



Plant Export Operations Branch

Work Instruction

Inspection of forest products:

- Woodchips (FOP3001)
- Logs (FOP3002)
- Processed forest products (FOP3003)

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1. Work effectively in an export environment

1.1 Purpose

This work instruction relates to the export inspection of prescribed goods for government certification purposes and applies to you as an Authorised Officer (AO). This work instruction and the relevant attachments explain how to conduct an export inspection for various forest products.

In this work instruction, 'client' means the exporter, exporter's representative or person responsible for the prescribed goods.

The Plant Export Operations Manual (PEOM) provides additional detail including why you do certain tasks.

For guidance on issues that are not covered by this work instruction or the PEOM you must refer to the Department of Agriculture and Water Resources Plant Export Manager in your local area.

As an AO you must follow and comply with export legislation and the APS Code of Conduct and Values at all times. Communication, conflict management and defensible decision-making are integral to your role as an AO.

1.2 Commodities

The commodities covered include:

- bulk logs
- bulk woodchips
- bagged forest products including woodchips and sandalwood powder
- processed forest products including raw sawn timber plywood, chipboard, particleboard, manufactured panel products, wooden barrels and sandalwood logs and sandalwood products.

Note: Forest products only become prescribed goods when a Phytosanitary Certificate or any other official certificate is required by the importing country authority. Otherwise no inspection or certification is required.

1.3 Work health and safety

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

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All sites are different and you must comply with department WH&S policies and relevant national, state and/or territory WH&S policies.

Before entering a site you must report to a responsible person and inform them of your attendance on the site and complete any sign in sign out procedures. Discuss any site specific WH&S requirements and check personal protection equipment and inspection equipment.

Refer to Volume 16 in the PEOM for more details.

2. Conduct pre-inspection tasks

- Receive a request for an inspection of a forest product consignment.
- Advise the client that a licence to export unprocessed wood may be required for the consignment.
- Check if there is a case in Manual of Importing Country Requirements (MICO R) Plants for each product.
 - If there is a not a case in MICO R 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 MICO R Plants administrator. The import requirements will need to be assessed and MICO R Plants updated before the consignment can be inspected.
- Check the MICO R 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.
- 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*.
 - 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.
- Check the import requirements on the import permit match the MICO R Plants case for each product.
 - If the import requirements do not match you cannot continue with the inspection.

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- 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 step as this has been done for you by the appointment AO.

If you are an external inspection AO:

- 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.
- 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.
- 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.
- 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.
- 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*.
 - 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.

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- Check whether the client needs to complete any manual certification as per the MICoR 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.

- Check that you have received all supporting documents required prior to inspection as per the Reference: *Plant export documents and treatments checklists* and the MICoR 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.
- 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.
- Before commencing the inspection you must have:
 - An Export Compliance Record
 - Inspection equipment that it is fit for purpose
 - Any instructional or reference material you may require.

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- Check site specific WH&S requirements and collect your personal protective equipment.
 - Ensure machinery operators are aware you are on site. You must maintain contact with persons operating heavy machinery at all times.

3. Conduct flowpath inspection tasks

3.1 Inspect flowpath

- Visually inspect the flowpath, including the inspection area, to ensure it is fit for purpose
 - **Bulk log stock piles** - Inspecting the log stock pile storage area
 - Visually inspect for any live pests that can cross-infest the goods
 - Visually inspect for any vermin and/or their waste that can cross-contaminate the goods
 - Visually inspect for contaminants that can cross-contaminate the goods
 - Ensuring any tolerances specified by the importing country are adhered to
 - The structure of log stacks should be maintained to ensure safe working conditions. If there are concerns regarding the safety of the stack, the site manager should be notified, and the stack adjusted to allow safe working conditions before inspection commences.

