



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:

- how to prepare to initiate an in-transit cold treatment
- how to verify that the consignment has passed a phytosanitary inspection
- how to inspect the container to approve for loading
- how to supervise the calibration of temperature sensors
- how to secure the container for transport
- how to 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 electronic version prior to use.

Purpose of this document

This document details the procedures for initiating an in-transit cold treatment for plant exports.

Definitions

The following table defines terms used in this document.

Term	Definition
Certificate of loading and calibration record for an in-transit cold treatment (ITCT calibration record)	Record of the results related to the initiation of an in-transit cold treatment for plants and plant products for export. Note: This record can be electronic in the Plant Exports Management System (PEMS) or manual.
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 compliance record (ECR)	Record of the findings and result of a phytosanitary inspection of plants and plant products for export. Note: These records can be electronic in the Plant Exports Management System (PEMS) or manual.
Inspection authorised officer (AO)	An officer who has been accredited by the department to inspect plants and plant products for export. Note: This role can be performed by departmental and external AOs.
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.
Notice of Intention (NOI)	A form submitted by an exporter to the Department of Agriculture and Water Resources 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 EXDOC.
Portable probe thermometer	A thermometer used to measure the core temperature of fruit. It has a metal probe which is pushed into the fruit and a digital display showing the temperature.
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	A device that provides a temperature measurement through an electrical signal. Note: This is also commonly referred to as a probe.

Policy statement

In-transit cold treatments must be carried out in accordance with the importing country's requirements listed in the relevant MICO Plants case, protocol and/or workplan for the product.

Job function requirements

This role can be performed for non-protocol markets by external and departmental AOs with the job functions HOR3002 Export inspection of fruit and vegetables (any attachment) and TRE3001:1 Export phytosanitary treatments - In transit cold treatment.

This role can be performed for protocol markets by external and departmental AOs with the job functions HEP4001 Export inspection horticulture protocol (any attachment) and TRE3001:1 Export phytosanitary treatments - In transit cold treatment.

Legislative framework

The following list outlines the legislation that 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 NOI 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 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.

Work health and safety

Before entering a site, AOs must be confident that it is safe to do so, and be aware of Work Health and Safety hazards. All sites are different and employer health and safety policies as well as applicable Commonwealth, State or Territory workplace health and safety legislation must be adhered to.

Essential equipment

The following equipment is required:

- computer
- personal protective equipment
- portable probe thermometer
- torch.

The following system may be required:

- PEMS Production – departmental inspection AO access (optional).

Initiating an in-transit cold treatment for plant exports procedures

Section 1. How do I prepare to initiate an in-transit cold treatment?

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 however must enable the facility to be identifiable.

The following table outlines how to prepare to initiate an in-transit cold treatment.

Step	Action						
1.	Receive a request from the client to initiate an in-transit cold treatment.						
2.	Look up the relevant MICoR Plants case to obtain the importing country's requirements and any relevant protocol or workplan documents.						
3.	Get your equipment and travel to the establishment.						
4.	Arrive at the establishment and ask the client to identify the consignment and/or container/s.						
5.	Record your start date and time. <table border="1" data-bbox="300 1527 1369 1926"> <thead> <tr> <th>If you are using...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a manual record</td> <td> <ul style="list-style-type: none"> • record your start time in 24 hour time under 'Start (local time)' on the Reference: <i>Certificate of loading and calibration record for an in-transit cold treatment (ITCT calibration record)</i> • continue to step 6. </td> </tr> <tr> <td>PEMS</td> <td> <ul style="list-style-type: none"> • complete the equivalent electronic ITCT calibration record for the remainder of this work instruction • continue to step 6. </td> </tr> </tbody> </table>	If you are using...	Then...	a manual record	<ul style="list-style-type: none"> • record your start time in 24 hour time under 'Start (local time)' on the Reference: <i>Certificate of loading and calibration record for an in-transit cold treatment (ITCT calibration record)</i> • continue to step 6. 	PEMS	<ul style="list-style-type: none"> • complete the equivalent electronic ITCT calibration record for the remainder of this work instruction • continue to step 6.
If you are using...	Then...						
a manual record	<ul style="list-style-type: none"> • record your start time in 24 hour time under 'Start (local time)' on the Reference: <i>Certificate of loading and calibration record for an in-transit cold treatment (ITCT calibration record)</i> • continue to step 6. 						
PEMS	<ul style="list-style-type: none"> • complete the equivalent electronic ITCT calibration record for the remainder of this work instruction • continue to step 6. 						

