



WORK INSTRUCTION

Inspecting horticulture for export using end-point sampling

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 inspecting horticulture for export using end-point sampling. It includes:

- pre-inspection tasks
- sampling tasks
- inspection tasks
- pass-and-failure procedures
- documentation requirements.

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Purpose of this document

This document details the procedure for inspecting horticulture for export using end-point sampling for the following commodities:

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

Definitions

The following table defines terms used in this document.

Note: More definitions can be found in the Guideline: *Inspection of horticulture for export*.

Term	Definition
Accredited property	The recognition of a property complying with the departmental standards and importing-country requirements for accreditation. Note: This may be referred to as registration or approval in protocol documents.
End-point sampling	A sampling method used whereby the inspection AO removes samples of the goods for inspection in packages, after the packing has occurred and the whole consignment has been presented.
Grower	Individual or business that produces horticulture for export.
Line	A quantity of goods of a single type, identifiable by its homogeneity of composition and origin, forming part of a consignment and reflected as one line on a notice of intention (request for permit).
Mixed consignment	A consignment of plant and plant products for export that is made up of various product types.
Packhouse	Facility where horticulture is washed, graded and packed for export.
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 Reference: <i>Table of horticulture protocol markets</i> .
Recess	Parts on produce which are hard to see because light does not reach them or they are hidden from view. For example, underneath the calyx of a strawberry, in between the scale leaves that make up the crown of a pineapple, the navel of an orange, the petals of a flower or the rough surface area of a plant stem.
Treatment facility	Facility where phytosanitary treatments are performed.

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

Policy statement

- AOs must be familiar with the policy related to this work instruction contained in the Guideline: *Inspection of horticulture for export*.
- Prior to conducting an inspection of horticulture for export, the inspection AO must have achieved competency in the relevant commodity attachment for job functions HOR3002 or HOR3003.
- Where the consignment is for a protocol market, the inspection AO must have achieved competency in the relevant commodity attachment for job functions HOR3002 and HEP4001.
- This document is to be used in conjunction with the importing country's requirements (ICRs) listed in import permits, [protocols](#), [work plans](#) and the Manual of Importing Country Requirements ([MICoR](#)).

Note: Where the importing-country requirements (ICRs) contradict the requirements in this document, the ICRs must take precedence.

Legislative framework

The following list outlines the legislation that applies to specific tasks involved in the inspection of horticulture for export.

- Export Control (Plants and Plant Products) Order 2011
 - Section 9 – Basic conditions for export of prescribed goods
 - Section 14 – Notice of intention to export prescribed goods
 - Section 16 – Certificates of analysis
 - Section 17 – Inspection for export compliance
 - Section 20 – Resubmission of goods
 - Section 22 – Packaging and other materials to be clean
 - Section 23 – Characteristics of packaging and other materials
 - Section 24 – Trade description to contain certain information
 - Schedule 2 – Inspection of prescribed goods.

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken when inspecting horticulture for export.

Role	Responsibility
Inspection AOs	<ul style="list-style-type: none">Validating supporting documents.Inspecting horticulture for export.Recording and submitting the results of the inspection.
MICoR administrators	Updating import requirements in the MICoR database.

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).
- Inspection AOs 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 also comply with site-specific requirements, unless they assess the requirements as placing them at risk, in which case they must take reasonable action to ensure their safety.

Personal protective equipment

- Inspection AOs must wear the following personal protective equipment (PPE) for horticulture inspections
 - hi-visibility vest
 - safety boots
 - Nitrile rubber or polyvinyl chloride examination gloves (not latex).
- Inspection AOs must have the following PPE with them and use when required:
 - 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
 - thermal clothing for cold rooms
 - hard hat
 - hair net
 - hearing protection
 - face mask
 - portable gas detector.

Essential equipment

AOs must have the following inspection equipment:

- knife and scrapers
- tweezers and probes
- hand lens 10x magnification or more
- small artist's paint brush
- vials and tubes
- 80 per cent ethanol preservative
- snap-lock plastic bags
- labels
- pencils for labelling vials and pens for completing forms
- Export compliance record (PE101) or access to the Plant Exports Management System.

Note: For more information, see the Reference: *Plant exports guide – Equipment*.

System requirements

AOs must have access to the following systems:

- department website
- Manual of Importing Country Requirements (MICoR)
- MICoR Plants Documents section (username and password required) – protocol markets only
- Plant Exports Management System (PEMS) – if available
- Electronic Export Documentation System (EXDOC) (for departmental AOs only).

Prepare for inspection

Section 1: How do I receive a request for inspection?

Receiving the inspection request

The inspection request must be received via email from the:

- bookings officer (for departmental AOs)
or
- client (for external AOs).

The following table outlines how an AO actions a request for inspection.

Step	Action
1.	Ensure the inspection request received includes the: <ul style="list-style-type: none">• inspection appointment details• request for permit (RFP)• supporting documentation.

Step	Action						
2.	<p>Determine if the inspection is for a new consignment or a resubmitted consignment.</p> <table border="1"> <thead> <tr> <th>If the consignment is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>new</td> <td>continue to step 3.</td> </tr> <tr> <td>being resubmitted</td> <td>go to Section 15: How do I inspect a resubmitted consignment?</td> </tr> </tbody> </table>	If the consignment is...	Then...	new	continue to step 3.	being resubmitted	go to Section 15: How do I inspect a resubmitted consignment?
If the consignment is...	Then...						
new	continue to step 3.						
being resubmitted	go to Section 15: How do I inspect a resubmitted consignment?						
3.	<p>Using the Reference: <i>Table of horticulture protocol markets</i> and the RFP, determine if the consignment is for a protocol market.</p> <table border="1"> <thead> <tr> <th>If it is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a protocol market</td> <td> <ul style="list-style-type: none"> continue with this work instruction, completing all steps that refer to protocol markets go to step 4. </td> </tr> <tr> <td>not a protocol market</td> <td> <ul style="list-style-type: none"> continue with this work instruction, but do not complete the steps that refer to protocol markets go to step 4. </td> </tr> </tbody> </table>	If it is...	Then...	a protocol market	<ul style="list-style-type: none"> continue with this work instruction, completing all steps that refer to protocol markets go to step 4. 	not a protocol market	<ul style="list-style-type: none"> continue with this work instruction, but do not complete the steps that refer to protocol markets go to step 4.
If it is...	Then...						
a protocol market	<ul style="list-style-type: none"> continue with this work instruction, completing all steps that refer to protocol markets go to step 4. 						
not a protocol market	<ul style="list-style-type: none"> continue with this work instruction, but do not complete the steps that refer to protocol markets go to step 4. 						
4.	<p>Check that you are accredited in the job function/s required to conduct the inspection by comparing the commodities on the RFP with the Reference: <i>Table of authorised officer job functions</i>.</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>accredited with the required job function/s</td> <td>continue to Section 2: How do I check the importing country's requirements?</td> </tr> <tr> <td>not accredited with the required job function/s</td> <td> <ul style="list-style-type: none"> you cannot conduct the inspection inform the bookings officer/client do not continue. </td> </tr> </tbody> </table>	If you are...	Then...	accredited with the required job function/s	continue to Section 2: How do I check the importing country's requirements?	not accredited with the required job function/s	<ul style="list-style-type: none"> you cannot conduct the inspection inform the bookings officer/client do not continue.
If you are...	Then...						
accredited with the required job function/s	continue to Section 2: How do I check the importing country's requirements?						
not accredited with the required job function/s	<ul style="list-style-type: none"> you cannot conduct the inspection inform the bookings officer/client do not continue. 						

