit shall apply to the General Directorate together with the Annex-16 certificate and the originals of the documents in its annex, or approved by the institution that issued the document or approved by the General Directorate on condition that the original is shown.

b) Businesses that will obtain and receive HT/DH heat treatment furnace installation permit are inspected by a commission of at least four people, who are ISPM 15 control officers, determined by the General Directorate, provided that the application documents are appropriate. The members of the commission consist of one ISPM 15 control officer from the General Directorate and three from the Ministry's provincial units and affiliated and related institutions.

The head of the commission is the ISPM 15 control officer at the Headquarters. In the absence of full members, the audits are carried out by substitute members. In order to participate in the audits, reserve members are determined by the General Directorate among ISPM 15 control officers working in the central and provincial units of the Ministry and affiliated and related institutions. Audit reports are valid with the unanimous vote of the commission members. In case of need, a computer engineer and a mechanical engineer working in the central and provincial units of the Ministry and affiliated and related institutions are included in the commission.

c) The commission formed by the General Directorate from ISPM 15 control officers prepares the inspection report based on the HT/DH heat treatment furnace installation permit document in Annex-17, if the documents are correct and compatible as a result of the examination made at the address of the applicant business. In the event that the inspection report based on the HT/DH heat treatment furnace installation permit certificate made in the facility is appropriate, the HT/DH heat treatment furnace installation permit document specified in Annex-18 is issued by the General Directorate.

ç) Businesses that have HT/DH heat treatment furnace installation permit are inspected every two years by a four-person commission, which is an ISPM 15 control officer determined by the General Directorate. The members of the commission consist of one ISPM 15 control officer from the General Directorate and three from the Ministry's central and provincial units and affiliated and related institutions. In case of need, a computer engineer and a mechanical engineer working in the central and provincial units of the Ministry and affiliated and related institutions are included in the commission. Annex-19 audit report of the audit is prepared.

d) Businesses for which an HT/DH heat treatment furnace installation permit is issued cannot use any system that has not been authorized by the Ministry, other than the computer-controlled automation system of the HT/DH heat treatment furnace permitted by the Ministry, in their installations.

(2) In the heat treatment furnace, computer-controlled automation system, radio frequency, microwave and other heating systems that businesses for which HT/DH heat treatment furnace installation permit is issued have installed and approved by the authorized provincial directorate or the authorized commission in the directorates, they cannot make changes for any reason such as modification, revision, update without informing the provincial directorate or directorate in writing.

a) Businesses for which HT/DH heat treatment furnace installation permit is issued, cannot make any changes by remote access or direct intervention on the recorded data and information of the heat treatment application of the computer controlled automation systems, which they have installed and approved by the authorized provincial directorate or the authorized commission in the directorates.

b) Software application in computer controlled automation system should be capable of being printed a one-page heat treatment printout for HT heat treatment furnaces, which is at least thirty minutes at 56 °C and above, after it has been completed in accordance with the provisions of this Regulation and automatically recorded the one-minute numerical data of the relevant batch in the automation system and for DH heat treatment furnaces, one page heat treatment printout for at least one minute at 60 °C and above. The software system should be capable of not giving a one-page heat treatment output until the heat treatment application is completed in accordance with the provisions of this regulation.

c) Heat treatment has been applied in accordance with the provisions of this Regulation, the batch number has been given, and only the first page of the printouts of the heat treatment application must not contain the heat treatment date, type, size, amount, batch number and

furnace number. The heat treatment date, type, size, quantity, batch number and furnace number information on the first page of the heat treatment printout should be at the top of all pages.

ç) The software belonging to the computer-controlled automation system should display the temperature values taken from wood temperature meters and ambient temperature meters from the beginning to the end of the heat treatment application, without rounding the decimal part to two digits after the whole number. Values taken from wood temperature meters and ambient temperature meters should be such that they show the actual temperature values until the end of the heat treatment application.

(3) Companies that have obtained HT/DH heat treatment furnace installation permit shall provide the necessary theoretical and practical training to the heat treatment operator of the business about the heat treatment furnaces they have established, computer-controlled automation system, radio frequency, microwave and other heating systems.

(4) Companies that obtain HT/DH heat treatment furnace installation permit are obliged to provide technical and spare parts service regarding the heat treatment furnace, computer-controlled automation system, radio frequency, microwave and other heating systems they have established. In addition, it carries out the maintenance, annual controls and maintenance of the heat treatment furnace, computer-controlled automation systems, heating systems they have established in accordance with the conditions of this Regulation, and submits the Annex-20 document they have prepared to the General Directorate until the fifteenth day of December of each year. The period between the year of maintenance of a licensed business and the maintenance of the other year cannot be less than eleven months. The Annex-20 document cannot be issued without maintenance and controls.

(5) The updated name list and contact information of the companies that have obtained the HT/DH heat treatment furnace installation permit are published on the Ministry website by the General Directorate.

### **Responsibilities of businesses with marking apparatus sales permit, permits and marking apparatus sales permits**

ARTICLE 17 – (1) Businesses with permission certificates, whose applications are approved by the authorized commission, whose ISPM 15 mark number is issued by issuing a permit on behalf of their businesses, and whose ISPM 15 mark number and names are published on the Ministry's website and after the heat treatment applied in accordance with the provisions of this Regulation, businesses that will manufacture or sell marking apparatus to be used in ISPM 15 marking to wooden packaging materials in accordance with the ISPM 15 standard and the principles specified in Annex-1 of this Regulation will follow the rules below:

a) Businesses that want to obtain a marking apparatus sales permit, whether they are manufacturers or sellers apply to the directorate in provinces where there is a directorate, and to the provincial directorate in other provinces with Annex-21 document, with the Annex-21 document in the annex of this Regulation, together with the original document or the certified copy of the document, provided that the original or approved by the directorate or provincial directorate. As a result of the examination made at the address of the applicant business by the ISPM 15 control officers of the directorate or provincial directorate; if it is determined that the Annex-21 document and the information in its annex are correct, the Annex-22 document is issued for the business and sent to the authorized provincial directorate or directorate, together with the Annex-21 document, for evaluation. The eligible businesses are approved by the authorized commission. Appendix-23 marking apparatus sales permit is issued by the authorized provincial directorate or directorate. ISPM 15 marking apparatus cannot be sold in businesses that have not issued a marking apparatus sales permit by the authorized provincial directorate or directorate. If it is determined it is deemed that ISPM 15 marking is made without

obtaining a permit. Businesses with a marking apparatus sales permit are obliged to comply with the following:

1) On behalf of businesses with permits that will have a marking apparatus made for the first time, they cannot make a marking apparatus until the Annex-24 certificate of conformity or the conformity certificate issued by the provincial directorate or the directorate, indicating that a new one can be made instead of the worn and deteriorated marking apparatus.

2) No sign other than the logo specified in Annex-1 of this Regulation can be used to be used in ISPM 15 marking. No pictures, figures, text-like expressions, including for advertising purposes, are included in the ISPM 15 mark inside the marking apparatus.

3) Businesses that make digital markings (painting with cartridges or other methods) within a certain software program cannot load any other marking number into the marking apparatus they sell, other than the sign given to the licensed business.

4) Business with marking apparatus sales license enumerates the registration number given to it by means of embossing, engraving, laser, etc., on a suitable part of any of its other surfaces other than the stamping surface of the marking apparatus that it has manufactured or sold, and the number of apparatus it has made to the licensed business after the registration number. In this way, the marking apparatus cannot be sold without writing the serial number. The serial numbers of the sold marking apparatus are recorded in the registry kept on the basis of the licensed business. The registry is shown to ISPM 15 controllers during inspections.

b) The following principles are complied with by the businesses with a permit:

1) Business with a permit purchases the marking apparatus it needs from businesses that have a marking apparatus sales certificate authorized by the Ministry. In case of purchase from unauthorized businesses, it is judged that the licensed business has made ISPM 15 marking without obtaining a permit.

2) Businesses entitled to obtain a permit apply to the provincial directorate or directorate in order to purchase marking apparatus following the publication of the marking number and names given to their businesses on the Ministry website.

3) An Annex-24 certificate of conformity is given to the licensed business by the provincial directorate or directorate to make the marking apparatus containing the marking number belonging to the licensed business. Appendix-24 gives the certificate of conformity to the business that will have the marking apparatus made and the marking apparatus sales permit document.

