



GUIDELINE

Inspection of horticulture for export

Direction to departmental authorised officers

This document is instructional material for the Department of Agriculture and Water Resources (the department) under its Practice Statement Framework. All staff must comply with it.

Direction to external authorised officers

In accordance with the deed of obligations, external authorised officers must perform services in accordance with any lawful directions or instructions issued by the department.

Direction to clients

Exporters must meet all of their responsibilities as outlined in this guideline.

Direction to registered establishments

Registered establishments must meet all of their responsibilities as outlined in this guideline.

Summary of main points

This document outlines the policy and process for the inspection of prescribed horticulture to enable export certification. It includes:

- pre-inspection requirements
- sampling requirements
- inspection requirements
- pass and failure principles
- documentation requirements.

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Purpose of this document

This guideline details the policy and process for the phytosanitary inspection of prescribed horticulture for export. It includes the following commodities:

- fresh fruit
- fresh vegetables
- horticultural plants or plant products (i.e. dried fruit, nursery stock, cut flowers, tissue cultures, plant foliage, cuttings, bulbs, tubers and corms), for which a phytosanitary certificate or other official certificate is required by an importing country authority.

Note: An overview of this process is in **Attachment 1: [Process map for inspection of horticulture for export](#)**.

Important: This document is to be used in conjunction with the importing country's requirements (ICRs) listed in import permits, protocols, work plans and the Manual of Importing Country Requirements ([MICoR](#)).

Where the ICRs contradict the requirements in this document, the ICRs take precedence.

Definitions

The following table defines terms used in this document.

Term	Definition
Accredited property	The recognition of a property complying with the departmental standards and importing country requirements for accreditation. Note: This may be referred to as registration or approval in protocol documents.
Authorised officer (AO)	A person appointed under section 20 of the <i>Export Control Act 1982</i> to conduct export activities on behalf of the department. Note: An AO can be departmental (i.e. employed by the department) or external.

Term	Definition
Certification	Official certificates (electronic or manual) issued by the department to endorse that plants and plant products for export are compliant with departmental and the importing country's requirements. Note: An export permit is a departmental requirement. All other export certification is an importing country requirement.
Client	The exporter, exporter's representative or person responsible for prescribed goods intended for export.
Commodity	A type of plant or plant product being moved for trade or other purpose. Note: 'Product' and 'goods' are also used interchangeably with the term commodity.
Consignment	A quantity of plants or plant products being moved from one country to another, covered by a single phytosanitary certificate. It may be composed of one or more commodities.
Container	A container for prescribed goods that is designed for use as a unit of cargo handling equipment in the export of the goods by aircraft or ship, including a shipping container and air cargo container.
Contaminant	Any foreign matter (whether organic or inorganic) that is included in, on, or with prescribed goods (can include soil, weed seeds, leaves, stems and extraneous material).
Country of origin	Country where the plants or plant product derivatives were grown.
Departmental requirements	Requirements for the export of prescribed plants and plant products stipulated by the department under the <i>Export Control Act 1982</i> and its subordinate legislation.
Export documentation system (EXDOC)	The department's electronic export documentation system in which export certification is produced. This includes export permits and phytosanitary certificates.
Export compliance record (ECR)	Record of the findings and result of a phytosanitary inspection of plants and plant products for export. Note: This record can be electronic in the Plant Exports Management System (PEMS) or manual on a PE101 form.
Exporter	The entity identified as the exporter in a notice of intention/request for permit to export.
Export permit	A permit issued by the department, required under the Export Control (Plants and Plant Products) Order 2011 for the export of prescribed goods.
Flowpath	The flowpath includes any area a consignment may travel through or be stored in, within an establishment, once it has obtained a phytosanitary status. This may include the receipt, processing, storage, treatment, inspection and despatch areas.

Term	Definition
Import permit	A document issued by a national government authorising the importation of certain goods into its territory.
Infestation	Presence of a living pest of the plant or plant product concerned. Note: Infestation includes infection.
Inspection authorised officer (AO)	An AO approved to inspect plants, plant products, empty containers or empty bulk vessels for export or supervise phytosanitary treatments. Note: This role can be performed by departmental and external AOs.
Line	A quantity of goods of a single type (identifiable by its homogeneity of composition and origin) forming part of a consignment and reflected as one line on a notice of intention/request for permit.
Lot	Units of a single commodity (identifiable by its homogeneity of composition and origin) defined during in-line sampling.
Manual of Importing Country Requirements (MICO _R)	A database maintained by the department that outlines importing country requirements for a range of plants and plant products for export.
Mixed consignment	A consignment of plant and plant products for export that is made up of various product types.
National Plant Protection Organisation (NPPO)	Official service established by a government to discharge the functions specified by the International Plant Protection Convention. The department is the Australian Government's nominated National Plant Protection Organisation.
Notice of intention (NOI)	A form submitted by an exporter to the department, containing information about goods they intend to export. Note: For contingency purposes a manual NOI, called an EX28, can be used. An electronic NOI is called a request for permit (RFP) and is submitted through the department's electronic documentation system, EXDOC.
Package	The outermost box into which a commodity is packed. For example a tray, carton, bag or bin, as presented at inspection.
Plant Exports Management System (PEMS)	The department's electronic system which contains records of the findings and results of phytosanitary inspections of plants and plant products, empty containers and ship holds used for export.
Plant Export Operations Manual (PEOM)	A webpage maintained by the department that outlines the policy and processes for exporting plants and plant products from Australia. It also lists instructional material, forms and user guides related to the export certification process.
Pest	Any species, strain, or biotype of plant, animal or pathogenic agent, that is injurious to plants or plant products.
Pest-free area	An area in which a specific pest is absent as demonstrated by scientific evidence and in which this condition is being officially maintained.