Bulk woodchips - Inspecting the commodity conveyance systems from point of sampling to point of loading

- Ensuring that any live pests cannot cross-infest the goods
- Ensuring that any vermin and/or their waste cannot cross-contaminate the goods
- Ensuring any contaminants cannot cross-contaminate the goods
- Ensuring any tolerances specified by the importing country are adhered to

All other forest products - Inspecting the commodity source/storage area

- Ensuring that any live pests cannot cross-infest the goods
- Ensuring that any vermin and/or their waste cannot cross-contaminate the goods
- Ensuring any contaminants cannot cross-contaminate the goods

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- Ensuring any tolerances specified by the importing country are adhered to
- The flowpath inspection must be undertaken prior to loading.

Pass the flowpath

- Pass the flowpath if you are satisfied that all relevant tolerance levels have been met
- Record passed flowpath and the time it was passed on the Export Compliance Record

Fail the flowpath

- If you identify an issue that **will be rectified whilst you are onsite** you must:
 - Record failed flowpath and the time it was failed on Export Compliance Record
 - Inform the client of the issue
 - Note that the client is responsible for choice of treatment
 - Record how and when the flowpath issue was rectified on the Export Compliance Record
 - Inspect the flowpath as per above instructions
 - Pass/Fail the flowpath as per above instructions
 - No loading is to commence unless the flow path has been passed
- If you identify an issue that **will NOT be rectified whilst you are onsite** you must:
 - Record failed flowpath and the time it was failed on the Export Compliance Record
 - Inform the client of the issue
 - Note that the client is responsible for choice of treatment
 - Give client a **copy** of the completed Export Compliance Record
 - Send the department a **copy** of completed Export Compliance Record and any supporting documentation
 - Retain the **original** completed Export Compliance Record and any supporting documentation for a minimum of 2 years for auditing purposes

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Reinspect the flowpath

- The client must advise you when the flowpath issue has been rectified and is ready for reinspection
- Conduct your inspection of the **entire flowpath** as described above

3.2 Container approval

If the empty container is present:

- Ensure that the condition of the empty container has not changed since the container approval was issued by looking for:
 - Structural damage that may allow cross-infestation of the goods
 - Pests, residues or contaminants that may infest or contaminate the goods
- If seal is intact only check the outside of the container
- Check the Passed Empty Container sticker:
 - To ensure the container is suitable to be loaded and has not been removed or obliterated
- If the condition has changed for any of the above reasons cancel the container approval by:
 - Notifying the client of the cancellation of the container approval
 - Complete a new Container Approval Record noting in the remarks field the reason for cancellation
 - Remove and destroy any Passed Empty Container sticker on the container
- If container approval is not valid the empty container must have another container approval issued before the loading of the goods can commence or another approved container is provided to replace it.

3.3 Vessel approval

- Ensure a valid vessel approval has been issued noting holds that have been passed for loading.

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4. Conduct goods inspection tasks

4.1 Assess the consignment

- Liaise with the client to:
 - identify the consignment to be inspected (lot plan may be required)
 - confirm the goods present complies with the information on the notice of intention
 - ensure the consignment is safe and accessible for sampling
- Ensure all trade description requirements are met (if present)
- If the goods information **does not** comply with the notice of intention and/or the trade description requirements are **not** met:
 - And the issue **will be rectified whilst you are onsite** you must:
 - Record failure issue on the Export Compliance Record
 - Inform client of the issue
 - Record how and when the issue was rectified on the Export Compliance Record
 - And the issue will **NOT be rectified whilst you are onsite** you must:
 - Record failure issue on the Export Compliance Record
 - Inform client of the issue
 - Give client a **copy** of the completed Export Compliance Record
 - Send the department a **copy** of completed Export Compliance Record and any supporting documentation
 - Retain the **original** completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years
- If the entire consignment is present identify lots within the consignment if applicable.

