



EXPORT OPERATIONS MANUAL GLOSSARY 2011

Term	Definition
<i>Additional Declaration</i>	A statement that is required by an importing country to be entered on a Phytosanitary Certificate and which provides specific additional information on a consignment in relation to regulated pests.
<i>ACIO</i>	Australian Commerce and Industry Office – Taiwan
<i>Advanced Nursery Stock</i>	Means large nursery stock and includes trees and tree ferns.
<i>Analysis/ Analysed</i>	International Seed Testing Association (ISTA) Purity Analysis Method - International Rules for seed testing, Sampling Method (chapter 2), Purity Analysis – Inert Matter (Chapter 3)
<i>ANVAS</i>	Avocado Nursery Voluntary Accreditation Scheme (Australia)
<i>Announced audit</i>	An audit that is arranged in advance with the auditee.
<i>Annual inspection</i>	An inspection performed where registration of an establishment is on-going (i.e. no defined end date on the certificate of registration) to verify the establishment continues to meet the requirements for registration.
<i>Applicant</i>	A person applying to the Secretary for approval of an arrangement for the preparation of prescribed goods
<i>Application</i>	A written submission which documents the proposed arrangement and subject to a desk audit
<i>Application for Permission to Load Containers (EX164)</i>	A form submitted to an authorised officer by a person who intends to load a container system unit with at least 10 tonnes of prescribed goods
<i>Approved Arrangement</i>	<p>A voluntary agreement entered into by the AQIS and an independent party to undertake specific procedures/activities on behalf of AQIS using approved inspectors who are appropriately trained and skilled.</p> <p>As defined by Part 10 Export Control (Plants and Plant Products) Orders 2005. It is an agreement entered into by DAFF and another person to undertake preparation of prescribed goods.</p>
<i>-Approved</i>	Means approved by the Secretary (or delegate) by instrument in writing.
<i>Approved Inspection Establishment</i>	Any building(s) and/or area(s) approved by AQIS in which Prescribed horticultural Produce are presented for inspection.
<i>Approved horticulture</i>	The areas known as the Riverland, Sunraysia and Riverina are defined

<i>district</i>	in the 'Workplan for Citrus Exports to USA'
<i>Approved Inspector</i>	Means a person accredited by the Secretary of DAFF to perform the task at hand under an Approved Arrangement, and includes authorised officers
<i>Approved Laboratory</i>	Means a laboratory that is accredited by a national accreditation body to conduct the relevant test or analysis
<i>Approving Officer (PHYTO)</i>	The PHYTO Approving Officer who has data entry and approving access rights to the database.
<i>APVMA</i>	Australian Pesticides and Veterinary Medicines Authority or its successor organisation.
<i>Approved person</i>	An appropriately qualified person approved by DAFF to perform certain tasks for the purposes of inspection, evaluation, demonstration or treatment.
<i>AQIS</i>	Australian Quarantine and Inspection Service – operating under DAFF, AQIS is charged with the responsibility for quarantine matters and the export certification of live animals, animal products, plants and plant products.
<i>AQIS Approved Inspector</i>	Means a person accredited by the Secretary of DAFF to perform the task at hand under an Approved Arrangement, and includes authorised officers
<i>AQIS Monitoring</i>	Random brief attendance by Authorised Officers ensuring compliance with Australian export legislation and importing countries phytosanitary requirements. This activity does not incur a fee.
<i>AQIS officer</i>	A person authorised under Section 20 of the Export Control Act (1982) to undertake export inspection and certification responsibilities.
<i>AQIS Supervision</i>	Full time attendance by an Authorised Officer supervising activities to ensure compliance with Australian export legislation and importing countries phytosanitary requirements. This activity incurs fees and charges.
<i>AQSIQ</i>	General Administration of Quality Supervision, Inspection and Quarantine, People's Republic of China
<i>Area Freedom</i>	Absence, at the present time, of a pest in an area, including where appropriate its distribution, as officially determined using expert judgment on the basis of current and historical pest records and other information
<i>Arthropod</i>	An arthropod is an invertebrate animal having an exoskeleton (external skeleton), a segmented body, and jointed appendages. Examples are insects, crustaceans, arachnids, and myriapods