4) Before the permit certificate is handed over to it by the provincial directorate or the directorate, the business with a permit gives the undertaking in Annex-25 that there is no other marking apparatus other than the invoice and the number of which is specified in the invoice.

5) Provincial directorate or directorate, without a copy of the invoice of the marking apparatus and Annex-25 undertaking, permits are not issued to the businesses.

6) In the business with a permit, the heat treatment application is started after the permit is delivered to it. The heat treatment furnace, computer-controlled automation system and heating system cannot be used without submitting the permit. In case of use, it is decided that the licensed business has made ISPM 15 marking without obtaining a permit.

7) If the licensed business needs additional marking apparatus after receiving the permit, it applies to the provincial directorate or directorate with a petition. In addition, they cannot use the newly purchased marking apparatus without submitting the invoice and the current Annex-25 undertaking to the provincial directorate or directorate. In case of use, it is decided that the licensed business has made ISPM 15 marking without obtaining a permit.

8) In case of detection of another marking apparatus other than the number specified in the Annex-25 undertaking document of the licensed business during the inspections of the

licensed businesses, it is decided that the licensed business has made ISPM 15 marking without obtaining a permit certificate.

9) A licensed business cannot keep any marking apparatus that does not belong to its own business. If it is determined that they have a marking apparatus belonging to our country code, TR or other country codes in their business, it is decided that the licensed business has made ISPM 15 marking without obtaining a permit.

c) If any of the marking apparatuses, the number of which is specified in the Annex-25 undertaking document owned by the licensed business, becomes unusable due to wear or deterioration, a new one can be made instead. In this case, the following principles apply.

1) An business with a permit applies to the provincial directorate or directorate with a petition stating the feature of the marking apparatus (burning, digital painting, etc.)

2) The Provincial Directorate or Directorate receives the worn or damaged marking apparatus, which is included in the Annex-25 undertaking document of the business with the marking apparatus sales certificate, for destruction and gives a letter of conformity stating that a new one can be made instead.

3) Based on the conformity letter issued by the provincial directorate or the directorate, the business with the marking apparatus sales certificate receives and destroys the worn or deteriorated marking apparatus. Instead, it makes a new one as much as it destroyed and delivers it to the licensed business.

4) The business with the permit shall deliver the invoice and the updated Annex-25 undertaking document of the rebuilt marking apparatus to the provincial directorate or directorate. The renewed marking apparatus cannot be used until the invoice of the renewed marking apparatus and the updated Annex-25 undertaking document are submitted. In case of use it is decided that the licensed business has made ISPM 15 marking without obtaining a permit.

5) If there is more than one automatic driving and marking line system in the licensed business and if there is more than one fixed burning or digital marking system (painting with cartridge or other methods) in this business, this situation is also stated as an explanation in the Annex-25 undertaking document.

i) The current name list and contact information of the companies that have obtained the marking apparatus sales permit shall be published on the website of the Ministry by the authorized provincial directorate or directorate.

## **SECTION SEVEN**

### **Administrative sanctions**

#### **Suspension**

**ARTICLE 18** – (1) In the following cases, businesses with permits are given a period not exceeding six months in accordance with the provisions of subparagraph (e) of the first paragraph of Article 38 of the Law No. 5996, and during this period, the ISPM 15 and traceability marking authorizations of the businesses are suspended.

a) In cases where the heat treatment furnace approved by the authorized commission specified in subparagraphs (a) and (b) of the third paragraph of Article 5 and subparagraph one of the subparagraph (c) changes

b) If no heat treatment is applied to the business to be transferred, as specified in subparagraph (d) of the third paragraph of Article 5, for more than one year from the date of the notarized transfer agreement until the permit is renewed by the authorized provincial directorate or directorate,

c) In case heat treatment is not applied for a period of 1 year or longer as specified in subparagraph (k) of the first paragraph of Article 7



ç) In case of receipt of the external hard disk or computer case specified in subparagraph (n) of the first paragraph of Article 7

d) In cases where they are not in compliance with any of the conditions stipulated in Article 6,

(2) In case a licensed business has more than one heat treatment furnace, the suspension process is applied only for the heat treatment furnace whose deficiency is detected. In accordance with the provisions of this Regulation, heat treatment application, ISPM 15 and traceability marking are continued in other heat treatment furnaces suitable for heat treatment application.

(3) The marking apparatus of the businesses whose ISPM 15 and traceability marking authorization has been suspended are received by ISPM 15 control officers with a report and kept at the directorate or provincial directorate. If the problems are eliminated within the given time, the suspension process is terminated and the marking apparatuses are returned to the business.

(4) ISPM 15 and traceability marking authorization suspension procedure is applied by ISPM 15 control officers in accordance with the second paragraph of Article 42 of the Law No. 5996.

(5) Implemented suspension procedures will be notified to the General Directorate for information, without waiting, to the authorized provincial directorate or directorate.

#### **Administrative fine**

**ARTICLE 19–** (1) In the following cases, administrative fines specified in the subparagraph (e) of the first paragraph of Article 38 of Law No. 5996 are applied to the relevant businesses or persons:

a) In case it is determined that the businesses with a permit are in violation of any of the principles set forth in the third paragraph of Article 5 of this Regulation, Articles 7, 8 and Annex-1, and subparagraphs (b) and (c) of the first paragraph of Article 17.

b) In case it is determined that the suppliers act in violation of any of the principles set forth in the fifth paragraph of Article 5, the second paragraph of Article 8, subparagraph (a) of the first paragraph of Article 20, and Article 15 of this Regulation.

c) In case it is determined that the users have taken any action against any of the principles specified in the first paragraph of Article 7, subparagraph (c), the second paragraph of Article 8 and Article 15 of this Regulation.

ç) In case it is determined that the businesses with HT/DH heat treatment furnace installation permit are in violation of any of the principles set forth in Article 16 of this Regulation.

d) In case it is determined that the businesses with marking apparatus sales permits have made transactions contrary to any of the principles set forth in Article 17 of this Regulation.

e) As a result of the evaluation to be made on the official document sent from the competent authority of the notifying country due to the notification made to the General Directorate from abroad about the wooden packaging materials used with the exported product on the grounds that it does not comply with the ISPM 15 standard, and as a result of the inspection to be made by the ISPM 15 control officers in the provincial directorates and directorates, the following provisions are applied:

1) In case it is determined that the businesses with a permit are in violation of any of the principles set forth in the third paragraph of Article 5, Articles 7, 8, 20, and Annex-1 of this Regulation.

2) In case it is determined that the suppliers act in violation of any of the principles set forth in the fifth paragraph of Article 5, the second paragraph of Article 8, subparagraph (a) of the first paragraph of Article 15, and Article 20 of this Regulation.

3) In case it is determined that the users have taken any action against any of the principles specified in the first paragraph of Article 7, subparagraph (c), the second paragraph of Article 8 and Article 15 of this Regulation.

f) ISPM 15 marking for wooden packaging materials covered by this Regulation without obtaining a permit.

g) If it is determined that the licensed businesses continue their activities despite the suspension process within the scope of Article 18, it is decided that the licensed business has made marking without obtaining a marking permit document.

(2) The administrative fines specified in the paragraph (ç) of the first paragraph of the article 41 of the Law numbered 5996 are applied to the business officials who act in contradiction with the second paragraph of the article 12 of this Regulation.

(3) In case it is determined that for the feedbacks received from abroad, as a result of the inspection to be carried out by ISPM 15 control officers, it is acted contrary to the articles 7, 8, th, 20 of the third paragraph of Article 5 of this Regulation and for the suppliers in Annex-1, any of the principles specified in the fifth paragraph of Article 5, the second paragraph of Article 8, and Article 15 of this Regulation, the provisions of the sixth paragraph of Article 31 of the Law No. 5996 are applied.

(4) Administrative fines are applied by the provincial director in accordance with the second paragraph of the article 42 of the Law No. 5996.

(5) Implemented administrative fines are reported to the authorized provincial directorate or directorate, and to the General Directorate as information, without waiting.