Section 2: How do I check the importing country's requirements?

The following table outlines how to check the importing country's requirements.

Step	Action								
1.	<p>Is there a case in MICoR for each commodity on the RFP?</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>continue to step 2.</td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> • the inspection request is not valid • inform the client that they need to <ul style="list-style-type: none"> ○ obtain the import requirements for each commodity from the importing-country authority ○ email these import requirements to the MICoR administrator at micorplants@agriculture.gov.au • do not continue. </td> </tr> </tbody> </table>	If...	Then...	yes	continue to step 2.	no	<ul style="list-style-type: none"> • the inspection request is not valid • inform the client that they need to <ul style="list-style-type: none"> ○ obtain the import requirements for each commodity from the importing-country authority ○ email these import requirements to the MICoR administrator at micorplants@agriculture.gov.au • do not continue. 		
If...	Then...								
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no	<ul style="list-style-type: none"> • the inspection request is not valid • inform the client that they need to <ul style="list-style-type: none"> ○ obtain the import requirements for each commodity from the importing-country authority ○ email these import requirements to the MICoR administrator at micorplants@agriculture.gov.au • do not continue. 								
2.	<p>From the MICoR case determine if there is a protocol.</p> <p>Note: MICoR cases for protocol markets will either refer to a work plan or will state in the reference section at the bottom of the page 'NPPO protocol'.</p> <p>If a protocol/work plan exists go to the password-protected <i>Documents</i> section of MICoR.</p> <table border="1"> <thead> <tr> <th>If the MICoR case...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>does not refer to a work plan or protocol</td> <td>continue to step 3.</td> </tr> <tr> <td>refers to a protocol</td> <td> <ul style="list-style-type: none"> • first check if there is a work plan by opening the link to work plans in the <i>Documents</i> section of MICoR • if there is no work plan, open the link to protocols 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 3. </td> </tr> <tr> <td>refers to a work plan</td> <td> <ul style="list-style-type: none"> • open the link to work plans in the <i>Documents</i> section of MICoR • find the relevant work plan and refer to this when prompted by this work instruction • continue to step 3. </td> </tr> </tbody> </table>	If the MICoR case...	Then...	does not refer to a work plan or protocol	continue to step 3.	refers to a protocol	<ul style="list-style-type: none"> • first check if there is a work plan by opening the link to work plans in the <i>Documents</i> section of MICoR • if there is no work plan, open the link to protocols 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 3. 	refers to a work plan	<ul style="list-style-type: none"> • open the link to work plans in the <i>Documents</i> section of MICoR • find the relevant work plan and refer to this when prompted by this work instruction • continue to step 3.
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3.	<p>Check the MICoR case for each commodity to see if an import permit is required.</p> <table border="1"> <thead> <tr> <th>If an import permit is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>required</td> <td>continue to step 4.</td> </tr> <tr> <td>not required</td> <td>go to step 6.</td> </tr> </tbody> </table>	If an import permit is...	Then...	required	continue to step 4.	not required	go to step 6.		
If an import permit is...	Then...								
required	continue to step 4.								
not required	go to step 6.								

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Step	Action						
4.	<p>Check that the client has provided an import permit and that it is valid as per the Work Instruction: <i>Validating supporting documents for plant exports</i>.</p> <table border="1"> <thead> <tr> <th>If the client...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>has provided an import permit and it is valid</td> <td> <ul style="list-style-type: none"> take a copy of the import permit continue to step 5. <p>Note: For departmental AOs, the import permit will have been validated during the booking process and supplied to you.</p> </td> </tr> <tr> <td> <ul style="list-style-type: none"> has provided an import permit but it is not valid or has not provided an import permit </td> <td> <ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide a valid import permit do not continue. </td> </tr> </tbody> </table>	If the client...	Then...	has provided an import permit and it is valid	<ul style="list-style-type: none"> take a copy of the import permit continue to step 5. <p>Note: For departmental AOs, the import permit will have been validated during the booking process and supplied to you.</p>	<ul style="list-style-type: none"> has provided an import permit but it is not valid or has not provided an import permit 	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide a valid import permit do not continue.
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5.	<p>Check that the requirements on the import permit match the MICoR case for each commodity.</p> <table border="1"> <thead> <tr> <th>If the import permit requirements...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>match the MICoR case/s</td> <td>continue to step 6.</td> </tr> <tr> <td> <ul style="list-style-type: none"> do not exist in MICoR or do not match the MICoR case/s </td> <td> <ul style="list-style-type: none"> the inspection request is not valid email the import permit or instrument in writing to the MICoR administrator at micorplants@agriculture.gov.au inform the client that <ul style="list-style-type: none"> the import permit does not match the MICoR case you cannot conduct the inspection until the MICoR case has been updated do not continue. </td> </tr> </tbody> </table>	If the import permit requirements...	Then...	match the MICoR case/s	continue to step 6.	<ul style="list-style-type: none"> do not exist in MICoR or do not match the MICoR case/s 	<ul style="list-style-type: none"> the inspection request is not valid email the import permit or instrument in writing to the MICoR administrator at micorplants@agriculture.gov.au inform the client that <ul style="list-style-type: none"> the import permit does not match the MICoR case you cannot conduct the inspection until the MICoR case has been updated do not continue.
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6.	Read the MICoR case (and protocol/work plan where applicable) for each commodity, to check for any documentation, sampling and inspection requirements.						
7.	Continue to Section 3: How do I check the RFP and supporting documentation?						

Section 3: How do I check the RFP and supporting documentation?

The following table outlines how to check the RFP and supporting documentation.

Step	Action						
1.	<p>Is the status on the RFP initial (INIT) or final (FINL)?</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>continue to step 2.</td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> the inspection request is not valid inform the client that they must submit an RFP at INIT or FINL status do not continue. </td> </tr> </tbody> </table>	If...	Then...	yes	continue to step 2.	no	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they must submit an RFP at INIT or FINL status do not continue.
If...	Then...						
yes	continue to step 2.						
no	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they must submit an RFP at INIT or FINL status do not continue. 						
2.	Check the RFP has the correct EXDOC endorsement number/s and treatment details by comparing it to the MICO case (protocol/work plan where applicable) and any other details provided in the RFP.						
3.	<p>For protocol consignments, determine if you need to check export accreditation for growers, packhouses, treatment facilities, exporter delegates, or exporters.</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a departmental inspection AO</td> <td>check the grower-packer lists on the Plant Export Operations Branch team site to confirm if the relevant entities are export accredited.</td> </tr> <tr> <td>an external inspection AO</td> <td>you do not need to check export accreditation as these will be checked by the National Documentation Hub at time of RFP authorisation.</td> </tr> </tbody> </table>	If you are...	Then...	a departmental inspection AO	check the grower-packer lists on the Plant Export Operations Branch team site to confirm if the relevant entities are export accredited.	an external inspection AO	you do not need to check export accreditation as these will be checked by the National Documentation Hub at time of RFP authorisation.
If you are...	Then...						
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an external inspection AO	you do not need to check export accreditation as these will be checked by the National Documentation Hub at time of RFP authorisation.						
4.	<p>Has the client provided all supporting documents required before inspection as per the Reference: <i>Plant export documents and treatments checklists</i> and the MICO case/s?</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>continue to step 5.</td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide all required supporting documents prior to inspection do not continue. </td> </tr> </tbody> </table>	If...	Then...	yes	continue to step 5.	no	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide all required supporting documents prior to inspection do not continue.
If...	Then...						
yes	continue to step 5.						
no	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide all required supporting documents prior to inspection do not continue. 						