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Term	Definition
Phytopsanitary	Relates to the health of plants or plant products, especially with respect to the requirements of international trade.
Phytopsanitary security	Maintenance of the integrity of a consignment, (i.e. no loss, addition or substitution) and prevention of its infestation and contamination by regulated pests, through the application of appropriate phytopsanitary measures.
Phytopsanitary status	Status of the consignment confirming compliance or non-compliance with some or all phytopsanitary requirements of the department and/or the importing country.
Prescribed goods (goods)	Goods that are declared by the regulations to be prescribed goods for the purposes of the <i>Export Control Act 1982</i> . This includes: <ul style="list-style-type: none"> a) prescribed grains b) hay and straw c) fresh fruit d) fresh vegetables e) plants or plant products for which a phytopsanitary certificate or any other official certificate is required by an importing country authority.
Protocol	A government-to-government document that specifies import requirements and is bilaterally agreed to by Australia and the importing country authority. Note: Countries in which Australia has an agreed protocol with are referred to as 'protocol markets'. For a list of protocol markets see the PEOM Reference: Table of horticulture protocol markets .
Registered establishment	A premises registered under the <i>Export Control Act 1982</i> to prepare prescribed goods for export.
Regulated pest	A regulated pest can be a quarantine pest or a regulated non-quarantine pest. A quarantine pest is a pest of potential economic importance to the importing country and not yet present there, or present but not widely distributed and being officially controlled. A regulated non-quarantine pest affects the intended use of plants for planting with an economically unacceptable impact and is therefore regulated by the importing country.
Supporting documents	Documents provided by the client as evidence that goods are compliant with departmental and importing country requirements. For example grower declarations, area freedom statements and treatment certificates.
Treatment	Official procedure for the killing, inactivation or removal of pests, or for rendering pests infertile or for devitalisation.

Term	Definition
Unit	<p>An individual item that is considered to represent a single item of the good for the purposes of sampling and inspection, for example:</p> <ul style="list-style-type: none"> fruit and vegetables: 1 apple, 1 blueberry, 1 bunch of grapes, 1 banana, 1 asparagus spear, 1 dried apricot <p>Note: A bunch of grapes is defined as 3 or more grapes</p> <ul style="list-style-type: none"> cut flowers and nursery stock: 1 flower stem, 1 plant, 1 cutting, 1 bulb tissue culture: 1 flask, 1 tube, 1 jar.

Legislative framework

The following list outlines the legislation that applies to the phytosanitary inspection of horticulture for export.

- *Export Control Act 1982*
- Export Control (Orders) Regulations 1982
- Export Control (Prescribed Goods – General) Order 2005
- Export Control (Plants and Plant Products) Order 2011
- Export Control (Fees) Orders 2001
- *Privacy Act 1988*
- *Public Service Act 1999*
- *Work Health and Safety Act 2011*

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this guideline.

Role	Responsibility
Clients	<ul style="list-style-type: none"> • submitting RFP and supporting documents • requesting export inspection • presenting export-compliant goods for export • using compliant packaging • presenting the consignment for inspection in a registered establishment • applying an accurate trade description to the consignment • selecting the sampling method • selecting the sampling rate • providing assistance to the AO during inspection • providing information on pest lists to the AO, where applicable • obtaining a formal identification of pests detected during inspection, where applicable • applying 'passed for export' or 'failed for export' labels to the consignment following inspection • maintaining phytosanitary security of the consignment • reconditioning failed consignments, where applicable • requesting certification • maintaining export compliance of goods until export • exporting goods within the export compliance period.
Inspection AOs	<ul style="list-style-type: none"> • ensuring they have the appropriate Instrument of Appointment or delegations to undertake the inspection • determining site-specific work health and safety (WHS) requirements • checking that the inspection bench is compliant • validating RFP and supporting documents • checking the consignment matches the RFP • checking the consignment matches the trade description • inspecting packaging material • verifying the phytosanitary security of the consignment • inspecting commodity flowpath • checking the consignment is accessible • sampling the consignment • conducting phytosanitary inspection • collecting pests and contaminants for identification • recording and submit inspection results.
National Documentation Hub	<ul style="list-style-type: none"> • validating documentation • issuing certification.
Plant Export Operations, Horticulture Exports Program	Assessing requests for an extension to the export compliance period.

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Role	Responsibility
Registered establishments	Maintaining the establishment in accordance with the PEOM Volume 7: Registration of establishments for export .