Step	Action						
6.	Ask the client if the container will be loaded immediately (i.e. while you are on site).						
	<table border="1"> <thead> <tr> <th>If the container...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>will be loaded immediately</td> <td>go 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 5 How do I supervise the calibration of temperature sensors? </td> </tr> </tbody> </table>	If the container...	Then...	will be loaded immediately	go 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 5 How do I supervise the calibration of temperature sensors?
If the container...	Then...						
will be loaded immediately	go 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 5 How do I supervise the calibration of temperature sensors? 						

Section 2. How do I verify that the consignment has passed a phytosanitary inspection?

The consignment must have passed a phytosanitary inspection within the last 28 days and match the details in the RFP before being loaded into the container for export.

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

Step	Action						
1.	Obtain a copy of the RFP and completed Export Compliance Record (ECR) from the client.						
	<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.	Check the ECR to ensure the consignment has passed a phytosanitary inspection within the last 28 days. Please note, some countries (e.g. Taiwan) may have a 14 day requirement.						
	<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</td> <td>continue to step 3.</td> </tr> <tr> <td>has not passed within 28 days</td> <td> <ul style="list-style-type: none"> do not continue advise the client that the consignment is no longer considered export compliant and must be reinspected. If the client provides a new ECR at the time repeat step 2. </td> </tr> </tbody> </table>	If the consignment...	Then...	has passed within the last 28 days	continue to step 3.	has not passed within 28 days	<ul style="list-style-type: none"> do not continue advise the client that the consignment is no longer considered export compliant and must be reinspected. If the client provides a new ECR at the time repeat step 2.
If the consignment...	Then...						
has passed within the last 28 days	continue to step 3.						
has not passed within 28 days	<ul style="list-style-type: none"> do not continue advise the client that the consignment is no longer considered export compliant and must be reinspected. If the client provides a new ECR at the time repeat step 2. 						

Step	Action						
3.	<p>Check that the consignment presented matches the details listed on the NOI 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"> do not continue advise the client that they do not match. If the client provides a new RFP and ECR at the time repeat step 3. </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"> do not continue advise the client that they do not match. If the client provides a new RFP and ECR at the time repeat step 3.
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"> do not continue advise the client that they do not match. If the client provides a new RFP and ECR at the time repeat step 3. 						
4.	<ul style="list-style-type: none"> Record the exporter name, establishment name or number, destination country and RFP number on the ITCT calibration record under the relevant fields. Go to section 3 How do I inspect the container to approve for loading? 						

Section 3. How do I inspect the container to approve 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 <1.6mm)
- be clean and secure so that contamination by pests will not occur
- be set within 5 minutes of Greenwich Mean Time (GMT).

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

Step	Action						
1.	<p>Ask the client if the temperature sensors have already been calibrated for this consignment. Please 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</td> <td>continue to step 2 (except if the container is for export of produce to Japan or Korea, go to step 7).</td> </tr> <tr> <td>have not been calibrated</td> <td>go to step 7.</td> </tr> </tbody> </table>	If the sensors...	Then...	have been calibrated	continue to step 2 (except if the container is for export of produce to Japan or Korea, go to step 7).	have not been calibrated	go to step 7.
If the sensors...	Then...						
have been calibrated	continue to step 2 (except if the container is for export of produce to Japan or Korea, go to step 7).						
have not been calibrated	go to step 7.						
2.	<p>Determine if the container is sealed.</p> <table border="1"> <thead> <tr> <th>If the container...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is sealed</td> <td>continue to step 3.</td> </tr> <tr> <td>is not sealed</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7. </td> </tr> </tbody> </table>	If the container...	Then...	is sealed	continue to step 3.	is not sealed	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7.
If the container...	Then...						
is sealed	continue to step 3.						
is not sealed	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7. 						