Step	Action						
5.	<p>Check that all the supporting documents you have received are valid as per the Work Instruction: <i>Validating supporting documents for plant exports</i>.</p> <p>Note: For departmental AOs, supporting documents received at the time of booking will have been validated during the booking process and supplied to you.</p> <table border="1"> <thead> <tr> <th>If all supporting documents are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>valid</td> <td>continue to Section 4: How are inspection results recorded?</td> </tr> <tr> <td>not valid</td> <td> <ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide valid supporting documents do not continue. </td> </tr> </tbody> </table>	If all supporting documents are...	Then...	valid	continue to Section 4: How are inspection results recorded?	not valid	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide valid supporting documents do not continue.
If all supporting documents are...	Then...						
valid	continue to Section 4: How are inspection results recorded?						
not valid	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide valid supporting documents do not continue. 						

Section 4: How are the inspection results recorded?

To record the inspection results, the inspection AO must:

- use the current version of the approved Export Compliance Record (ECR) PE101 or PEMS
- record inspection details and results throughout the inspection process
- use one ECR per day for each consignment that is inspected.

The following table outlines how to initiate the inspection record in PEMS.

Step	Action						
1.	<p>Are you using PEMS or a manual ECR PE101 to record the inspection results?</p> <table border="1"> <thead> <tr> <th>If using...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>PEMS</td> <td>continue to step 2.</td> </tr> <tr> <td>the ECR PE101</td> <td> <ul style="list-style-type: none"> refer to the Reference: <i>Plant exports compliance, approval and running records user guide</i> to assist you in completing the ECR go to Section 5: What do I do when I arrive at the registered establishment? </td> </tr> </tbody> </table>	If using...	Then...	PEMS	continue to step 2.	the ECR PE101	<ul style="list-style-type: none"> refer to the Reference: <i>Plant exports compliance, approval and running records user guide</i> to assist you in completing the ECR go to Section 5: What do I do when I arrive at the registered establishment?
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2.	<p>Initiate the horticulture-inspection record in PEMS.</p> <p>Note: For information on how to use PEMS see the Reference: <i>PEMS AO user guide</i>.</p>						

Step	Action
3.	<p>Upload the import permit, where applicable, and record a validation outcome. Where one exists, add the import permit expiry date.</p> <p>Upload all other supporting documents and record a validation outcome for each. This may include but is not limited to any of the following:</p> <ul style="list-style-type: none"> • pest-free area declarations • grower declarations • treatment certificates (including reconditioning) • gas-free certificates • transfer certificates • lab-analysis results • crop-monitor records • spray diaries • pest-identification reports.
4.	Where internet connectivity is unreliable or unknown at the registered establishment, checkout the inspection record before arriving at the site to use PEMS offline.
5.	Continue to Section 5: What do I do when I arrive at the registered establishment?

Section 5: What do I do when I arrive at the registered establishment?

The following table outlines what to do on arrival at the registered establishment.

Step	Action						
1.	<p>On arrival at the registered establishment:</p> <ul style="list-style-type: none"> • sign in at the office • ask a staff member about any site-specific WHS requirements including mandatory personal protective equipment (PPE) • put on the required PPE • assess the site for safety • ask a staff member to accompany you to the inspection area. 						
2.	<p>Is the consignment being resubmitted for inspection?</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 that the inspection is a reinspection and add the original RFP number into PEMS or on the ECR • add comments into the <i>comments</i> field on the method of reconditioning • continue to step 3. </td> </tr> <tr> <td>no</td> <td>continue to step 3.</td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> • record that the inspection is a reinspection and add the original RFP number into PEMS or on the ECR • add comments into the <i>comments</i> field on the method of reconditioning • continue to step 3. 	no	continue to step 3.
If...	Then...						
yes	<ul style="list-style-type: none"> • record that the inspection is a reinspection and add the original RFP number into PEMS or on the ECR • add comments into the <i>comments</i> field on the method of reconditioning • continue to step 3. 						
no	continue to step 3.						

Step	Action								
3.	<p>Check the inspection bench meets the requirements as per the Guideline: <i>Inspection of horticulture for export</i>.</p> <table border="1"> <thead> <tr> <th>If the inspection bench is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td>continue to step 4.</td> </tr> <tr> <td>non-compliant but rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> add relevant comments into the comments field in PEMS or on the ECR continue to step 4. </td> </tr> <tr> <td>non-compliant and not rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> inform the client that they need to provide a compliant inspection bench add relevant comments into the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the inspection bench is...	Then...	compliant	continue to step 4.	non-compliant but rectified whilst you are on-site	<ul style="list-style-type: none"> add relevant comments into the comments field in PEMS or on the ECR continue to step 4. 	non-compliant and not rectified whilst you are on-site	<ul style="list-style-type: none"> inform the client that they need to provide a compliant inspection bench add relevant comments into the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection?
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non-compliant and not rectified whilst you are on-site	<ul style="list-style-type: none"> inform the client that they need to provide a compliant inspection bench add relevant comments into the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? 								
4.	<p>Check that the client has provided additional supporting documents where required.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>no further documents are required at the time of inspection</td> <td>continue to Section 6: How do I assess the consignment?</td> </tr> <tr> <td>all supporting documents have been provided</td> <td> <ul style="list-style-type: none"> take a copy of each document if using PEMS, upload the documents continue to step 5. </td> </tr> <tr> <td>not all supporting documents have been provided</td> <td> <ul style="list-style-type: none"> inform the client that they need to provide all required supporting documents prior to inspection add relevant comments into the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If...	Then...	no further documents are required at the time of inspection	continue to Section 6: How do I assess the consignment?	all supporting documents have been provided	<ul style="list-style-type: none"> take a copy of each document if using PEMS, upload the documents continue to step 5. 	not all supporting documents have been provided	<ul style="list-style-type: none"> inform the client that they need to provide all required supporting documents prior to inspection add relevant comments into the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection?
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no further documents are required at the time of inspection	continue to Section 6: How do I assess the consignment?								
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Step	Action						
5.	<p>Check that all the supporting documents you have received are valid as per the Work Instruction: <i>Validating supporting documents for plant exports</i>.</p> <table border="1"> <thead> <tr> <th>If all supporting documents are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>valid</td> <td> <ul style="list-style-type: none"> record the validation outcome for each supporting document on the document or in PEMS continue to Section 6: How do I assess the consignment? </td> </tr> <tr> <td>not valid</td> <td> <ul style="list-style-type: none"> record the validation outcome for each supporting document inform the client that they need to provide valid supporting documents add relevant comments into the comments field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If all supporting documents are...	Then...	valid	<ul style="list-style-type: none"> record the validation outcome for each supporting document on the document or in PEMS continue to Section 6: How do I assess the consignment? 	not valid	<ul style="list-style-type: none"> record the validation outcome for each supporting document inform the client that they need to provide valid supporting documents add relevant comments into the comments field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection?
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Inspection procedure

Section 6: How do I assess the consignment?