4.2 Inspect the consignment

4.2.1 Drawing Samples

- For specific sampling methodology refer to:
 - Attachment 1: Bulk woodchips
 - Attachment 2: Bulk Logs
 - Attachment 3: Bagged forest products

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- Attachment 4: Processed forest products

4.2.2 Inspecting Samples

- Inspect all samples using suitable equipment
- Examine the samples for live pests, vermin and contaminants in accordance with the following tolerances:
 - Nil tolerance for live pests specified in the PEOM, Volume 8B
 - A tolerance level may apply for contaminants, refer to Volume 8B of the PEOM for details on tolerance levels
 - Please note: tolerance levels specified by the importing country take precedence over tolerance levels stated in PEOM.
- If there is any **other** contaminating material where no tolerance level is specified in the PEOM:
 - stop the inspection and obtain advice from the client as to whether they wish to continue the inspection
 - record the contaminant/s and the client's advice in the comments section of the Export Compliance Record
 - recommence goods inspection based on the client's advice
 - do not reject for these contaminants
- For specific inspection methodology refer:
 - Attachment 1: Bulk woodchips
 - Attachment 2: Bulk Logs
 - Attachment 3: Bagged forest products
 - Attachment 4: Processed forest products

5. Pass the goods after inspection

For consignments where all supporting documents are provided **PRIOR** to the initial inspection:

- Pass the lot/consignment if you are satisfied that all relevant tolerance levels have been met
- Record passed lot/consignment on the Export Compliance Record

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- Give client a copy of the completed Export Compliance Record
- Send the department a copy of completed Export Compliance Record and any supporting documentation
- Retain the original completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years
- You must ensure that the passed goods are segregated and clearly distinguished from goods which are not export compliant

For consignments where some supporting documents will be provided **after** the initial inspection:

- Pass the lot/consignment if you are satisfied that all relevant tolerance levels have been met
- Record passed lot/consignment on the Export Compliance Record
- Record the details of the pending supporting documents in the comments section of the Export Compliance Record
- Give client a copy of the completed Export Compliance Record
- Send the department a copy of completed Export Compliance Record and any supporting documentation
- Retain the original completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years
- You must ensure that the passed goods are segregated and clearly distinguished from goods which are not export compliant

For consignments where mandatory treatment supporting documents will be provided **after** the initial inspection

If a consignment is to undergo a mandatory treatment onshore or at berth **after** the initial inspection the AO must still inspect for all tolerances.

- If the consignment passes for all tolerances a post fumigation inspection is not required.
- A valid treatment certificate as per the Work Instruction: *Validating supporting documents for plant exports* must be provided at time of certification before any export certification can be issued.
- Record details of the pending treatment in the comments section of the Export Compliance Record.

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6. Reject the goods after inspection

- Reject the goods based on the relevant tolerances as stated in 4.2.2.
- For specific rejection procedures refer to:
 - Attachment 1: Bulk woodchips
 - Attachment 2: Bulk logs
 - Attachment 3: Bagged forest products
 - Attachment 4: Processed forest products

7. Reinspect the resubmitted goods

Goods rejected for insect infestations

- Goods rejected for insect infestations must be treated with an insecticide or fumigant prior to reinspection.
- Before the reinspection commences you must check what supporting documents are required as per the Reference: *PEOB documents and treatments checklists*.
 - If all the supporting documents have not been received you cannot continue with the reinspection.
 - Advise the client that they need to obtain the supporting documents before the consignment can be reinspected.
- 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 reinspection.
 - Advise the client that they need to obtain valid supporting documents before the consignment can be reinspected.

Reinspection of the resubmitted goods

- Reinspect the resubmitted goods by following the above instructions for:
 - Conduct pre-inspection tasks

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- Conduct flowpath inspection tasks
- Conduct goods inspection tasks
 - For specific reinspection methodology refer to:
 - Attachment 1: Bulk woodchips
 - Attachment 2: Bulk logs
 - Attachment 3: Bagged forest products
 - Attachment 4: Processed forest products
- Pass the goods after inspection, or
- Reject the goods after inspection.

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Work Instruction

Inspection of forest products for export:

Attachment 1: Bulk Woodchips

(FOP3001)

Presented bulk woodchips must be sampled **during** the loading of containers or vessels.