### **Unsuitable wooden packaging materials**

**ARTICLE 20** – (1) In case that it is determined that ISPM 15 marking and traceability marking on wooden packaging materials without obtaining a permit, and it is determined that the suppliers sell wooden packaging materials that do not comply with the ISPM 15 standard and the provisions of this Regulation, are in free circulation and cannot be documented with an invoice and that there has been a transaction contrary to any of the principles set forth in Articles 7 and 8 of this Regulation and Annex-1;

a) It is decided that the ISPM 15 marking has been made without obtaining a permit from the suppliers and businesses without permit. The wooden packaging materials sold are prohibited from being placed on the market in accordance with item (a) of the first paragraph of Article 32 of the Law No. 5996, those offered to the market are collected by the business marking in accordance with item (b) of the same paragraph. In case the wooden packaging materials are not collected by the business, they are collected by the relevant provincial directorate or directorate in accordance with the fourth paragraph of the article 42 of the Law No. 5996 a monthly payment period is given for the business to pay twice the withdrawal amount. ISPM 15 marks and traceability marks on the wooden packaging materials in question are destroyed by the marking company by scraping or painting.

b) The placing on the market of the wood packaging materials with ISPM 15 marking and traceability marking of the licensed businesses according to subparagraph (a) of the first paragraph of Article 32 of the Law No. 5996 is prohibited and the ones placed on the market are collected by the marking business in accordance with subparagraph (b) of the same paragraph. In case the wooden packaging materials are not collected by the business, they are collected by the relevant provincial directorate or directorate in accordance with the fourth paragraph of the article 42 of the Law No. 5996 a monthly payment period is given for the business to pay twice the withdrawal amount. ISPM 15 marks and traceability marks on the

wooden packaging materials in question are destroyed by the marking company by scraping or painting.

### **Permission cancellation**

**ARTICLE 21 – (1)** In the following cases, the licenses of the relevant businesses are cancelled.

a) Although the permit of the business is suspended according to the provisions of the first paragraph of Article 18 of this Regulation, ISPM 15 and traceability marking authority is suspended, according to the provisions of subparagraph (e) of the first paragraph of Article 38 of the Law No. 5996, if it is determined that the situation requiring suspension continues at the end of the given period.

b) It is determined that the business does not have the address written in the permit document, except for the numbering studies carried out by the authorized institution or organization.

c) Determining that the business quits the work.

ç) In case it is determined that false information and documents are given in the official documents submitted by the operators to the provincial directorate, directorate or General Directorate.

d) Businesses demanding the cancellation of the permit.

(2) The permit, the permit of the businesses whose ISPM 15 marking authorization has been revoked, and the ISPM 15 marking patterns are received by the ISPM 15 control officers. The received permit is sent to the authorized provincial directorate or directorate, and the sign patterns are destroyed.

(3) Except for those canceled at the request of the businesses, the applications of the permit made by the businesses within 2 years from the date of cancellation are not accepted.

### **Cancellation of supplier registration certificate and marking apparatus sales certificate**

**ARTICLE 22 – (1)** In the following cases, the wooden packaging material supplier registration certificate and marking apparatus sales certificate of the relevant businesses are cancelled.

a) It is determined that the business has quit the business.

b) It is determined that the business does not have the address written in the registration document, except for the numbering studies carried out by the authorized institution or organization.

ç) Identification of businesses' falsification or counterfeiting in official documents submitted to the provincial directorate or directorate.

ç) Businesses that request the cancellation of their certificates.

(2) The documents of the businesses whose wooden packaging material supplier registration certificate and marking apparatus sales certificate have been canceled are received by ISPM 15 control officers. The documents received are kept in the file of the business at the provincial directorate or directorate.

### **Cancellation of HT/DH heat treatment furnace installation permit**

**ARTICLE 23 – (1)** In the following cases, the HT/DH heat treatment furnace installation permit of the relevant businesses is revoked.

a) It is determined that the business has quit the business.

b) It is determined that the business does not have the address written in the registration document, except for the numbering studies carried out by the authorized institution or organization.

ç) Identification of businesses' falsification or counterfeiting in official documents submitted to the provincial directorate or directorate or General Directorate.

ç) The operators' request to cancel the HT/DH heat treatment furnace installation permit.

a) d) In case of remote access or direct intervention on the recorded data and information of the heat treatment application of the computer-controlled automation systems that the businesses set up and approved by the authorized provincial directorate or the authorized commission in the directorates and in case it is determined that they have made changes in the data in a way that shows the inappropriate heat treatment applications as if the appropriate heat treatment application has been made according to the provisions of this regulation.

e) In case it is determined that the businesses for which the HT/DH heat treatment furnace installation permit certificate approved by the Ministry is issued, have installed systems that have not been authorized by the Ministry, other than the computer-controlled automation system of the HT/DH heat treatment furnace approved by the Ministry.

(2) Businesses cannot apply for a re-installation permit for a period of 2 years if their installation permit is canceled under sub-clauses (a), (b) and (c) of this article, and for a period of 1 year if they are canceled under sub-clause (ç).

(3) Businesses cannot apply for an installation permit again in case their installation permit is canceled within the scope of subparagraphs (d) and (e) of this article.

(4) For the business whose installation permit has been canceled within the scope of subparagraphs (d) and (e) of this article in the event that the person or persons whose names are named as owner, partner or shareholder in the most recently published Turkish Trade Registry Gazette or Turkish Tradesmen and Craftsmen Registry, are the owner, partner or shareholder of businesses established or to be established under another title on the date the installation permit was revoked, applications made by these businesses will not be accepted.

(5) Documents of businesses whose installation permit has been revoked are received by the provincial directorate or ISPM 15 control officers in charge of the directorate. The received installation permit is sent to the General Directorate.

## **CHAPTER EIGHT**

### **Miscellaneous and Final Provisions**

#### **Miscellaneous provisions**

**ARTICLE 24** - (1) If the user has obtained permission to make ISPM 15 marking and traceability mark on wooden packaging materials to be used only in its export product, without a commercial purpose, both in the case of the user and the licensed business, these users write only the country name, export date and quantity information of the amount of heat-treated wooden packaging materials belonging to the relevant party in the sales section of ISPM 15 logbooks, on which date and to which country they were used together with the exported product. They paste one copy of the security hologram on the heat treatment output of the relevant party and the other on the page where the sales information of ISPM 15 logbooks are written.

(2) If businesses that obtained a permit before the effective date of this Regulation, apply for a renewal of their permit after the date of entry into force of this Regulation, the sign number of 00-000 codes specified in Annex-1 shall not be issued for these businesses. They continue to use the sign number in the permit, given to them before the effective date of this Regulation, as in the permit documents.

(3) In case the businesses that obtained a permit before the effective date of this Regulation, apply for the cancellation of the permit after the effective date of this Regulation and apply again to obtain a permit for the same sign number, for these businesses, the sign number of 00-000 codes specified in Annex-1 is not issued. They continue to use the sign number on the canceled permit, which was given to them before the effective date of this Regulation, in the newly issued permit.

(4) Provincial traffic code and business number of 00-000 codes specified in Annex-1 are issued for businesses that have obtained a permit after the date of entry into force of this Regulation.

(5) Cancellation and certificate renewal applications of licensed businesses, applications of businesses that will receive permits for the first time, applications of businesses that will receive supplier registration certificates, and information of businesses applying for marking apparatus sales certificate is published on the official website of the Ministry by the authorized provincial directorate and directorate after the applications are approved by the authorized commission.

(6) Within the scope of Article 4 of the Regulation on the Procedures and Principles to be Followed in the Delivery of Public Services and the Presidential Circular No. 2018/13, after the completion of "Reducing Bureaucracy and Digital Turkey" studies, when switching to Electronic Public Information Management System (KAYSIS), Turkish Trade Registry Gazette, Turkish Tradesmen and Craftsmen Registry Gazette, business opening and working license application documents and operating licenses included in the Annex-13, Annex-16 and Annex-20 document in subparagraphs (c) and (d) of the first paragraph of Article 5 of this Regulation are not required.

#### **Provisional Article**

**ARTICLE 25** – (1) Among the businesses that obtained a permit before the effective date of this Regulation for businesses with HT heat treatment furnaces smaller than 50 m<sup>3</sup> specified in subparagraph (i) of the first paragraph of Article 4 of this Regulation in case they apply for renewal of their permit within the scope of subparagraphs (a), (b) and (c) of the third paragraph of Article 5 after the effective date of this Regulation, they make HT heat treatment furnaces suitable for a minimum size of 50 m<sup>3</sup>. The permits of businesses that do not make the HT heat treatment furnace suitable for a minimum size of 50 m<sup>3</sup> are not renewed.