<i>Assistant Program Manager</i>	An officer responsible for a range of functions within an AQIS Program
<i>Audit</i>	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled
<i>Audit evidence</i>	Records, statement or fact or other information, which are relevant to the audit criteria
<i>Audit findings</i>	Results of the evaluation of the collected audit evidence against the audit criteria
<i>Audit Follow-up</i>	Any action (to be) taken as a result of an audit.
<i>Audit plan</i>	Description of the activities and arrangements for an audit
<i>Audit scope</i>	Extent and boundaries of an audit
<i>Audit team</i>	One or more auditors conducting an audit supported if needed by technical experts
<i>Auditee</i>	Organisation or section being audited
<i>Auditor</i>	Person with the competence to conduct an audit
<i>Audits</i>	Systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which specified criteria are fulfilled.
<i>Authorised officer</i>	A person appointed under section 20 of the Export Control Act 1982 to be an authorised officer.
<i>BAPHIQ</i>	Bureau of Plant and Animal Health Inspection and Quarantine of Taiwan
<i>Basic Phytosanitary Certification</i>	A phytosanitary certificate to be issued in accordance with the requirements and guidelines of the International Plant Protection Convention (IPPC), the Export Control Act 1982 and the Phytosanitary Certificate Completion Work Procedure, which does not contain details /information for treatments, and/or additional declarations for the prescribed goods being certified, in accordance with the Scope of this arrangement.
<i>Block</i>	Any grove, orchard, vineyard or section of an orchard or vineyard which can be defined by set boundaries.
<i>BQA</i>	Bilateral Quarantine Arrangement is an arrangement agreed between two countries.

<i>BQA SOM</i>	Bilateral Quarantine Arrangement System Operation Manual is a manual used to implement agreed arrangements between Australia and New Zealand.
<i>Brush fencing</i>	Fencing material generally made in sheet format out of the native bush
<i>Calyx</i>	Ring of sepals covering the flower bud frequently evident on mature fruit. Plural calyces.
<i>Carry on Baggage (Japan)</i>	A secure package approved to transport personal (non-commercial) VHT mangoes to Japan.
<i>Certificate of Area Freedom</i>	A document attesting that the area from which the prescribed goods to be exported are sourced from a pest free area in accordance with and meets Australian export and the importing country requirements
<i>Captain</i>	Means the ship's master
<i>Certificate of Treatment</i>	A document attesting that the prescribed goods to be exported have been treated in accordance with and meets Australian export and the importing country requirements
<i>Certificate as to Condition (EX46A)</i>	A certificate issued for prescribed goods that cannot be certified on a phytosanitary certificate but where there is an importing country authority requirement for certification.
<i>Check</i>	Examine something in order to establish its state or condition, to confirm or establish that something is true or accurate, an examination or investigation of something.
<i>CIQ</i>	The port of entry branch of AQSIQ, People's Republic of China
<i>CLA</i>	Citrus Limited Australia, an industry organisation and successor to Australian Citrus Growers
<i>Cleaning</i>	The removal of soil, infestable residue, grain, plants material or other material of quarantine concern.
<i>Common Name</i>	The common name for an organism, i.e. plant, animal, arthropod, pest. Not all commodities have a common name and common names vary.
<i>Completed Consignment and Lot Inspection</i>	The process by which a representative sample of the prescribed good is drawn and inspected from the finalised lot/consignment prior to phytosanitary certification.
<i>Consignment</i>	A quantity of prescribed goods assembled at the same place and intended for export at the same time to a particular importing country under a single Notice of Intention that requires phytosanitary certification

<i>Container</i>	A silo, bin or ship's hold in which prescribed goods are stored
<i>Container & Treatment Record</i>	A form on which any treatment ordered by an authorised officer and any treatment conducted by the person responsible for a container system unit is recorded
<i>Container seal</i>	A bolt, plastic, aluminium or zip seal used to seal closed the doors of a container system unit.
<i>Container liners</i>	Means removable materials (eg. timber, plastic, cardboard) that may be used to line a container to prevent contact between the container and the loaded goods.
<i>Container system unit (CSU)</i>	A container (including a lift van but not including a vehicle) designed for use as a unit of cargo handling equipment in the transport of prescribed goods by aircraft or ship.
<i>Consignment</i>	A quantity of prescribed goods assembled at the same place and intended for export at the same time to a particular importing country, and nominated on an export permit(s) and/or Phytosanitary Certificate E16. A consignment may consist of one or more inspection lots.
<i>Contaminate</i>	Foreign matter of quarantine concern
<i>Contamination</i>	The occurrence of foreign matter of quarantine concern.
<i>Contaminants</i>	Means foreign matter and includes non-infestible materials, odour, water/moisture and rodent carcasses and droppings of quarantine concern
<i>Corrective action</i>	Any action to be taken when the results of an audit indicate a deviation from a critical limit.
<i>Cotton</i>	Soft white fibres sourced from plants of the genus <i>Gossypium</i>
<i>Country of Origin</i>	Country where the plants, or plants from which the products were derived / grown. Includes where the product was last manufactured or the phytosanitary status changed.
<i>CT Product</i>	Concentration time (CT) product of methyl bromide achieved by the fumigation (mg/L).
<i>Critical limit</i>	A criterion which separates acceptability from unacceptability
<i>Cut Flower/Cut Foliage</i>	Means the aboveground part of a plant, whether the part is fresh or dried, for ornamental or decorative use and not for propagation or consumption.
<i>DAFF</i>	Department of Agriculture, Fisheries and Forestry– the Australian Government's nominated National Plant Protection Organisation