The following table outlines how to assess the consignment.

Step	What happens						
1.	<p>Liaise with the client to identify the consignment to be inspected and ensure it matches the quantity and commodities listed on the RFP.</p> <table border="1"> <thead> <tr> <th>If the consignment...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>matches the RFP</td> <td>go to step 3.</td> </tr> <tr> <td>does not match the RFP</td> <td>continue to step 2.</td> </tr> </tbody> </table>	If the consignment...	Then...	matches the RFP	go to step 3.	does not match the RFP	continue to step 2.
If the consignment...	Then...						
matches the RFP	go to step 3.						
does not match the RFP	continue to step 2.						

Step	What happens								
2.	<p>Inform the client that the consignment must match the RFP before the inspection can occur.</p> <table border="1"> <thead> <tr> <th>If the client...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>amends the consignment to match the RFP</td> <td>continue to step 3.</td> </tr> <tr> <td>amends the RFP in EXDOC to match the consignment</td> <td> <ul style="list-style-type: none"> add relevant comments into the <i>comments</i> field in PEMS or on the ECR if using PEMS, record a time entry and withdraw the inspection record initiate the horticulture-inspection record with the reloaded RFP information continue to step 3. </td> </tr> <tr> <td>does not amend the consignment or the RFP</td> <td> <ul style="list-style-type: none"> add relevant comments into the comments field in PEMS or on the ECR advise the client that you cannot proceed with the inspection go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the client...	Then...	amends the consignment to match the RFP	continue to step 3.	amends the RFP in EXDOC to match the consignment	<ul style="list-style-type: none"> add relevant comments into the <i>comments</i> field in PEMS or on the ECR if using PEMS, record a time entry and withdraw the inspection record initiate the horticulture-inspection record with the reloaded RFP information continue to step 3. 	does not amend the consignment or the RFP	<ul style="list-style-type: none"> add relevant comments into the comments field in PEMS or on the ECR advise the client that you cannot proceed with the inspection go to Section 14: How do I withdraw the inspection?
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3.	<p>Is there access to the entire consignment?</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>go to step 5.</td> </tr> <tr> <td>no</td> <td>continue to step 4.</td> </tr> </tbody> </table>	If...	Then...	yes	go to step 5.	no	continue to step 4.		
If...	Then...								
yes	go to step 5.								
no	continue to step 4.								
4.	<p>Inform the client that they must provide access to the entire consignment.</p> <table border="1"> <thead> <tr> <th>If the client...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>does provide access</td> <td>continue to step 5.</td> </tr> <tr> <td>does not provide access to the entire consignment</td> <td> <ul style="list-style-type: none"> add relevant comments into the <i>comments</i> field in PEMS or on the ECR advise the client that you cannot proceed with the inspection go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the client...	Then...	does provide access	continue to step 5.	does not provide access to the entire consignment	<ul style="list-style-type: none"> add relevant comments into the <i>comments</i> field in PEMS or on the ECR advise the client that you cannot proceed with the inspection go to Section 14: How do I withdraw the inspection? 		
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does not provide access to the entire consignment	<ul style="list-style-type: none"> add relevant comments into the <i>comments</i> field in PEMS or on the ECR advise the client that you cannot proceed with the inspection go to Section 14: How do I withdraw the inspection? 								

Step	What happens										
5.	<p>Check that the trade description on the packaging complies with the departmental trade-description policy in the Guideline: <i>Inspection of horticulture for export</i> and any specific importing-country requirements listed in MICO R (and the protocol/work plan where applicable).</p> <table border="1"> <thead> <tr> <th>If the trade description is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td> <ul style="list-style-type: none"> record trade-description compliance in PEMS or on the ECR continue to step 6. </td> </tr> <tr> <td>non-compliant but rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> add relevant comments into the <i>comments</i> field in PEMS or on the ECR record trade description compliance in PEMS or on the ECR continue to step 6. </td> </tr> <tr> <td>non-compliant and not rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> inform the client that they need to meet the trade-description requirements add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? </td> </tr> <tr> <td>suspected of being deliberately falsified</td> <td> <ul style="list-style-type: none"> request the client to produce documentary evidence to support the description given if not satisfied with the evidence provided, advise the department add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the trade description is...	Then...	compliant	<ul style="list-style-type: none"> record trade-description compliance in PEMS or on the ECR continue to step 6. 	non-compliant but rectified whilst you are on-site	<ul style="list-style-type: none"> add relevant comments into the <i>comments</i> field in PEMS or on the ECR record trade description compliance in PEMS or on the ECR continue to step 6. 	non-compliant and not rectified whilst you are on-site	<ul style="list-style-type: none"> inform the client that they need to meet the trade-description requirements add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? 	suspected of being deliberately falsified	<ul style="list-style-type: none"> request the client to produce documentary evidence to support the description given if not satisfied with the evidence provided, advise the department add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection?
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compliant	<ul style="list-style-type: none"> record trade-description compliance in PEMS or on the ECR continue to step 6. 										
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6.	<p>Check the packaging complies with the departmental packaging-material requirements in the Guideline: <i>Inspection of horticulture for export</i> and any specific importing-country requirements listed in MICO R (and the protocol/work plan where applicable).</p> <table border="1"> <thead> <tr> <th>If the packaging material is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td>continue to step 7.</td> </tr> <tr> <td>non-compliant</td> <td> <ul style="list-style-type: none"> inform the client that the packaging is not compliant add relevant comments to the comments field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the packaging material is...	Then...	compliant	continue to step 7.	non-compliant	<ul style="list-style-type: none"> inform the client that the packaging is not compliant add relevant comments to the comments field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? 				
If the packaging material is...	Then...										
compliant	continue to step 7.										
non-compliant	<ul style="list-style-type: none"> inform the client that the packaging is not compliant add relevant comments to the comments field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? 										

Step	What happens								
7.	<p>If the consignment has an existing phytosanitary status (that is, it is from a pest-free area, has been treated or is from an accredited property), check that the security of the consignment has been maintained.</p> <p>Note: For more information on the phytosanitary security requirements, see the Volume 14: <i>Product security</i>.</p> <table border="1" data-bbox="288 405 1385 1133"> <thead> <tr> <th data-bbox="288 405 595 533">If the consignment has a phytosanitary status and...</th> <th data-bbox="595 405 1385 533">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 533 595 629">has been secured</td> <td data-bbox="595 533 1385 629">continue to Section 7: How do I inspect the commodity flowpath?</td> </tr> <tr> <td data-bbox="288 629 595 882"> <ul style="list-style-type: none"> has not been secured, but the pests of concern are not endemic to the area </td> <td data-bbox="595 629 1385 882"> continue to Section 7: How do I inspect the commodity flowpath? Note: The client is responsible for providing evidence that a pest is not endemic in the area. </td> </tr> <tr> <td data-bbox="288 882 595 1133"> <ul style="list-style-type: none"> has not been secured the pests of concern are endemic to the area </td> <td data-bbox="595 882 1385 1133"> <ul style="list-style-type: none"> inform the client that the consignment has lost its phytosanitary status add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the consignment has a phytosanitary status and...	Then...	has been secured	continue to Section 7: How do I inspect the commodity flowpath?	<ul style="list-style-type: none"> has not been secured, but the pests of concern are not endemic to the area 	continue to Section 7: How do I inspect the commodity flowpath? Note: The client is responsible for providing evidence that a pest is not endemic in the area.	<ul style="list-style-type: none"> has not been secured the pests of concern are endemic to the area 	<ul style="list-style-type: none"> inform the client that the consignment has lost its phytosanitary status add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection?
If the consignment has a phytosanitary status and...	Then...								
has been secured	continue to Section 7: How do I inspect the commodity flowpath?								
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<ul style="list-style-type: none"> has not been secured the pests of concern are endemic to the area 	<ul style="list-style-type: none"> inform the client that the consignment has lost its phytosanitary status add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 14: How do I withdraw the inspection? 								

