

## Work Instruction

### Sampling and Inspection for Export Certification of Dried Fruit

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 1 of 12

## CONTENTS

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<b>1. PURPOSE.....</b>	<b>3</b>
<b>2. WORK HEALTH AND SAFETY.....</b>	<b>3</b>
<b>3. ACTIVITIES.....</b>	<b>3</b>
3.1 Preparing for sampling and inspecting.....	3
3.2 Sampling method .....	6
3.3 Sampling rate .....	7
3.4 Subdividing consignments .....	7
3.5 Preparing for sampling .....	7
3.6 Sampling.....	8
3.7 Inspecting samples .....	9
3.8 Goods passing inspection .....	10
3.9 Rejecting samples .....	10
3.10 Reconditioning and reinspecting.....	11
3.11 Reporting, administration and documentation .....	11

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 2 of 12

# 1. Purpose

Work instructions for sampling and inspecting dried fruit for export for government certification purpose.

Applies to Department of Agriculture (department) authorised officers (AOs) sampling and inspecting all dried fruit that require phytosanitary inspection and certification.

# 2. Work health and safety

As an AO you must not enter a site unless you are confident it is safe and are aware of Work Health and Safety (WH&S) hazards.

Important! All sites are different and you must always comply with the department's WH&S policies and relevant state or territory WH&S policies.

Refer to volume 16 in the Plant Export Operations Manual (PEOM) for more details.

# 3. Activities

## 3.1 Preparing for sampling and inspecting

3.1.1 Receive a request for an inspection of a dried fruit consignment.

3.1.2 Check if there is a case in Manual of Importing Country Requirements (MICoR) Plants for each product.

- If there is a not a case in MICoR Plants you cannot continue with the inspection.
  - Advise the client that they need to obtain the import requirements from the importing country authority and email these to the MICoR Plants administrator. The import requirements will need to be assessed and MICoR Plants updated before the consignment can be inspected.

3.1.3 Check the MICoR Plants case for each product to see if the importing country authority requires an import permit.

- If an import permit is required and has not been provided you cannot continue with the inspection.
  - Advise the client that they need to present an import permit before the consignment can be inspected.

3.1.4 If an import permit is required and has been provided at time of inspection you need to check it is valid as per the Work Instruction: *Validating supporting documents for plant exports*.

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 3 of 12

- If the import permit is not valid you cannot continue with the inspection.
  - Advise the client that they need to obtain a valid import permit before the consignment can be inspected.

3.1.5 Check the import requirements on the import permit match the MICoR Plants case for each product.

- If the import requirements do not match you cannot continue with the inspection.
  - Advise the client that they need to email the import permit to the MICoR Plants administrator. The import permit will be assessed and MICoR Plants updated before the consignment can be inspected.

**Note: If you are a departmental inspection AO than you do not have to complete the following steps as these have been done for you by the appointment AO.**

If you are an external inspection AO:

3.1.6 Check what form the NOI must be presented in as per the Guideline: *Issuance of certification for plant exports*.

- If the client has not presented the correct form of NOI you cannot continue with the inspection.
  - Advise the client that they must present the correct form of NOI before the consignment can be inspected.

3.1.7 If the NOI is a Request for Permit (RFP) check that it is at initial (INIT) or final (FINL) status.

- If the RFP is not at INIT or FINL status you cannot continue with the inspection.
  - Advise the client that they must present the RFP in the correct status before the consignment can be inspected.

3.1.8 If the NOI is an EX28 check that it has been completed correctly as per the Reference: *Completion of a Notice of Intention (EX28) User Guide*.

- If the EX28 has not been completed correctly you cannot continue with the inspection.
  - Advise the client that they must present a correctly completed EX28 before the consignment can be inspected.

3.1.9 If the NOI is an EX28 check that the export registered establishment (ERE) on the NOI is currently registered by checking the Certificate of Registration displayed at the ERE or by checking with the department's regional office.

- If the ERE is not currently registered you cannot continue with the inspection.
  - Advise the client that they must present a correctly completed EX28 before the consignment can be inspected.

3.1.10 Check that the ERE has one or more of the plant export registered operations as per the Reference: *Registered operation codes for plant export registered establishments*.

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 4 of 12

- If the ERE does not have one or more plant export registered operations you cannot continue with the inspection.
  - Advise the client that the ERE must be registered for plant exports before the consignment can be inspected.

3.1.11 Check whether the client needs to complete any manual certification as per the MICO R Plants case, that they have used the correct template and that the template has been completed correctly as per the:

- Reference: *Completion of a Phytosanitary Certificate (E16) User Guide*
- Reference: *Completion of a Ship's Holds Certificate (EX175) User Guide*
- Reference: *Completion of a Declaration and Certificate as to Condition (EX188) User Guide*
- Reference: *Completion of a Certification as to Condition (EX46A) User Guide*
- Reference: *Completion of a Phytosanitary Certificate for Re-Export (EX25) User Guide*
- Reference: *Completion of a Radioactivity Statement User Guide.*
  - If these certificates have not been completed correctly you cannot continue with the inspection.
    - Advise the client that they need to complete the certificate correctly before the consignment can be inspected.