(2) Among the businesses that obtained a permit before the effective date of this Regulation or which will obtain a permit after the effective date, for businesses that do not apply heat treatment and ISPM 15 marking for commercial purposes, but only apply heat treatment to wooden packaging materials that will be used for their own export products and make ISPM 15 marking, minimum 50 m<sup>3</sup> heat treatment furnace size specified in subparagraph (i) of the first paragraph of Article 4 of this Regulation and the provisions of the seventh paragraph of this article are not required.

(3) Among the businesses that obtained a permit before the effective date of this Regulation or which will receive a permit after the effective date, only for businesses that apply heat treatment and ISPM 15 marking to the components of fruit crates obtained from composite materials specified in sub-clause 'ç' of the first paragraph of the seventh article of this Regulation minimum 50 m<sup>3</sup> heat treatment furnace size specified in subparagraph (i) of the first paragraph of Article 4 of this Regulation and the provisions of the seventh paragraph of this article are not required.

(4) Businesses that have obtained a permit before the effective date of this Regulation will submit the Annex-25 undertaking, which includes the number and information of the marking apparatus they own, to the provincial directorate or directorate in the province they operate until 31/3/2024. The permit documents of the businesses that do not submit the Annex-

25 commitment until this date are suspended. At the end of the suspension process, the permit certificates of the businesses that still do not give the Annex-25 undertaking will be canceled by the authorized commission.

(5) Businesses that obtained a permit before the effective date of this Regulation shall submit the Annex-5 document in the annex of this Regulation to the provincial directorate or directorate in two copies until 30/6/2024. In the second six-month inspection of the licensed businesses to be carried out by ISPM 15 control officers between 1/7/2024 and 31/12/2024, appendix-5 documents given are approved on the condition that the heat treatment furnace, control room and heating system in the facility are in the place and number approved by the authorized commission. one of them is sent to the provincial directorate or directorate of the business with a permit and the other one is sent to the authorized provincial directorate or directorate to be added to the file of the authorized provincial directorate or directorate.

(6) Businesses, whose headquarters and branches were given different ISPM 15 marking numbers before the effective date of this Regulation, can use the ISPM 15 marking number belonging to their headquarters for their branches by making use of the provisions specified in subparagraph (c) of the second paragraph of Article 5 of this Regulation, upon request. In order for the branches to be able to use the ISPM 15 mark number belonging to the head office, the license of the branch must be renewed within the scope of the provisions specified in the third paragraph of the article 5 of this Regulation (f). In this case, the ISPM 15 mark number of the branch is canceled so that it will not be given to any business.

(7) The validity of the employment contracts signed between the licensed businesses and the heat treatment operators employed before the effective date of this Regulation shall continue. (7) The validity of the employment contracts signed between the licensed businesses and the heat treatment operators employed before the effective date of this Regulation will continue.

(8) Businesses installing heat treatment furnace, computer-controlled automation system and heating system before this Regulation is published will apply to the Ministry and obtain HT/DH heat treatment furnace installation permit documents until 31/12/2023 in accordance with the provisions of this Regulation. As of 1/1/2024, businesses that do not have an HT/DH heat treatment furnace installation permit cannot install a heat treatment furnace, computer-controlled automation system and heating system.

(9) Businesses that have obtained a permit before the effective date of this Regulation can see the information of the businesses that own the computer-controlled automation system they are using in the list of businesses that have HT/DH heat treatment furnace installation permit on the official website of the Ministry until 31/12/2023. It has these businesses install the camera system until 31/12/2024. If the business, which owns the computer-controlled automation system they use, has not received approval from the Ministry until 1/1/2024 to obtain the HT/DH heat treatment furnace installation permit it replaces the computerized automation systems they use with the computer-controlled automation system of any business that has an HT/DH heat treatment furnace installation permit approved by the Ministry until 31/12/2024 and has these businesses install the camera system at the same time. In this case, the permit is renewed within the scope of subparagraph (b) of the third paragraph of Article 5 of this Regulation. The permit certificates of the businesses that do not replace the computer-controlled automation system with the computer-controlled automation systems of the businesses that have the HT/DH heat treatment furnace installation permit document approved by the Ministry and that do not have the camera system installed until 31/12/2024 are suspended. At the end of the suspension process, the permit documents of the businesses whose computer-controlled automation system has not changed and the camera system installation has not been completed will be canceled by the authorized commission.

(10) Until the establishment of Edirne and Ardahan Agricultural Quarantine Directorates is completed all works and processes of Edirne Agricultural Quarantine Directorate and its affiliated provinces are carried out by Istanbul Agricultural Quarantine Directorate and all works and processes of Ardahan Agricultural Quarantine Directorate and its affiliated provinces are carried out by Artvin Agricultural Quarantine Directorate.

**Abolished regulation**

**ARTICLE 26** – (1) Regulation concerning the subjection of wooden package materials to heat treatment process and their marking published in the Official Gazette dated 25/5/2019 and numbered 30784.

**Enforcement**

**ARTICLE 27** – (1) Article 16 of this Regulation shall enter into force on 01/01/2024 and other articles shall enter into force on 30/06/2024.

**Execution**

**ARTICLE 28** – (1) The provisions of this Regulation are executed by the Agriculture and Forestry Minister.

**Annexes:**

## APPROVED MEASURES AND ISPM 15 MARKING BASES REGRADING WOODEN PACKAGE MATERIALS

(1) Approved measures on wooden packaging materials within the scope of this Regulation are listed below.

a) Use of unshelled wood:

The wooden packaging materials covered by this Regulation must be made of unshelled wood.

b) Heat treatment with heat treatment furnace (HT):

It is the heat treatment application of the wooden packaging materials within the scope of this Regulation in accordance with the principles specified in the Regulation, and its marking is HT.

c) Heat treatment application with dielectric heating method (DH):

It is the heat treatment application with dielectric heating method of the wooden packaging materials within the scope of this Regulation in accordance with the principles specified in the Regulation, and its marking is DH.

ç) Fumigation process with Methyl Bromide (MB):

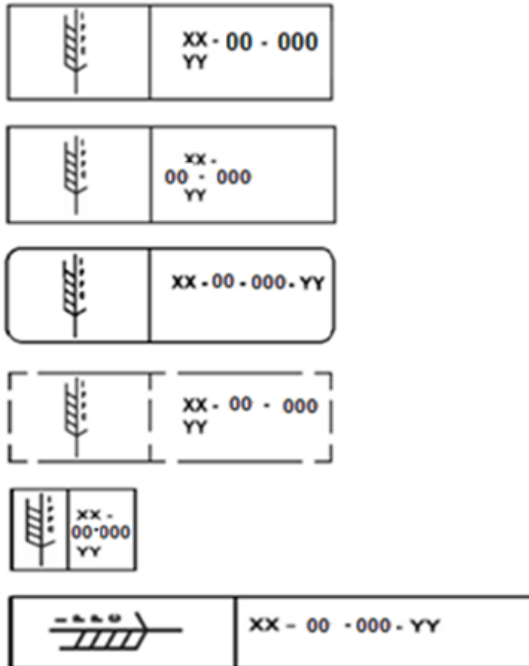
This is the process of cleaning wooden packaging materials covered by this Regulation from pests with MB gas and this technique cannot be used in our country.

d) Fumigation process with Sulfur Fluoride (SF):

This is the process of cleaning wooden packaging materials covered by this Regulation from pests with SF gas and this technique cannot be used in our country.

(2) ISPM 15 marking:

a) One of the ISPM 15 sign examples shown below by the licensed business is used to document that wooden packaging materials bearing this marking have been processed and checked under an approved measure.



b) The ISPM 15 marking includes:

1) Symbol: It is the inscription in the spike emblem of IPPC.

2) XX: It is a two-letter country code (TR). The country code is separated from the number of the licensed business with a dash.

3) (00-000): It is the specific number given by the authorized provincial directorate or directorate, with a permit document. (00: provincial traffic code, 000: business number)



4) YY: Regarding approved measures used, IPPC abbreviations about the type of heat treatment applied (HT or DH). These abbreviations are located under the order of the country code and the license number, or are separated by a dash if they are in the same order.

5) No other symbols or information can be found inside the ISPM 15 marking.

c) ISPM 15 marking should be;

1) must comply with one of the examples shown in this Annex.

2) must be legible,

3) must be Permanent and immovable.

4) must not be drawn by hand (may be burning, stamp etc.).

5) Since red and orange colors are used for labeling hazardous materials, these colors must be avoided in marking.