Work health and safety

Inspection AOs must:

- read and be familiar with PEOM [Volume 16: Export Occupational Health and Safety \(OH&S\)](#)
- not enter work sites unless it is safe, they are wearing the required personal protective equipment (PPE) and have considered any work health and safety (WHS) hazards
- comply with applicable Commonwealth, state and territory WHS legislation
- comply with site-specific requirements, unless they assess the requirements as placing them at risk, in which case they must take reasonable action to ensure their safety.

Personal protective equipment

Inspection AOs must have the following PPE for when a site or work instruction requires it:

- hi-visibility vest
- enclosed shoes
- steel-cap boots
- hearing protection
- hard hat
- long-sleeved clothing
- thermal clothing (for cold rooms)
- nitrile rubber or polyvinyl chloride examination gloves
- safety glasses
- face mask
- first aid kit
- water
- sunscreen
- emergency communication equipment (such as a phone carrier with coverage or satellite phone).

WHS reporting requirements

All WHS incidents, near misses, and any hazards must be reported to the department.

- Departmental AOs must record all WHS incidents, near misses, and any hazards in Aurion.
- External AOs must report all WHS incidents, near misses, and any hazards to the Horticulture Exports Program at HorticultureExportsProgramACT@agriculture.gov.au

Essential equipment

Inspection AOs must have the minimum equipment as outlined in the relevant work instruction. Inspection equipment must be in good order and fit for purpose.

What are the pre-inspection requirements?

Import requirements

- Where the import requirements are unknown they must be

- obtained from the importing country authority by the exporter
- in the form of an import permit or instrument in writing published by the importing country authority, for example, legislation, regulation, decree or import requirements database
- provided to the department and published in MICoR prior to inspection.
- Conditions on an import permit must match those listed in MICoR. Where they differ, a copy of the import permit must be supplied to the department's MICoR Administrator micorplants@agriculture.gov.au
- The MICoR case must be updated with any new conditions prior to the inspection.

Notice of intention to export requirements

A valid notice of intention (NOI) must be:

- be lodged prior to inspection
- be consistent with the consignment presented for inspection
- be in the form of an electronic request for permit (RFP) lodged via EXDOC
- be at initial (INIT) or final (FINL) status prior to engaging an AO for inspection
- be a manual EX28 form, if the importing country authority requires manual certification or contingency measures are in place due to electronic systems failures.

The following table outlines the pre-inspection process.

Stage	What happens	Responsible party						
1.	The import requirements are obtained from the importing country authority.	Client						
2.	<table border="1"> <thead> <tr> <th>If the conditions...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>do match the MICoR case</td> <td>go to stage 4.</td> </tr> <tr> <td>do not match the MICoR case, or there is no MICoR case</td> <td> <ul style="list-style-type: none"> ● the requirements are provided to the department. ● Go to stage 3. </td> </tr> </tbody> </table>	If the conditions...	Then...	do match the MICoR case	go to stage 4.	do not match the MICoR case, or there is no MICoR case	<ul style="list-style-type: none"> ● the requirements are provided to the department. ● Go to stage 3. 	Client
If the conditions...	Then...							
do match the MICoR case	go to stage 4.							
do not match the MICoR case, or there is no MICoR case	<ul style="list-style-type: none"> ● the requirements are provided to the department. ● Go to stage 3. 							
3.	The import requirements are assessed, and a MICoR case is created or amended as required.	MICoR administrator						
4.	<p>An export-registered establishment approved for the commodity is organised for the inspection.</p> <p>Note: For more information on the inspection-appointment process see the PEOM Guideline: Issuance of certification for plant exports.</p>	Client						
5.	An RFP is lodged for the consignment to be inspected.	Client						
6.	The consignment is checked to make sure it meets departmental and the importing country's requirements.	Client						
7.	An inspection AO is organised for the inspection.	Client						

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Stage	What happens	Responsible party
8.	The inspection AO is provided with a copy of the RFP and all supporting documentation, such as an import permit, transfer certificates, gas free certificates, evidence of area freedom, treatment certificates or grower declarations.	Client

What are the registered establishment requirements?

Registered establishment requirements

A registered establishment must:

- have a current registration and approved export operations relevant to the commodity
- have receipt, processing, storage, inspection, treatment and despatch areas that are clean and free from pests and contaminants
- have an inspection bench that is
 - well-lit with at least 600 lux lighting (or as a guide three standard fluorescent lights at 1.2 metres above the inspection bench). Lighting can be natural or artificial
 - clean
 - white (if using stainless steel, the bench must be covered with a suitable white material prior to each inspection, or a large white inspection tray)
 - fit-for-purpose (i.e. of adequate size and nature to allow for the inspection)
 - not used for the inspection of imported goods unless departmental approval has been given by the department's Audit Services Group
- maintain the security of the consignment as per the PEOM [Volume 14: Product security](#).