Section 7: How do I inspect the commodity flowpath?

The following table outlines how to inspect the commodity flowpath.

Step	Action						
1.	Determine the likely flowpath of the goods following inspection. Include the inspection area, storage areas, cool rooms, treatment areas and the load-out area.						
2.	Check the flowpath to ensure there is no risk of the consignment becoming infested, contaminated or substituted before (if there is a phytosanitary status), during or after inspection. <table border="1" data-bbox="290 521 1378 1077"> <thead> <tr> <th>If the flowpath is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td> <ul style="list-style-type: none"> record the flowpath as 'passed' in PEMS or on the ECR if using PEMS, add a time entry under the <i>flowpath details</i> section continue to Section 8: How do I sample the consignment for inspection? </td> </tr> <tr> <td>non-compliant</td> <td> <ul style="list-style-type: none"> advise the client of the non-compliance add relevant comments to the <i>comments</i> field in PEMS or on the ECR if using PEMS, record the flowpath as 'failed' and when and why under the <i>flowpath details</i> section continue to step 3. </td> </tr> </tbody> </table>	If the flowpath is...	Then...	compliant	<ul style="list-style-type: none"> record the flowpath as 'passed' in PEMS or on the ECR if using PEMS, add a time entry under the <i>flowpath details</i> section continue to Section 8: How do I sample the consignment for inspection? 	non-compliant	<ul style="list-style-type: none"> advise the client of the non-compliance add relevant comments to the <i>comments</i> field in PEMS or on the ECR if using PEMS, record the flowpath as 'failed' and when and why under the <i>flowpath details</i> section continue to step 3.
If the flowpath is...	Then...						
compliant	<ul style="list-style-type: none"> record the flowpath as 'passed' in PEMS or on the ECR if using PEMS, add a time entry under the <i>flowpath details</i> section continue to Section 8: How do I sample the consignment for inspection? 						
non-compliant	<ul style="list-style-type: none"> advise the client of the non-compliance add relevant comments to the <i>comments</i> field in PEMS or on the ECR if using PEMS, record the flowpath as 'failed' and when and why under the <i>flowpath details</i> section continue to step 3. 						
3.	Ask the client if the flowpath non-compliance will be rectified whilst you are on-site. <table border="1" data-bbox="290 1160 1378 1659"> <thead> <tr> <th>If the issues...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>are rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> record how and when the issues were rectified in the <i>comments</i> field in PEMS or on the ECR if using an ECR, record the flowpath as 'passed' if using PEMS, record the flowpath result as 'passed after rectification' and when, under the <i>flowpath details</i> section continue to Section 8: How do I sample the consignment for inspection? </td> </tr> <tr> <td>cannot be rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> the consignment fails inspection go to Section 13: How do I fail the inspection? </td> </tr> </tbody> </table>	If the issues...	Then...	are rectified whilst you are on-site	<ul style="list-style-type: none"> record how and when the issues were rectified in the <i>comments</i> field in PEMS or on the ECR if using an ECR, record the flowpath as 'passed' if using PEMS, record the flowpath result as 'passed after rectification' and when, under the <i>flowpath details</i> section continue to Section 8: How do I sample the consignment for inspection? 	cannot be rectified whilst you are on-site	<ul style="list-style-type: none"> the consignment fails inspection go to Section 13: How do I fail the inspection?
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cannot be rectified whilst you are on-site	<ul style="list-style-type: none"> the consignment fails inspection go to Section 13: How do I fail the inspection? 						

Section 8: How do I sample the consignment for inspection?

The following table outlines how to sample the consignment for inspection.

Step	What happens						
1.	<p>Determine the sampling rate for the consignment.</p> <p>Note: Sampling rates will be specified in MICoR (and the protocol/work plan where applicable) if they differ from the departmental rates of 600 units or 2 per cent.</p> <table border="1"> <thead> <tr> <th>If the importing country...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>specifies a sampling rate other than 600 units or 2 per cent</td> <td> <ul style="list-style-type: none"> record the sampling rate on the ECR if using PEMS, record the sampling rate as 'other' and specify the rate continue to step 2. </td> </tr> <tr> <td> <ul style="list-style-type: none"> doesn't specify a sampling rate or only allows one of the approved rates </td> <td> <ul style="list-style-type: none"> ask the client to choose either a 600 unit or 2 per cent sampling rate, where there is an option record the sampling rate in PEMS or on the ECR as either end-point 600 units or end-point 2 per cent continue to step 2. </td> </tr> </tbody> </table>	If the importing country...	Then...	specifies a sampling rate other than 600 units or 2 per cent	<ul style="list-style-type: none"> record the sampling rate on the ECR if using PEMS, record the sampling rate as 'other' and specify the rate continue to step 2. 	<ul style="list-style-type: none"> doesn't specify a sampling rate or only allows one of the approved rates 	<ul style="list-style-type: none"> ask the client to choose either a 600 unit or 2 per cent sampling rate, where there is an option record the sampling rate in PEMS or on the ECR as either end-point 600 units or end-point 2 per cent continue to step 2.
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2.	<p>Calculate the number of packages that are required to make up the sample.</p> <table border="1"> <thead> <tr> <th>If the sampling rate is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a number of units (for example 450 or 600 units)</td> <td> <ul style="list-style-type: none"> estimate the number of units per package divide the required number of units by the number of units per package (for example, 600 units divided by 60 oranges per carton equals 10 cartons required) round the number of packages up (where the calculated number of packages is not a whole number) <p>Note: select a minimum of three packages per consignment.</p> </td> </tr> <tr> <td>a percentage of packages (for example 1 per cent or 2 per cent)</td> <td> <ul style="list-style-type: none"> determine the number of packages in the consignment calculate the percentage of the number of packages in the consignment (2 per cent of 1,000 packages equals 20 packages to be inspected) round the number of packages up (where the calculated number of packages is not a whole number) <p>Note: select a minimum of three packages per consignment.</p> </td> </tr> </tbody> </table> <p>Note: For more information on how to calculate the number of packages see the Reference: <i>Plant exports guide—sampling horticulture.</i></p>	If the sampling rate is...	Then...	a number of units (for example 450 or 600 units)	<ul style="list-style-type: none"> estimate the number of units per package divide the required number of units by the number of units per package (for example, 600 units divided by 60 oranges per carton equals 10 cartons required) round the number of packages up (where the calculated number of packages is not a whole number) <p>Note: select a minimum of three packages per consignment.</p>	a percentage of packages (for example 1 per cent or 2 per cent)	<ul style="list-style-type: none"> determine the number of packages in the consignment calculate the percentage of the number of packages in the consignment (2 per cent of 1,000 packages equals 20 packages to be inspected) round the number of packages up (where the calculated number of packages is not a whole number) <p>Note: select a minimum of three packages per consignment.</p>
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3.	<p>Using an approved sampling technique, select the packages to be inspected.</p> <p>Note: For more information on the approved sampling techniques see the Reference: <i>Plant exports guide—sampling horticulture</i>.</p> <table border="1"> <thead> <tr> <th>If the consignment...</th> <th>And...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is mixed</td> <td>you use a selective/targeted sampling technique</td> <td> <ul style="list-style-type: none"> identify the different risk groups across the consignment as defined in the Guideline: <i>Inspection of horticulture for export</i> sample proportionately from each identified risk group continue to step 4. </td> </tr> <tr> <td>is mixed</td> <td>you use a random, systematic or haphazard sampling technique</td> <td>continue to step 4.</td> </tr> <tr> <td>is not mixed</td> <td>n/a</td> <td>continue to step 4.</td> </tr> </tbody> </table>	If the consignment...	And...	Then...	is mixed	you use a selective/targeted sampling technique	<ul style="list-style-type: none"> identify the different risk groups across the consignment as defined in the Guideline: <i>Inspection of horticulture for export</i> sample proportionately from each identified risk group continue to step 4. 	is mixed	you use a random, systematic or haphazard sampling technique	continue to step 4.	is not mixed	n/a	continue to step 4.
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4.	<p>Identify the selected packages through any acceptable means to the client.</p> <p>Note: This could be by removing or turning packages, making discrete marks or using stickers.</p>												
5.	<p>Ask the client to move the selected packages to the inspection area.</p> <p>Note: The client is responsible for moving and repacking the goods.</p>												
6.	Continue to Section 9: How do I inspect the sample?												