6) must be made legibly at least on two opposite sides of the wooden packaging materials that are heat treated.

7) must be done on each piece of wooden material, which is heat treated and dismantled, without disassembling.

8) must be done at short intervals and over the entire length in the stacking boards where heat treatment

is applied.

(3) Traceability marking is done in accordance with the following principles.

a) One of the traceability marking examples shown below is used to follow the process of the wooden packaging material marked with the ISPM 15 in accordance with the provisions of this regulation from the licensed business to the user.

b) The sample specified in paragraph (2) of this Annex-1 document cannot be used within the ISPM 15 marking.

c) ISPM 15 marking should be applied to any part or part of the wooden packaging material that is heat treated outside the applied area and at least one surface.

ç) must be legible,

d) must be Permanent and immovable.

e) must not be drawn by hand (may be burning, stamp etc.).

f) Since red and orange colors are used for labeling hazardous materials, these colors must be avoided in marking.

g) must be applied to at least two ends and over the entire length in the stacking boards where heat treatment is applied.

ğ) AA refers to the furnace number.

h) BB refers to the year.

ı) CC refers to batch number.

AA-BB-CC      AA BB CC      CC BB AA      AA BB CC

Application Petitions

Subject: Application for Obtaining a Permit for the First Time

...../...../ 20...

TO DIRECTORATE OF .....

We would like to obtain a wood packaging material marking permit. The application documents required within the scope of the regulation are attached. Please be advised.

Authorized Signature  
Surname, Name:  
Stamp

Company's Business Name  
Address of the Business:  
Tax ID Number:  
Authorized Person TR ID NUMBER:

**Annexes:**

.....

**Annex – 2/B**

Subject: Permit Renewal Application

...../...../ 20...

TO DIRECTORATE OF .....

We are a company with a wooden packaging material marking license with TR-.....-HT marking number. We request the renewal of our permit due to ..... The application documents required within the scope of the regulation are attached. Please be advised.

Authorized Signature  
Surname, Name:  
Stamp

Company's Business Name  
Old Address of the Business:  
New Address of the Business:  
Tax ID Number:  
Authorized Person TR ID NUMBER:

**Annexes:**

.....

**Annex – 2/C**

Subject: Application for Cancellation of Permit Certificate

...../...../ 20...

TO DIRECTORATE OF .....

We request the cancellation of our wood packaging material marking permit with the TR-.....-HT marking number. Please be advised.

Authorized Signature  
Surname, Name:  
Stamp

Company's Business Name  
Address of the Business:  
Tax ID Number:  
Authorized Person TR ID NUMBER:

**Annexes**

**HEAT TREATMENT FURNACE TECHNICAL CHARACTERISTICS**Interior of the Heat treatment furnace:

Width (Furnace Inner Width) : .....m.

Length (Furnace Inner Length) : .....m.

Height (Furnace Inner Height) : .....m.

Inner Volume: Width x length x height .....m<sup>3</sup>

Volume of Furnace that can be heat treated: Furnace interior volume – A or B = .....m<sup>3</sup>

(For HT = A; the volume of the total area occupied by the fan, suspended ceiling, serpentine, etc. in the furnace)

(For DH = B; the volume of the total area occupied by the microwave heating and radio frequency system etc. in the furnace)

Heat treatment furnace: (HT) (DH)

Heat treatment furnace heating method:

Energy source of heat treatment furnace heating system:

Power of heat treatment furnace heating system:

Current heating capacity of the heat treatment furnace heating system:

The location and height of the furnace ceiling above the stack in the heat treatment furnace:

The type, location, number and total capacity of the devices (fan, ventilator, etc.) that provide air flow in the heat treatment furnace:

Location and number of heaters in the heat treatment furnace:

Location of air outlets on the heat treatment furnace:

Heat treatment furnace walls insulation type:

Type and number of air outlets for the discharge of the heat treatment furnace:

Heat treatment furnace control system type:

Heat treatment furnace wood thermometer type and number:

Heat treatment furnace ambient thermometer type and number:

Manufacturer and brand of heat treatment furnace heating system:

Camera system resolution:

Computer aided automation system manufacturer:

Name and/or title and signature of the business that installed the heat treatment furnace:

Name and/or title and signature of the business that having installed the heat treatment furnace:

**HEAT TREATMENT OPERATOR EMPLOYMENT AGREEMENT  
(Notarized)**

An "INDETERMINED DURATION / PARTIAL TIME EMPLOYMENT AGREEMENT" has been concluded between the employer and the employee whose names (title) and addresses are written below. The parties will hereinafter be referred to as "employer" and "employee".

**1.PARTIES**

**EMPLOYER**

Name and surname (title)

Address:

Phone:

**EMPLOYER REPRESENTATIVE**

Name and surname (title)

Phone:

**WORKER**

Name, Surname : .....

Turkish ID No.

Father's Name :

Place and year of Birth:

Residence Address:

Phone:

**2- WORKER'S PLACE OF WORK:**

**3- WORK TO BE DONE:** Heat Treatment Operator within the scope of “Regulation on Heat Treatment and Marking of Wood Packaging Materials”

**4- WORKING DATE:**

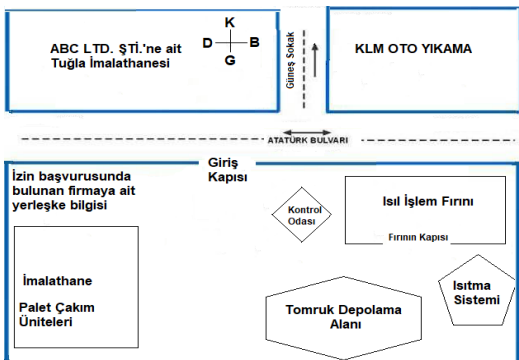
**5- SIGNING DATE OF THE AGREEMENT:**

EMPLOYER OR REPRESENTATIVE	HEAT TREATMENT OPERATOR

**SKETCH SHOWING THE PLACE WHERE THE HEAT TREATMENT  
FURNACE/HEATING SYSTEM/CONTROL ROOM OF THE BUSINESS WITH  
PERMISSION IS LOCATED IN THE BUSINESS**



SAMPLE SKETCH

**EXPLANATION:**

--The location of the heat treatment furnace, control room and heating system must be shown on the sketch.

--In addition to these three structures that must be displayed, the location of other structures within the business can also be included in order to make the location of these three places

**ISPM 15 Kontrol Görevlileri**

Adı Soyadı :

Unvanı :

İmzası :

Adı Soyadı :

Unvanı :

İmzası :

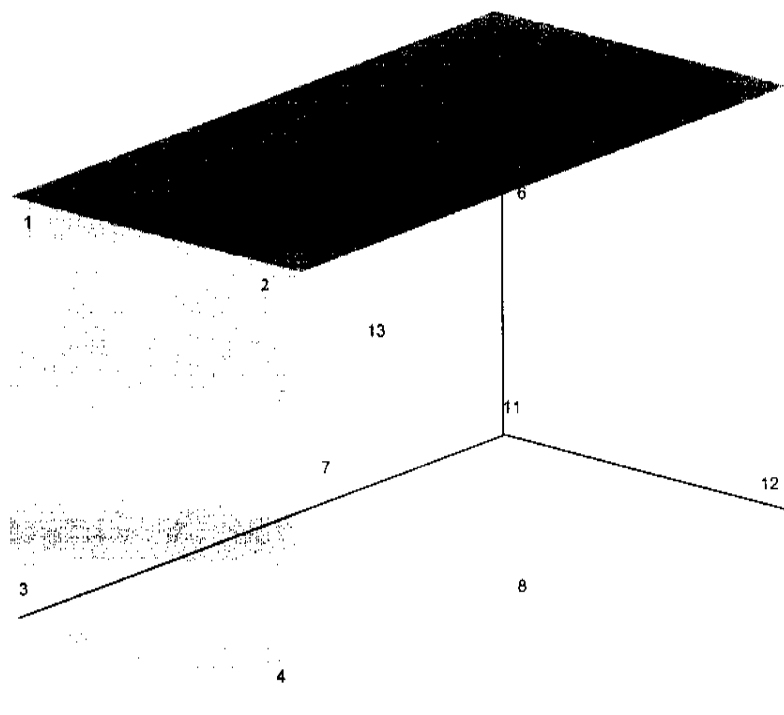
İşletme Yetkilisi veya İşletmede  
İstihdam Edilen Isıl İşlem Operatörü

Adı Soyadı :

Unvanı :

İmzası :

### 13 LAYOUT DIAGRAM OF WOOD THERMOMETER



Wood Thermometer Number	Wood Thermometer Location
1	Furnace Entrance Front Upper Side
2	Furnace Entrance Front Upper Side
3	Furnace Entrance Front Lower Side
4	Furnace Entrance Front Lower Side
5	Furnace Entrance Middle Upper Side
6	Furnace Entrance Middle Upper Side
7	Furnace Entrance Middle Lower Side
8	Furnace Entrance Middle Lower Side
9	Furnace Entrance Back Upper Side
10	Furnace Entrance Back Upper Side
11	Furnace Entrance Back Lower Side
12	Furnace Entrance Back Lower Side
13	Center of the Furnace

The latest wood thermometer numbers in the heat treatment furnace:

- 1- .....  
 2- .....  
 3- .....  
 4- .....