Commodity flowpath

- The commodity flowpath must be clean and free of live pests and contaminants that could infest or contaminate a consignment before (if there is a phytosanitary status), during or after inspection. There must also be no risk of substitution with other product moving within the vicinity of the consignment.
- The flowpath must be inspected and passed prior to the consignment inspection.
- If a non-conforming flowpath is rectified at the time, it must be reinspected and passed. If the flowpath cannot be rectified, the inspection must be recorded as failed.

What are the consignment requirements?

Access to the consignment

The consignment must be:

- presented in its entirety as per the RFP
- accessible.

Important: For end-point inspections, the inspection cannot start until the entire consignment is available for sampling. For in-line inspections, the inspection can commence provided that the remaining goods arrive whilst packing is occurring and there is no break in the production run.

Trade description

An adequate and accurate trade description must be applied to all horticulture consignments. The trade description may be applied as pallet labels where it is clear that single types of products are unitised.

It must:

- contain enough information to enable an AO and the importing country authority to correctly and readily identify the goods
- not be ambiguous or unclear, and be set out in prominent and legible characters
- satisfy any importing country requirements.

It must include:

- the net contents (i.e. net weight or units)
- the registered establishment number in which the goods were either packed or inspected
- the name and address of the exporter, manufacturer or producer
- the country of origin or country where the goods last underwent preparation that changed their nature. For example:
 - PRODUCT OF AUSTRALIA
 - PRODUCE OF AUSTRALIA
 - AUSTRALIAN PRODUCT
 - PRODUCED IN AUSTRALIA
 - GROWN IN AUSTRALIA
 - MADE IN AUSTRALIA
 - AUSTRALIAN (conjoined with the name of the goods).

False trade description

If an AO suspects that a false or misleading trade description has been applied to goods, they must:

- inform the department of the suspected breach
- not proceed with inspection and withhold the export documentation
- ask the client to produce documentary evidence to support the description given.

Packaging material

- Materials used as packaging for horticulture export consignments must be
 - new (or, if used, must be reconditioned to ensure it meets all other packaging requirements)
 - clean
 - sufficiently strong to withstand the handling ordinarily incurred by the materials during transit to maintain the phytosanitary security of the consignment
 - free from pests and contaminants
 - compliant with any specific importing country's requirements
 - compliant with the [International Standards for Phytosanitary Measures \(ISPM\) 15 – for wood packaging material](#)
- The inspection AO must verify the compliance of the packaging material (except for wood packaging which is the responsibility of the exporter).

Important: Bare-rooted plants may be packaged with another plant material, such as sphagnum moss or peat moss, to support the plant during transit. The client and inspection AO must ensure any additional requirements for the plant material packaging have been met.

Phytosanitary security

- Where a consignment has achieved a phytosanitary status prior to inspection (i.e. from a phytosanitary treatment or sourced from a pest free area) the security of the consignment must be maintained as per the PEOM [Volume 14: Product security](#).
- Breaches in security must result in loss of a phytosanitary status and the consignment must be recorded as failed.

How is the consignment sampled for inspection?

Sampling methods

The client must select one of the following approved sampling methods and advise the inspection AO:

In-line sampling: The inspection AO removes samples of the goods for inspection at defined intervals from the production line. They may or may not be in packages at the time of sampling.

End-point sampling: The inspection AO removes samples of the goods for inspection in packages, after the packing has occurred and the whole consignment has been presented.

Splitting the consignment for inspection

A client can choose to have an end-point inspection whereby every line on the RFP is inspected separately. In this case each line must have a full sampling rate applied. If one line fails it will not affect the inspection outcome of other lines, provided the lines have been secured or kept separate from one another. For information on acceptable security measures see the PEOM [Volume 14: Product security](#).

Important: Where the term 'consignment' is used in this document it also refers to a 'line' where the consignment has been split for inspection, or 'lot' where in-line sampling is being used.

Sampling rates

The client must select one of the following approved sampling rates and advise the inspection AO, unless the importing country specifies a different rate:

600 units

600 units must be inspected.

Two per cent

Two per cent of packages in a consignment must be wholly inspected.

Note: For both 600-unit and two-per cent inspections, a minimum of three packages must be selected for inspection, unless the consignment is made up of less than three packages: in which case all packages must be selected.

Sampling techniques

The packages must be selected using one of the following approved sampling techniques:

- Random sampling
- Systematic sampling
- Haphazard sampling (end-point sampling only)
- Selective or targeted sampling (mixed consignments with end-point sampling only).

For more information on how to undertake each of these sampling techniques see the PEOM Reference: [Plant exports guide—sampling horticulture](#).

Note: Convenience sampling is not acceptable.

Mixed consignments

Where a consignment is made up of mixed commodities, and the AO has chosen to use a selective or targeted sampling technique, they must categorise the consignment into different risk groups and sample proportionately from each group.

Categories for fruit and vegetables

The following categories can be used for fruit and vegetables:

- Untreated product
- Fruit-fly host commodities
- Leafy greens
- Root vegetables.

Categories for nursery stock

The following categories can be used for nursery stock:

- Different growers
- Different genera
- Different end uses.

What are the additional sampling requirements for in-line inspections?