	(NPPO)
DAFF Officer	A person appointed under Section 20 of the Export Control Act (1982) to be an Authorised Officer.
DAFF Monitoring	Random brief attendance by Authorised Officers ensuring compliance with Australian export legislation and importing countries requirements. This activity does not incur a fee.
DAFF Supervision	Full time attendance by an Authorised Officer supervising activities to ensure compliance with Australian export legislation and importing countries requirements. This activity incurs fees and charges.
Data Entry User (PHYTO)	The PHYTO database maintenance user, usually the relevant project officer, has limited user rights within the database.
Declaration and Certificate as to Condition (EX188)	A certificate issued for prescribed goods that cannot be certified on a phytosanitary certificate but where there is an importing country authority requirement for certification. This certificate includes a declaration by the exporter.
Delegate	An authorised officer who has been delegated a power or function of the Secretary under the Export Control Act 1982. The delegation must be in writing and be signed by the Secretary. Means an authorised officer who has been delegated a power or function of the Secretary under the Export Control Act 1982. The delegation must be in writing and be signed by the Secretary.
Delegations	Powers given by legislation to the Secretary (or Minister). These powers can and are delegated to officers in the department.
Department	Means the Department of Agriculture Fisheries & Forestry
Desk audit	An audit of documentation and records to determine if the requirements of an Export Control Order are being met. An audit method which ensures the documentation in the application supports the intended outcomes
Designated Production Areas (Tasmania)	Designated areas in Tasmania that are registered, have implemented trapping surveys for codling moth and conduct fresh fruit inspection for apples or Cherries to China.
Detect	Discover or notice the presence, existence of a substance.
Deviation	Failure to meet a critical limit
Disease	Any abnormal condition of, or in, prescribed goods arising from, caused by or due to the presence, operation, development or growth of any insect, fungus, bacterium, parvo virus, virus or other parasite.
Dmin	The localised minimum irradiation absorbed dose within the process load
Dmax	The localised maximum irradiation absorbed dose within the process load
DOA	Department of Agriculture, Thailand

<i>Dried Fruit</i>	Fruit (including tomatoes but excluding prunes) from which part of the natural moisture content has been removed by means of evaporation or dehydration, and includes dried fruit products.
<i>Dried fruit product</i>	A product that contains 50 per cent or more, by weight, of dried fruit.
<i>EC(PPP)Os</i>	Export Control (Plants and Plant Products) Orders 2005.
<i>ED</i>	Exporter Delegate as described in the New Zealand Bilateral Quarantine Agreement Systems Operation Manual.
<i>Edible Produce</i>	All fresh and dried fruit and vegetables for export.
<i>Effective Fumigation</i>	fumigation using the techniques as described in the 'Hay Export Procedure 2000'.
<i>Empty (dry box) container</i>	A purpose made, secure, container system unit (CSU) for the transportation of either bulk, bundled or bagged prescribed goods to overseas destinations.
<i>Empty Container Inspection Record</i>	Means a form on which an authorised officer records container system unit inspection details and results on
<i>Endorsement</i>	Term used in EXDOC for an 'additional declaration' on a Phytosanitary certificate.
<i>End-point Inspection</i>	The process by which a representative sample of the prescribed good is drawn and inspected from the finalised lot/consignment prior to phytosanitary certification. NOTE: This term is being replaced - Completed Consignment and Lot Inspection
<i>ER Database</i>	Means the Establishment Register database - a database with the status and details of all registered establishments
<i>Ethical</i>	Behaviour characterised by complying with Australia's export laws and regulations, including meeting importing country requirements, but also by qualities of truthfulness, openness and freedom from deception and fraud.
<i>EX026</i>	Means the approved form 'Application for Registration or Notification to the Secretary of Change of Details of an Establishment'.
<i>EX060 form</i>	Means the form 'Inspection Report on Export Establishment'.
<i>EX071 form</i>	Means the administrative form 'Inspection report for non-registered premises'.
<i>EX 186</i>	An official certificate issued in accordance with Part 8 of the Export Control (Plants and Plant Products) Orders 2005 when consignments of horticulture produce are transported between registered export establishments.
<i>EX 161</i>	Horticulture Rejection Advice form.
<i>EX28/EX222</i>	Notice of intention to export, given in accordance with the Export Control (Plants and Plant Products) Orders 2005. An approved form.
<i>EXDOC</i>	Electronic Export Documentation system administered by DAFF