ISPM 15 Control Officials

Employed in the Business  
Heat Treatment Operator

Name, Surname  
Title  
Signature

Name, Surname  
Title  
Signature

Name, Surname  
Title  
Signature

## INSPECTION REPORT BASED ON WOOD PACKAGING MATERIAL MARKING PERMIT CERTIFICATE

FOR REPORT PROVINCIAL DIRECTORATE/DIRECTORATE

ISSUE DATE OF THE REPORT

NAME OR TITLE OF THE BUSINESS OWNER

1	Address Details	Address:	
2	Information of Heat Treatment Operator	<p><b>1.Operator</b> Name and Surname Turkish ID Nr. Certificate Date and Number: Institution from which the Certificate was obtained: Date of Contract of Employment</p> <p><b>2.Operator</b> Name and Surname Turkish ID Nr. Certificate Date and Number: Institution from which the Certificate was obtained: Date of Contract of Employment</p>	
3	Heat treatment furnace information (FurnaceNo:.....)	Number of furnace:.....ocs. Internal Dimensions Determined for the Furnace: Width:.....Lenght:..... Height:..... Dimensions in Annex-3 Document: Width:.....Lenght:..... Height:..... Inner Volume: Width x length x height .....m³ Volume of Furnace that can be heat treated: Furnac Volume x 0.65 = .....m³	
4	Automatic nailing and marking line system:	Available : [ ]    Number of automatic nailing and ISPM 15 marking lines:..... Not available : [ ] Explanation:	
5	Temperature Meters and Data Recording Equipment Sensor Calibration Information	Temperature Meter Calibration Certificate Date: Highest Deviation Degree: Since it is the Highest Deviation Degree, Instead of 56 ° C, ..... ° C was taken.	Data Recording Equipment Calibration Certificate Date: Highest Deviation Degree: Highest Deviation Degree:
6	Wood Material Information Put in Heat Treatment Furnace	Type of Wood Material: Dimensions of Mounted Wood Material (meters): Width:.....Lenght:..... Height:..... Assembled Wood Material Volume: Width x Length x Height = .....m³ Quantity of Assembled Wood Material:Furnace Volume that Can Be Heat Treated/Volume of Assembled Wood Material=.....pcs Disassembled Wood Material Volume: Width x Length x Height = .....m³ Quantity of Disassembled Wood Material:Furnace Volume that Can Be Heat Treated/Volume of Disassembled Wood Material=.....pcs	
7	Determination of the Latest Heating Sensors	1- T..... 2- T..... 3- T..... 4- T.....	
8	Annex 3 Information	Heating System Capacity: ..... .kk / h Fan:..... Pcs Ventilator Piece Other Piece	
9	Name Surname or Title of the Firm Installing the Furnace	.....	
10	RESULT	As a result of the Inspection Main Test on wooden packaging material the main inspection of the business having title ..... to the wooden packaging material marking permit IS /IS NOT in accordance with the above-mentioned determinations.	

ISPM 15 Control Officials

Name, Surname:  
Title:  
Signature

Name, Surname:  
Title:  
Signature

REPUBLIC OF TÜRKİYE  
 (REPUBLIC OF TÜRKİYE)  
 THE MINISTRY OF AGRICULTURE AND FORESTRY  
 (MINISTRY OF AGRICULTURE AND FORESTRY)  
**WOOD PACKAGING MATERIAL MARKING PERMIT CERTIFICATE**  
 (WOOD PACKAGING MATERIAL MARKING PERMIT CERTIFICATE)

(Certificate Date) : ...../...../.....

(Certificate No) : .....

(Certificate Renewal Date) :...../...../.....

(Number of Furnaces) : .....

(Business Details);

**Name and/or Title**

(Name and/or Title)

**Address**

(Address)

**Tax identification number**

(Tax ID No)

**Marking Type**

(Marking Type)

**Marking Number**

(Marking No)

(Pursuant to the regulations of “Regulation on Heat Treatment and Marking of Wooden Packaging Materials”, due it has satisfied the ISPM 15 standard, this Wooden Packaging Material Marking Permit Certificate has been issued on behalf of the aforementioned business.)

*Director/ Provincial Director*



REPUBLIC OF TÜRKİYE  
 (REPUBLIC OF TÜRKİYE)  
 THE MINISTRY OF AGRICULTURE AND FORESTRY  
 (MINISTRY OF AGRICULTURE AND FORESTRY)  
 ..... -  
 ..... DIRECTORATE  
 -  
 HEAT TREATMENT OPERATOR CERTIFICATE

Document Date : ...../...../.....

Document Number: ...../.....

Renewal Date : ...../...../.....

Heat Treatment Operator

Name, Surname : .....

*Name Surname*

-

*Turkish ID Number<sup>1</sup>*

School graduate : .....

-

Notification Address : .....

-

.....

(The person whose ID is written above has successfully completed this training by participating in 'Heat Treatment Operator Training' organized by Directorate of ..... on the date of ..... this document has been given to him.) -

PROVINCIAL DIRECTOR

DIRECTOR

/

-

**INSPECTION REPORT FOR WOOD PACKAGING MATERIAL MARKING PERMITTED COMPANIES**

In the business whose ISPM 15 marking permit and wooden packaging material marking permit were issued by the Ministry of Agriculture and Forestry, in accordance with the regulation concerning the subjection of wooden package materials to heat treatment process and their marking, control and the following determinations have been made by the ISPM 15 control officers and this “Inspection Report” has been issued in two copies. ..../...../20.....

Business with Permission Certificate

Name and/or Title

.....

Address

.....

ISPM 15 Marking Number

1) Determinations for the company in cases not to be present at the address specified in the permit document, to change the title, its address changes due to the numbering work carried out by the authorized institution or organization, and the work is stopped:

.....

2) Determinations as to whether the ISPM 15 control officials allowing inspection, providing all kinds of assistance and convenience to the ISPM 15 control officers, and providing the information and documents to the control officers completely and correctly.

.....

3) Determinations for changes in the heat treatment furnace or computer-controlled automation system in the business, the location of the heat treatment furnace, the number of heat treatment furnaces or increase in the number of computer-controlled automation systems:

.....

4) Determinations whether the business has lost any of the conditions required to meet in the Article 6 of this Regulation

.....

5) Determinations whether or not the business has taken any action contrary to any of the principles stated in Annex-1 and Articles 7 and 8 of this Regulation:

.....

6- Whether or not a heat treatment test is carried out in the business and if so, the result:.....

.....

7- Whether samples are taken from wooden packaging materials marked ISPM 15 in the business

.....

Remarks and Other Issues

.....

.....

.....

.....

.....

.....

ISPM 15 Control Officials

Business Officials or

Heat treatment operator in the Business

Name, Surname

Title:

Signature

Name, Surname

Title:

Signature

Name, Surname

Title:

Signature

## ANNEX 11:

[illegible]

ISPM 15 Control Officials

Name, SurnameName, Surname

Title : ..... Title : .....

Signature                      Signature

KULLANICI (İHRACATÇI)/TEDARİKÇİ (İKİNCİ ELCİ) DENETİM RAPORU									
SIRA NO	ÜRÜNÜ SATAN İZİN BELGELİ İŞLETMENİN İŞARET NUMARASI/ TEDARİKÇİ UNVANI	İZİN BELGELİ İŞLETMEDEN/TEDARİKÇİDEN AHŞAP AMBALAJ MALZEMESİ ALAN DENETİMİ YAPILAN KULLANICININ/TEDARİKÇİNİN							AÇIKLAMA
		UNVANI (FİRMA ADI)	DENETİM TARİHİ	ALIMI YAPILAN ÜRÜNE AİT FATURA/İRSALİYE BİLGİLERİ		FATURA/İRSALİYE EKİNDE YER ALAN ISIL İŞLEM ÇIKTISI			
				TARİH	NUMARASI	YOK	VAR/UYGUN	VAR / UYGUN DEĞİL	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Control Officials

User/Supplier Business Officer

Name and Surname: .....Nameand Surname: .....