**Note: The following steps apply to both departmental and external inspection AOs.**

3.1.12 Check that you have received all supporting documents required prior to inspection as per the Reference: *Plant export documents and treatments checklists* and the MICO R Plants case/s.

- If all the supporting documents have not been received you cannot continue with the inspection.
  - Advise the client that they need to obtain the supporting documents before the consignment can be inspected.

3.1.13 Check that the supporting documents you have received are valid as per the Work Instruction: *Validating supporting documents for plant exports.*

- If any of the supporting documents are not valid you cannot continue with the inspection.
  - Advise the client that they need to obtain valid supporting documents before the consignment can be inspected.

3.1.14 On site:

- ensure appropriate equipment is at hand
- ensure inspection area is fit for purpose:

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 5 of 12

- clean
- free from pests, contamination and sources of cross contamination
- correctly lit
- has a waste bin
- ensure the general goods handling area is free from pests and contamination
- ensure overall condition and exterior of the consignment or lot is homogenous and that trade description requirements are met
- ensure completed consignments or lots to be inspected are fully assembled and accessible on at least two sides of the pallets for sampling
- confirm, before in-line inspection, the total units in the consignment or lot
- determine the sampling rate
- confirm the overall makeup of entire consignments or lots matches the details on the export documentation (it may be necessary to count packages if quantities are not obvious—only break down pallets if in doubt or if access to particular samples is needed).

## 3.2 Sampling method

3.2.1 Use a single-stage sampling method, including the package as well as the product.

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 6 of 12

### 3.3 Sampling rate

3.3.1 Sample the consignment or lot based on the Product Monitoring System (PMS) rate in Table 1.

Number of units* forming the lot to be sampled	Number of units* from the lot to be inspected
2–15	2
16–50	3
51–500	5
501–3 200	8
3 201 AND OVER	13

\*A unit is a package

### 3.4 Subdividing consignments

3.4.1 Inform the exporter, or exporter’s representative that they can divide consignments into lots for these reasons:

- different growers
- different pre-harvest or post-harvest treatments or storage conditions
- risks with particular species or varieties
- climatic or seasonal conditions that may affect pest loads.

3.4.2 Where a consignment is subdivided, identify each lot on the lot itself and also on the approved export compliance record export compliance record by:

- ruling a line across the page
- recording each consignment on a separate approved export compliance record.

### 3.5 Preparing for sampling

3.5.1 Inspect the entire consignment or lot in one place at one time. Drawing samples from any part of the consignment or lot can require moving product for access.

3.5.2 For in-line inspections—before production begins—determine the:

- total number of units in the consignment or lot
- sampling rate
- subdivision of lots

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 7 of 12

- production start and finish times
- the frequency at which samples will be drawn.

## 3.6 Sampling

### 3.6.1 Actual sampling must:

- occur at regular time intervals or each time a certain number of units are produced
- be taken from a continuous production run—that is, over a period that does not exceed 12 hours and does not include breaks to pack product for domestic or other markets
- have frequency of sampling recorded on the approved export compliance record
- check trade description requirements are met and are accurate
- check the goods are in clean new packages
- apply the trade description as a pallet label where it is clear products are unitised
  - net contents
  - date of packaging and processing date (or code)
  - country of origin (for example, Australia)
  - registered establishment number
  - name and address of manufacturer, producer, exporter or consignee
- not proceed if the consignment or lot does not comply—in this case, complete a rejection on the approved export compliance record.

3.6.2 For entire consignments or lots, take samples from layers of pallets (for example, first sample, top layer; second sample, second layer; third sample, third layer; fourth sample top layer; fifth sample, second layer and so on). Take samples from other parts of pallets if you need to (for example, consignments or lots of mixed product).

3.6.3 Take samples from other parts of pallets if you need to (for example, consignments and lots of mixed product).

3.6.4 Identify selected sample packages through any means acceptable to the product's owner. This could be by removing or turning packages or by making discrete marks or applying discrete stickers.

3.6.5 Take samples to the inspection area for inspection.

Note: Industry is responsible for handling packages and repacking produce.

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 8 of 12

## 3.7 Inspecting samples

Many types of dried fruit and dried fruit products are inspected for export so these inspection techniques are a general guide.

AOs require training, sound product knowledge and experience to successfully undertake inspections. Inspections might be undertaken for non-phytosanitary destinations to establish that the goods meet Australian regulatory requirements or to meet industry standards although an inspection is rarely applied for this purpose. Industry is responsible for product quality but product may be rejected if the quality description is clearly incorrect.