<i>Empty Container Inspection Record</i>	A form on which an authorised officer records container system unit inspection details and results on.
<i>Exporter</i>	The person responsible for ensuring that, until the goods are exported, they comply with any condition or restriction: <ul style="list-style-type: none"> a) that is specified in an Export Control Order; and b) that must be satisfied before the goods are exported.
<i>Export Control Order</i>	A legislative instrument (regardless of whether it is called Order or Orders) made under regulation 3 of the Export Control (Orders) Regulations 1982.
<i>FAO</i>	Food and Agriculture Organisation of the United Nations
<i>FCL</i>	Shipping term for a full container load
<i>Fit and proper person</i>	In determining a fit and proper person the Secretary may consider section 4.05 of the Export Control (Prescribed goods – General) Order 2005.
<i>Fit for purpose</i>	Facilities and operations on a ship (including containers) are suitable for the sampling and inspection of prescribed goods for export and will not compromise the integrity of export certification. Also means suitable, acceptable, or appropriate for an export certification activity (i.e. inspection activities).
<i>Fogging</i>	Means a high volume treatment for pests using an insecticide applied by means of equipment that breaks the insecticide droplets into minute particles to create a fog.
<i>Foreign matter</i>	Any substance, whether organic or inorganic, that is included in, on or with prescribed goods, and includes soil, leaves or stems.
<i>Food</i>	As defined in the Export Control Act 1982 Part 3. Includes fresh and dried fruit and vegetables.
<i>Foreign matter</i>	Any substance, whether organic or inorganic, that is included in, on or with prescribed goods, and includes soil, leaves or stems
<i>Forest Product</i>	Any product derived from wood such as sawn timber, woodchips, veneers, panels, and plywood among others.
<i>Form (PHYTO)</i>	Describes the condition or end use of the commodity. For example, frozen fruit, seeds for consumption, whole plants.
<i>Formal Audit</i>	A full systems audit.
<i>Frass</i>	Frass is the fine powdery material phytophagous (plant-eating) insects pass as waste after digesting plant parts.
<i>Fresh</i>	In relation to fruits or vegetables, means fruits or vegetables that have not been canned, frozen, dried or processed in any manner that changes their basic characteristics.
<i>Fresh Fruit and Vegetables</i>	Means fruits or vegetables that have not been canned, frozen, dried or processed in any other manner that changes their basic characteristics. Includes herbs, mushrooms, cured onions and sprouts.

<i>Fresh vegetables</i>	Includes herbs, mushrooms, cured onions and sprouts
<i>Fruit Fly Area Free</i>	An area in which fruit fly pests do not occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained. Note that this varies according to State or Country definitions.
<i>Fruit fly secure</i>	A package or structure that has openings less than 1.6mm
<i>FRW</i>	Fuller's Rose Weevil (<i>Asynonychus cervinus</i>)
<i>Fumigation</i>	Means treatment with poisonous gas, not including the use of contact insecticides propelled by carbon dioxides, smoke generators, fogging or spraying.
<i>Gas Impervious Materials</i>	Includes plastic wrapping or laminated plastic films, lacquers or painted surfaces, aluminium foil, tarred or waxed paper.
<i>Genus and species</i>	Genus is the first component of an organism's internationally recognised binomial scientific nomenclature, which classifies an organism with like organisms. The first letter of the genus name is capitalised. The plural is Genera. The second component of an organism's scientific name is its species. The species name is written in lower case for example <i>Quercus alba</i> .
<i>Government certificate</i>	<p>A certificate about prescribed goods the issue of which is authorised by an Export Control Order, being a certificate:</p> <ul style="list-style-type: none"> • as to matters about which a country requires certification before the goods may be imported into that country from Australia; • as to requirements of the Act that must be satisfied before the goods may be exported from Australia; • (iii) as to matters concerning goods of the kind that are to be exported <p>Numbered EX46A, EX188, EX28 - certificate about prescribed goods the issue of which is authorised by an Export Control Order, being a certificate.</p>
<i>Grain</i>	Means whole seeds of wheat, oats, barley, sorghum, dried field peas, canola, vetch, soybeans and whole and split seeds of chickpeas, faba beans, lentils and lupins as prescribed by the Export Control Act 1982 (Export Control (Plants and Plant Products) Orders 2005) and mung beans as prescribed under the Export Control (mung bean) Order 1991.
<i>HACCP</i>	Hazard Analysis Critical Control Point, a systematic approach to the identification and assessment of hazards and risks associated with the production, processing and use of particular product/goods.
<i>Hand sieve</i>	Means to sieve utilising a pan approximately 30cm round with mesh, appropriate sized and able to allow soil to fall through whilst retaining the primary commodity.

