



WORK INSTRUCTION

Initiating an in-transit cold treatment for plant exports

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.

Summary of main points

This document outlines the procedures for inspection authorised officers (AOs) to follow when initiating an intransit cold treatment for plant exports. It includes how to:

- prepare to initiate an intransit cold treatment
- verify that the consignment has passed a phytosanitary inspection
- inspect the container to approve for loading
- supervise the calibration of temperature sensors
- secure the container for transport
- supervise the loading of the container and sensor placement.

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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.

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Purpose of this document

This document details the procedures for initiating an intransit cold treatment for plant exports.

Definitions

The following table defines terms used in this document.

Term	Definition
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.
Certificate of loading and calibration record for an intransit cold treatment (ITCT-calibration record)	Record of the results related to the initiation of an intransit cold treatment for plants and plant products for export.
Client	The exporter, exporter's representative or person responsible for prescribed goods intended for export.
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.
Correction factor	A mathematical adjustment made to a calculation to account for deviations in the accuracy of the temperature sensor. In this case it is the number (+ or -) required from what the temperature sensor measures to reach 0°C.
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.
Exporter	The entity identified as the exporter in a Notice of Intention/Request For Permit to export.
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.
Load out	Process of loading a consignment into its final export container.
Manual of Importing Country Requirements (MICoR) Plants	Database maintained by the department that outlines importing country requirements for a range of plants and plant products for export.

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Term	Definition
Notice of Intention (NOI)	A form submitted by an exporter to the department containing information about prescribed goods they intend to export. Note: A manual NOI is called an EX28. An electronic NOI is called a Request for Permit (RFP), and is submitted through the department's electronic documentation system, EXDOC.
Portable probe thermometer	A thermometer used to measure the core temperature of fruit. It has a metal probe that is pushed into the fruit and a digital display showing the temperature.
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 .
Serial number	A number attached to a temperature data recorder that uniquely identifies it.
Temperature data recorder/logger	A measurement instrument that records temperature over a defined period of time. The digital data can be retrieved, viewed and evaluated after it has been recorded.
Temperature sensor	Equipment/probe for monitoring the product/air temperature. Note: This is also commonly referred to as a probe.

Policy statement

Intransit cold treatments must be carried out in accordance with the PEOM Reference: Australian Phytosanitary Treatment Application Standard for Cold Disinfestation Treatment.

This document must be used in conjunction with the importing country's requirements (ICRs) listed in import permits, [protocols](#), [workplans](#) and the Manual of Importing Country Requirements ([MICoR](#)). Where the ICRs contradict the requirements in this document, the ICRs must take precedence.

This role must be performed by AOs with the following job functions:

- **non-protocol markets** - HOR3002 Export inspection of fruit and vegetables (any attachment) and TRE3001:1 Export phytosanitary treatments - In transit cold treatment.
- **protocol markets** - HEP4001 Export inspection horticulture protocol (any attachment) and TRE3001:1 Export phytosanitary treatments - In transit cold treatment.

Legislative framework

The following legislation applies to certification for phytosanitary treatments.

Export Control (Plants and Plant Products) Order 2011:

- Section 7 – Secretary may determine required tests and certificates
- Section 17 – Inspection for export compliance
- Section 43 – Certificates and other information.

Roles and responsibilities

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

Role	Responsibility
Clients	<ul style="list-style-type: none">• Providing the ECR and RFP to the inspection AO.• Nominating a treatment schedule.• Providing assistance to the inspection AO where required.• Conducting the calibration of the temperature sensors.• Providing an invoice envelope and container seal.• Loading the container.• Placing the temperature sensors.• Sealing the container.
Container technicians	<ul style="list-style-type: none">• Providing the temperature recorder serial number.• Demonstrating that the container is set to Greenwich Mean Time (GMT).• Operating container equipment to demonstrate the sensor readings.• Replacing faulty temperature sensors if required.
Inspection AOs	<ul style="list-style-type: none">• Verifying that the consignment has been inspected.• Inspecting the container to approve for loading.• Ensuring the product is pre-cooled prior to loading if required.• Supervising the calibration of temperature sensors.• Supervising the loading of the container and sensor placement.• Completing the certificate of loading and calibration record.

Work health and safety

- Inspection AOs must read and be familiar with [Volume 16: Export occupational health and safety \(OH&S\)](#) of the Plant Export Operations Manual (PEOM).
- They must 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.
- They must comply with applicable Commonwealth, state and territory WHS legislation.
- They must 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

AOs must wear the following PPE for initiating intransit cold treatments:

- hi-visibility vest
- safety boots.

AOs must have the following PPE with them and use when required:

- thermal clothing for cold rooms

- first aid kit
- water
- sunscreen
- appropriate emergency-communication equipment such as a phone carrier with coverage or satellite phone.

An AO must wear the following PPE where required by the work site or where they have identified a risk in the work environment:

- steel cap boots
- safety glasses
- long-sleeve clothing
- hard hat
- hair net
- hearing protection
- face mask
- portable gas detector.

Note: For more information, see the PEOM [Volume 16: Export occupational health and safety \(OH&S\)](#).

Essential equipment

AOs must have the following equipment:

- computer
- portable probe thermometer
- torch.

System requirements

AOs must have access to the following systems:

- the department's website
- Manual of Importing Country Requirements (MICO R)
- MICO R Plants Documents section (username and password required) – protocol markets only.

Initiating an intransit cold treatment for plant exports procedures

Where it is not prohibited by the importing country, clients can request the following for any reason after a container is loaded and before it is exported from Australia:

- treatment re-start
- sensor replacement or recalibration
- container change.

Section 1. How do I prepare to initiate an intransit cold treatment?

Requirements for facilities

- Facilities are not required to be registered establishments where the only activity being undertaken is the calibration of temperature sensors.
- The name of the facility recorded on the calibration record must enable the facility to be identified.

When does this procedure initiate?

This procedure initiates when a request is received from the client to for an intransit cold treatment.

The following table outlines how to prepare to initiate an intransit cold treatment.

