



Authorised officer change of job function/s form

Australian plant exports

Please note that any request for additional job functions (maximum of 5) will incur a \$1750 learning and assessment fee. This will cover your eLearning, facilitated training and competency assessments for the additional job functions. You will be sent an invoice once you have been enrolled you're your eLearning programs.

Please note that assessments will be required for any added job functions.

PLEASE PRINT AND USE BLOCK LETTERS.

1. Personal / contact details (MANDATORY)

AO number (if known)

Title

Family name

Given name/s

2. Add/remove job functions that you will perform as an AO

Note: please refer to the *Table of authorised officer job functions* to determine which job functions you will need.

<http://www.agriculture.gov.au/SiteCollectionDocuments/biosecurity/export/plants-plant-products/plant-exports-manual/table-inspection-job-functions-required-plants-products-exports.pdf>

Export inspection of horticulture products

Citrus group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Grape group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Mango group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Berries group	<input type="checkbox"/> Add

	<input type="checkbox"/> Remove
Stone fruit/pome fruit/tropical fruit group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Cucurbit/chilli group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Dried fruit group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Root vegetable group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Leafy vegetable group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Bulbs, corms and tubers	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Cut flowers and foliage	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Tissue cultures and cuttings	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Plants and nursery stock	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export inspection of horticulture protocol markets

These job functions have a prerequisite of the **Inspection of horticulture products job function**, for whichever commodity group you plan to inspect. They also require **mandatory facilitated training** before assessment.

Citrus protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Grape protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Mango protocol group	<input type="checkbox"/> Add

	<input type="checkbox"/> Remove
Berry protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Cherries protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Other stone fruit protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Pome fruit protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Tropical fruit protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Cucurbit and chilli protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Dried fruit protocol group (Currently not available)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Root vegetable protocol group	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Leafy and other mixed vegetable protocol group (Currently not available)	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export inspection of prescribed grain & plant products

packaged	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into containers	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into vessels	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export inspection of woodchips

packaged	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into containers	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into vessels	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export inspection of logs

bulk into containers	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into vessels	<input type="checkbox"/> Add <input type="checkbox"/> Remove
packaged	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export inspection of processed forest products

packaged	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into containers	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into vessels	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export inspection of hay and straw

packaged	<input type="checkbox"/> Add <input type="checkbox"/> Remove
bulk into containers	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Other export inspection functions

Export inspection of raw baled cotton	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Export inspection of empty containers	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export phytosanitary treatments

This job function has a prerequisite of the *Inspection of horticulture products*

In-transit cold treatment	<input type="checkbox"/> Add <input type="checkbox"/> Remove
On-shore cold treatment	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Export inspection of empty bulk vessels

This job function has prerequisites and these are outlined in **Attachment 2: Export inspection of empty bulk vessels**. You will also need to undergo **mandatory facilitated training** before requesting assessment.

At berth	<input type="checkbox"/> Add <input type="checkbox"/> Remove
At protected anchorage This job function has a prerequisite of the Export inspection of empty bulk vessels: at berth job function and an 'Authorised Officer declaration of boarding experience'. The declaration form can be found here: http://www.agriculture.gov.au/export/controlled-goods/plants-plant-products/ao/ao-app-form .	<input type="checkbox"/> Add <input type="checkbox"/> Remove

**3. Applicant Declaration (MANDATORY)
(Clearly print full name)**

I,

being the applicant, declare that the information that I have given and the statements that I have made in, or in connection with, this form are true and correct.

Signature

Date

Completed form to be emailed to:

PlantExportTraining@agriculture.gov.au

4. Protecting your privacy

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department of Agriculture and Water Resources collects your personal information (as defined by the Privacy Act 1988) in relation to this form for the purposes of determining your eligibility for appointment as a Plant Exports Authorised Officer and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to assess your eligibility for appointment.

The department may disclose your personal information to other Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988 (Privacy Act). Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See the department's Privacy Policy to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933