<i>Hardstand</i>	A hard impervious surface that eliminates risk of contamination from soil and termite infestation. Impervious surfaces improve effectiveness of the fumigation treatment. The hardstand must be approved by AQIS, e.g. hardstands include concrete or bitumised surfaces.
<i>Hay</i>	A pasture plant, or any of the cereal plants wheat, oat, barley, rye or triticale, that is cut and dried (not including chaff)
<i>HEP</i>	Horticulture Exports Program, DAFF (Canberra, Australia)
<i>Homogeneous</i>	A quantity of prescribed goods that has been produced/packed/treated in accordance with a defined process that ensures the goods are of a uniform/consistent nature in respect to pest and/or diseases present. A quantity of prescribed goods that are of the same kind, uniform, and consistent nature.
<i>HS</i>	Import Health Standard (New Zealand)
<i>Horticulture produce</i>	Means fresh fruits, fresh vegetables, dried fruits, nursery stock or cut flowers
<i>Hygiene</i>	Measures necessary to ensure the condition of prescribed goods meet phytosanitary and sanitary requirements at all stages of growth, production, packaging, treatments, transportation and storage that relate to its quarantine status
<i>Import Permit</i>	Official document authorizing importation of a commodity in accordance with specified requirements. Generally issued by the NPPO and it lists the restrictions and/or requirements for entry of a product into that country.
<i>Importing country authority</i>	The authority responsible for regulating the import of prescribed goods into the country (including National Plant Protection Organisation's (NPPO).
<i>Importing Country Requirements</i>	Official conditions or restrictions imposed by an importing country to allow import of a prescribed good/s into that country.
<i>Initial Inspection</i>	Means an inspection performed to prior to registration to assess whether the establishment meets the requirements for registration
<i>Infestible residue</i>	Any residue that could harbour pests and/or sustain insect life
<i>In-Line Inspection</i>	The process by which samples of prescribed goods will be drawn for phytosanitary inspection during the grading/packing process to ensure that the lot/consignment being processed meets Australian export and the importing country requirements.
<i>Inspector</i>	An AQIS Approved Inspector, where the inspection is being carried out under an Approved Arrangement or an AQIS Authorised Officer, where inspection is directly undertaken by the Commonwealth at a fee for inspection.
<i>Inspection</i>	The act of inspecting prescribed goods and premises to ensure that legislative, phytosanitary or other certification requirements are met.

<i>Inspection sticker</i>	A sticker containing details relating to the inspection of a container system unit certifying that the unit has been inspected.
<i>Inspection Lot</i>	A number of units of a single commodity identifiable by its homogeneity of composition origin etc. forming part of a consignment presented for inspection at one time and one place.
<i>Intensive Pest Control Measures IPCM (Cherries for Japan)</i>	Areas of Tasmania implementing intensive pest control measures against codling moth and areas that are not described as ‘designated production areas’.
<i>ICPM</i>	Interim Commission of/for Phytosanitary Measures
<i>IPM</i>	Integrated Pest Management
<i>IPPC</i>	The International Plant Protection Convention of the Food and Agriculture Organisation of the United Nations
<i>ISPM</i>	International Standards for Phytosanitary Measures – phytosanitary principles for the protection of plant and the application of phytosanitary measure in international trade as outlined in the IPPC
<i>LBAM</i>	Light Brown Apple Moth <i>Epiphyas postvittana</i>
<i>LCL</i>	Shipping term for less than a container load
<i>Lead auditor</i>	Member of an audit team required to lead and manage the audit team.
<i>Live infestation</i>	Means insects, mites, snails and rodents (either alive or dying (moribund)) and includes all stages of a pest lifecycle (eg. larvae, pupae etc.).
<i>Loading Permit (EX154)</i>	A permit issued when an inspected container system unit is free from pests, infestible residues, contaminants or other conditions that may affect the goods or permit cross-infestation.
<i>Lot</i>	A number of units of a specific prescribed good processed/packed in a period that is homogenous in nature/origin and form part of a consignment.
<i>MAF</i>	Ministry of Agriculture and Forestry, New Zealand
<i>MAFF</i>	Ministry of Agriculture, Forestry and Fisheries, Japan
<i>MAP</i>	Maximum Allowable Prevalence
<i>Master Phytosanitary certificate</i>	The original phytosanitary certificate detailing all the carry on baggage phytosanitary details for an inspection lot
<i>MeV</i>	Mega Electron Volt is a measurement term used in irradiation.
<i>Mercury in Glass (MiG)</i>	A thermometer consisting of mercury in a glass tube. Calibrated marks on the tube allow the temperature to be

	read by the length of the mercury within the tube which varies according to the temperature
Medfly	Mediterranean fruit fly (<i>Ceratitis capitata</i>)
Mixed Consignment or Lot	Consignment or lot that comprises two or more different commodities
Mote Cotton	Ginned unrefined cotton derived from underdeveloped seeds, formed into bales.
Mould	The growth produced on or in fruits or vegetables by a fungus, being a fungus that has a well marked mycelium or spore mass. Refer also to Pest below.
Mung beans	Whole seeds of the species <i>Vigna radiata</i> or <i>Vigna mungo</i> , including varieties, and synonyms.
Non Conformity	Failure to meet a critical limit within a documented system
Non-compliance	Failure to meet legislative requirements.
Non-protocol	Prescribed goods that are NOT subject to either a Bilateral Quarantine Arrangement or Specific Commodity Understanding or specific sampling regime beyond that of this work instruction.
Non-quarantine Pest	A pest whose presence in plants or plant products may have an economically unacceptable impact and which is therefore regulated by an importing country. Such pests are not necessarily injurious to the prescribed good(s). Adapted from IPPC 1997
Non-infestible residue	Any residue that can contaminate the product to be loaded but not necessarily able to harbour pests or insect life (i.e. flaked paint, rust, non-organic residues)
Non-flowable plant products	Non-flowable plant products other than grain seeds and woodchips - includes logs with or without bark, timber, hay, straw and cotton.
Notice of Intention to Export Prescribed Goods (EX28)	A form submitted by an exporter containing information about prescribed goods requesting the necessary inspection and certification that an importing country authority requires for the issue of an export permit.
NPPO	National Plant Protection Organisation responsible for establishing and prescribing importing country requirements
NPQS	National Plant Quarantine Service, Republic of Korea
Nursery Stock	Plant products (not including seeds) intended for propagation, including entire plants, bud wood, cuttings, slips, setts, bulbs, corms, rhizomes, tubers, tissue cultures, marcots and seedlings
NZ BQA	Australia-New Zealand Bilateral Quarantine Arrangement
NZ BQA SOM	Australia-New Zealand Bilateral Quarantine Arrangement Systems Operational Manual
Observation	Evidence obtained by an auditor during the audit process that is out of

