

Work Instruction

Inspection of empty bulk vessels VFE3001

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1. Work effectively in an export environment

1.1 Purpose

This work instruction relates to the export inspection of bulk vessels for purposes of the requirements listed in Schedule 5 of the *Export Control (Plants and Plant Products) Order 2011* ('the Order'). This applies to you as an Authorised Officer (AO) if you:

- have received a request to undertake an inspection for bulk vessels from a client and
- are fully trained to inspect bulk vessels and issue bulk vessel approvals.

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

Additional detail, including why you do certain tasks, and any reference to *the Order* is further explained in the Plant Export Operations Manual (PEOM).

For any guidance on any issues that are not satisfied by this work instruction or the PEOM you must refer to the Department of Agriculture Regional Plant Exports Program manager in your local area.

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

1.2 Work health and safety

As an AO you must ensure that you have the necessary approvals providing access to the port at which you will be inspecting the vessel. You will also need to be in possession of a current Marine Security Identification Card. This card needs to be shown to port security officers and to the crew member at the top of the gangway.

As an AO you must not enter a vessel or site unless you are confident it is safe to do so and are aware of any potential Work Health and Safety (WH&S) hazards. Refer to the *Work Health and Safety Act 2011* for more information.

You must always comply with your employer's WH&S policies and relevant state or territory WH&S as well as Commonwealth legislation.

Refer to Volumes 10 and 16 in the PEOM for more details.

Prior to undertaking an inspection, AOs should familiarise themselves with the relevant First Aid code of practice for their region.

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2. Conduct pre-inspection tasks

- Receive a Bulk Vessel Approval Record Part A – Application for Vessel Approval (PE103) completed by the client. Note which vessel holds are indicated for loading with prescribed goods.
 - You do not need to inspect holds that have previously been passed for loading by an AO unless you suspect the condition of these holds may have changed, e.g. due to cross contamination.
- Check that you have received all supporting documents required prior to inspection as per the Reference: *Plant export documents and treatments checklists*.
 - 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 bulk vessel 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 bulk vessel can be inspected.
- Collect your inspection equipment and ensure it is fit for purpose
- Ensure you have all necessary documentation, including your Marine Security Identification Card, necessary port approvals, and instructional or reference material if required
- Check specific WH&S requirements for the vessel and collect your personal protective equipment (PPE)
- Ensure you will have access to first aid equipment and facilities for the administration of first aid on the vessel
- Upon boarding the vessel:
 - identify yourself to the vessel's captain, the vessel's agent and other surveyors
 - ask the vessel's captain to provide relevant details of the vessel and review the vessel's prior cargoes to assess possible cross-contamination risk
 - ensure the vessel's captain nominates an officer to accompany you as you inspect the vessel. Ideally, this officer should have radio contact with the rest of the crew

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- ensure the vessel's captain makes available any equipment you need, and makes crew available to help with operating this equipment where required
- conduct a risk assessment of the vessel conditions.

3. Conduct vessel inspection tasks

- Inspect using suitable equipment. You must meet the requirements of relevant WH&S legislation. The Department recommends that good quality, well-maintained fall protection equipment is used when entering and leaving the holds.
- Report on your inspection by completing the *Bulk Vessel Approval Record Part B – Vessel Approval (PE103)*.
- If you have any doubts about the air quality in the hold, you should not enter and should request a gas free certificate.

3.1 Inspect vessel holds

- Inspect the vessel holds to be loaded with prescribed goods for:
 - live insects in residues
 - live insects on the structure of the vessel hold
 - live pests
 - live or dead vermin
 - any residue infestible by insects
 - any contaminants including mineral residues, scale, and water.
- Inspect all areas of the vessel holds including:
 - a) Hatch covers
 - Inspect hatch covers, noting that patent hatch covers are built with strengthening girders which form ledges beneath the cover
 - A detailed inspection is required
 - Emphasis of the inspection should be based on indications of residue and/or scale present on hatch covers.
 - Where relevant, require that the hatch covers be pulled back—section by section—to facilitate your inspection
 - Pontoon hatch covers should be moved, as necessary, so you can examine them properly.
 - b) Deck beams and coamings