Step	Action								
1.	<p>Look up the relevant MICoR case to obtain the importing country's requirements. Check if the MICoR refers to a protocol.</p> <p>Note:</p> <ul style="list-style-type: none"> MICoR cases for protocol markets will either refer to a workplan or will state in the reference section at the bottom of the page 'NPPO protocol'. If a protocol exists go to the password-protected Documents section of MICoR. <table border="1"> <thead> <tr> <th>If the MICoR case...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>does not refer to a workplan or protocol</td> <td>continue to step 2.</td> </tr> <tr> <td>refers to a protocol</td> <td> <ul style="list-style-type: none"> first check if there is a workplan (by opening the link to <i>workplans</i> in the <i>Documents</i> section of MICoR) if there is no workplan, open the link to <i>protocols</i> in the <i>Documents</i> section of MICoR find the relevant protocol and refer to this when prompted by this work instruction continue to step 2. </td> </tr> <tr> <td>refers to a workplan</td> <td> <ul style="list-style-type: none"> open the link to <i>workplans</i> in the <i>Documents</i> section of MICoR find the relevant workplan continue to step 2. </td> </tr> </tbody> </table>	If the MICoR case...	Then...	does not refer to a workplan or protocol	continue to step 2.	refers to a protocol	<ul style="list-style-type: none"> first check if there is a workplan (by opening the link to <i>workplans</i> in the <i>Documents</i> section of MICoR) if there is no workplan, open the link to <i>protocols</i> in the <i>Documents</i> section of MICoR find the relevant protocol and refer to this when prompted by this work instruction continue to step 2. 	refers to a workplan	<ul style="list-style-type: none"> open the link to <i>workplans</i> in the <i>Documents</i> section of MICoR find the relevant workplan continue to step 2.
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refers to a workplan	<ul style="list-style-type: none"> open the link to <i>workplans</i> in the <i>Documents</i> section of MICoR find the relevant workplan continue to step 2. 								
2.	<p>Check that you are accredited in the job functions required to conduct the inspection by comparing the commodities on the RFP with the PEOM Reference: Table of authorised officer job functions.</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>accredited with the required job functions</td> <td>continue to step 3.</td> </tr> <tr> <td>not accredited with the required job functions</td> <td> <ul style="list-style-type: none"> you cannot conduct this task inform the bookings officer or client do not continue. </td> </tr> </tbody> </table>	If you are...	Then...	accredited with the required job functions	continue to step 3.	not accredited with the required job functions	<ul style="list-style-type: none"> you cannot conduct this task inform the bookings officer or client do not continue. 		
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not accredited with the required job functions	<ul style="list-style-type: none"> you cannot conduct this task inform the bookings officer or client do not continue. 								
3.	Gather your personal protective and essential equipment and travel to the establishment.								

Step	Action										
4.	<p>Once you arrive at the establishment:</p> <ul style="list-style-type: none"> • sign in at the office • ask staff member about any site-specific work health and safety requirements, including mandatory personal protective equipment (PPE) • put on the required PPE • assess the site for safety. 										
5.	<p>Ask the client to identify the consignment and/or container/s.</p> <table border="1"> <thead> <tr> <th>If the container...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>has not been loaded</td> <td>continue to step 6.</td> </tr> <tr> <td>has been previously loaded and requires a treatment re-start</td> <td>go to Section 9: How do I supervise a treatment re-start following loading?</td> </tr> <tr> <td>has been previously loaded and requires sensor replacement or recalibration</td> <td>go to Section 10: How do I supervise a recalibration or container change following loading?</td> </tr> <tr> <td>has been previously loaded and a new container is needed</td> <td>go to Section 10: How do I supervise a recalibration or container change following loading?</td> </tr> </tbody> </table>	If the container...	Then...	has not been loaded	continue to step 6.	has been previously loaded and requires a treatment re-start	go to Section 9: How do I supervise a treatment re-start following loading?	has been previously loaded and requires sensor replacement or recalibration	go to Section 10: How do I supervise a recalibration or container change following loading?	has been previously loaded and a new container is needed	go to Section 10: How do I supervise a recalibration or container change following loading?
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has been previously loaded and a new container is needed	go to Section 10: How do I supervise a recalibration or container change following loading?										
6.	<p>Record your start date and time in 24-hour time under <i>Start (local time)</i> on the ITCT-calibration record found at Reference: Certificate of loading and calibration record for an intransit cold treatment.</p>										
7.	<p>Ask the client if the container will be loaded immediately while you are on site.</p> <table border="1"> <thead> <tr> <th>If the container...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>will be loaded immediately</td> <td>continue to Section 2: How do I verify that the consignment has passed a phytosanitary inspection?</td> </tr> <tr> <td>will not be loaded immediately</td> <td> <ul style="list-style-type: none"> • record the container number and establishment name or number on the ITCT-calibration record under the relevant fields • go to Section 6: How do I supervise the calibration of temperature sensors? </td> </tr> </tbody> </table>	If the container...	Then...	will be loaded immediately	continue to Section 2: How do I verify that the consignment has passed a phytosanitary inspection?	will not be loaded immediately	<ul style="list-style-type: none"> • record the container number and establishment name or number on the ITCT-calibration record under the relevant fields • go to Section 6: How do I supervise the calibration of temperature sensors? 				
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Section 2. How do I verify that the consignment has passed a phytosanitary inspection?

Requirements for consignments

Before the consignment is loaded into the container for export, it must:

- have passed a phytosanitary inspection within the last 28 days
- match the details on the RFP.

The following table outlines how to verify that the consignment has passed a phytosanitary inspection.

Step	Action						
1.	<p>Obtain a copy of the RFP and completed Export Compliance Record (ECR) from the client.</p> <table border="1"> <thead> <tr> <th>If the client...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>provides the RFP and ECR</td> <td>continue to step 2.</td> </tr> <tr> <td>does not provide the RFP and/or ECR</td> <td>do not continue until you receive an RFP and ECR from the client.</td> </tr> </tbody> </table>	If the client...	Then...	provides the RFP and ECR	continue to step 2.	does not provide the RFP and/or ECR	do not continue until you receive an RFP and ECR from the client.
If the client...	Then...						
provides the RFP and ECR	continue to step 2.						
does not provide the RFP and/or ECR	do not continue until you receive an RFP and ECR from the client.						
2.	<p>Check the ECR to ensure the consignment has passed a phytosanitary inspection within the last 28 days or has been granted an extension to the export compliance period that is still valid.</p> <p>Note: Some countries (for example, Taiwan) may have a 14 day requirement.</p> <table border="1"> <thead> <tr> <th>If the consignment...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>has passed within the last 28 days or has a valid extension to the export compliance period</td> <td>continue to step 3.</td> </tr> <tr> <td>has not passed within 28 days</td> <td> <ul style="list-style-type: none"> advise the client that the consignment is no longer considered export compliant and must be reinspected do not continue. <p>Note: If the client provides a new ECR at that time, repeat step 2.</p> </td> </tr> </tbody> </table>	If the consignment...	Then...	has passed within the last 28 days or has a valid extension to the export compliance period	continue to step 3.	has not passed within 28 days	<ul style="list-style-type: none"> advise the client that the consignment is no longer considered export compliant and must be reinspected do not continue. <p>Note: If the client provides a new ECR at that time, repeat step 2.</p>
If the consignment...	Then...						
has passed within the last 28 days or has a valid extension to the export compliance period	continue to step 3.						
has not passed within 28 days	<ul style="list-style-type: none"> advise the client that the consignment is no longer considered export compliant and must be reinspected do not continue. <p>Note: If the client provides a new ECR at that time, repeat step 2.</p>						
3.	<p>Check that the consignment presented matches the details listed on the RFP and the ECR.</p> <table border="1"> <thead> <tr> <th>If the consignment...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>matches the RFP and ECR</td> <td>continue to step 4.</td> </tr> <tr> <td>does not match the RFP and/or ECR</td> <td> <ul style="list-style-type: none"> advise the client that they do not match do not continue. <p>Note: If the client provides a new RFP and ECR at that time, repeat step 3.</p> </td> </tr> </tbody> </table>	If the consignment...	Then...	matches the RFP and ECR	continue to step 4.	does not match the RFP and/or ECR	<ul style="list-style-type: none"> advise the client that they do not match do not continue. <p>Note: If the client provides a new RFP and ECR at that time, repeat step 3.</p>
If the consignment...	Then...						
matches the RFP and ECR	continue to step 4.						
does not match the RFP and/or ECR	<ul style="list-style-type: none"> advise the client that they do not match do not continue. <p>Note: If the client provides a new RFP and ECR at that time, repeat step 3.</p>						
4.	<p>Record the exporter name, establishment name or number, destination country and RFP number on the ITCT-calibration record under the relevant fields.</p>						