	audit scope but may result in useful advice for the auditee.
Observer	Person given consent by a Program Manager to attend an audit but does not participate in the audit
Obvious	Clearly perceptible or evident: easily recognised
Occupier	(a) in relation to a registered establishment, means the individual, person or other legal entity in whose name the establishment is registered, or (b) in relation to an establishment that is not registered, means: (i) the individual, corporation or other legal entity that operates the business that prepares prescribed goods at the establishment, or (ii) if the operator of that business cannot be ascertained, the person in charge of operations at the establishment.
Official	Established, authorised or performed by a National Plant Protection Organization. IPPC
Operations	Activities undertaken in an establishment to prepare goods for export.
Orders	Regulatory instruments made under the Export Control (Plant and Plant Products) Orders 2005; Export Control (Prescribed Goods - General) Orders 2005; Export Control (Fees) Orders 2001
Orders or EC(PPP)O	Export Control (Plants and Plant Products) Orders 2005
Other Certification	Government issued certification (EX46) or other commercial issued documents
Other Party	<u>Auditee, client or organisation in relation to an Approved Arrangement.</u>
Package	The principal covering in which prescribed goods are packed
Pantech	A type of truck with rigid cargo enclosure, also known as a pantehnicon
Permission to load	a) means a permit issued when an inspected container system unit is free from pests, infestible residues, contaminants or other conditions that may affect the goods or permit cross-infestation
Person of responsibility within an establishment	Is the person in control of the establishment at that time. This is the person that the authorised officer has reported to on arrival.
Person Approved by DAFF (Taiwan)	A person approved by DAFF to perform duties as outlined in this protocol with the DAFF Horticulture Exports Program
Pest	A live or viable species, strain or biotype of plant or animal life, or a pathogenic agent, that is injurious or potentially injurious to plants or plant products.
Pest free area (PFA)	An area in which a specific pest does not occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained. IPPC
Pest status (in an area)	Presence or absence, at the present time, of a pest in an area, including where appropriate its distribution, as officially determined using expert judgment on the basis of current and historical pest records and other information.

<i>Petal</i>	One of the bright or delicately coloured outer parts on a flower-head
<i>PHYTO database</i>	DAFF' summary of overseas county requirements accessible through DAFF/DAFF internet site: http://www.DAFF.gov.au/phyto/asp/ex_home.asp
<i>Phytosanitary Certificate</i>	A certificate issued by one government, (ie. the Australian government), at the request of the government of an importing country, or in accordance with Article V of the International Plant Protection Convention, testifying to the plant health status (freedom from pests, diseases and weed seeds) of the certified product.
<i>Plant products</i>	Material of plant or grain origin and includes seeds.
<i>Plant export programs</i>	Means the Grain and Plant Products Export Program and the Horticulture Export Program
<i>Plants</i>	Members, alive or dead, of the plant kingdom and includes seeds.
<i>Permission to load</i>	A permit issued when an inspected container system unit is free from pests, infestible residues, contaminants or other conditions that may affect the goods or permit cross-infestation
<i>PMS</i>	Product Monitoring System. A sampling by attributes system based on ISO 2850 whereby the size of the sample is determined by the number of cartons/trays/bags/containers forming the consignment or lot.
<i>Prescribed goods for consumption</i>	Means mung beans or any other prescribed goods that may be consumed by humans or livestock either with or without further processing.
<i>Prescribed goods</i>	Goods, or goods included in a class of goods, that are declared by the regulations to be prescribed goods for the purpose of the Export Control Act 1982, Section 3 and the Export Control (Plants and Plant Products) Orders 2005, Part 1, Section 3. Fresh fruit, fresh vegetables, flowers and plant / plant products (or part of) requiring phytosanitary inspection and certification for export from Australia.
<i>Prescribed grain</i>	Seed or grain of any of the following kinds: barley, canola, chickpeas, dried field peas, faba beans, lentils, lupins, oats, sorghum, soybeans, split vetch, whole vetch, wheat.
<i>Prescribed Horticultural Produce</i>	All fresh and dried fruit, vegetables, cut flowers, foliage and nursery stock requiring inspection for Phytosanitary or other for export.
<i>Program Manager</i>	The officer responsible for the management of an AQIS Program
<i>Product Integrity</i>	Maintaining the identity and status of the product throughout the entire