Title : .....Title : .....

Signature : .....Signature : .....

Name, Surname

Title:

Signature

**WOODEN PACKAGING MATERIAL USED IN EXPORT  
SUPPLIER REGISTRATION DOCUMENT APPLICATION AND STATEMENT**

TO DIRECTORATE / PROVINCIAL DIRECTORATE

In my business, the information of which is declared below, wooden packaging materials marked with ISPM 15 and traceability mark after being subjected to heat treatment by businesses licensed by the Ministry and wooden packaging material that comes with the product to our country through import, has a mark number belonging to foreign countries on it, enters into free circulation, is documented with official documents, and complies with the provisions of this regulation and ISPM 15 standard, are sold to users (exporters) and other suppliers, and I would like to request the registration of my business.

.....

*Business owner:  
Name, Surname, Signature, Stamp and Date*

Company's Business Name		
Name-Surname of the Operator/Business Authority		
Tax ID Number:		
TR ID Number of the Operator/Operating Official number		
The Address of the Business where Wooden Packaging Materials are Sold		
Phone Number		
Business and working license	Organization issuing the certificate	
	Date	
	Number	

**ANNEXES:**

- 1-Turkey Trade Registry Gazette or Turkey Tradesmen and Craftsmen Registry Gazette (The registry gazette of the head office or branch, which is the same as the address where the wood packaging materials are sold)
- 2- Business and working license
- 3- Certificate of activity (Document to be obtained from the relevant chamber to which it is registered, indicating that it is active in this field)

## AUDIT REPORT FOR BUSINESS APPLYING FOR SUPPLIER REGISTRATION CERTIFICATE FOR WOOD PACKAGING MATERIAL USED IN EXPORT

According to the provisions of "Regulation on Heat Treatment and Marking of Wooden Packaging Materials", following the inspection by ISPM 15 control officers at the address of the business applying for the supplier registration certificate of wooden packaging materials used in export and the determinations below, this "Audit Report" has been drawn up in two copies. ....../...../20.....

Business

Name and/or Title

.....

Address

.....

Tax Number

Turkish ID Nr.

1-Detections regarding the wooden packaging material taken from the businesses with permission.....

.....

.....

.....

.....

.....

2- Detections regarding the wooden packaging material, which is in free circulation and in operation with the imported product;.....

.....

.....

.....

.....

.....

Remarks and Other Issues:

.....

.....

.....

.....

.....

.....

As a result of the audit carried out in the business that applied for the supplier registration certificate of wooden packaging materials used in export issuing a supplier registration certificate to the business having title .... is SUITABLE / NOT SUITABLE in line with the above-mentioned determinations

ISPM 15 Control Officials

Name, Surname

Title:

Signature

Name, Surname

Title:

Signature

**Republic of Turkey**  
**THE MINISTRY OF AGRICULTURE AND FORESTRY**  
..... **DIRECTORATE**

**WOODEN PACKAGING MATERIAL USED IN EXPORT**  
**SUPPLIER REGISTRATION CERTIFICATE**

Document Date:

Document Renewal Date:

Business

Name and/or Title

Address

Tax identification number

Registration Number:

According to the provisions of "Regulation on Heat Treatment and Marking of Wooden Packaging Materials", for wooden packaging materials marked with ISPM 15 and traceability mark after being subjected to heat treatment by licensed businesses and wooden packaging material that comes with the product to our country through import and complies with the provisions of this regulation and ISPM 15 standard, the Wooden Packaging Material Used in Export Supplier Registration Certificate has been issued on behalf of the above-mentioned business, which has made a request and declaration to sell them to users and other suppliers.

*Director/ Provincial Director*

\*Registration Number: Provincial directorate/directorate code - province traffic code - five-digit registration number  
(1-Denizli, 2-Kocaeli, 3-Ağrı, 4-Ankara, 5-Antalya, 6-Artvin, 7-Bursa, 8-Hatay, 9-İstanbul, 10-İzmir, 11-Mersin, 12-Samsun, 13-Şırnak, 14-Trabzon)

**CANCELLATION OF HT/DH HEAT TREATMENT FURNACE INSTALLATION PERMIT****TO THE GENERAL DIRECTORATE OF FOOD AND CONTROL**

My business, whose information is stated below fo heat treatment application on wooden packaging materials used with the product in export and traceability mark with ISPM 15 marking, in case the businesses that will apply to the Ministry for a permit for the first time and the businesses with a permit make changes in the existing heat treatment furnace, computer-controlled automation system, radio frequency, microwave and other heating systems, these businesses have the necessary infrastructure and sales/production opportunity to install the systems in question, and I request the necessary procedures to be done in order to be granted the HT/DH heat treatment furnace installation permit certificate belonging to my business.

.....

*Business owner:*

*Name, Surname, Signature, Stamp and Date*

Company's Business Name		
Name-Surname of the Operator/Business Authority		
Tax ID Number:		
TR ID Number of the Operator/Operating Official number		
HT/DH Heat treatment furnace: Computer aided automation system and Radio Frequency, Microwave and Other Heating System Sales/Manufacturing Address		
Heat treatment furnace:	HT	DH
Heat Treatment Furnace Name and Features		
Computer aided automation system Name and Features		
Heating System Name and Features		
Phone Number		
Business and working license	Organization issuing the certificate	
	Date	
	Number	

**ANNEXES:**

- 1-Turkey Trade Registry Gazette or Turkey Tradesmen and Craftsmen Registry Gazette (registration gazette of the head office or branch, which is the same as the address of the business where the heat treatment furnace, computer-controlled automation system and heating system are produced)
- 2- Business and working license
- 3- Documents showing the name of the heat treatment furnace and its features
- 4- Trademark registration certificate of computer-controlled automation system
- 5- Documents showing that it has a computer aided automation system name and features
- 6- Heating system name, features and documents showing its features
- 7- One-minute sample numerical and graphic heat treatment output of the software of the computer-aided automation system
- 8- Notary agreement regarding the installation and use of the heat treatment furnace, computer-controlled automation system and heating systems, whose intellectual property rights are in other businesses, by our business
- 9- A notary public undertaking that the heat treatment furnace, computer-aided automation system and heating system to be installed will comply with CE standards.



**Annex-17:**

AUDIT REPORT BASED ON HT/DH HEAT TREATMENT FURNACE INSTALLATION PERMISSION		
Issue Date of the Report :...../...../20.....		
Business Owner Name Surname or Title : .....		
1	Address Details	Address:
2	Heat treatment furnace information	Heat treatment application method: HT / DH
		Explanation:
3	Computer aided automation system information	There is/no trademark registration certificate
		Explanation:
4	Heating Information System	Explanation:
10	RESULT	As a result of the inspection carried out in the business that applied for the heat treatment furnace, computer-controlled automation system and heating system installation permit, issuing a supplier registration certificate to the business having title ... is SUITABLE / NOT SUITABLE in line with the above-mentioned determinations

## ISPM 15 Control Officials

Chairman of the Commission Commissioner Commissioner Commissioner

Name, Surname Name, Surname Name, Surname Name, Surname

Title: Title : .....Title : ..... Title:

Signature Signature : .....Signature : ..... Signature

**Republic of Turkey**  
**THE MINISTRY OF AGRICULTURE AND FORESTRY**  
**GENERAL DIRECTORATE OF FOOD AND CONTROL**

**HT/DH HEAT TREATMENT FURNACE INSTALLATION PERMISSION**  
**CERTIFICATE**

Document Date:  
Document Renewal Date:  
Heat Treatment Application Type :

Business

Name and/or Title

Address

Tax identification number

The heat treatment application was approved and the installation permission was granted;

Computer aided automation system : .....

According to the provisions of the "Regulation on Heat Treatment and Marking of Wood Packaging Materials", in the name of the business where heat treatment can be applied to install for HT/DH heat treatment furnace this HT/DH Heat Treatment Furnace Installation Permit has been issued."