Selecting the sample

The registered establishment must demonstrate to the inspection AO:

- any pre-packing phytosanitary status and associated phytosanitary security
- how the consignment/lot will be identified with start and end points/times
- estimated pack time
- number of cartons to be packed.

What are the tolerances for pests and contaminants?

- There is a tolerance level for soil of up to 25 grams in the inspected sample.
- There is nil tolerance for all other live pests and contaminants unless otherwise specified by the importing country.

The following table outlines the tolerance for live pests.

When the importing country...	Then...
does not have a pest list	any live pest will result in a failed inspection.
has a pest list	only pests on the pest list must meet tolerance levels set by the importing country. All other pests are acceptable.

Important: Live pests may be allowed where an irradiation treatment has been used and is known to treat the pest found.

Note: Pest lists may be found in import permits, protocols and work plans or on the website of the relevant importing country authority. The client is responsible for providing information on pest lists to the AO.

How are pests identified?

When is pest identification required?

If a live pest or contaminant is detected during inspection, identification is required in the following circumstances:

- the importing country has a pest list and the client seeks to have the pest identified
- the product has been irradiated and the client seeks to have pest deemed sterile
- the importing country prohibits reconditioning for any pest.

The identity of a pest should also be established should a client wish to recondition a failed consignment to ensure the chosen treatment will effectively address the biosecurity risk.

Identification may be required by the department in the following circumstances:

- there is doubt that a reconditioning treatment intended for the consignment will address the biosecurity risk
- the goods are from an export-accredited farm with in-field controls for targeted pests suspected of being found at inspection.

Who can provide an identification?

- An AO may identify common pests or contaminants within the limit of their training and knowledge. AOs must not attempt to identify pests or contaminants outside of their area of knowledge.

- Formal identification can be conducted by specialist entomologists, pathologists or other specialists accepted by the department as having expertise relevant to the pest, contaminant or symptoms found.

Note: the product cannot be passed for export until the identity of the pest or contaminant has been determined.

How long must specimens be kept?

If the client does not wish to have a pest identified, the AO must retain the collected specimen for a period of three months, after which it can be disposed of.

Note: Refer to the Reference: *Plant exports guide - specimen collection* for guidance on how to collect specimens.

How are pest identifications recorded?

AOs must record their identification and decisions made in relation to the identified pest or contaminant on the ECR.

Detection of fruit fly

- The department must immediately notify state departments of agriculture about interceptions of fruit fly inside designated fruit-fly-free areas.
- During inspection, any detection of fruit fly in area-free product by an AO must be reported immediately to HorticultureExportsProgramACT@agriculture.gov.au

The following table outlines the process for formally identifying pests.

Stage	What happens	Responsible party								
1.	The pest or contaminant is collected, secured and labelled.	Inspection AO								
2.	The consignment is held pending the outcome of identification.	Inspection AO								
3.	It is determined whether the inspection will be completed at that time or wait for the results of the pest identification. <table border="1" data-bbox="317 1305 1126 1778"> <thead> <tr> <th>If the inspection...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is to be completed at that time</td> <td>the AO continues with the remaining inspection tasks.</td> </tr> <tr> <td>is being conducted using in-line sampling</td> <td>the AO must complete the inspection.</td> </tr> <tr> <td>is to wait for the results of the pest identification</td> <td> <ul style="list-style-type: none"> • the AO stops the inspection • the inspection resumes depending on the outcome of identification. </td> </tr> </tbody> </table>	If the inspection...	Then...	is to be completed at that time	the AO continues with the remaining inspection tasks.	is being conducted using in-line sampling	the AO must complete the inspection.	is to wait for the results of the pest identification	<ul style="list-style-type: none"> • the AO stops the inspection • the inspection resumes depending on the outcome of identification. 	Client
If the inspection...	Then...									
is to be completed at that time	the AO continues with the remaining inspection tasks.									
is being conducted using in-line sampling	the AO must complete the inspection.									
is to wait for the results of the pest identification	<ul style="list-style-type: none"> • the AO stops the inspection • the inspection resumes depending on the outcome of identification. 									

Stage	What happens	Responsible party
4.	<p>A formal identification is obtained, at the client's expense, from a person deemed by the department to be suitably qualified in the field relevant to the contamination or symptoms found.</p> <p>Important: If the identification is performed by the department's Science Services Group, then an officer from the inspection Services Group must complete a Biosecurity Incident Sample Summary form on behalf of the client.</p>	Client
5.	<p>An identification report from the diagnostician:</p> <ul style="list-style-type: none"> • is provided to the inspection AO • is provided to the department with the ECR when certification is requested • must meet the requirements in the PEOM Work Instruction: Validating supporting documents for plant exports. 	Client

When does a consignment pass or fail inspection?

- Any sample containing live pests, disease, more than 25 grams of soil, weed seeds or other contaminants (unless tolerance levels have been specified by the importing country) will result in the failure of the consignment.

Important: Exceptions to this rule include

- irradiated product with live insects
- product inspected before a mandatory phytosanitary treatment has been applied (not including in-transit cold treatment).

In these cases the pest must be formally identified and the phytosanitary treatment and rate proven to address that particular pest. If it does, the consignment can be considered to have passed inspection.