	export process by preventing actions or occurrences that may result in contamination or mixing of commodities that may cause loss of a commodity's status for conformity with conditions.
Protocol Country	Country subject to a Bilateral Quarantine Agreement (BQA) or a Specific Commodity Understanding (SCU) between an overseas country and Australia or otherwise specified sampling and inspection that may be described in Work Plans or manuals.
Public (PHYTO)	PHYTO users via the Internet, including general public, exporters and industry.
Qfly	Queensland fruit fly (<i>Bactrocera tryoni</i>)
Quarantine Pest	A pest of potential economic importance to the importing country and not yet present in those countries, or present but not widely distributed and being officially controlled.
Radioactivity Statement	A certificate issued when requested by an importing country authority to certify that Australia's: nuclear fall out levels are below the minimum levels; monitoring has shown no increase in fallout deposits; and extensive testing confirms that radioactivity levels are negligible.
Raw Baled Cotton	Ginned unrefined cotton compressed into bales
Reasonable grounds	A set of circumstances, which would satisfy an ordinary, cautious and prudent person, that there is reason to believe that certain activities/events have/will take place. The belief must go beyond mere suspicion.
Reconditioning	A treatment of rejected prescribed goods.
Reconstituted product	Processed forest products such as plywood, veneer, particleboard, and fibreboard.
Re-export Phytosanitary certificate	A certificate issued in accordance with Article V of the IPPC or at the request of a foreign country authority for the purpose of re-export
Regional Program Manager	A senior officer responsible for management and directing audit activities in particular Programs within a Region. May also be referred to as a District Manager, Senior Manager or Assistant Regional Manager.
Registered crop monitor	A person or company who is registered with an official state or federal government authority to conduct pest monitoring.
Registered establishment	Premises registered under the Export Control (Prescribed Goods – General) Order 2005.
Registration and Documentation Section	The AQIS business unit in National Office that deals with the registration of establishments.
Rejection	A process prohibiting export of prescribed goods submitted for export where it is found that they do not meet the conditions or restrictions specified in the Orders.
Rejected Goods	Rejected Goods
Regulated article	Any plant, plant product, storage place, packaging, conveyance, container, soil and any other organism, object or material capable of

	harbouring or spreading pests, deemed to require phytosanitary measures, particularly where international transportation is involved.
Re-export Phytosanitary Certificate	A certificate issued in accordance with Article V of the IPPC or at the request of a foreign country authority for the purpose of re-export
Relevant Project Officer	DAFF officers, based in Canberra, responsible for a given commodity type.
Relevant goods	<p>Prescribed grains and other prescribed goods being seeds, stockfeed and woodchips for which a phytosanitary certificate is required. Fresh fruits and vegetables, dried fruit and other prescribed goods being cut flowers, foliage, nursery stock for which a Phytosanitary certificate is required.</p> <p>In Part 5, Division 1 of the Export Control (Plants and Plant Products) Orders 2005 relevant goods means prescribed grain and prescribed goods for consumption (excluding horticulture produce) for loading into a ship in bulk or bags</p>
Representative of the establishment	Means a full-time employee of the establishment who is fully familiar with the operations and procedures of the establishment.
Restriction	A restriction contains the export conditions of a specific commodity to a specific country.
Restriction Text	Contained within a restriction, this text describes general export condition information of a specific commodity to a specific country, which is not additional declaration text or inspector's instruction.
Revocation	Means that the establishment is taken to no longer be registered for the purposes of carrying out the operations to which the revocation applies
Revoke	Means to rescind, withdraw or cancel (a decree or promise etc. or to fail to follow suit when able to do so. For the purposes of this work instruction, to withdraw registration of an establishment permanently due to severe and/or prolonged periods of non-compliance with registration conditions.
RFP	Request for Permit to export. This is the electronic (EXDOC) form of the Notice of Intention to Export (EX28 or EX222).
Roundwood	Logs or other round sections cut from trees.
Sample	A quantity of relevant goods that is representative of the entire consignment.
Sawnwood	Logs that have been processed into sawn timber.
Scratch Pad (EX248(b))	Means a form on which an authorised officer records ship inspection details and results on
Schedule (For Approved Arrangement)	The minimum requirements (outcome based), that is required to meet the phytosanitary status described in this document for inspection and certification of prescribed goods to overseas markets requiring basic phytosanitary certificates.
SCU	Specific Commodity Understanding is a documented understanding between countries in relation quarantine requirements.