Drawing Samples

- Draw samples from the goods using suitable equipment
- Draw samples at the rate of 2.25L/33.33 tonnes
 - For consignments loaded into vessels, an equivalent sampling rate to 2.25L/33.33 tonnes is 6.75L/99.99 tonnes.
- Draw samples across the entire consignment

Inspecting Samples

- Inspect the samples **immediately** after they are drawn:
- Screen all samples using suitable equipment
- Screen and inspect each sample using the below method:
 - Samples can be combined
 - The screen must be shaken a sufficient number of times to enable the product to move freely across the mesh and allow small particles to fall through to the pan
 - Examine the product remaining above the mesh for insect stages or contaminants too large to pass through
 - Examine all pan contents
 - Return the inspected samples back into the product source if requested by the client

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Pass the goods after inspection

As per section 5 of the work instruction

Reject the goods after inspection – **Bulk into Container**

- Stop the loading process immediately
- Reject the source and Inform the client that they **cannot** continue to load from that source
- Refer to PEOM for appropriate stock pile rejection principles and procedures.
- Reject the partially loaded container
- Pass all fully loaded containers that have been inspected
- For live insect infestation the goods must be treated with an insecticide or fumigant if they are to be re-presented for inspection. Record this in the comments field of the Export Compliance Record.
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- If pests or contaminants that has a tolerance are detected:
 - Stop the loading process immediately
 - Inform the client and have the client identify the pest or contaminant
 - Refer to the PEOM for appropriate rejection principles and procedures
 - Record any identification of the product source in the comments section of the Export Compliance Record
- Advise client that for the rejection for all other pests, vermin and contaminants the container that is part loaded must have the container approval cancelled
- Record rejection of lot/consignment on the Export Compliance Record
- Give client a **copy** of the completed Export Compliance Record
- Send the department a **copy** of completed Export Compliance Record and any supporting documentation
- Retain the **original** completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years
- All rejected goods that are loaded into containers must be discharged and treated prior to reinspection

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Reject the goods after inspection – Bulk into Bulk Vessel

Reject the goods after inspection

- Stop the loading process immediately
- If the loading is not stopped immediately reject the commodity flowpath
 - advise the client that they cannot continue loading along the rejected flowpath until the rejection issue is rectified and the flowpath is reinspected
 - pass/fail and/or reinspect the flowpath as per the work instruction
- Reject the source and pass goods already loaded including goods on the commodity conveyance system at the time of rejection
 - Inform the client that they **cannot** continue to load from that source
 - Inform the client that they **can** continue loading from another source
 - Refer to PEOM for appropriate stock pile rejection principles and procedures.
- Record rejection on the Export Compliance Record
- Inform the client of the rejection
- For live insect infestations the goods must be treated with an insecticide or a fumigant if they are to be re-presented for export. Record this in the comments field of the Export Compliance Record
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- If pests or contaminants that have a tolerance are detected:
 - stop the loading process immediately
 - inform the client and have the client identify the pest or contaminant
 - refer to PEOM for any appropriate rejection procedures or discuss with your local Regional Plant Export Manager
 - record any identification and any appropriate rejection procedures in the comments section of the Export Compliance Record
 - continue with above inspection procedure
- Give client a **copy** of the completed Export Compliance Record
- Send the department a **copy** of completed Export Compliance Record and any supporting documentation
- Retain the **original** completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years

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- Inform the client that the rejected goods must be segregated and clearly distinguished from goods in the stock pile which remain eligible for export

Reinspect the resubmitted goods

Resubmitted goods can only be sampled and inspected during the loading of the container or vessel.

Reinspect the resubmitted goods by following the above instructions within this attachment.

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Inspection of forest products for export:

Attachment 2: Bulk logs

(FOP3002)

All presented bulk logs must be sampled from stock piles **prior** to loading.

