



Plant Export Operations Branch

Work Instruction

Approved arrangement in-line
sampling and phytosanitary inspection
procedures for export certification of
prescribed goods (fresh fruit and
vegetables)

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1. Purpose

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

Applies to Department of Agriculture (department) authorised officers (AOs) sampling and inspecting fresh fruit and vegetables using an in line sampling process 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 inspection

3.1.1 Pre-inspection tasks

- Receive a request for an inspection of a fresh fruit and vegetable 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.

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- 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 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 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.

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- 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.
- 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*.

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- 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.

3.1.2 On site

3.1.2.1 Ensure appropriate equipment is at hand

3.1.2.2 Ensure area is fit for purpose meaning it:

- is clean
- is free from pests, contamination and sources of cross contamination
- is correctly lit.
- has a waste bin.

3.1.2.3 Ensure adequate access to the product flow path so samples can be safely drawn from the product stream.

3.1.2.4 Determine the sampling rate (refer 3.3) for the consignment or lot to be graded or packed, based on the exporter's (or exporter representative's) instruction.

Note: Exporters may have an Approved Arrangement with packers that allow—at the exporter's discretion—for more than one sampling rate to be used.

3.2 Sampling method

Use a single-stage sampling method, including the package and the product.

3.3 Sampling rate

3.3.1 Sample prescribed goods using either sampling rate below:

- 600 units from each lot
- two per cent of packages.

3.3.2 The sampling rate selected must allow you sufficient time to fully inspect the units as they are drawn.

3.3.3 Industry can determine which sampling rate will apply if the importing country does not specify one. Examples:

- a 600-unit sample for a consignment packed over a shift might be taken at the rate of 75 units every hour (75 units x 8 hours = 600 units).
- a 2 per cent sample for a consignment of 223 cartons will require five cartons (the number of cartons is always rounded up) to be sampled at

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regular intervals, such as an eight-hour shift (one carton would therefore be sampled every 96 minutes x 8 hours = 223 cartons).

3.3.4 Record the sampling rate to be used on the approved inspection record.

3.3.5 600-unit sampling method

3.3.5.1 Only use this method for homogenous consignments or lots. Do not pass the consignment or lot until the full inspection is complete.

Note: This method presents additional risks in the event of a rejection.

3.3.5.2 Limiting the size of the consignment or lot is likely to reduce the consequences of a rejection.

3.3.5.3 A grower line and/or a line clearly different for reasons that is likely to affect inspection results. A line may be different due to variations that include, but are not limited to, growing conditions, climate, weather, soil type, and pest control practices, local concentrations of pests, irrigation practices, rootstocks, varieties, cultivars and field hygiene.

3.3.6 600-unit or a two per cent inspection

3.3.6.1 define an inspection lot to draw the units from (for example, a grower line, a one-hour pack, a shift (maximum 12 hours), number of pallets or number of bulk bins or similar)

3.3.6.2 calculate the rate at which samples will be drawn from the processing line for a representative 600-unit sample for the defined lot or a representative two per cent sample of the consignment.

3.3.7 600 sample inspections

3.3.7.1 Do not despatch product comprising a lot until sampling and inspecting is complete for that lot because rejected despatched product will have to be recalled.

Note: This does not apply to two per cent sampling—product can be despatched at any time.

3.3.7.2 Draw samples from a continuous production run, meaning no break in production for the same export destination(s).

Note: Exceptions include meal breaks, brief rest breaks, temporary machinery breakdown and brief power failures. Continuous production is limited to a 12-hour period that could cover two days if a shift is undertaken at night.