<i>Secretary</i>	The principal public servant in a government department who is directly accountable to the minister. NOTE: The Secretary does not delegate all decisions
<i>Secure</i>	Measures have been taken to prevent contamination, infestation or infection of prescribed goods by pests.
<i>Secure Package</i>	Is a package, pallet, bin, airfreight container or sea container that is fruit fly secure and/or secure from other pests.
<i>Seeds</i>	A commodity class for seeds for planting or intended for planting and not for consumption or processing IPPC
<i>Sepals</i>	The outermost whorl of floral organs, generally green and forming a protective covering to the bud.
<i>Serious offence</i>	Means an offence against a law of the Commonwealth or a State or Territory for which the maximum penalty is a period of imprisonment or a fine of 10 penalty units or more.
<i>Ship Inspection and Treatment Order Form (EX248)</i>	Means a form on which an authorised officer records ship inspection details, results and any treatments
<i>Ship's Holds Inspection Certificate</i>	Means a certificate that certifies a ships' holds have been inspected by an authorised officer and found suitable for loading
<i>Sieving or sieved product</i>	The action of shaking a sieve sufficient times to allow all insects and contaminants to pass through the screen into the pan beneath.
<i>Single Electronic Window (SEW)</i>	This is a facility within EXDOC that allows the exporter to source their Export Declaration Number (EDN) from Customs with a single transaction to Government via EXDOC.
<i>Sleeper</i>	Structural timber used on or near the ground that supports weight.
<i>State department officer</i>	A person authorised or delegated under relevant state legislation.
<i>Straw</i>	The cut stem and leaves of a cereal plant, other than rice
<i>Sub-sample</i>	A quantity of relevant goods that is drawn from a consignment of goods in a manner that ensures that the total quantity drawn is sufficient to enable inspection. A quantity of relevant goods that is drawn from a consignment of goods in a manner that ensures that the total quantity drawn is:(a) in the same proportion to the total quantity of the consignment as 2.25L is to 33.33 tonnes.
<i>Superficially:</i>	On, or near, the surface; Soil: Soils form the skin of the Earth. Their thickness varies from a few millimetres – there where the soil is very young or scraped-off by external forces (e.g. water, wind, human activity) – to several metres – there where they occur in protected or stable places. They comprise of layers or soil horizons, each with their own characteristics. Soil material consists of a variable and often complex mixture of organic matter, sand, silt and clay particles, or is composed of dominantly organic debris
<i>Surveillance Audit</i>	A part systems audit of an Approved Arrangement.

<i>Surveillance inspection</i>	Means: (a) inspections performed to check specific areas when there is concern the establishment is not complying with requirements, or (b) inspections conducted prior to inspecting a consignment to ensure pathway does not compromise export certification.
<i>Suspend</i>	For the purposes of this work instruction, to temporarily stop, either in whole or in part, the operations of a registered establishment until corrective action can be taken and verified.
<i>Suspension</i>	The period of the suspension the establishment is taken not to be registered for the purposes of carrying out the operations to which the suspension applies.
<i>Tautliner</i>	A type of truck with removable walls
<i>Technical Manager</i>	An officer responsible for ongoing operational management of inspection, certification and audit activities in a particular Program within a Region.
<i>Technical expert</i>	Person who provides specific knowledge or expertise to the audit team
<i>Timber</i>	Wood prepared for building
<i>Transfer Certificate</i>	A certificate issued in accordance with Part 8 of the Export Control (Plants and Plant Products) Orders 2005 when consignments of horticulture produce are transported between registered export establishments.
<i>Transport Unit</i>	A vessel's hold and upper / weather deck or empty (dry box) container unit.
<i>Treatment facility</i>	Any facility/establishment that undertakes disinfestations treatments to meet Phytosanitary Certification requirement of prescribed goods.
<i>Treatment Lot</i>	An amount of produce unit/s treated at one time in an individual chamber.
<i>Treatment</i>	Any dismantling, repairing, cleaning or deodorising; or the application of any substance; or fumigation that is necessary for the eradication of pests
<i>TRIM file</i>	An official government record created through the department's records management system.
<i>ULD</i>	Unit load device. An airfreight cargo term for an air freight container.
<i>Unannounced Audit</i>	An audit that is carried out without providing advance notice to the auditee.
<i>Unit</i>	That individual item that is considered to represent a single item of the prescribed good for the purposes of sampling and inspection; e.g. A single piece of fruit or a single vegetable, a bunch of grapes, a banana, a head/floret of broccoli, a stem, a bunch, a package, a plant, a flask or a leaf/bunch of leaves
<i>USDA</i>	United States Department of Agriculture

Validation	Obtaining evidence that the elements of the system are effective.
Verification	The application of methods, procedures, tests and other evaluations, in addition to monitoring to determine compliance with the system.
Vermin	Includes but is not limited to rats, mice and birds
VHT	Vapour heat treatment used to heat the pulp of fruit to a specified temperature using water vapour for the purpose of disinfestation.
Weed seeds	A regulated pest, for which some countries will not allow entry of prescribed goods if produce is contaminated with listed weed seed(s).
Workplan	The formal operational requirements derived from an export protocol, as agreed between the importing country National Plant Protection Organisation and the Department of Agriculture Fisheries and Forestry.
Wood	The secondary xylem of trees and shrubs, lying beneath the bark and consisting largely of cellulose and lignin.
Wood-chips	Angular shaped small pieces of wood primarily used for the manufacture of pulp into paper.