Drawing Samples –Stock pile inspections

- Draw samples across the entire consignment at the following rates:
 - For a row or lot of up to 2000 logs, request a sample of 20 logs to be laid out.
 - For a row or lot of more than 2000 logs, request a sample of 30 logs to be laid out.
 - Logs should be laid side-by-side and spaced at such a distance to allow AO access
- Ensure the log samples are presented in a designated 'sample inspection area', generally located at the end of, or alongside, the log stock pile and segregated from the rest of the consignment.
- Ensure the log samples drawn for inspection are set out in a safe manner as indicated above by establishment staff. Do not commence inspection if the logs are presented in an unsafe manner, refer to Volume 8B of the PEOM for further information.
- For consignments of a number of lots, ensure each sample represents each lot, and is clearly identified and separated from other samples. Use marks to distinguished different lots.

Inspecting Samples –Stock pile inspections

- Inspect all sub-samples using suitable equipment.
- Walk around the entire row or lot and visually inspect both ends of the log stacks.

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- For stock piles on soil surfaces, ensure the log rows are placed on at least one 'bearer' to raise them away from soil and reduce the risk of soil transfer and contamination during loading. Bearer logs placed on soil surfaces are not to be included as part of the lot presented for inspection.
- For each sampled log, inspect at least 10 per cent of the surface area of the log.
- For logs with bark, lift semi-attached bark with a knife or hammer and chisel, and probe branch stubs, cracks and/or holes to dislodge pests. Refer to Volume 8B of the PEOM for further information.
- Record your inspection results on an Export Compliance Record.

Pass the goods after inspection

As per section 5 of the work instruction

Reject the goods after inspection

- Reject the goods based on the relevant tolerances
 - **Note:** Logs rejected upon the initial inspection due to the detection of live insects may continue to be loaded into container or vessel holds if it is intended for the logs to be treated within the container or vessel hold prior to being resubmitted for inspection.
- Record rejection of lot/consignment on the Export Compliance Record
- Inform the client of the rejection
 - For live insect infestation the goods must be treated with an insecticide or fumigant. Make note of this in the comments field of the Export Compliance Record.
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- Give client a **copy** of the completed Export Compliance Record
- Send the department a **copy** of completed Export Compliance Record and any supporting documentation
- Retain the **original** completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years
- Ensure that the rejected goods are segregated and clearly distinguished from goods which are export compliant

Reinspect the resubmitted goods

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Represented logs may be sampled from stock piles, vessel holds or loaded containers.

Stock piles

- Reinspect the resubmitted goods by following the drawing samples and inspecting samples instructions for stock piles within this attachment.

Vessel holds

Note: For bulk into vessel consignments rejected during initial stock pile inspection due to the detection of live insects, logs may be sampled from the vessel hold and re-inspected at the wharf after loading and treatment in the vessel hold.

The inspection of logs at the wharf may only be undertaken once the AO has ensured that all of the following requirements have been met.

- There is a designated inspection area zone on the wharf which is clearly marked, has a minimum distance of 3 metres from the wharf edge and prohibits access by heavy machinery.
- There is adequate natural or artificial lighting of the designated inspection area zone to enable a clear view of the surface of the logs.
- If artificial lighting is used it must not attract live insects which may infest the logs presented in the designated inspection area zone. If this requirement cannot be met, inspection must occur during daytime hours when there is adequate natural light.
- The individual sampled logs are laid out in a safe manner side-by-side with safe access between logs for inspection on the ground surface within the designated inspection area zone. Logs inspected during daytime hours when there is adequate natural light may alternatively be laid out safe in the sling as describe in Volume 8B of the PEOM.

Drawing Samples – Vessel hold re-inspections

- For each vessel hold, request a sample of 20 to 30 logs be removed by sling from the vessel hold, to the wharf for inspection.
- Ensure the log samples drawn for re-inspection are set out in a safe manner by establishment staff. Do not commence inspection if the logs are presented in an unsafe manner.
- For consignments of a number of holds, ensure each sample represents each hold, and is clearly identified and separated from other samples. Use marks to distinguished different holds.

Inspecting Samples – Vessel hold re-inspections

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- Visually inspect both ends of the log samples by walking along the ends of the logs.
- For each log, inspect at least 10 per cent of the surface area of the log.
- For logs with bark lift semi-attached bark with a knife, hammer and/or chisel, and probe branch stubs, cracks and/or holes to dislodge pests. Refer to Volume 8B of the PEOM for further information.
- Record the inspection results on the Export Compliance Record.