Step	Action						
5.	<p>Ask the client if the temperature sensors have already been calibrated for this container and check if the destination country is Japan or Korea.</p> <p>Note: Japan and Korea require the calibration of temperature sensors immediately prior to loading.</p> <table border="1"> <thead> <tr> <th>If the sensors...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>have been calibrated and destination country is not Japan or Korea</td> <td>continue to Section 3: How do I verify a previous sensor calibration?</td> </tr> <tr> <td> <ul style="list-style-type: none"> have not been calibrated or importing country is Japan or Korea </td> <td>go to Section 4: How do I inspect the container to approve for loading?</td> </tr> </tbody> </table>	If the sensors...	Then...	have been calibrated and destination country is not Japan or Korea	continue to Section 3: How do I verify a previous sensor calibration?	<ul style="list-style-type: none"> have not been calibrated or importing country is Japan or Korea 	go to Section 4: How do I inspect the container to approve for loading?
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Section 3. How do I verify a previous sensor calibration?

The following table outlines how to verify a previous sensor calibration.

Step	Action						
1.	<p>Determine if the container is sealed.</p> <table border="1"> <thead> <tr> <th>If the container is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>sealed</td> <td>continue to step 2.</td> </tr> <tr> <td>not sealed</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading? </td> </tr> </tbody> </table>	If the container is...	Then...	sealed	continue to step 2.	not sealed	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading?
If the container is...	Then...						
sealed	continue to step 2.						
not sealed	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading? 						
2.	<ul style="list-style-type: none"> Ask the client to break the seal and open the container. Retrieve the ITCT-calibration record in the invoice envelope slip on the inside of the container door. <table border="1"> <thead> <tr> <th>If the ITCT-calibration record is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>there</td> <td>continue to step 3.</td> </tr> <tr> <td>not there</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading? </td> </tr> </tbody> </table>	If the ITCT-calibration record is...	Then...	there	continue to step 3.	not there	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading?
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there	continue to step 3.						
not there	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading? 						
3.	<p>Check that the off-site calibration seal number recorded on the ITCT-calibration record inside the container matches the number of the seal that was on the container.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>continue to step 4.</td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading? </td> </tr> </tbody> </table>	If...	Then...	yes	continue to step 4.	no	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading?
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no	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading? 						

Step	Action						
4.	<p>Check that the date the sensors were calibrated on the ITCT-calibration record has not exceeded 30 days.</p> <table border="1"> <thead> <tr> <th>If the sensors were calibrated...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>30 days ago or less</td> <td>continue to step 5.</td> </tr> <tr> <td>more than 30 days ago</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading? </td> </tr> </tbody> </table>	If the sensors were calibrated...	Then...	30 days ago or less	continue to step 5.	more than 30 days ago	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to Section 4: How do I inspect the container to approve for loading?
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5.	<p>Check the following fields on the original ITCT-calibration record have been completed:</p> <ul style="list-style-type: none"> Calibration results for all sensors including the: <ul style="list-style-type: none"> 1st Reading 2nd Reading 3rd Reading, where applicable Correction factor. If for Taiwan, information on the company who performed the calibration Inspection AO name, number, signature and date. <table border="1"> <thead> <tr> <th>If the ITCT-calibration record...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>contains the required information</td> <td>continue to Section 4: How do I inspect the container to approve for loading?</td> </tr> <tr> <td>does not contain the required information</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid continue to Section 4: How do I inspect the container to approve for loading? </td> </tr> </tbody> </table>	If the ITCT-calibration record...	Then...	contains the required information	continue to Section 4: How do I inspect the container to approve for loading?	does not contain the required information	<ul style="list-style-type: none"> any prior calibration of sensors is invalid continue to Section 4: How do I inspect the container to approve for loading?
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Section 4. How do I inspect the container to approve for loading?

Condition of containers for loading

Containers must:

- be capable of holding temperature for the required period
- have all drain holes and vents covered or meshed (mesh must have gaps <1.6 mm)
- be clean and secure so that contamination by pests will not occur
- be set within five minutes of Greenwich Mean Time (GMT).

The following table outlines how to inspect the container to approve for loading.

Step	Action						
1.	<p>Compare the container number on the container to the container number listed on the RFP.</p> <table border="1"> <thead> <tr> <th>If the container numbers...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>match</td> <td> <ul style="list-style-type: none"> record the number in the new ITCT-calibration record under <i>Container number</i> continue to step 2. </td> </tr> <tr> <td>do not match</td> <td> <ul style="list-style-type: none"> advise the client that the container number on the RFP needs to be amended do not continue <p>Note: when the client provides an amended RFP, repeat step 1.</p> </td> </tr> </tbody> </table>	If the container numbers...	Then...	match	<ul style="list-style-type: none"> record the number in the new ITCT-calibration record under <i>Container number</i> continue to step 2. 	do not match	<ul style="list-style-type: none"> advise the client that the container number on the RFP needs to be amended do not continue <p>Note: when the client provides an amended RFP, repeat step 1.</p>
If the container numbers...	Then...						
match	<ul style="list-style-type: none"> record the number in the new ITCT-calibration record under <i>Container number</i> continue to step 2. 						
do not match	<ul style="list-style-type: none"> advise the client that the container number on the RFP needs to be amended do not continue <p>Note: when the client provides an amended RFP, repeat step 1.</p>						
2.	<p>Check all drain holes and vents are covered or meshed so that no gap is bigger than 1.6 mm.</p> <table border="1"> <thead> <tr> <th>If all container holes...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>are adequately covered</td> <td>continue to step 3.</td> </tr> <tr> <td>are not adequately covered</td> <td> <ul style="list-style-type: none"> advise the client that the container is not secure, identifying what areas need addressing do not continue <p>Note: when the client advises that the holes have been covered repeat step 2.</p> </td> </tr> </tbody> </table>	If all container holes...	Then...	are adequately covered	continue to step 3.	are not adequately covered	<ul style="list-style-type: none"> advise the client that the container is not secure, identifying what areas need addressing do not continue <p>Note: when the client advises that the holes have been covered repeat step 2.</p>
If all container holes...	Then...						
are adequately covered	continue to step 3.						
are not adequately covered	<ul style="list-style-type: none"> advise the client that the container is not secure, identifying what areas need addressing do not continue <p>Note: when the client advises that the holes have been covered repeat step 2.</p>						
3.	<p>Use your torch as required, walk inside the container and check it is free from pests and contaminants, including soil.</p> <table border="1"> <thead> <tr> <th>If the container is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>clean</td> <td>continue to step 4.</td> </tr> <tr> <td>not clean</td> <td> <ul style="list-style-type: none"> advise the client that the container requires cleaning do not continue. <p>Note: when the client advises that the container is clean, repeat step 3.</p> </td> </tr> </tbody> </table>	If the container is...	Then...	clean	continue to step 4.	not clean	<ul style="list-style-type: none"> advise the client that the container requires cleaning do not continue. <p>Note: when the client advises that the container is clean, repeat step 3.</p>
If the container is...	Then...						
clean	continue to step 4.						
not clean	<ul style="list-style-type: none"> advise the client that the container requires cleaning do not continue. <p>Note: when the client advises that the container is clean, repeat step 3.</p>						