Step	Action						
3.	<p>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.</p> <table border="1"> <thead> <tr> <th>If the ITCT calibration record...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is there</td> <td>continue to step 4.</td> </tr> <tr> <td>is not there</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7. </td> </tr> </tbody> </table>	If the ITCT calibration record...	Then...	is there	continue to step 4.	is not there	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7.
If the ITCT calibration record...	Then...						
is there	continue to step 4.						
is not there	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7. 						
4.	<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 the seal number...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>matches the ITCT calibration record</td> <td>continue to step 5.</td> </tr> <tr> <td>does not match the ITCT calibration record</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7. </td> </tr> </tbody> </table>	If the seal number...	Then...	matches the ITCT calibration record	continue to step 5.	does not match the ITCT calibration record	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7.
If the seal number...	Then...						
matches the ITCT calibration record	continue to step 5.						
does not match the ITCT calibration record	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7. 						
5.	<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 6.</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 step 7. </td> </tr> </tbody> </table>	If the sensors were calibrated...	Then...	30 days ago or less	continue to step 6.	more than 30 days ago	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7.
If the sensors were calibrated...	Then...						
30 days ago or less	continue to step 6.						
more than 30 days ago	<ul style="list-style-type: none"> any prior calibration of sensors is invalid go to step 7. 						
6.	<p>Check the ITCT calibration record reflects all the required elements for the sensor calibration.</p> <table border="1"> <thead> <tr> <th>If the ITCT calibration record...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>does contain all required information for sensor calibration</td> <td>continue to step 7.</td> </tr> <tr> <td>does not contain all required information for sensor calibration</td> <td> <ul style="list-style-type: none"> any prior calibration of sensors is invalid continue to step 7. </td> </tr> </tbody> </table>	If the ITCT calibration record...	Then...	does contain all required information for sensor calibration	continue to step 7.	does not contain all required information for sensor calibration	<ul style="list-style-type: none"> any prior calibration of sensors is invalid continue to step 7.
If the ITCT calibration record...	Then...						
does contain all required information for sensor calibration	continue to step 7.						
does not contain all required information for sensor calibration	<ul style="list-style-type: none"> any prior calibration of sensors is invalid continue to step 7. 						

Step	Action						
7.	<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 ITCT calibration record under 'Container number' continue to step 8. </td> </tr> <tr> <td>do not match</td> <td> <ul style="list-style-type: none"> do not continue advise the client that the container number on the RFP needs to be amended. When the client provides an amended RFP repeat step 7. </td> </tr> </tbody> </table>	If the container numbers...	Then...	match	<ul style="list-style-type: none"> record the number in the ITCT calibration record under 'Container number' continue to step 8. 	do not match	<ul style="list-style-type: none"> do not continue advise the client that the container number on the RFP needs to be amended. When the client provides an amended RFP repeat step 7.
If the container numbers...	Then...						
match	<ul style="list-style-type: none"> record the number in the ITCT calibration record under 'Container number' continue to step 8. 						
do not match	<ul style="list-style-type: none"> do not continue advise the client that the container number on the RFP needs to be amended. When the client provides an amended RFP repeat step 7. 						
8.	<p>Check all drain holes and vents are covered or meshed so that no gap is bigger than 1.6mm.</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 9.</td> </tr> <tr> <td>are not adequately covered</td> <td> <ul style="list-style-type: none"> do not continue advise the client that the container is not secure, identifying what areas need addressing. When the client advises that the holes have been covered repeat step 8. </td> </tr> </tbody> </table>	If all container holes...	Then...	are adequately covered	continue to step 9.	are not adequately covered	<ul style="list-style-type: none"> do not continue advise the client that the container is not secure, identifying what areas need addressing. When the client advises that the holes have been covered repeat step 8.
If all container holes...	Then...						
are adequately covered	continue to step 9.						
are not adequately covered	<ul style="list-style-type: none"> do not continue advise the client that the container is not secure, identifying what areas need addressing. When the client advises that the holes have been covered repeat step 8. 						
9.	<p>Using 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 10.</td> </tr> <tr> <td>not clean</td> <td> <ul style="list-style-type: none"> do not continue advise the client that the container requires cleaning. When the client advises that the container is clean repeat step 9. </td> </tr> </tbody> </table>	If the container is...	Then...	clean	continue to step 10.	not clean	<ul style="list-style-type: none"> do not continue advise the client that the container requires cleaning. When the client advises that the container is clean repeat step 9.
If the container is...	Then...						
clean	continue to step 10.						
not clean	<ul style="list-style-type: none"> do not continue advise the client that the container requires cleaning. When the client advises that the container is clean repeat step 9. 						