Section 9: How do I inspect the sample?

The following table outlines how to inspect the sample.

Step	What happens
1.	<p>Using your inspection equipment as required, ensure the package is on the inspection bench and begin inspecting for live pests and contaminants:</p> <ul style="list-style-type: none">• check the outside of the packaging• open the package, and before handling the product, inspect the surface area whilst it is in the box• tip out or remove the product, even if the packaging is transparent, and inspect the inside of the packaging, including all inner linings and sub-packaging. <p>Important: Do not open sterile tissue culture flasks.</p> <p>Note: Heavy commodities in bulk bins do not have to be lifted onto an inspection bench however there must be sufficient lighting over the bulk bin and each unit removed.</p>
2.	<p>Inspect the entire surface of each piece of product by turning it over, one unit at a time:</p> <ul style="list-style-type: none">• do not roll the pieces along the inspection bench as a means of inspection• inspect all recesses and sheltered sites on the outside of the product in detail, making sure there is adequate light to penetrate into these areas• use a magnifying lens of at least 10x magnification where required, for example to examine recesses, pest symptoms, inside the product or when a pest is found• where there are signs of internal feeders such as holes, frass, damage, decay and softness, cut the product using a slicing or conical cut, to see if any pests are inside the product• inspect any remaining debris on the inspection bench for live pests and contaminants.

Step	What happens																		
3.	<p data-bbox="288 197 938 230">Ensure you inspect the below commodities as follows.</p> <table border="1" data-bbox="288 241 1385 1624"> <thead> <tr> <th data-bbox="288 241 579 304">If the commodity is...</th> <th data-bbox="579 241 1385 304">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 304 579 477">citrus</td> <td data-bbox="579 304 1385 477"> <ul data-bbox="592 320 1356 465" style="list-style-type: none"> for protocol markets: lift 10 per cent of calyces with a knife and look for live pests under the calyx for non-protocol markets: only lift the calyx if you see signs of pests or infestation. </td> </tr> <tr> <td data-bbox="288 477 579 824">grapes</td> <td data-bbox="579 477 1385 824"> <ul data-bbox="592 492 1345 728" style="list-style-type: none"> wear a mask and gloves due to the sulphur dioxide pads in cartons turn the bunch over in the palm of your hand to allow it to fall open inspect inside the bunch for signs of pests where bunches are too tight to inspect, cut them open <p data-bbox="592 739 1284 806">Note: do not break grapes off a bunch and count them as additional bunches in the inspection count.</p> </td> </tr> <tr> <td data-bbox="288 824 579 958">mango</td> <td data-bbox="579 824 1385 958"> <p data-bbox="592 840 1345 940">where the seed requires cutting by the importing country or because of mango seed weevil symptoms, ask the client to cut the mango longitudinally through the middle of the seed.</p> </td> </tr> <tr> <td data-bbox="288 958 579 1059">bananas</td> <td data-bbox="579 958 1385 1059"> <p data-bbox="592 974 1361 1041">break open tight bunches where you cannot see in between the bananas.</p> </td> </tr> <tr> <td data-bbox="288 1059 579 1238">leafy vegetables</td> <td data-bbox="579 1059 1385 1238"> <ul data-bbox="592 1075 1364 1220" style="list-style-type: none"> pull back the outer stalks or leaves and inspect for pests and contaminants use the shaking-and-tapping technique once you have inspected the outside surface. </td> </tr> <tr> <td data-bbox="288 1238 579 1384">cut flowers and foliage</td> <td data-bbox="579 1238 1385 1384"> <p data-bbox="592 1254 1364 1310">use the shaking-and-tapping technique once you have inspected the outside surface.</p> <p data-bbox="592 1332 1225 1366">Note: This can be done holding more than one stem.</p> </td> </tr> <tr> <td data-bbox="288 1384 579 1563">tissue culture</td> <td data-bbox="579 1384 1385 1563"> <ul data-bbox="592 1400 1308 1545" style="list-style-type: none"> hold each flask up to the light and inspect the substrate (usually agar) for discolouration that might indicate contamination or disease do not open the sterile flasks. </td> </tr> <tr> <td data-bbox="288 1563 579 1624">plants in potting mix</td> <td data-bbox="579 1563 1385 1624"> <p data-bbox="592 1579 949 1612">examine the potting medium.</p> </td> </tr> </tbody> </table> <p data-bbox="288 1635 1348 1702">Note: For more information on inspection techniques for different commodities refer to the Reference: <i>Plant exports guide—horticulture inspection techniques</i>.</p>	If the commodity is...	Then...	citrus	<ul data-bbox="592 320 1356 465" style="list-style-type: none"> for protocol markets: lift 10 per cent of calyces with a knife and look for live pests under the calyx for non-protocol markets: only lift the calyx if you see signs of pests or infestation. 	grapes	<ul data-bbox="592 492 1345 728" style="list-style-type: none"> wear a mask and gloves due to the sulphur dioxide pads in cartons turn the bunch over in the palm of your hand to allow it to fall open inspect inside the bunch for signs of pests where bunches are too tight to inspect, cut them open <p data-bbox="592 739 1284 806">Note: do not break grapes off a bunch and count them as additional bunches in the inspection count.</p>	mango	<p data-bbox="592 840 1345 940">where the seed requires cutting by the importing country or because of mango seed weevil symptoms, ask the client to cut the mango longitudinally through the middle of the seed.</p>	bananas	<p data-bbox="592 974 1361 1041">break open tight bunches where you cannot see in between the bananas.</p>	leafy vegetables	<ul data-bbox="592 1075 1364 1220" style="list-style-type: none"> pull back the outer stalks or leaves and inspect for pests and contaminants use the shaking-and-tapping technique once you have inspected the outside surface. 	cut flowers and foliage	<p data-bbox="592 1254 1364 1310">use the shaking-and-tapping technique once you have inspected the outside surface.</p> <p data-bbox="592 1332 1225 1366">Note: This can be done holding more than one stem.</p>	tissue culture	<ul data-bbox="592 1400 1308 1545" style="list-style-type: none"> hold each flask up to the light and inspect the substrate (usually agar) for discolouration that might indicate contamination or disease do not open the sterile flasks. 	plants in potting mix	<p data-bbox="592 1579 949 1612">examine the potting medium.</p>
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5.	<p data-bbox="288 1041 1023 1075">Go to Section 10: How do I determine the inspection result?</p>						

Section 10: How do I determine the inspection result?