Step	Action						
4.	<p>Check there is no structural damage to the container and the door seals are intact so no pests can enter after it is sealed.</p> <table border="1"> <thead> <tr> <th>If the container and door seals are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>intact</td> <td> <ul style="list-style-type: none"> continue to step 5. </td> </tr> <tr> <td>not intact</td> <td> <ul style="list-style-type: none"> advise the client that the container will not be approved for loading as it cannot maintain product security do not continue. <p>Note: if the client provides a new container, go back to step 1.</p> </td> </tr> </tbody> </table>	If the container and door seals are...	Then...	intact	<ul style="list-style-type: none"> continue to step 5. 	not intact	<ul style="list-style-type: none"> advise the client that the container will not be approved for loading as it cannot maintain product security do not continue. <p>Note: if the client provides a new container, go back to step 1.</p>
If the container and door seals are...	Then...						
intact	<ul style="list-style-type: none"> continue to step 5. 						
not intact	<ul style="list-style-type: none"> advise the client that the container will not be approved for loading as it cannot maintain product security do not continue. <p>Note: if the client provides a new container, go back to step 1.</p>						
5.	<p>Check the container is set to within five minutes of GMT.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>three temperature sensors will be used</td> <td> <ul style="list-style-type: none"> ask the container technician to demonstrate that the container is set to GMT (see Attachment 1: Calculating local time to Greenwich Mean Time on how to calculate GMT) continue to step 6. </td> </tr> <tr> <td>only one temperature sensor will be used</td> <td> <ul style="list-style-type: none"> circle <i>N/A</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> go to step 7. </td> </tr> </tbody> </table>	If...	Then...	three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to demonstrate that the container is set to GMT (see Attachment 1: Calculating local time to Greenwich Mean Time on how to calculate GMT) continue to step 6. 	only one temperature sensor will be used	<ul style="list-style-type: none"> circle <i>N/A</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> go to step 7.
If...	Then...						
three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to demonstrate that the container is set to GMT (see Attachment 1: Calculating local time to Greenwich Mean Time on how to calculate GMT) continue to step 6. 						
only one temperature sensor will be used	<ul style="list-style-type: none"> circle <i>N/A</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> go to step 7. 						
6.	<p>Record if the container is set to GMT.</p> <table border="1"> <thead> <tr> <th>If the container is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>set to GMT</td> <td> <ul style="list-style-type: none"> circle <i>YES</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> continue to step 7. </td> </tr> <tr> <td>not set to GMT</td> <td> <ul style="list-style-type: none"> advise the client that the container will not be approved for loading as it is not set to GMT do not continue. <p>Note: if the client provides a new container, go back to step 1.</p> </td> </tr> </tbody> </table>	If the container is...	Then...	set to GMT	<ul style="list-style-type: none"> circle <i>YES</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> continue to step 7. 	not set to GMT	<ul style="list-style-type: none"> advise the client that the container will not be approved for loading as it is not set to GMT do not continue. <p>Note: if the client provides a new container, go back to step 1.</p>
If the container is...	Then...						
set to GMT	<ul style="list-style-type: none"> circle <i>YES</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> continue to step 7. 						
not set to GMT	<ul style="list-style-type: none"> advise the client that the container will not be approved for loading as it is not set to GMT do not continue. <p>Note: if the client provides a new container, go back to step 1.</p>						

Step	Action						
7.	<p>Record the serial number of the temperature data recorder on the ITCT-calibration record under <i>Recorder serial number</i>.</p> <p>Note: For the USA, also record the make and model of the temperature data recorder.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>three temperature sensors will be used</td> <td> <ul style="list-style-type: none"> ask the container technician to obtain the serial number for you continue to step 8. </td> </tr> <tr> <td>only one temperature sensor will be used</td> <td> <ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 8. </td> </tr> </tbody> </table>	If...	Then...	three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to obtain the serial number for you continue to step 8. 	only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 8.
If...	Then...						
three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to obtain the serial number for you continue to step 8. 						
only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 8. 						
8.	Record that the container is approved for loading by circling <i>YES</i> in the relevant field on the ITCT-calibration record.						
9.	Continue to Section 5: How do I ensure the product is pre-cooled prior to loading?						

Section 5. How do I ensure the product is pre-cooled prior to loading?

Requirements for pre-cooling

- The inspection AO does not need to verify pre-cooling if there is no requirement by the importing country authority.
- The importing country authority will specify whether product intended for intransit cold treatment must be pre-cooled to, or below, the target treatment temperature before loading and verified by an AO.

Calibrating portable probe thermometers

The inspection AO must regularly calibrate their portable probe thermometer (thermometer) to ensure it is reading accurately.

The following table outlines how to ensure the product is pre-cooled prior to loading.

Step	Action						
1.	<p>Determine if you need to verify that the product is pre-cooled prior to loading.</p> <table border="1"> <thead> <tr> <th>If the importing country...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>mandates AO verification of pre-cooling</td> <td>continue to step 2.</td> </tr> <tr> <td>does not mandate AO verification of pre-cooling</td> <td>go to Section 6: How do I supervise the calibration of temperature sensors?</td> </tr> </tbody> </table>	If the importing country...	Then...	mandates AO verification of pre-cooling	continue to step 2.	does not mandate AO verification of pre-cooling	go to Section 6: How do I supervise the calibration of temperature sensors?
If the importing country...	Then...						
mandates AO verification of pre-cooling	continue to step 2.						
does not mandate AO verification of pre-cooling	go to Section 6: How do I supervise the calibration of temperature sensors?						
2.	<p>Select a minimum of five pallets from the consignment.</p> <p>Note: Focus on pallets and cartons known to be warmer within that cool room. If the warmer areas are unknown sample cartons at random across the consignment.</p>						
3.	For one carton on each pallet, place your thermometer through a packaging vent or box opening and into a piece of fruit, ensuring that the tip of the thermometer is covered.						