Step	Action						
10.	<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>continue to step 11.</td> </tr> <tr> <td>not intact</td> <td> <ul style="list-style-type: none"> do not continue advise the client that the container will not be approved for loading as it cannot maintain product security. If the client provides a new container go back to 7. </td> </tr> </tbody> </table>	If the container and door seals are...	Then...	intact	continue to step 11.	not intact	<ul style="list-style-type: none"> do not continue advise the client that the container will not be approved for loading as it cannot maintain product security. If the client provides a new container go back to 7.
If the container and door seals are...	Then...						
intact	continue to step 11.						
not intact	<ul style="list-style-type: none"> do not continue advise the client that the container will not be approved for loading as it cannot maintain product security. If the client provides a new container go back to 7. 						
11.	<p>Check the container is set to within 5 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 continue to step 12. </td> </tr> <tr> <td>only one temperature sensor will be used</td> <td> <ul style="list-style-type: none"> circle 'N/A' on the ITCT calibration record under 'Container clock set to GMT' continue to step 13. </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 continue to step 12. 	only one temperature sensor will be used	<ul style="list-style-type: none"> circle 'N/A' on the ITCT calibration record under 'Container clock set to GMT' continue to step 13.
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 continue to step 12. 						
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12.	<p>Record if the container is set to GMT.</p> <table border="1"> <thead> <tr> <th>If the container...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is set to GMT</td> <td> <ul style="list-style-type: none"> circle 'YES' on the ITCT calibration record under 'Container clock set to GMT' continue to step 13. </td> </tr> <tr> <td>is not set to GMT</td> <td> <ul style="list-style-type: none"> do not continue advise the client that the container will not be approved for loading as it is not set to GMT. If the client provides a new container go back to 7. </td> </tr> </tbody> </table>	If the container...	Then...	is set to GMT	<ul style="list-style-type: none"> circle 'YES' on the ITCT calibration record under 'Container clock set to GMT' continue to step 13. 	is not set to GMT	<ul style="list-style-type: none"> do not continue advise the client that the container will not be approved for loading as it is not set to GMT. If the client provides a new container go back to 7.
If the container...	Then...						
is set to GMT	<ul style="list-style-type: none"> circle 'YES' on the ITCT calibration record under 'Container clock set to GMT' continue to step 13. 						
is not set to GMT	<ul style="list-style-type: none"> do not continue advise the client that the container will not be approved for loading as it is not set to GMT. If the client provides a new container go back to 7. 						
13.	<p>Record the serial number of the temperature data recorder on the ITCT calibration record under 'Recorder serial number'.</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 14. </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 14. </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 14. 	only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 14.
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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 14. 						
only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 14. 						

Step	Action
14.	<ul style="list-style-type: none"> Record that the container is approved for loading by circling 'YES' in the relevant field on the ITCT calibration record. Go to section 4 How do I ensure the product is pre-cooled prior to loading?

Section 4. How do I ensure the product is pre-cooled prior to loading?

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 in-transit cold treatment must be pre-cooled to, or below, the target treatment temperature before loading.

The inspection AO is responsible for regularly calibrating 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 ensure 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 pre-cooling</td> <td>continue to step 2.</td> </tr> <tr> <td>does not mandate pre-cooling</td> <td>go to section 6 How do I secure a calibrated container for transport to the place of loading?</td> </tr> </tbody> </table>	If the importing country...	Then...	mandates pre-cooling	continue to step 2.	does not mandate pre-cooling	go to section 6 How do I secure a calibrated container for transport to the place of loading?
If the importing country...	Then...						
mandates pre-cooling	continue to step 2.						
does not mandate pre-cooling	go to section 6 How do I secure a calibrated container for transport to the place of loading?						
2.	<p>Ask the client what treatment schedule they have nominated, to determine the maximum temperature the product can be.</p> <table border="1"> <thead> <tr> <th>If it's for...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>grapes to Korea</td> <td> <ul style="list-style-type: none"> record the nominated treatment schedule temperature and duration on the ITCT calibration record under the 'Korea grapes only' section continue to step 3. </td> </tr> <tr> <td>any other product</td> <td>continue to step 4.</td> </tr> </tbody> </table>	If it's for...	Then...	grapes to Korea	<ul style="list-style-type: none"> record the nominated treatment schedule temperature and duration on the ITCT calibration record under the 'Korea grapes only' section continue to step 3. 	any other product	continue to step 4.
If it's for...	Then...						
grapes to Korea	<ul style="list-style-type: none"> record the nominated treatment schedule temperature and duration on the ITCT calibration record under the 'Korea grapes only' section continue to step 3. 						
any other product	continue to step 4.						