- If any part of the consignment does not pass the inspection then the entire consignment fails, unless the client has split the consignment for inspection.

Note: The conditions for failure for all consignments are the same whether mixed or single commodity.

The following table outlines the process for passing or failing inspections.

Stage	What happens	Responsible party
1.	The inspection result is recorded on the approved ECR PE101 or in PEMS.	Inspection AO
2.	The consignment is labelled with 'passed for export' or 'failed for export' according to the inspection result.	Client
3.	The product is secured from other goods.	Client
4.	The inspection result and supporting documents are submitted to the department.	Inspection AO

Note: Following the failure of an inspection a client can either withdraw the consignment from export or recondition it and re-present it for inspection.

Failing in-line inspections

For in-line inspections where a two-per-cent sampling rate is applied:

- all goods that were packed after the last compliant sample was taken (or if only one sample had been taken, since packing commenced) fail
- failed goods must be removed from the consignment and placed in a designated area to ensure no cross contamination occurs between passed and failed goods
- corrective actions must be taken to make the remaining goods comply, including removing uninspected goods from the processing line and inspecting the processing line
- inspection AOs must record corrective actions on the ECR or in PEMS
- the processing line must be reinspected to ensure it is free of live pests and contaminants before processing restarts.

For in-line inspections where a 600-unit sampling rate is applied:

- the entire consignment (including product that has already been sampled, product on the processing line, and product that is yet to be processed) fails.

What are the reconditioning requirements?

The method of reconditioning is at the client's discretion, but must address all life stages of the biosecurity risk and result in the goods being export compliant.

- Removal of one identifiable line (for example, grower line) from the consignment may be an option to address infestation and contamination.

Note: In the case of a live pest being found, the affected line must have been secured from the rest of the consignment for this option to be acceptable. 'Secured' means that packages are fully enclosed or at all times separated.

Note: The department will not stipulate a treatment method unless required by the importing country.

When is reconditioning not permitted?

Consignments cannot be reconditioned and re-presented for inspection if:

- Queensland fruit fly and/or Mediterranean fruit fly is detected
or
- the importing country specifies that reconditioning is not permitted for any reason.

Reconditioning for live pest infestations, diseases and contaminants

The following table outlines the requirements for reconditioning for live pest infestations, diseases and contaminants.

When reconditioning for...	Then...
live pest infestations	<ul style="list-style-type: none">• the client must use insecticide, fumigant or controlled atmosphere that is suitable for controlling the insect species• a treatment certificate must be provided when resubmitting the consignment for inspection• the inspection AO must record the reconditioning method on the new ECR.
diseases	<p>the exporter must provide relevant scientific evidence (by a suitably-qualified plant pathologist) attesting to the effectiveness of the treatment.</p> <p>Note: Evidence of disease may still result in rejection of the consignment by the importing country authority.</p>
contaminants	<p>for contaminants in which a nil tolerance applies, the affected goods must be cleaned before resubmission for export inspection.</p> <p>Note: Different tolerances may apply for some importing countries.</p>

Reconditioning using pesticides and fumigants

- If a pesticide and/or fumigant is used, the client must ensure the use meets Australian legislation and standards and the importing country's requirements.
- Rejected consignments, treated with a pesticide, must not be resubmitted for inspection until after any safety period has passed and precautions specified on the registered label are met.
- If a fumigant is applied, the client must also provide a gas-free certificate, issued by an accredited/licensed fumigator, to ensure it is safe before the reinspection of the goods.

What are the requirements for the reinspection of a consignment?

Resubmitted consignments

Resubmitted consignments intended for export must be presented for phytosanitary inspection in accordance with the following:

- The client must lodge a new RFP if the composition of the consignment has changed.
- The client must provide details of the goods being resubmitted, in writing, to the inspection AO prior to inspection
 - this must include the corrective measures taken to ensure the consignment meets export requirements
- the client must provide a copy of the original RFP (in cases where a new RFP has been lodged) as well as the previous inspection record, to the AO prior to inspection
- the inspection AO must treat the consignment as a new inspection and reference the original RFP number on the inspection record.

Delayed consignments

The consignment must be re-inspected if:

- the time between inspection and export exceeds twenty eight (28) days
or
- the maximum time between inspection and export permitted by the importing country is exceeded (when less than twenty eight (28) days)

Note: clients must resubmit a delayed consignment and request inspection to regain the export compliant status if the above conditions have occurred, unless an [extension](#) has been granted (see **section: Export compliance period extension** below).

What are the post-inspection requirements?

Export permits

All consignments of prescribed horticulture for export must have an export permit. An export permit is issued to the client by the department once the goods have been deemed to be export compliant.

When is an export permit not required

- Plants and plant products, excluding fresh fruit and vegetables, do not require an export permit if no phytosanitary certificate or other official certificate is required by the importing country.
- Consignments less than ten (10) kilograms are exempt from requiring an export permit, but may still require a phytosanitary certificate.