Step	Action						
4.	Wait until the reading on the thermometer stabilises, and then record the temperature on the ITCT-calibration record under the <i>Pre-cooling</i> section.						
5.	Check the reading on the thermometer for each pallet. <table border="1" data-bbox="288 338 1378 712"> <thead> <tr> <th>If the reading is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>at or below the nominated carriage temperature on all tested pallets</td> <td> <ul style="list-style-type: none"> record the product is at or below treatment temperature by circling YES under the relevant field on the ITCT-calibration record go to step 6. </td> </tr> <tr> <td>higher than the nominated carriage temperature on any of the tested pallets</td> <td> <ul style="list-style-type: none"> advise the client the consignment will require additional pre-cooling do not continue. </td> </tr> </tbody> </table>	If the reading is...	Then...	at or below the nominated carriage temperature on all tested pallets	<ul style="list-style-type: none"> record the product is at or below treatment temperature by circling YES under the relevant field on the ITCT-calibration record go to step 6. 	higher than the nominated carriage temperature on any of the tested pallets	<ul style="list-style-type: none"> advise the client the consignment will require additional pre-cooling do not continue.
If the reading is...	Then...						
at or below the nominated carriage temperature on all tested pallets	<ul style="list-style-type: none"> record the product is at or below treatment temperature by circling YES under the relevant field on the ITCT-calibration record go to step 6. 						
higher than the nominated carriage temperature on any of the tested pallets	<ul style="list-style-type: none"> advise the client the consignment will require additional pre-cooling do not continue. 						
6.	Has a valid sensor calibration been done? <table border="1" data-bbox="288 786 1378 1003"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>go to Section 8: How do I supervise the loading of the container and sensor placement?</td> </tr> <tr> <td>no</td> <td>go to section 6: How do I supervise the calibration of temperature sensors?</td> </tr> </tbody> </table>	If...	Then...	yes	go to Section 8: How do I supervise the loading of the container and sensor placement?	no	go to section 6: How do I supervise the calibration of temperature sensors?
If...	Then...						
yes	go to Section 8: How do I supervise the loading of the container and sensor placement?						
no	go to section 6: How do I supervise the calibration of temperature sensors?						

Section 6. How do I supervise the calibration of temperature sensors?

Calibrating temperature sensors

- Temperature sensors can be calibrated at a different time and place to the container loading for most importing countries.
Note: Exceptions include Japan and Korea, which require calibration of temperature sensors immediately prior to loading.
- The calibration is valid for 30 days before loading.
- The calibration of temperature sensors (sensors) must be carried out by the client and done using the ice-slurry method as specified in the Reference: [USDA Treatment Manual – Nonchemical treatments – Cold Treatment – 3-7-4.](#)

The following table outlines how to supervise the calibration of temperature sensors.

Step	Action						
1.	Ask the client to begin the calibration of the sensors while you supervise. Note: Make sure the client is using the ice-slurry method as specified in the Reference: Australian phytosanitary treatment application standard for cold disinfestation treatment. <table border="1" data-bbox="300 1765 1394 2029"> <thead> <tr> <th>If the ice slurry method is carried out...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>correctly</td> <td>continue to step 2.</td> </tr> <tr> <td>incorrectly</td> <td> <ul style="list-style-type: none"> advise the client to re-do the procedure correctly once it has been carried out correctly continue to step 2. </td> </tr> </tbody> </table>	If the ice slurry method is carried out...	Then...	correctly	continue to step 2.	incorrectly	<ul style="list-style-type: none"> advise the client to re-do the procedure correctly once it has been carried out correctly continue to step 2.
If the ice slurry method is carried out...	Then...						
correctly	continue to step 2.						
incorrectly	<ul style="list-style-type: none"> advise the client to re-do the procedure correctly once it has been carried out correctly continue to step 2. 						

Step	Action								
2.	<p>Observe the temperature of each sensor.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>three sensors will be used</td> <td> <ul style="list-style-type: none"> ask the container technician to show you the temperatures for each sensor continue to step 3. </td> </tr> <tr> <td>only one sensor will be used</td> <td> <ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 3. </td> </tr> </tbody> </table>	If...	Then...	three sensors will be used	<ul style="list-style-type: none"> ask the container technician to show you the temperatures for each sensor continue to step 3. 	only one sensor will be used	<ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 3. 		
If...	Then...								
three sensors will be used	<ul style="list-style-type: none"> ask the container technician to show you the temperatures for each sensor continue to step 3. 								
only one sensor will be used	<ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 3. 								
3.	<p>Record the temperature of each sensor on the ITCT-calibration record under <i>1st Reading</i> next to each corresponding sensor number.</p> <p>Note: If there is only one sensor, write N/A under <i>1st Reading</i> for sensor 2 and sensor 3 on the calibration record.</p> <table border="1"> <thead> <tr> <th>If the temperature ...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is within $\pm 0.3^{\circ}\text{C}$ and the container technician decides to zero the sensor</td> <td> <ul style="list-style-type: none"> record the temperature as 0°C continue to step 4. </td> </tr> <tr> <td>is within $\pm 0.3^{\circ}\text{C}$ and the container technician does not zero the sensor</td> <td> <ul style="list-style-type: none"> record the actual temperature continue to step 4. </td> </tr> <tr> <td>exceeds $\pm 0.3^{\circ}\text{C}$</td> <td> <ul style="list-style-type: none"> advise the technician that the sensor must be replaced wait for technician to replace the sensor go back to step 1 for the new sensor. </td> </tr> </tbody> </table>	If the temperature ...	Then...	is within $\pm 0.3^{\circ}\text{C}$ and the container technician decides to zero the sensor	<ul style="list-style-type: none"> record the temperature as 0°C continue to step 4. 	is within $\pm 0.3^{\circ}\text{C}$ and the container technician does not zero the sensor	<ul style="list-style-type: none"> record the actual temperature continue to step 4. 	exceeds $\pm 0.3^{\circ}\text{C}$	<ul style="list-style-type: none"> advise the technician that the sensor must be replaced wait for technician to replace the sensor go back to step 1 for the new sensor.
If the temperature ...	Then...								
is within $\pm 0.3^{\circ}\text{C}$ and the container technician decides to zero the sensor	<ul style="list-style-type: none"> record the temperature as 0°C continue to step 4. 								
is within $\pm 0.3^{\circ}\text{C}$ and the container technician does not zero the sensor	<ul style="list-style-type: none"> record the actual temperature continue to step 4. 								
exceeds $\pm 0.3^{\circ}\text{C}$	<ul style="list-style-type: none"> advise the technician that the sensor must be replaced wait for technician to replace the sensor go back to step 1 for the new sensor. 								
4.	Once the sensors have been removed and then returned to the ice slurry, take the second temperature reading for each sensor.								
5.	<p>Record the temperature of each sensor on the ITCT-calibration record under <i>2nd Reading</i> next to each corresponding sensor number.</p> <p>Note: If there is only one sensor, write N/A under <i>2nd Reading</i> for sensor 2 and sensor 3.</p> <table border="1"> <thead> <tr> <th>If the product is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>citrus to the USA</td> <td>continue to step 6.</td> </tr> <tr> <td>any other product</td> <td>go to step 7.</td> </tr> </tbody> </table>	If the product is...	Then...	citrus to the USA	continue to step 6.	any other product	go to step 7.		
If the product is...	Then...								
citrus to the USA	continue to step 6.								
any other product	go to step 7.								
6.	<ul style="list-style-type: none"> Once the sensors have been removed and then returned to the ice slurry, take the third temperature reading for each sensor. Record the temperature of each sensor on the ITCT-calibration record under <i>3rd Reading</i> next to each corresponding sensor number. 								