Step	Action											
3.	<ul style="list-style-type: none"> Ask the client for the following information or obtain from the RFP: <ul style="list-style-type: none"> number of cartons in the consignment export establishment address proposed completion time and date for treatment container company name vessel name port of export. Record this information in the ITCT calibration record under the 'Korea grapes only' section. Continue to step 4. 											
4.	Select a minimum of five pallets from the consignment. 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.											
5.	For one box 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.											
6.	Wait until the reading on the thermometer stabilises and then record the temperature on the ITCT calibration record under the 'Pre-cooling' section.											
7.	<p>Check the reading on the thermometer for each pallet.</p> <table border="1"> <thead> <tr> <th>If the reading is...</th> <th>And...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td rowspan="2">at or below the nominated carriage temperature on all tested pallets</td> <td>a valid sensor calibration has been done</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 section 7 How do I supervise the loading of the container and sensor placement? </td> </tr> <tr> <td>a valid sensor calibration has not been done</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 section 5 How do I supervise the calibration of temperature sensors? </td> </tr> <tr> <td>higher than the nominated carriage temperature on any of the tested pallets</td> <td>N/A</td> <td> <ul style="list-style-type: none"> do not continue advise the client the consignment will require additional pre-cooling. </td> </tr> </tbody> </table>	If the reading is...	And...	Then...	at or below the nominated carriage temperature on all tested pallets	a valid sensor calibration has been done	<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 section 7 How do I supervise the loading of the container and sensor placement? 	a valid sensor calibration has not been done	<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 section 5 How do I supervise the calibration of temperature sensors? 	higher than the nominated carriage temperature on any of the tested pallets	N/A	<ul style="list-style-type: none"> do not continue advise the client the consignment will require additional pre-cooling.
If the reading is...	And...	Then...										
at or below the nominated carriage temperature on all tested pallets	a valid sensor calibration has been done	<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 section 7 How do I supervise the loading of the container and sensor placement? 										
	a valid sensor calibration has not been done	<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 section 5 How do I supervise the calibration of temperature sensors? 										
higher than the nominated carriage temperature on any of the tested pallets	N/A	<ul style="list-style-type: none"> do not continue advise the client the consignment will require additional pre-cooling. 										

Section 5. How do I supervise the calibration of temperature sensors?

Temperature sensors can be calibrated at a different time and place to the container loading for most importing countries. 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.						
2.	<ul style="list-style-type: none"> Supervise the calibration of the sensors. Make sure the client is using the ice slurry method as specified in the Reference: <i>USDA Treatment Manual – Nonchemical treatments – Cold Treatment – 3-7-4</i>. <table border="1"> <thead> <tr> <th>If the ice slurry method is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>carried out correctly</td> <td>continue to step 3.</td> </tr> <tr> <td>carried out 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 3. </td> </tr> </tbody> </table>	If the ice slurry method is...	Then...	carried out correctly	continue to step 3.	carried out 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 3.
If the ice slurry method is...	Then...						
carried out correctly	continue to step 3.						
carried out 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 3. 						
3.	<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 4. </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 4. </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 4. 	only one sensor will be used	<ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 4.
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 4. 						
only one sensor will be used	<ul style="list-style-type: none"> find the temperature reading directly on the sensor continue to step 4. 						