Loaded containers

- For containers that have not undergone fumigation as per the Department of Agriculture and Water Resources Methyl Bromide Standard, all containers must be sampled during the re-inspection.
- Where a treatment is carried out as per the Department of Agriculture and Water Resources Methyl Bromide Standard before export and a valid treatment certificate accompanies the consignment apply a reduced sampling rate as per Table 1.

Table 1: Reduced sampling rate for fumigated loaded containers

Number of containers in the inspection lot	Number of containers to be sampled
2–5	2
6–10	3
11–30	5
31–50	7
50 or more	10

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Drawing Samples – Loaded container re-inspections

- For logs fumigated in containers, ensure ahead of sampling that you receive:
 - a gas free certificate
- Ensure the log samples you select for inspection are set out in a safe manner by log yard staff.
- Draw samples from containers at the following rates:
 - For a container holding logs under 300 mm in diameter, request a sample of 5 logs to be drawn per a container
 - For a container holding logs from 300 to 500 mm in diameter, request a sample of 3 logs to be drawn per a container.
 - For a container holding logs over 500 mm in diameter, request a sample of 1 log to be drawn per a container.
- Request that the sample logs be drawn from the container to allow visual inspection of at least 10% of the sampled log surfaces for signs of live pest presence and contaminants. The logs must be drawn from the container to a point which allows for at least 10% of the surface of the sampled logs to be inspected.

Inspecting Samples - Load container re-inspections

- Inspect all samples using suitable equipment.
- For each log, inspect at least 10 per cent of the surface area of the log.
- For logs with bark, lift semi-attached bark with a knife or hammer and chisel, and probe branch stubs, cracks and/or holes to dislodge pests. Refer to Volume 8B PEOM for further information.
- Record the inspection results on the Export Compliance Record.

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Plant Export Operations Branch

Work Instruction

Inspection of forest products for export:

Attachment 3: Bagged forest products

(FOP3001; FOP3003)

Bagged forest products including potting mix, woodchips and sandalwood logs and sandalwood products

Presented goods can only be sampled and inspected **prior to** the loading of containers and vessels.

Presented goods can be sampled either prior to the filling of packages or as bagged goods.

Inspect all packaging to ensure the material will protect the goods from damage, pests or contaminants during transit. The packaging must be unused or suitably cleaned if it is being reused.

Drawing Samples – woodchips, potting mix and sandalwood powder

- Draw samples from the goods using suitable equipment
- Draw samples across the entire consignment to ensure that the samples are representative
- Draw samples at the rate of 2.25L/33.33tonnes
- For manual sampling, an equivalent to 2.25L/33.33 tonnes is 0.5L for every 5 tonnes. This must be split into a minimum of 5 samples across the consignment.
 - For consignments 100kg or less draw 0.5L across the consignment
 - For consignments of packaged goods that are loaded onto a single forklift pallet, draw a minimum of 5 samples each taken from one of the 8 corners of the pallet to ensure a representative sample is taken
 - For consignments of packaged goods loaded onto two or more pallets, draw a minimum of 5 samples taken randomly across the consignment to ensure a representative sample is taken.

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Drawing Samples - Sandalwood products including logs, roots, stems, butts and wood.

- Draw samples from the goods using suitable equipment
- For consignments of multiple bags loaded onto a single forklift pallet, request a sample of at least one bag per pallet be drawn.
- For consignments of bulka bags (Flexible Intermediate Bulk Container) or crates loaded onto forklift pallets, request a sample of at least one bulka bag or pallet per a lot/consignment be drawn.
- Ensure the forest product samples you select for inspection are set out in a safe manner by the client.