Step	Action						
7.	<p>For each sensor, check if the temperature is the same for all readings.</p> <table border="1"> <thead> <tr> <th>If the temperature is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>the same</td> <td>continue to step 8.</td> </tr> <tr> <td>not the same</td> <td> <ul style="list-style-type: none"> the sensors that did not display the same temperature in each reading are not valid go back to step 1. <p>Note: The new readings can be recorded on the same ITCT-calibration record by crossing out the invalid first and second readings and adding the new ones.</p> </td> </tr> </tbody> </table>	If the temperature is...	Then...	the same	continue to step 8.	not the same	<ul style="list-style-type: none"> the sensors that did not display the same temperature in each reading are not valid go back to step 1. <p>Note: The new readings can be recorded on the same ITCT-calibration record by crossing out the invalid first and second readings and adding the new ones.</p>
If the temperature is...	Then...						
the same	continue to step 8.						
not the same	<ul style="list-style-type: none"> the sensors that did not display the same temperature in each reading are not valid go back to step 1. <p>Note: The new readings can be recorded on the same ITCT-calibration record by crossing out the invalid first and second readings and adding the new ones.</p>						
8.	<p>Determine the correction factor for each sensor.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>the temperature readings are 0°C (including where the technician has zeroed the sensor)</td> <td> <ul style="list-style-type: none"> record the correction factor as 0 on the ITCT-calibration record under <i>Correction factor</i> continue to step 9. </td> </tr> <tr> <td>the temperature is not 0°C</td> <td> <ul style="list-style-type: none"> calculate the number required to get to 0°C and record it on the calibration record under <i>Correction factor</i> <p>Example: Readings for sensor 1 are all -0.2°C therefore the correction factor is +0.2, as this is what you need to add to -0.2°C to get back to 0°C.</p> <ul style="list-style-type: none"> continue to step 9. </td> </tr> </tbody> </table>	If...	Then...	the temperature readings are 0°C (including where the technician has zeroed the sensor)	<ul style="list-style-type: none"> record the correction factor as 0 on the ITCT-calibration record under <i>Correction factor</i> continue to step 9. 	the temperature is not 0°C	<ul style="list-style-type: none"> calculate the number required to get to 0°C and record it on the calibration record under <i>Correction factor</i> <p>Example: Readings for sensor 1 are all -0.2°C therefore the correction factor is +0.2, as this is what you need to add to -0.2°C to get back to 0°C.</p> <ul style="list-style-type: none"> continue to step 9.
If...	Then...						
the temperature readings are 0°C (including where the technician has zeroed the sensor)	<ul style="list-style-type: none"> record the correction factor as 0 on the ITCT-calibration record under <i>Correction factor</i> continue to step 9. 						
the temperature is not 0°C	<ul style="list-style-type: none"> calculate the number required to get to 0°C and record it on the calibration record under <i>Correction factor</i> <p>Example: Readings for sensor 1 are all -0.2°C therefore the correction factor is +0.2, as this is what you need to add to -0.2°C to get back to 0°C.</p> <ul style="list-style-type: none"> continue to step 9. 						
9.	<p>Check if the consignment is going to be loaded into the container.</p> <table border="1"> <thead> <tr> <th>If you are there to...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>secure the container for transport (that is, for sensor calibration only)</td> <td>go to Section 7: How do I secure a calibrated container for transport to the place of loading?</td> </tr> <tr> <td>supervise the loading of the container and sensor placement</td> <td>go to Section 8: How do I supervise the loading of the container and sensor placement?</td> </tr> </tbody> </table>	If you are there to...	Then...	secure the container for transport (that is, for sensor calibration only)	go to Section 7: How do I secure a calibrated container for transport to the place of loading?	supervise the loading of the container and sensor placement	go to Section 8: How do I supervise the loading of the container and sensor placement?
If you are there to...	Then...						
secure the container for transport (that is, for sensor calibration only)	go to Section 7: How do I secure a calibrated container for transport to the place of loading?						
supervise the loading of the container and sensor placement	go to Section 8: How do I supervise the loading of the container and sensor placement?						

Section 7. How do I secure a calibrated container for transport to the place of loading?

Securing calibrated containers

- Containers being transferred to another establishment for loading must have a tamper-evident seal applied after sensor calibration.
- A copy of the completed ITCT-calibration record must be placed inside the container door in an invoice envelope slip.

The following table outlines how to secure the container for transport.