3.7.1 Use the approved export compliance record to record details of the inspection as it takes place. Record each unit inspected individually.

3.7.2 Check the sample package again to ensure the trade description applies and that the package is new and clean. Wear gloves to protect yourself and the product being handled. Decide the best way to handle contents and inspect. Contents are usually emptied onto an inspection bench.

3.7.3 When first opening the package and before handling the product:

- inspect the surface of the product for contamination such as leaves, rubbish, weed seeds and soil
- examine the insides of the package
- examine the outside of packages, ensuring you examine ends of flutes (corrugations) of fibreboard for small insects.

3.7.4 Inspect any liner before returning it to the package.

3.7.5 If the package is bagged, inspect the outside of the bag and in the bag (after tipping).

3.7.6 Inspect small (retail) packs from within the principal package by moving the product around in the pack. If the covering is transparent, no cutting is required. If the covering is not transparent, open at least five retail packs per package for close inspection.

3.7.7 Inspect the entire carton contents of dried vine fruit carefully, for snails, arthropods, weeds seeds and contaminants. Then spread the fruit evenly and thinly over the table or tray to inspect.

3.7.8 Inspect closely 100 pieces from each package—it is not practical to inspect each piece individually because dried tree fruit can be sticky and hard to handle. Take these 100 pieces from the corners and middle of each package. At the same time, inspect the other fruit in the package in less detail.

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 9 of 12

3.7.9 Use magnification and/or cuts to verify suspect detections.

Note the nil tolerance for soil, contaminants including weed seeds, straw, pests (such as snails and arthropods), and disease.

3.7.10 Be alert for indications of disease or the presence of a pest, which will vary depending on the product, but could include:

- frass, chewed product: insects such as caterpillars
- holes: boring insects or weevils
- webbing: caterpillars or mites
- skin castings: dermestids or others
- soft spots and rot: disease.

### 3.8 Goods passing inspection

3.8.1 Clearly identify goods passing inspection by labelling or by placing them in a defined area. And ensuring the area is free from pests and contamination.

3.8.2 Ensure goods being transported are subject to security from infestation to maintain phytosanitary integrity.

### 3.9 Rejecting samples

3.9.1 Reject the entire consignment or lot if you find pests, soil, weed seeds and/or contaminants.

3.9.2 Apply zero tolerance, in line with Approved Arrangements, unless otherwise specified by an importing country. Consult with the department's regional supervisors or managers since some minor pests are not regulated.

3.9.3 Reject the entire consignment if any part does not pass inspection except:

- When it is clear that parts of the completed consignment are secured against the pest or contamination that gave rise to rejection. In this case, the secured packages can be passed. Determine this bearing in mind that:
  - 'secured' means packages that are fully enclosed or that have, at all times, been and remain separated
  - parts of the consignment or lot must be secure from pests or contamination and can only be passed once a full sample rate has been taken of the passed component—this may mean additional packages need to be

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 10 of 12

sampled to make up the PMS sample (otherwise the consignment or lot must be totally rejected)

- packages may be reconditioned and resubmitted for another complete PMS inspection.

3.9.4 Put on hold the entire consignment or lot—from receipt to finished product—when a rejection results from an in-line inspection:

- this includes product previously passed. Reassess this product to check if enough samples were taken to meet the Product Monitoring System sampling rate. If not, draw additional samples and inspect
- if additional samples do not pass, reject the entire consignment or lot, including product still in production
- following rejection and before production resumes, assess the source product and disinfest and/or disinfect the entire production line (method used will depend on the pest found).

3.9.5 Complete the rejection section on the approved export compliance record when you find prescribed goods are not suitable for export. Ensure all details are complete and accurate.

## 3.10 Reconditioning and reinspecting

3.10.1 The owner or exporter can recondition rejected consignments, at their own expense and using a method that addresses the quarantine risk and biology of the pest. The department will not stipulate treatment unless required to do so by an importing country.

3.10.2 The owner or exporter must re-present reconditioned consignments intended for export for phytosanitary inspection and:

- provide details of the goods being resubmitted in writing
- describe the corrective measures taken to ensure they meet export requirements.

## 3.11 Reporting, administration and documentation

3.11.1 Complete an approved export compliance record, for each inspection, and sign off.

3.11.2 Provide client a copy of the completed Export Compliance Record.

3.11.3 Forward the department all completed approved export compliance records for completing the Phytosanitary Certificate and any supporting documentation.

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 11 of 12

3.11.4 Retain original completed Export Compliance Record and any supporting documentation for a minimum of 2 years for auditing purposes.

Title: Sampling and Inspection for Export Certification of Dried Fruit			
Date Published	Current Version Number	Program	Page Number
20 January 2017	v2.1	Horticulture Exports Program	Page 12 of 12