Deputy Director General

## AUDIT REPORT OF THE COMPANIES GETTING PERMISSION TO INSTALL HT/DH HEAT TREATMENT FURNACE

In accordance with the provisions of the "Regulation on Heat Treatment and Marking of Wood Packaging Materials", after the inspection by ISPM 15 control officers at the address of the business that received the HT/DH Heat Treatment Furnace Installation Permit and the following determinations, this "Audit Report" has been drawn up in two copies...../...../20.....

Business

Name and/or Title

.....

Address

.....

Tax Number

Turkish ID Nr.

1-Detections for the heat treatment furnace;.....

.....

.....

2-Detections for computer-aided automation system.....

.....

.....

3-Detections for the heating system;.....

.....

.....

Remarks and Other Issues:

.....

.....

Within the scope of the determinations made as a result of the inspection made in the business with the title ....., which has the HT/DH heat treatment furnace installation permit, the activities of the business are SUITABLE / NOT SUITABLE

### ISPM 15 Control Officials

Name, Surname

Title:

Name, Surname

Title:

Name, Surname

Title:

Name, Surname

Title:

HT/DH Heat Treatment Furnace Installation  
Authority of the Establishmnet with Permission Certificate

Stamp : .....

## MARKING APPARATUS SALES PERMIT CERTIFICATE APPLICATION AND STATEMENT

TO DIRECTORATE / PROVINCIAL DIRECTORATE

In my business, whose information is stated below, after the wood packaging materials used with the product for export by the businesses for which a permit certificate is issued by the Ministry, are subjected to heat treatment in accordance with the provisions of the "Regulation on Heat Treatment and Marking of Wooden Packaging Materials", in accordance with the principles set forth in Annex-1, the marking apparatus needed to make traceability marks with ISPM 15 marking is manufactured/sales, and I request the necessary for the registration of my business.

.....

*Business owner:*

*Name, Surname, Signature, Stamp and Date*

Company's Business Name		
Name-Surname of the Operator/Business Authority		
Tax ID Number:		
TR ID Number of the Operator/Operating Official number		
Marking Apparatus Manufacturing/Sales Address		
Phone Number		
Business and working license	Organization issuing the certificate	
	Date	
	Number	

### **ANNEXES:**

1-Turkey Trade Registry Gazette or Turkey Tradesmen and Craftsmen Registry Gazette (The registry gazette of the head office or branch, which is the same as the address where the wood packaging materials are sold)

**MARKING APPARATUS SALES PERMIT CERTIFICATE  
AUDIT REPORT FOR APPLICANT BUSINESS**

After heat treating the wooden packaging materials used with the product in export in accordance with the provisions of the "Regulation on Heat Treatment and Marking of Wooden Packaging Materials", in accordance with the principles set forth in Annex-1, at the address of the business that has applied for a Marking Apparatus Sales Permit to make a traceability mark with ISPM 15 marking, after the inspection by ISPM 15 control officers and the following determinations, this "Audit Report" has been drawn up in two copies...../...../20.....

Business

Name and/or Title

.....

Address

.....

Tax Number

Turkish ID Nr.

1-Detections for the manual (printed by hand and arm power) sign pattern that makes marking by burning;.....

.....

.....

2- Detections for the device marking digitally (painting/laser) or manually (stamp, stamp, etc.) within a software program.....

.....

.....

Remarks and Other Issues:

.....

.....

.....

As a result of the inspection carried out in the business that applied for the marking apparatus sales permit to make a traceability mark with ISPM 15 marking it is SUITABLE / NOT SUITABLE to issue a marking apparatus sales permit to an business with the title ... in line with the above-mentioned determinations.

ISPM 15 Control Officials

Name, Surname Name, Surname

Title: Title:

Signature Signature

**Republic of Turkey**  
**THE MINISTRY OF AGRICULTURE AND FORESTRY**  
..... **DIRECTORATE**

**MARKING APPARATUS SALES PERMIT CERTIFICATE**

Document Date:

Document Renewal Date:

Business

Name and/or Title

Address

Tax identification number

Registration Number:

According to the provisions of "Regulation on Heat Treatment and Marking of Wooden Packaging Materials", on behalf of the above-mentioned business, which made a request and declaration to manufacture/sell the Marking apparatus needed to make traceability marks with ISPM 15 marking, after it has been subjected to heat treatment by the licensed businesses, this Marking Apparatus Sales Permit has been issued.

*Director/ Provincial Director*

\*Registration Number: Provincial directorate/directorate code - province traffic code - five-digit registration number  
(1-Denizli, 2-Kocaeli, 3-Ağrı, 4-Ankara, 5-Antalya, 6-Artvin, 7-Bursa, 8-Hatay, 9-İstanbul, 10-İzmir, 11-Mersin, 12-Samsun, 13-Şırnak, 14-Trabzon)

## MAKING THE MARKING APPARATUS USED IN ISPM 15 MARKING BY PERMITTED BUSINESSES CERTIFICATE OF CONFORMITY

According to the provisions of "Regulation on Heat Treatment and Marking of Wooden Packaging Materials", it has been deemed appropriate for the business, for which a permit is issued by our Ministry, and whose mark number is given below, to have the marking apparatus(s) needed to make a traceability mark with ISPM 15 marking, after heat treatment by the businesses with the permit certificate. Your business can sell the marking apparatus(s) to the licensed business by specifying the characteristics and the number of the marking apparatus that you manufacture/sell as the business with the Marking Apparatus Sales Permit, as requested by the authorized business from the logos, examples of which are listed below, as specified in the Annex-1 document.

Business

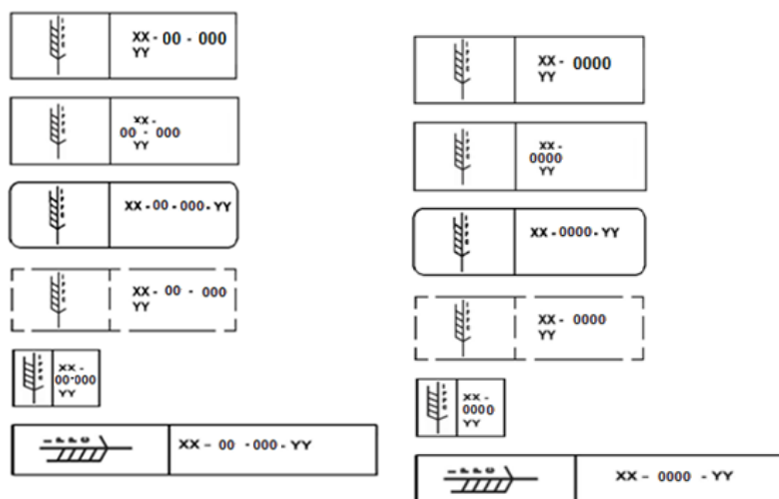
Name and/or Title:

Tax identification number

ISPM 15 Marking Number

No other marking can be made other than the signs whose shape is specified below.

### ILLUSTRATIVE ISPM 15 MARKINGS



### ILLUSTRATIVE TRACEABILITY

AA BB CC      AA BB CC      AA BB CC

ISPM 15 controlling officer

Name, Surname

Title:

Signature

*Note: The transaction is made with the original signed original of this document. No copies are accepted, including color photocopies.*



**LETTER OF COMMITMENT**  
**NUMBER OF MARKING APPARATUS AND FEATURES USED BY PERMITTED**  
**BUSINESS TO MAKE ISPM 15 MARKING**

Our business with HT or TR .....DH marking number does not have any other marking apparatus for the permit certificate issued by the Ministry on behalf of us other than the marking apparatus whose features and total number are specified below. In case of wear or deterioration of the marking apparatus specified in this undertaking, before having a new one replaced or other than the marking apparatus specified in this undertaking, before making an additional new marking apparatus, no marking apparatus will be made without our permission by the provincial directorate or directorate.

REMARKS	MARKING APPARATUS OWNED BY OUR PERMITTED BUSINESS						
Mode of Use	MANUAL		DIGITAL		AUTOMATIC NAILING AND MARKING LINE		
Feature:	Burning	Painting	Lasers	Painting	Burning	Painting	Lasers
	Electric/ Tube	Stamp/Seal	Scraping/ Electrical	Spray/Battery/Ele ctric	Electric/ Tube	Stamp/Seal	Scraping/ Electrical
Number							
Total Number							

Business Authority

Name, Surname

Title:

Signature

Stamp : .....