Step	Action						
1.	<p>Check all drain holes and vents are covered or meshed so that no gap is bigger than 1.6 mm.</p> <table border="1"> <thead> <tr> <th>If all container holes...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>are adequately covered</td> <td>continue to step 2.</td> </tr> <tr> <td>are not adequately covered</td> <td> <ul style="list-style-type: none"> advise the client that the container is not secure, identifying what areas need addressing allow the client to rectify the issues before the container is sealed, otherwise advise that this will need to be rectified by the establishment where load out occurs and will be verified by another AO continue to step 2. </td> </tr> </tbody> </table>	If all container holes...	Then...	are adequately covered	continue to step 2.	are not adequately covered	<ul style="list-style-type: none"> advise the client that the container is not secure, identifying what areas need addressing allow the client to rectify the issues before the container is sealed, otherwise advise that this will need to be rectified by the establishment where load out occurs and will be verified by another AO continue to step 2.
If all container holes...	Then...						
are adequately covered	continue to step 2.						
are not adequately covered	<ul style="list-style-type: none"> advise the client that the container is not secure, identifying what areas need addressing allow the client to rectify the issues before the container is sealed, otherwise advise that this will need to be rectified by the establishment where load out occurs and will be verified by another AO continue to step 2. 						
2.	<p>Using your torch as required, walk inside the container and check that it:</p> <ul style="list-style-type: none"> is free from pests and contaminants, including soil does not have structural damage and the door seals are intact. <table border="1"> <thead> <tr> <th>If the container is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>clean and structurally sound</td> <td>continue to step 3.</td> </tr> <tr> <td>not clean and/or not structurally sound</td> <td> <ul style="list-style-type: none"> advise the client that the container requires cleaning and/or maintenance, as it will not be approved for loading in its current state allow the client to rectify the issues before the container is sealed, otherwise advise that this will need to be rectified by the establishment where load out occurs and will be verified by another AO continue to step 3. </td> </tr> </tbody> </table>	If the container is...	Then...	clean and structurally sound	continue to step 3.	not clean and/or not structurally sound	<ul style="list-style-type: none"> advise the client that the container requires cleaning and/or maintenance, as it will not be approved for loading in its current state allow the client to rectify the issues before the container is sealed, otherwise advise that this will need to be rectified by the establishment where load out occurs and will be verified by another AO continue to step 3.
If the container is...	Then...						
clean and structurally sound	continue to step 3.						
not clean and/or not structurally sound	<ul style="list-style-type: none"> advise the client that the container requires cleaning and/or maintenance, as it will not be approved for loading in its current state allow the client to rectify the issues before the container is sealed, otherwise advise that this will need to be rectified by the establishment where load out occurs and will be verified by another AO continue to step 3. 						
3.	<p>Check the container is set to within five minutes of GMT.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>three temperature sensors will be used</td> <td> <ul style="list-style-type: none"> ask the container technician to demonstrate that the container is set to GMT (see Attachment 1: Calculating local time to Greenwich Mean Time on how to calculate GMT) continue to step 4. </td> </tr> <tr> <td>only one temperature sensor will be used</td> <td> <ul style="list-style-type: none"> circle <i>N/A</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> go to step 4. </td> </tr> </tbody> </table>	If...	Then...	three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to demonstrate that the container is set to GMT (see Attachment 1: Calculating local time to Greenwich Mean Time on how to calculate GMT) continue to step 4. 	only one temperature sensor will be used	<ul style="list-style-type: none"> circle <i>N/A</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> go to step 4.
If...	Then...						
three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to demonstrate that the container is set to GMT (see Attachment 1: Calculating local time to Greenwich Mean Time on how to calculate GMT) continue to step 4. 						
only one temperature sensor will be used	<ul style="list-style-type: none"> circle <i>N/A</i> on the ITCT-calibration record under <i>Container clock set to GMT</i> go to step 4. 						

Step	Action						
4.	<p>Is the container set to GMT?</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> record this on the calibration record by circling <i>YES</i> under <i>Container clock set to GMT</i> continue to step 5. </td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> record this on the calibration record by circling <i>NO</i> under <i>Container clock set to GMT.</i> advise the client that the container will not be approved for loading unless this is rectified before load out occurs continue to step 5. </td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> record this on the calibration record by circling <i>YES</i> under <i>Container clock set to GMT</i> continue to step 5. 	no	<ul style="list-style-type: none"> record this on the calibration record by circling <i>NO</i> under <i>Container clock set to GMT.</i> advise the client that the container will not be approved for loading unless this is rectified before load out occurs continue to step 5.
If...	Then...						
yes	<ul style="list-style-type: none"> record this on the calibration record by circling <i>YES</i> under <i>Container clock set to GMT</i> continue to step 5. 						
no	<ul style="list-style-type: none"> record this on the calibration record by circling <i>NO</i> under <i>Container clock set to GMT.</i> advise the client that the container will not be approved for loading unless this is rectified before load out occurs continue to step 5. 						
5.	<p>Record the serial number of the temperature data recorder on the ITCT-calibration record under <i>Recorder serial number</i>.</p> <p>Note: For the USA, also record the make and model of the temperature data recorder.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>three temperature sensors will be used</td> <td> <ul style="list-style-type: none"> ask the container technician to obtain the serial number for you continue to step 6. </td> </tr> <tr> <td>only one temperature sensor will be used</td> <td> <ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 6. </td> </tr> </tbody> </table>	If...	Then...	three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to obtain the serial number for you continue to step 6. 	only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 6.
If...	Then...						
three temperature sensors will be used	<ul style="list-style-type: none"> ask the container technician to obtain the serial number for you continue to step 6. 						
only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 6. 						
6.	<p>Record on the ITCT-calibration record:</p> <ul style="list-style-type: none"> the seal number the client has provided for that container (under <i>Off site calibration seal number</i>) your finish time (in 24-hour time under <i>Finish (local time)</i>) the date and time of the calibration (in 24-hr time, under <i>Date and time calibrated (local time)</i>) your name, AO number and signature. 						
7.	<p>Make two copies of the completed ITCT-calibration record and:</p> <ul style="list-style-type: none"> place one copy in an invoice envelope slip on the inside of the container door give one copy to the client. <p>Note: Keep the original record and any supporting documents for two years.</p>						
8.	<ul style="list-style-type: none"> Ensure the client seals the container using the nominated off-site calibration seal number. Do not continue with this work instruction. 						

Section 8. How do I supervise the loading of the container and sensor placement?

Containers must be loaded in a manner that ensures contamination by biosecurity pests does not occur.

The following table outlines how to supervise the loading of the container and sensor placement.

Step	Action						
1.	Observe the pallets being loaded into the container.						
2.	Supervise the client's placement of each sensor by ensuring: <ul style="list-style-type: none"> the sensors are in the locations specified in the MICoR case or protocol/workplan the client covers at least 2/3 of the sensor and the tip is covered by the fruit pulp the client has allowed a coil of slack cable spooled either inside the carton or taped to the outside of the carton (to prevent sensor dislodgement during treatment) the running end of the cable is taped to the carton (to prevent the sensor being pulled out of the fruit). 						
3.	If there is only one sensor, write <i>N/A</i> for sensor 2 and sensor 3 on the ITCT-calibration record.						
4.	<ul style="list-style-type: none"> Record the temperature reading of each sensor on the ITCT-calibration record under <i>Pulp temperature</i>. Take the recording after each sensor is placed. <p>Important: If the temperature reading has gone above the nominated treatment temperature for the importing countries that mandate pre-cooling, then loading can continue (if it is not prohibited in the relevant protocol). However, a treatment start time cannot be recorded on the ITCT-calibration record until the sensors are all reading below the nominated treatment temperature.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>three sensors will be used</td> <td> <ul style="list-style-type: none"> ask the container technician to show you the temperatures for each sensor continue to step 5. </td> </tr> <tr> <td>only one sensor will be used</td> <td> <ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 5. </td> </tr> </tbody> </table>	If...	Then...	three sensors will be used	<ul style="list-style-type: none"> ask the container technician to show you the temperatures for each sensor continue to step 5. 	only one sensor will be used	<ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 5.
If...	Then...						
three sensors will be used	<ul style="list-style-type: none"> ask the container technician to show you the temperatures for each sensor continue to step 5. 						
only one sensor will be used	<ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 5. 						
5.	Observe the client sealing the container and record the seal number on the ITCT-calibration record under <i>Seal number</i> . Note: For the USA, observe the client putting cardboard between the back door and last row of pallets (as required in the workplan) prior to sealing the container.						
6.	For Japan, record the treatment start time in GMT and date under the <i>Treatment started (Japan only)</i> section on the ITCT-calibration record, once all sensors are below the nominated carriage temperature. Important: If the sensors are reading above the nominated treatment temperature you must wait until all sensors are reading below the required temperature before noting the treatment start time and sensor temperatures. Note: Refer to Attachment 1: Calculating local time to Greenwich Mean Time on how to calculate GMT.						
7.	Record the finish time in 24-hour time under <i>Finish (local time)</i> on the ITCT-calibration record.						