Export compliance period

- Consignments that are inspected and passed as export compliant remain compliant for twenty eight (28) days after the inspection date.
- To maintain the export-compliant status of goods, the client must ensure that the phytosanitary security has been fully maintained from the time of inspection.

Note: For more information on maintaining phytosanitary security, see the [Volume 14: Product security](#).

- In exceptional circumstances the period of export compliance may be extended beyond the twenty eight (28) days, with prior approval by the department. Any additional approved period must not exceed twenty eight (28) days.

The following table outlines the process for granting an extension to the export-compliance period.

Stage	What happens	Responsible party
1.	<p>An export-compliance extension is requested.</p> <p>Details supporting the request are provided before the end of the initial 28 day period to the department's Horticulture Exports Program (HorticultureExportsProgramACT@agriculture.gov.au).</p> <p>The request must include:</p> <ul style="list-style-type: none"> • details of the exceptional circumstances for which an extension is required • a proposal for a justifiable period of extension • information that gives assurance that the condition of the goods has not changed since inspection and that the phytosanitary status of the goods has not been compromised. 	Client
2.	The extension request is assessed and a decision is made.	Department's Horticulture Exports Program
3.	<p>The client is informed of the decision for the extension via email.</p> <p>The email must include:</p> <ul style="list-style-type: none"> • the name of the approving AO • the date range during which the goods may remain passed as export compliant • the name and address of the exporter • the RFP number • the date of inspection of the goods • the number and date of the import permit (where applicable) • the description of the goods that includes the quantity/weight and destination • any additional declarations. <p>Note: If the export-compliance period is extended, the Business Systems Program is informed to ensure EXDOC is updated.</p>	Department's Horticulture Exports Program

Client to maintain export compliance

- The client is responsible for maintaining the export-compliant status of the consignment, (i.e. keeping it in secure conditions) from the time of inspection until the time the consignment is exported.
- Export-compliant consignments being stored or transported after inspection must comply with the requirements of the PEOM [Volume 14: Product security](#).

Container requirements

Clients must ensure that all containers used in the export of horticulture by aircraft or ship are clean, free of pests and structurally sound in order to maintain the phytosanitary security of the consignment during transit.

What are the requirements for exporting goods not of Australian origin?

Imported goods may be exported as part of a larger consignment containing Australian goods. Consignments of this type are covered under a single phytosanitary certificate if:

- any additional declarations required by an importing country authority can be satisfied by product inspection
- the certificate indicates that the consignment contains product of both Australia and other countries
- all commodities on the phytosanitary certificate not of Australian origin must have their country of origin listed.

What are the requirements for the re-export of goods?

Re-export phytosanitary certificates must:

- be issued for prescribed goods re-exported from Australia if phytosanitary certification is required by the importing country authority, and the:
 - goods are accompanied by a phytosanitary certificate issued by the country of origin and comply with the requirements of the importing country authority
 - identity of the goods can be established
 - consignment has not been exposed to infestation while in Australia
- not be issued for consignments rejected under the *Biosecurity Act 2015* for entry into Australia unless the consignment meets the requirements of the importing country
- not to be issued if the additional declaration requires endorsements relating to growing conditions or treatments in the country of origin.

Imported goods not accompanied by an original phytosanitary certificate

If imported goods are no longer accompanied by an original phytosanitary certificate or certified copy and are to be exported, a re-export phytosanitary certificate must be issued with the words 'Phytosanitary Certificate from the Country of Origin not Available' appended to the certifying statement.

For further information on re-export phytosanitary certificates see the PEOM Reference: [Completion of a phytosanitary certificate for re-export \(EX25\) user guide](#).

How is certification issued?

Clients must request an export permit and phytosanitary certification once their consignment has passed inspection.

Note: The issuance of certification is as per the PEOM Guideline: [Issuance of certification for plant exports](#).

The following table outlines the process for issuing certification.

Stage	What happens	Responsible party
1.	A certification request is sent to the department's National Documentation Hub.	Client
2.	The documentation is validated and certification is issued.	National Documentation Hub

Record keeping

Where documents are not available in PEMS, clients, registered establishments and AOs must retain documentation in relation to receipts, inspections, audits, registration, accreditation and export certification for a period of at least two years.

Related material

The following related material is available in the [Plant Export Operations Manual](#) for external AOs and/or the [Instructional Material Library](#) for departmental AOs:

- Volume 7: *Registration of establishments for export*
- Volume 14: *Product security*
- Volume 16: *Export Occupational Health and Safety (OH&S)*
- Guideline: *Issuance of certification for plant exports*
- Work instruction: *Inspecting horticulture for export using end-point sampling*
- Work instruction: *Inspecting horticulture for export using in-line sampling*
- Work Instruction: [Validating supporting documents for plant exports](#)
- Reference: *Completion of a phytosanitary certificate for re-export (EX25) user guide*
- Reference: *Export compliance record (PE101)*
- Reference: *PEMS AO user guide*
- Reference: *Plant exports compliance, approval and running records user guide*
- Reference: *Plant exports guide—equipment*
- Reference: *Plant exports guide—horticulture inspection techniques*
- Reference: *Plant exports guide—sampling horticulture*
- Reference: *Plant exports guide—specimen collection*
- Reference: [Table of horticulture protocol markets](#).