Step	Action								
4.	<p>Record the temperature of each sensor on the ITCT calibration record under '1st Reading' next to each corresponding sensor number.</p> <p>If there is only 1 sensor, write N/A under '1st Reading' for sensor 2 and sensor 3 on the calibration record.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>the temperature 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 5. </td> </tr> <tr> <td>the temperature 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 5. </td> </tr> <tr> <td>the temperature 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 and go back to step 1 for the new sensor. </td> </tr> </tbody> </table>	If...	Then...	the temperature 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 5. 	the temperature 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 5. 	the temperature 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 and go back to step 1 for the new sensor.
If...	Then...								
the temperature 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 5. 								
the temperature 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 5. 								
the temperature 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 and go back to step 1 for the new sensor. 								
5.	<ul style="list-style-type: none"> Once the sensors have been removed and then returned to the ice slurry take the second temperature reading for each sensor as outlined in step 4. 								
6.	<ul style="list-style-type: none"> Record the temperature of each sensor on the ITCT calibration record under '2nd Reading' next to each corresponding sensor number. If there is only 1 sensor, write N/A under '2nd Reading' for sensor 2 and sensor 3. <table border="1"> <thead> <tr> <th>If it's for...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>grapes to Korea</td> <td>continue to step 7.</td> </tr> <tr> <td>any other product</td> <td>go to step 8.</td> </tr> </tbody> </table>	If it's for...	Then...	grapes to Korea	continue to step 7.	any other product	go to step 8.		
If it's for...	Then...								
grapes to Korea	continue to step 7.								
any other product	go to step 8.								
7.	<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 as outlined in step 4. Record the temperature of each sensor on the ITCT calibration record under '3rd Reading' next to each corresponding sensor number. 								

Step	Action						
8.	<p>For each sensor check if the temperature is the same for all readings.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>the temperature is the same</td> <td>continue to step 9.</td> </tr> <tr> <td>the temperature is 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 and repeat step 2. <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...	Then...	the temperature is the same	continue to step 9.	the temperature is 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 and repeat step 2. <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...	Then...						
the temperature is the same	continue to step 9.						
the temperature is 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 and repeat step 2. <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>						
9.	<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</td> <td> <ul style="list-style-type: none"> record the correction factor as 0 on the ITCT calibration record under 'Correction factor' continue to step 10. </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 'Correction factor' continue to step 10. For example: <ul style="list-style-type: none"> 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. </td> </tr> </tbody> </table>	If...	Then...	the temperature readings are 0°C	<ul style="list-style-type: none"> record the correction factor as 0 on the ITCT calibration record under 'Correction factor' continue to step 10. 	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 'Correction factor' continue to step 10. For example: <ul style="list-style-type: none"> 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.
If...	Then...						
the temperature readings are 0°C	<ul style="list-style-type: none"> record the correction factor as 0 on the ITCT calibration record under 'Correction factor' continue to step 10. 						
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 'Correction factor' continue to step 10. For example: <ul style="list-style-type: none"> 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. 						
10.	<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 i.e. sensor calibration only</td> <td>go to section 6 How do I secure the container for transport?</td> </tr> <tr> <td>supervise the loading of the container and sensor placement</td> <td>go to section 7 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 i.e. sensor calibration only	go to section 6 How do I secure the container for transport?	supervise the loading of the container and sensor placement	go to section 7 How do I supervise the loading of the container and sensor placement?
If you are there to...	Then...						
secure the container for transport i.e. sensor calibration only	go to section 6 How do I secure the container for transport?						
supervise the loading of the container and sensor placement	go to section 7 How do I supervise the loading of the container and sensor placement?						

Section 6. How do I secure a calibrated container for transport to the place of loading?

Containers being transferred to another establishment for loading must have a tamper proof 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 1.6mm.</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.	<ul style="list-style-type: none"> Using your torch as required, walk inside the container and check it is free from pests and contaminants including soil. Check there is no structural damage to the container 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. 						