Inspecting Samples - Woodchips and potting mix

- Sieve all samples using suitable equipment
- Sieve and inspect each sample using the below method:
 - Samples can be combined provided that no more than one litre is sieved at any one time
 - The sieve must be shaken a sufficient number of times to enable the product to move freely across the mesh and allow small particles to fall through to the pan
 - Examine the product remaining above the mesh for insect stages or contaminants too large to pass through
 - Examine all pan contents
 - Return the inspected samples back into the product source

Inspecting Samples – Sandalwood powder

- Inspect all samples using suitable equipment
- If required, sieve each sample to remove any lumps
- Inspect each sample using the below method:
 - Samples can be combined provided that no more than 100 grams is inspected at any one time
 - Spread the sample evenly across a flat white surface on the inspection table
 - Examine the samples for live pests, vermin and contaminants
 - Return the inspected samples back into the product source

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Inspecting Samples - Sandalwood products including logs, roots, stems, butts and wood

- Walk around the entire lot/consignment and visually inspect the exposed sides and ends of the lot/consignment.
- Inspect a minimum of 10% of the product within the sampled bags or pallets using suitable equipment.

Pass to goods after inspection

As per section 5 of the work instruction

Reject the goods after inspection

- Reject the goods based on the relevant tolerances
- Record rejection of lot/consignment on Export Compliance Record
- Inform the client of the rejection
 - For live insect infestation the goods must be treated with an insecticide or fumigant. Make note of this in the comments field of the Export Compliance Record
 - You must **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- Record rejection of lot/consignment on Export Compliance Record
- Give client a **copy** of the completed Export Compliance Record
- Send the department a **copy** of completed Export Compliance Record and any supporting documentation
- Retain the **original** completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years
- Inform the client that the passed goods must be segregated and clearly distinguished from goods which are not export compliant

Reinspect the resubmitted goods

- Reinspect the resubmitted goods by following the inspecting samples instructions within this attachment

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Plant Export Operations Branch

Work Instruction

Inspection of forest products for export:

Attachment 4: Processed forest products (FOP3003)

Processed forest products including sawn timber, plywood, chipboard, particleboard, manufactured panel products and empty wooden barrels.

Presented goods can only be sampled and inspected **prior to** the loading of containers and vessels.

Drawing Samples

- Draw samples of at least one bundle (or barrel) of processed forest product per each lot/consignment.
- Ensure the processed forest product samples drawn for inspection are set out in a safe manner by the client.

Inspecting Samples - Timber Products including sawn timber, plywood, chipboard, particleboard and manufactured panel products

- Walk around the entire lot/consignment and visually inspect the exposed sides and ends of the lot/consignment.
- Inspect a minimum of 10% of the timber surface of all samples using suitable equipment.
- Request that the client split at least one sampled bundle to inspect.
- Where sampled bundles are wrapped in plastic, request that the exporter remove the plastic from a minimum of 10% of the bundles so that the timber surface can be inspected.

Inspecting Samples – Empty wooden barrels

- Walk around the entire lot/consignment and visually inspect the exposed surfaces of the lot/consignment.
- Inspect the surface of all drawn samples using suitable equipment.

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- If the barrel contains a removable lid, request that the exporter remove the lid of the barrel to inspect the inside surface.
- Where sampled barrels are wrapped in plastic, request that the exporter remove the plastic from a minimum of 10 per cent of the stack so that the timber surface can be inspected.

Pass to goods after inspection

As per the work instruction

Reject the goods after inspection

- Reject the goods based on the relevant tolerances
- Record rejection of lot/consignment on Export Compliance Record
- Inform the client of the rejection
 - For live insect infestation the goods must be treated with an insecticide or fumigant. Make note of this in the comments field of the Export Compliance Record.
 - You must not **recommend** any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- Record rejection of lot/consignment on Export Compliance Record
- Give client a **copy** of the completed Export Compliance Record
- Send the department a **copy** of completed Export Compliance Record and any supporting documentation
- Retain the **original** completed Export Compliance Record and any supporting documentation for auditing purposes for 2 years
- Inform the client that the passed goods must be segregated and clearly distinguished from goods which are not export compliant

Reinspect the resubmitted goods

Reinspect the resubmitted goods by following the above instructions within this attachment.

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