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- Inspect these areas as thoroughly as practicable.
 - Use appropriate PPE
 - Ensure both forward and aft deck beams and coamings are inspected from fixed ladders when entering and exiting the hold. When using a ladder it is recommended that fall arrest equipment is used.
 - Do not pass the hold for loading if you
 - see residues or insects on the beams
 - see residues or insects on the tank top that may have fallen from the beams or
 - have reasonable cause to believe insects or residues are present on the beams.
- c) Bilges
- Examine bilge compartment wells for residues, strong odours and insects.
 - Do not pass a hold for loading unless bilge wells are dry and free from water and moisture.
- d) Timber components
- Request the removal of covering material (for example tape or canvas)
 - Inspect the timber for insects, infestible residues and rodents
- e) Tank tops
- Inspect the whole tank top surface including ballast or void space manhole hatch covers for residue, water and insects.
 - Check all unsealed voids
- f) Casings, brackets and guards
- Inspect for residues, cracks and ill-fitting joints and, if necessary, require sufficient casings, brackets or guards to be dismantled so that they can be inspected
 - Require all infestible residues to be removed and retained in the hold.
 - Inspect these residues for infestation.
- g) Ventilator shafts
- Examine ventilator shafts for evidence of infestible residues or pests.

3.2 Inspect other sites

- Inspect other sites for:
 - live insects in residues

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- live insects on vessel structures
- live pests and vermin
- any residue infestible by insects.
- Inspect sites other than holds to be loaded with prescribed goods, including
 - holds not to be loaded with prescribed goods
 - fo’c’sle lockers
 - external hold brackets
 - frames and supports
 - midship storage areas
 - deck lockers
 - deck surfaces
 - mast houses
 - dunnage
 - inspect all dunnage, including part of the deck surface beneath the dunnage.

a) Holds not intended for loading with prescribed goods

- Inspect all holds that will not contain prescribed goods and do not pass a hold for loading if you determine that a cross-infestation risk exists.
- Assess the possibility of cross-infestation of prescribed goods from adjacent empty holds through:
 - casings which pass from one hold to another
 - bilge wells
 - upper decks, in vessels with common shelter and ’tween decks
 - timber bulkheads, in vessels with common holds
 - through common vent trunks, pipe tunnels and side passageways
 - flight over coamings (the movement of pests or contaminants over the hold coamings that may cross-contaminate the prescribed goods being loaded).

b) Other spaces adjoining holds

- Inspect all non-permanently sealed areas
- Inspect void spaces that could harbour cargo residues and insects.

c) Stores and general galley areas

- Dry stores and stores that contain food such as rice, flour and other grains must be inspected for insect and rodent infestation.

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- Areas where stores are handled and food is prepared only need be inspected when:
 - substantial infestations have been detected during the course of inspection of dry stores, or
 - when an AO suspects there may be infestation in these areas.
- Do not inspect wet stores and refrigerated or chilled stores, unless you suspect these areas may be infested with pests.

4. Issue vessel approval

- a) Issue a bulk vessel approval:
- if the vessel inspection is satisfactory. The vessel inspection is satisfactory only if the procedures in this Work Instruction, Volume 10 and *the Order* have been met, and if at least one hold has been passed for loading under these procedures, and
 - If a bulk vessel is intended to carry prescribed goods for consumption:
 - once a certificate from the marine surveyor has been issued confirming that the vessel holds have passed surveys and are therefore considered fit to carry prescribed goods for consumption.
- b) On the *Bulk Vessel Approval Record* mark which holds are passed for loading and record the details of any holds which have not been passed for loading.
- c) Issue the completed *Bulk Vessel Approval Record* (vessel approval) in writing to the master and the agent who lodged the application.
- A **copy** should also be given to the Department.
 - As the AO, you should keep the **original**
- d) Indicate on the completed *Bulk Vessel Approval Record* the time you determined that the vessel holds complied with *the Order*. The time shown must:
- be when you finished inspecting the vessel and informed the responsible vessel officer of this in writing
 - not be altered.
- e) The vessel approval is valid for 28 days from the date it was issued.