Step	Action
8.	<ul style="list-style-type: none"> • Ensure all relevant fields on the ITCT-calibration record have been completed. • Write your name, AO number and sign the document.
9.	<ul style="list-style-type: none"> • Provide a copy of the completed ITCT-calibration record to the client and forward all copies for that consignment to the National Documentation Hub at plantexportsNDH@agriculture.gov.au. <p>Note: For consignments where the calibration was done off-site there will be two ITCT-calibration records.</p> <ul style="list-style-type: none"> • Keep a copy of the record and any supporting documents for two years.

Section 9. How do I supervise a treatment re-start?

The following table outlines how to supervise a treatment re-start following loading.

Step	Action
1.	Confirm the client has rectified any technical issues that caused the need for a treatment re-start.
2.	Use a new ITCT-calibration record found at Reference: <i>Certificate of loading and calibration record for an in-transit cold treatment</i> and write <i>Treatment re-start only</i> at the top of the document.
3.	Complete the following fields from information provided on the RFP or original ITCT-calibration record: <ul style="list-style-type: none"> • <i>start (local time)</i> • <i>exporter</i> • <i>destination country</i> • <i>RFP number</i> • <i>container number</i> • <i>recorder serial number.</i>
4.	Ask the container technician to show you the temperature reading of each sensor at the back of the container. Record them under the <i>Pulp temperature</i> section on the ITCT-calibration record, and if for Japan record under <i>Sensor readings at container closure (°C)</i> .
5.	Record the date and time (in GMT) under the <i>Treatment started</i> section of the ITCT-calibration record.
6.	Complete the following fields on the ITCT-calibration record: <ul style="list-style-type: none"> • <i>your name</i> • <i>AO number</i> • <i>signature</i> • <i>date</i> • <i>finish time.</i>
7.	<ul style="list-style-type: none"> • Provide a copy of the ITCT-calibration record to the client and forward a copy for that consignment to the National Documentation Hub at plantexportsNDH@agriculture.gov.au • Keep a copy of the record and any supporting documents for two years. • Do not continue.

Section 10. How do I supervise a sensor replacement, recalibration or container change?

The following table outlines how to supervise a sensor replacement or recalibration or a container change following loading.

Step	Action						
1.	Ensure the client has presented the container at a registered establishment.						
2.	Use a new ITCT-calibration record found at Reference: <i>Certificate of loading and calibration record for an intransit cold treatment</i> and write 'Sensor replacement', 'Sensor recalibration' or 'Container change' at the top of the document.						
3.	<p>Complete the following fields from information provided on the RFP or original ITCT-calibration record provided by the client:</p> <ul style="list-style-type: none"> • <i>start (local time)</i> • <i>exporter</i> • <i>destination country</i> • <i>RFP number</i> • <i>establishment number</i> • <i>container number</i> • <i>container size.</i> 						
4.	<p>Supervise the unloading of the container into a secure area.</p> <p>Important: Ensure the product is kept secure as per the PEOM <i>Volume 14: Product security</i>.</p> <p>Note: Clients should keep the product cool in-between loading.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a sensor replacement or recalibration is required</td> <td>go to Section 4: How do I inspect the container to approve for loading?</td> </tr> <tr> <td>a container change is required</td> <td>go to step 5.</td> </tr> </tbody> </table>	If...	Then...	a sensor replacement or recalibration is required	go to Section 4: How do I inspect the container to approve for loading?	a container change is required	go to step 5.
If...	Then...						
a sensor replacement or recalibration is required	go to Section 4: How do I inspect the container to approve for loading?						
a container change is required	go to step 5.						
5.	<p>Does the new container have sensors that require calibration?</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>go to Section 4: How do I inspect the container to approve for loading?</td> </tr> <tr> <td>no</td> <td>go to Section 3: How do I verify a previous sensor calibration?</td> </tr> </tbody> </table>	If...	Then...	yes	go to Section 4: How do I inspect the container to approve for loading?	no	go to Section 3: How do I verify a previous sensor calibration?
If...	Then...						
yes	go to Section 4: How do I inspect the container to approve for loading?						
no	go to Section 3: How do I verify a previous sensor calibration?						

Related material

The following related material is available on the department's website:

- Manual of Importing Country Requirements ([MICoR](#))
- MICoR Plants (importing country requirements, [protocols and workplans](#))
- Plant Export Operations Manual
 - Volume 14: Product security
 - Volume 16: [Export occupational health and safety \(OH&S\)](#)
 - Reference: *Australian phytosanitary treatment application standard for cold disinfestation treatment*
 - Reference: Certificate of loading and calibration record for an intransit cold treatment.
 - Reference: [Table of horticulture protocol markets](#)
 - Reference: [Table of authorised officer job functions](#)
 - Reference: USDA Treatment Manual – Nonchemical treatments – Cold Treatment – 3-7-4.

The following related material is available on the IML 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*

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-9-3491	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	5/03/2015	First publication of this work instruction for external AOs working on table grapes to Indonesia.
2.0	8/04/2015	Update of work instruction to cover all countries and commodities for external AOs working on citrus exports.
2.1	22/04/2015	Minor updates following user feedback.
2.2	23/04/2015	Minor updates following user feedback.

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.

Version	Date	Amendment details
3.0	20/05/2015	Changes to reflect revised policy.
4.0	24/02/2016	Aligned to updated calibration record.
5	4/12/2017	(Moved to the IML from the Plant Export Operations Manual, which sits on the department's website). Addition of guide on calculating GMT, USDA requirements, policy on treatment restarts, recalibration and container changes and removal of Korea grape requirements.

Attachment 1: Calculating local time to Greenwich Mean Time

The following table converts Australian Eastern time to Greenwich Mean Time (GMT) and provides the corresponding date:

AEST (Aust. Eastern Standard Time)	GMT (Greenwich Mean Time) Date: Same date	GMT (Greenwich Mean Time) Date: Day before	ADST (Aust. Daylight Savings Time)
00:00		14:00	01:00
01:00		15:00	02:00
02:00		16:00	03:00
03:00		17:00	04:00
04:00		18:00	05:00
05:00		19:00	06:00
06:00		20:00	07:00
07:00		21:00	08:00
08:00		22:00	09:00
09:00		23:00	10:00
10:00	00:00		11:00
11:00	01:00		12:00
12:00	02:00		13:00
13:00	03:00		14:00
14:00	04:00		15:00
15:00	05:00		16:00
16:00	06:00		17:00
17:00	07:00		18:00
18:00	08:00		19:00
19:00	09:00		20:00
20:00	10:00		21:00
21:00	11:00		22:00
22:00	12:00		23:00
23:00	13:00	–	–
–	–	13:00	00:00