The following table outlines how to determine the inspection result.

Step	What happens																		
1.	<p>Record inspection results and relevant comments in PEMS or on the ECR as you go.</p> <p>Note: Contaminants include more than 25g of soil per sample taken for 2 per cent inspections and 25g of soil in the combined samples for the inspection lot for 600 unit inspections.</p> <table border="1"> <thead> <tr> <th>If live pests and/or contaminants...</th> <th>And the importing country...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>are found</td> <td>prohibits reconditioning for any pest/contaminant</td> <td>continue to step 2.</td> </tr> <tr> <td>are found</td> <td>has a pest list which the client can provide</td> <td>continue to step 2.</td> </tr> <tr> <td>are found</td> <td>does not have a pest list but the product has been irradiated</td> <td>continue to step 2.</td> </tr> <tr> <td>are found</td> <td>does not have a pest list</td> <td> <ul style="list-style-type: none"> the consignment fails inspection go to Section 13: How do I fail the inspection? </td> </tr> <tr> <td>are not found</td> <td>n/a</td> <td> <ul style="list-style-type: none"> the consignment passes inspection go to Section 11: How do I complete additional inspection tasks? </td> </tr> </tbody> </table>	If live pests and/or contaminants...	And the importing country...	Then...	are found	prohibits reconditioning for any pest/contaminant	continue to step 2.	are found	has a pest list which the client can provide	continue to step 2.	are found	does not have a pest list but the product has been irradiated	continue to step 2.	are found	does not have a pest list	<ul style="list-style-type: none"> the consignment fails inspection go to Section 13: How do I fail the inspection? 	are not found	n/a	<ul style="list-style-type: none"> the consignment passes inspection go to Section 11: How do I complete additional inspection tasks?
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2.	<p>Ask the client if they intend to recondition and present the consignment for reinspection, challenge a pest list, or seek recognition of prior treatment such as irradiation as they will require a formal pest/contaminant identification.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>And...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>you can make an identification within your training and knowledge</td> <td>go to step 7.</td> </tr> <tr> <td>yes</td> <td>you cannot make an identification</td> <td> <ul style="list-style-type: none"> a formal identification is required continue to step 3. </td> </tr> <tr> <td>no</td> <td>n/a</td> <td> <ul style="list-style-type: none"> the consignment fails inspection go to Section 13: How do I fail the inspection? </td> </tr> </tbody> </table>	If...	And...	Then...	yes	you can make an identification within your training and knowledge	go to step 7.	yes	you cannot make an identification	<ul style="list-style-type: none"> a formal identification is required continue to step 3. 	no	n/a	<ul style="list-style-type: none"> the consignment fails inspection go to Section 13: How do I fail the inspection? 						
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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.

Step	What happens														
3.	<p>Retrieve the pest or contaminant.</p> <p>Note:</p> <ul style="list-style-type: none"> • Attempt to retrieve the pest without damaging it. • If retrieval without damage is not possible, the pest should be bottled (still in or on the substrate in which it was found). • If the pest is left on the commodity, mark the sample in some way to assist the diagnostician in finding it. (e.g. if an egg is found on a piece of fruit, put a mark/dot/arrow on the fruit with a pen or permanent marker near where the egg was seen). 														
4.	<p>Secure the specimen for identification.</p> <table border="1"> <thead> <tr> <th>If the specimen is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>an adult insect</td> <td>put it in 80 per cent ethanol in a sample vial.</td> </tr> <tr> <td>a juvenile stage insect (that is pupae or larvae)</td> <td>blanch in water (greater than 70 degrees Celcius) for a few minutes and then drain and put in 80 per cent ethanol inside a vial. Note: The Hydrotaps or Miniboil in most lunch rooms are ideal.</td> </tr> <tr> <td>a large specimen that does not fit in a vial</td> <td>double bag it in snap-lock bags.</td> </tr> <tr> <td>a live nematode</td> <td>put in tap water (not hot) inside a sample vial.</td> </tr> <tr> <td>a disease symptom</td> <td>put in a snap-lock bag still on the substrate it was found (with no ethanol).</td> </tr> <tr> <td>a weed seed</td> <td>place in an empty vial (with no ethanol).</td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> • Methylated spirits should be avoided in place of ethanol, as it hardens the specimens and makes identification difficult. • For more information on how to prepare a specimen for identification see the Reference: <i>Plant exports guide—specimen collection</i>. 	If the specimen is...	Then...	an adult insect	put it in 80 per cent ethanol in a sample vial.	a juvenile stage insect (that is pupae or larvae)	blanch in water (greater than 70 degrees Celcius) for a few minutes and then drain and put in 80 per cent ethanol inside a vial. Note: The Hydrotaps or Miniboil in most lunch rooms are ideal.	a large specimen that does not fit in a vial	double bag it in snap-lock bags.	a live nematode	put in tap water (not hot) inside a sample vial.	a disease symptom	put in a snap-lock bag still on the substrate it was found (with no ethanol).	a weed seed	place in an empty vial (with no ethanol).
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5.	<p>Label the specimen with the following information written in pencil:</p> <ul style="list-style-type: none"> • date and time • the RFP number followed by a, b, c etc. (depending on the number of samples submitted for that consignment) • the registered establishment number the inspection was done at • your name, AO number and signature • if the pest is alive • any known treatments that have been applied to the goods. 														

Step	What happens						
6.	<p data-bbox="288 197 1278 264">Ask the client if they want the inspection to be completed whilst the result of pest identification is pending.</p> <table border="1" data-bbox="288 282 1385 743"> <thead> <tr> <th data-bbox="288 282 572 342">If the client...</th> <th data-bbox="572 282 1385 342">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 342 572 488">wants the inspection completed</td> <td data-bbox="572 342 1385 488"> <ul style="list-style-type: none"> • complete the inspection • if using PEMS, do not submit • continue to step 7. </td> </tr> <tr> <td data-bbox="288 488 572 743">wants the inspection put on hold</td> <td data-bbox="572 488 1385 743"> <ul style="list-style-type: none"> • if using PEMS, leave the inspection active with comments and exit PEMS <p data-bbox="635 577 1369 645">Note: Inspection results will be saved automatically to return to at a later stage.</p> <ul style="list-style-type: none"> • ask the client to secure the remaining sample packages • continue to step 7. </td> </tr> </tbody> </table>	If the client...	Then...	wants the inspection completed	<ul style="list-style-type: none"> • complete the inspection • if using PEMS, do not submit • continue to step 7. 	wants the inspection put on hold	<ul style="list-style-type: none"> • if using PEMS, leave the inspection active with comments and exit PEMS <p data-bbox="635 577 1369 645">Note: Inspection results will be saved automatically to return to at a later stage.</p> <ul style="list-style-type: none"> • ask the client to secure the remaining sample packages • continue to step 7.
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wants the inspection put on hold	<ul style="list-style-type: none"> • if using PEMS, leave the inspection active with comments and exit PEMS <p data-bbox="635 577 1369 645">Note: Inspection results will be saved automatically to return to at a later stage.</p> <ul style="list-style-type: none"> • ask the client to secure the remaining sample packages • continue to step 7. 						