The following related material is available on the [Instructional Material Library](#) for departmental AOs:

- Guideline: *Managing fatigue*
- Guideline: *Managing hazardous manual tasks*
- Guideline: *Personal protective equipment*
- Work instruction: *How to report a health and safety hazard*
- Work instruction: *How to report a health and safety incident*.

The following related material is available online:

- the Manual of Importing Country Requirements ([MICoR](#))
- [International Standards for Phytosanitary Measures \(ISPM\) 15 – for wood packaging material](#).

Contact information

- Authorised Officer Program: PlantExportTraining@agriculture.gov.au
- Horticulture Exports Program: HorticultureExportsProgramACT@agriculture.gov.au
- National Documentation Hub: PlantExportsNDH@agriculture.gov.au

Document information

The following table contains administrative metadata.

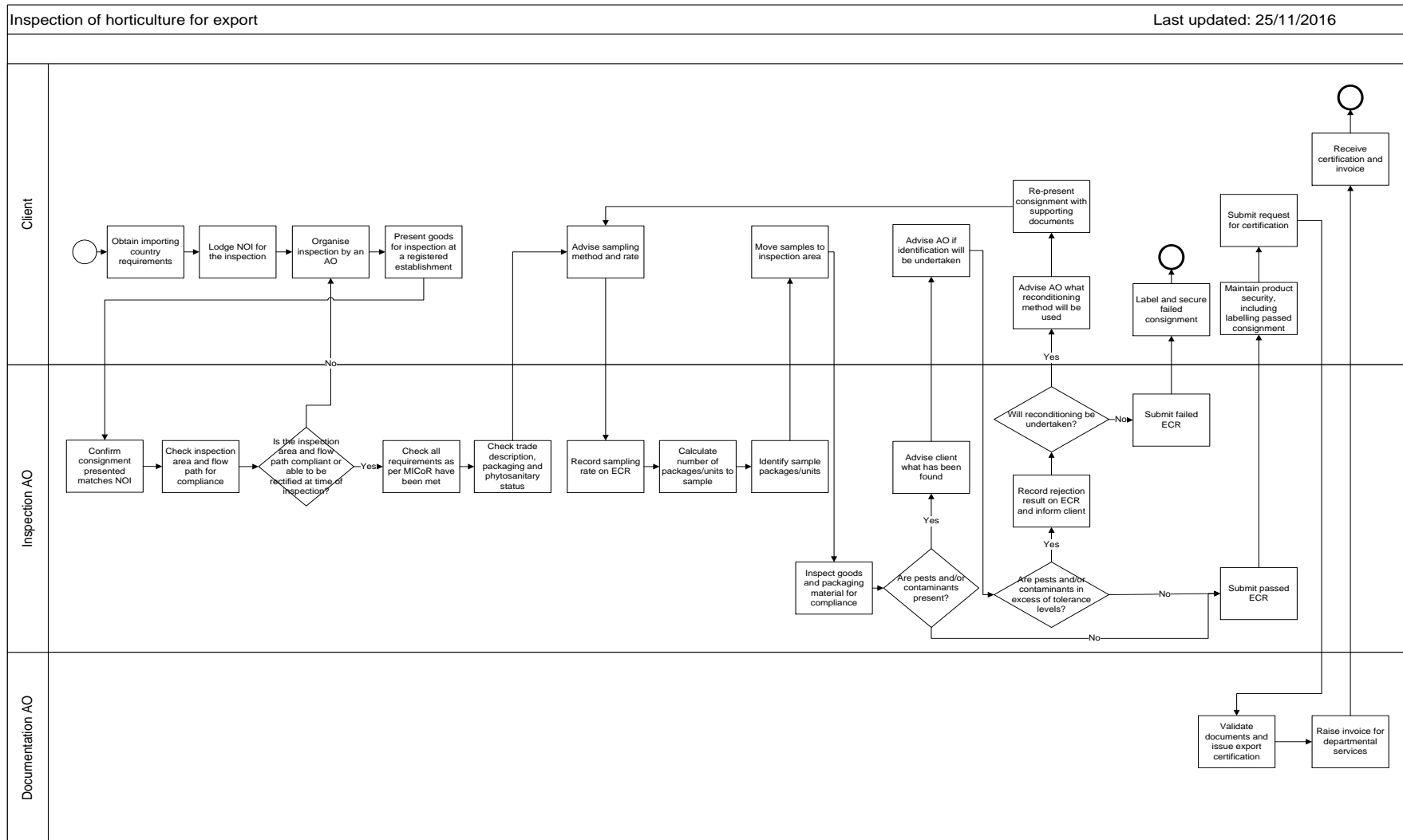
Instructional Material Library document ID	Instructional material owner
IMLS-12-3044	Director, Horticulture Exports Program, Plant Export Operations Branch

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.0	22/09/2017	First publication of this guideline.
2	10/10/2017	Amended pest identification policy.

Attachment 1: Process map for inspection of horticulture for export



This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.