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5. Withhold approval

- Do not pass holds for loading prescribed goods if:
 - there are live insects, infested residues, infestible residues, contaminants, rodents, or signs of rodent infestation present in holds loading prescribed goods, or in holds part-stowed with cargo.
 - there are live insects, infested residues, rodents, infestible residues, or signs of rodent infestation present in holds not loading prescribed goods or in any other parts of the vessel, if these pose a cross-infestation or cross-contamination risk.
 - there is rust or paint scale that stops you from effectively inspecting the structure of the hold. Continue inspection after descaling, and inspect removed scale and associated residues.
- Withhold vessel approval unless at least one hold is passed for loading.
- Please note that the presence of non-infestible contaminants from the holds loading prescribed goods is primarily the responsibility of the marine surveyor, who can order cleaning of these contaminants. However if you believe that non-infestible materials may contaminate the prescribed goods in a hold already passed by the surveyor, you must not pass that hold for loading, and you must notify the master and the Regional Plant Export Program Manager. Refer to Volume 10 for more information.
- For the detection of any **pests of quarantine concern** you must withhold vessel approval and also advise the Regional Plant Export Program Manager. Refer to Volume 10 for more details.
- If any infestation of *Trogoderma* spp is detected, you must withhold vessel approval until the infestation has been treated with methyl bromide at a rate of 80g/m³ for 48 hours at 21°C and above at Normal Atmospheric Pressure (NAP) with an end point concentration at 48 hours of 20g/m³, and has subsequently passed reinspection.
- For the detection of live animals or rodents, you must withhold vessel approval and contact the local on-call Department Seaports officer.
- Record reason for withholding vessel approval and/or for not passing holds on *Bulk Vessel Approval Record*, using the key supplied on the form.
- If live non-*Trogoderma* insects or rodents are found, the client will usually choose to treat the infestation. The choice of treatment is the responsibility of the client. However, you should recommend consideration of the following:
 - The treatment must be of a type that can adequately treat that type of infestation.
 - Treatments shall be administered in accordance with their registered label.

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- Treatments shall be administered in accordance with the relevant state or territory legislation.
- If the treatment is a chemical it should be applied by an operator conforming to state/territory legislation.
- The treatment method must be acceptable to the importing country
- If infested residues are found, residues must be treated as above.
- If infestible residues are found, residues should be removed in a quarantine compliant manner (see Volume 10 in the PEOM for more details). Previously infested residues that have been treated should be considered infestible residues.
- Withhold approval until
 - treatment has occurred and;
 - the vessel/holds are subsequently reinspected and passed.
- Then issue a *Bulk Vessel Approval Record* including details of corrective actions and record of failure types and locations.

6. Reinspect the vessel

Vessels rejected for *Trogoderma* spp. insect infestations

- Vessels rejected for *Trogoderma* spp. insect infestations must be treated with a fumigant prior to reinspection as per the Plant Export Operations Manual: *Volume 10 Inspection of Empty Bulk Vessels*.
- 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 vessel can be reinspected.
- Check that the supporting documents you have received are valid as per the Work Instruction: *Validating supporting documents for plant exports* and the Plant Export Operations Manual: *Volume 10 Inspection of Empty Bulk Vessels*.
 - 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 vessel can be reinspected.

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- Reinspect the vessel by following the above instructions for:
 - Section 2 Conduct pre-inspection tasks
 - Section 3 Conduct vessel inspection tasks
 - Section 4 Issue vessel approval
 - Section 5 Withhold approval
- If treatments are found to be ineffective:
 - Withhold approval if the initial treatment does not produce effective results.
 - If a rodent infestation occurs and is treated, also withhold approval until all unused bait has been removed and carcasses have been appropriately disposed of.

7. Suspend the vessel approval

- a) Suspend the vessel approval if you believe the conditions of the vessel changed after you have issued a vessel approval, for example:
 - Possible or actual cross-infestation between the vessel's holds or areas outside the vessel's holds
 - Insects are apparent in, or on, the vessel's holds or areas outside the vessel's holds
 - The vessel is loading prescribed goods at two ports and may have been damaged or reballasted en route to the second port.
- b) If you believe the conditions of the vessel changed after you issued the vessel approval, you:
 - may suspend the vessel approval
 - may inspect the vessel following suspension of the vessel approval
- c) If you suspend a vessel approval, you must:
 - notify the person to whom the vessel approval was issued that you have suspended the vessel approval;
 - request the person to surrender any copies of the *Bulk Vessel Approval Record* in his or her possession.

8. Cancel the vessel approval

- a) If you cancel a vessel approval, you must nullify the *Bulk Vessel Approval Record* by placing a strike through it.

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- b) Following cancellation of vessel approval, the client will usually choose to treat and re-apply for vessel approval. If this occurs, you must reinspect the vessel in accordance with Sections 2 – 5 of this document and record the results of the inspection on a new *Bulk Vessel Approval Record*.
- If the vessel and holds now meet the requirements for vessel approval, a new approval may be issued.
 - If the vessel or holds do not meet the requirements for approval, the cancellation must be upheld.

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