Step	Action						
3.	<p>If three temperature sensors will be used ask the container technician to demonstrate that the container clock is set to within 5 minutes of GMT.</p> <table border="1"> <thead> <tr> <th>If the container...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is set to GMT</td> <td> <ul style="list-style-type: none"> record this on the calibration record by circling 'YES' under 'Container clock set to GMT' continue to step 4. </td> </tr> <tr> <td>is not set to GMT</td> <td> <ul style="list-style-type: none"> record this on the calibration record by circling 'NO' under 'Container clock set to GMT'. advise the client that the container will not be approved for loading unless this is rectified before load out occurs continue to step 4. </td> </tr> </tbody> </table>	If the container...	Then...	is set to GMT	<ul style="list-style-type: none"> record this on the calibration record by circling 'YES' under 'Container clock set to GMT' continue to step 4. 	is not set to GMT	<ul style="list-style-type: none"> record this on the calibration record by circling 'NO' under 'Container clock set to GMT'. advise the client that the container will not be approved for loading unless this is rectified before load out occurs continue to step 4.
If the container...	Then...						
is set to GMT	<ul style="list-style-type: none"> record this on the calibration record by circling 'YES' under 'Container clock set to GMT' continue to step 4. 						
is not set to GMT	<ul style="list-style-type: none"> record this on the calibration record by circling 'NO' under 'Container clock set to GMT'. advise the client that the container will not be approved for loading unless this is rectified before load out occurs continue to step 4. 						
4.	<p>Record the serial number of the temperature data recorder on the ITCT calibration record under 'Recorder serial number'.</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 5. </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 5. </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 5. 	only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 5.
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 5. 						
only one temperature sensor will be used	<ul style="list-style-type: none"> take the number directly from the temperature sensor continue to step 5. 						
5.	Record the seal number the client has provided for that container on the ITCT calibration record under 'Off site calibration seal number'.						
6.	Record your finish time in 24 hour time under 'Finish (local time)' on the ITCT calibration record.						
7.	Record the date and time (24hr time) of calibration under 'Date and time calibrated (local time)' on the ITCT calibration record.						
8.	If using a manual ITCT calibration record write your name, AO number and sign the document.						
9.	<ul style="list-style-type: none"> Make two copies of the completed ITCT calibration record and: <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. Keep the original for your own records. 						
10.	<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 7. 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 MICO 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 should also be taped to the carton to prevent the sensor being pulled out of the fruit. 						
3.	<ul style="list-style-type: none"> If there is only one sensor write N/A for sensor 2 and sensor 3. 						
4.	<ul style="list-style-type: none"> Record the temperature reading of each sensor on the ITCT calibration record under 'Pulp temperature'. Take the recording after each sensor is placed. <p>Note: If at this stage the temperature reading has gone above the nominated treatment temperature for the importing country's that mandate pre-cooling then loading can continue. However, where a treatment start time is required on the ITCT calibration record this cannot be recorded 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 'Seal number'.						
6.	<p>Determine if you need to record the date and time the treatment started and the sensor temperature readings at this time.</p> <p>Note: 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.</p> <table border="1"> <thead> <tr> <th>If it's for...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Japan or Korea</td> <td> <ul style="list-style-type: none"> record the start time and date under the 'Treatment started (Japan and Korea only)' section on the ITCT calibration record once all sensors are below the nominated carriage temperature continue to step 7. </td> </tr> <tr> <td>any other country</td> <td>continue to step 7.</td> </tr> </tbody> </table>	If it's for...	Then...	Japan or Korea	<ul style="list-style-type: none"> record the start time and date under the 'Treatment started (Japan and Korea only)' section on the ITCT calibration record once all sensors are below the nominated carriage temperature continue to step 7. 	any other country	continue to step 7.
If it's for...	Then...						
Japan or Korea	<ul style="list-style-type: none"> record the start time and date under the 'Treatment started (Japan and Korea only)' section on the ITCT calibration record once all sensors are below the nominated carriage temperature continue to step 7. 						
any other country	continue to step 7.						

Step	Action
7.	<ul style="list-style-type: none"> • Record the finish time in 24 hour time under 'Finish (local time) on the ITCT calibration record. •
8.	<ul style="list-style-type: none"> • Ensure all relevant fields on the ITCT calibration record have been completed. <ul style="list-style-type: none"> • If you are using a manual ITCT calibration record 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/s 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 your original ITCT calibration record for your own records. <ul style="list-style-type: none"> • If using PEMS submit the record and provide a copy to the client.

Record keeping

Departmental AOs must keep official files in accordance with the department's record keeping policy.

External AOs must retain the original completed Reference: *Certificate of loading and calibration record for an in-transit cold treatment* and any supporting documents for two years from the date on the record.

Related material

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

- MICoR including protocols and workplans where applicable
- Reference: *Certificate of loading and calibration record for an in-transit cold treatment*
- Reference: *Table of horticulture protocol markets*
- Reference: *USDA Treatment Manual – Nonchemical treatments – Cold Treatment – 3-7-4 Calibration of temperature sensors.*

Document information

The following table contains administrative metadata.

Instructional material owner:	Director, Horticulture Export Program, Plant Export Operations Branch
Freedom of information exemption:	No
Review date:	May 2016

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.
3.0	20/05/2015	Changes to reflect revised policy.
4.0	24/02/2016	Aligned to updated calibration record.