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3.4 Phytosanitary inspection

- 3.4.1 Samples taken for phytosanitary inspection under the 600-unit or two per cent method must be taken from the production line. Take samples at the end of the packing line so you can check packaging for pests, contamination and trade description requirements. This does not include other sampling required for some protocol countries.
- 3.4.2 Record these details on the approved export compliance record:
- sampling start time
 - time each sample is taken
 - number of units drawn for each sample
 - finish time for the lot.
- 3.4.3 Visually inspect each unit forming part of the sample for:
- soil
 - contaminants (weed seeds)
 - pests
 - disease.
- 3.4.4 Inspect by cutting fruit where there are signs (holes, frass, damage, decay, softness) or known risk of internal feeders.
- 3.4.5 Inspect the surface of the inspection area for live insects, during and on completion of inspection.
- 3.4.6 Apply zero tolerance for prescribed foods being packed for export if you find:
- soil
 - live pests (for example, but not limited to, aphids, thrips, mites, beetles and snails)
 - visual signs of disease.
- Note: Zero tolerance does not apply if specific importing country requirements or tolerances exist. Refer to Register of importing country requirements, Product Monitoring System.
- 3.4.7 Record the result of each inspection on the approved export compliance record.

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3.5 Goods passing inspection

- 3.5.1 When finished your phytosanitary inspection, clearly indicate that the consignment or lot has passed inspection.
- 3.5.2 If needed, move produce to a storage area, ensuring the area is free of pests and contaminants.

Note: Store passed consignments or lots a minimum of at least 1 metre from non-inspected product. When in a cool room, store at least 0.5 metres from non-inspected product.

3.6 Rejecting samples and product

- 3.6.1 600-unit inspection method:
- stop the processing run as soon as you reject a consignment or lot for:
 - pests
 - soil
 - contaminants
 - evidence of disease
 - reject the entire consignment, even if only one sample from one lot is problematic. This includes:
 - prescribed goods already processed and previously sampled
 - produce within the production line
 - produce for the lot not yet processed
 - inform relevant packhouse management about the rejection
 - document the rejection in the approved export compliance record
 - clearly identify produce within the production line and produce for that lot that has not yet been processed
 - ensure rejected produce is segregated from passed produce.
- 3.6.2 Two per cent sample inspection method
- 3.6.2.1 Reject all goods which have been packed since the last 'passed' inspection when you find:
- pests
 - soil
 - contaminants
 - evidence of disease.
- 3.6.2.2 Ensure rejected goods are removed from the consignment and placed in the designated rejection area.

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- 3.6.2.3 Ensure no cross contamination occurs between goods that have been rejected and goods that have passed inspection. If previously passed goods are cross infested or contaminated, they must be rejected.
- 3.6.2.4 Ensure processing and packing only re-starts once the packing establishment has taken appropriate corrective action to make remaining goods in the consignment comply (this includes removing uninspected goods still on the packing line and inspecting the packing line). Corrective action can include:
 - removal of grower lines
 - removal of biologically different lines
 - treatment
 - reconditioning
 - removing the goods from export.
- 3.6.2.5 Each time goods are rejected, ensure the processing flow path is free of pests and contaminants before processing or packing re-starts. Clean the processing line before doing so.
- 3.6.2.6 Record corrective action on the approved export compliance record.

3.7 Reinspecting treated product

- 3.7.1 600-unit sample and inspection—treatment options
 - 3.7.1.1 The entire lot represented by the sample can be treated to address rejection issues, including through reconditioning or applying chemical or physical treatment. This may include removing the lot from export and/or reassigning it to another export or domestic market.
 - 3.7.1.2 Record details of the corrective action on the approved Export compliance record. Reinspect, after treatment, product to be consigned to a phytosanitary country.
 - 3.7.1.3 Reinspect prescribed goods that have been treated Reinspect already packed export goods, once treated, using the completed consignment or lot inspection method if this is within the scope of the Approved Arrangement.
 - 3.7.1.4 Identify, on the approved export compliance record, that the inspected goods have been reinspected and record the method by which they were treated.

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3.8 Trade description

- 3.8.1 Ensure compliance with the packaging and trade description requirements.
- 3.8.2 Check off each element of the minimum trade description requirements on the approved export compliance record.

3.9 Reporting, administration and documentation

- 3.9.1 Complete an approved export compliance record, for each inspection, and sign off.
- 3.9.2 Provide client a copy of the completed Export Compliance Record.
- 3.9.3 Forward the department all completed approved export compliance records for completing the Phytosanitary Certificate and any supporting documentation.
- 3.9.4 Retain original completed Export Compliance Record and any supporting documentation for a minimum of 2 years for auditing purposes.

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