Step	What happens												
7.	<p data-bbox="288 197 1374 297">Once the pest or contaminant has been identified compare it against the pest list, confirm it is not prohibited from being reconditioned, or determine if irradiation has effectively managed the pest found depending on the scenario.</p> <table border="1" data-bbox="288 315 1385 1485"> <thead> <tr> <th data-bbox="288 315 564 416">If live pests and/or contaminants...</th> <th data-bbox="564 315 890 416">And...</th> <th data-bbox="890 315 1385 416">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 416 564 701"> <ul data-bbox="304 427 549 689" style="list-style-type: none"> do not exceed tolerance levels or have been effectively managed with irradiation </td> <td data-bbox="564 416 890 701">the inspection has been completed</td> <td data-bbox="890 416 1385 701"> <ul data-bbox="906 427 1358 607" style="list-style-type: none"> the consignment passes inspection continue to Section 11: How do I complete additional inspection tasks? </td> </tr> <tr> <td data-bbox="288 701 564 1227"> <ul data-bbox="304 712 549 974" style="list-style-type: none"> do not exceed tolerance levels or have been effectively managed with irradiation </td> <td data-bbox="564 701 890 1227">the inspection has not been completed</td> <td data-bbox="890 701 1385 1227"> <p data-bbox="906 712 1358 813">Return to Section 9: How do I inspect the sample? to complete the inspection.</p> <p data-bbox="906 835 1358 1014">Important: Where a day or more has passed since the start of the inspection, before going to Section 9: How do I inspect the sample? complete:</p> <ul data-bbox="906 1025 1358 1205" style="list-style-type: none"> Section 5: What do I do when I arrive at the registered establishment? Section 7: How do I inspect the commodity flowpath? </td> </tr> <tr> <td data-bbox="288 1227 564 1485">exceed tolerance levels</td> <td data-bbox="564 1227 890 1485">n/a</td> <td data-bbox="890 1227 1385 1485"> <ul data-bbox="906 1238 1358 1462" style="list-style-type: none"> the consignment fails inspection for protocol markets, check if you are required to report the detection to the department go to Section 13: How do I fail the inspection? </td> </tr> </tbody> </table> <p data-bbox="288 1496 1326 1597">Important: If Queensland or Mediterranean fruit fly is found in product from a fruit fly pest-free area, notify the department immediately at HorticultureExportsProgramACT@agriculture.gov.au.</p>	If live pests and/or contaminants...	And...	Then...	<ul data-bbox="304 427 549 689" style="list-style-type: none"> do not exceed tolerance levels or have been effectively managed with irradiation 	the inspection has been completed	<ul data-bbox="906 427 1358 607" style="list-style-type: none"> the consignment passes inspection continue to Section 11: How do I complete additional inspection tasks? 	<ul data-bbox="304 712 549 974" style="list-style-type: none"> do not exceed tolerance levels or have been effectively managed with irradiation 	the inspection has not been completed	<p data-bbox="906 712 1358 813">Return to Section 9: How do I inspect the sample? to complete the inspection.</p> <p data-bbox="906 835 1358 1014">Important: Where a day or more has passed since the start of the inspection, before going to Section 9: How do I inspect the sample? complete:</p> <ul data-bbox="906 1025 1358 1205" style="list-style-type: none"> Section 5: What do I do when I arrive at the registered establishment? Section 7: How do I inspect the commodity flowpath? 	exceed tolerance levels	n/a	<ul data-bbox="906 1238 1358 1462" style="list-style-type: none"> the consignment fails inspection for protocol markets, check if you are required to report the detection to the department go to Section 13: How do I fail the inspection?
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exceed tolerance levels	n/a	<ul data-bbox="906 1238 1358 1462" style="list-style-type: none"> the consignment fails inspection for protocol markets, check if you are required to report the detection to the department go to Section 13: How do I fail the inspection? 											

Section 11: How do I complete additional inspection tasks?

Additional requirements to be completed by the inspection AO are detailed in the relevant importing country requirements or protocol/work plan.

The following table outlines how to complete additional inspection tasks.

Step	What happens						
1.	<p>Refer to MICO R or the protocol/work plan to determine if you need to complete additional inspection tasks.</p> <p>This may include:</p> <ul style="list-style-type: none"> • recording labelling details • ensuring package security prior to loading • applying stickers or tape to packages or the container • empty container inspection • supervising loading into the final export container • sealing the container • taping the container seal. <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>continue to step 2.</td> </tr> <tr> <td>no</td> <td>go to Section 12: How do I pass the inspection.</td> </tr> </tbody> </table> <p>Important: Where tasks are required as part of a supervised treatment, refer to the relevant treatment work instruction (e.g. Work Instruction: <i>Initiating an in-transit cold treatment for plant exports</i>). Where a work instruction does not exist, refer to the protocol/work plan.</p>	If...	Then...	yes	continue to step 2.	no	go to Section 12: How do I pass the inspection.
If...	Then...						
yes	continue to step 2.						
no	go to Section 12: How do I pass the inspection.						
2.	Ensure that any additional tasks required by the importing country are completed.						
3.	<p>Record additional information on the ECR, if required, including:</p> <ul style="list-style-type: none"> • grower export-accreditation number in the <i>remarks</i> field of the relevant line • packhouse export-accreditation number in the comments field • container number • seal number. 						
4.	Go to Section 12: How do I pass the inspection?						

Passing, failing and withdrawing the inspection

Section 12: How do I pass the inspection?

The following table outlines how to pass the inspection.

Step	What happens						
1.	Record the passed-inspection result in PEMS or on the ECR. <table border="1"> <thead> <tr> <th>If using...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>PEMS</td> <td> <ul style="list-style-type: none"> add a time entry for your inspection activities ensure the inspection record is checked in and then submit continue to step 2. </td> </tr> <tr> <td>the ECR PE101</td> <td> <ul style="list-style-type: none"> record your finish time on the ECR and complete the remaining fields continue to step 2. </td> </tr> </tbody> </table>	If using...	Then...	PEMS	<ul style="list-style-type: none"> add a time entry for your inspection activities ensure the inspection record is checked in and then submit continue to step 2. 	the ECR PE101	<ul style="list-style-type: none"> record your finish time on the ECR and complete the remaining fields continue to step 2.
If using...	Then...						
PEMS	<ul style="list-style-type: none"> add a time entry for your inspection activities ensure the inspection record is checked in and then submit continue to step 2. 						
the ECR PE101	<ul style="list-style-type: none"> record your finish time on the ECR and complete the remaining fields continue to step 2. 						
2.	Advise the client that the consignment has passed inspection. Ask the client to label the consignment as 'passed for export' and secure it from other product.						
3.	Submit the inspection record and supporting documents. <table border="1"> <thead> <tr> <th>If using...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>PEMS</td> <td>download and print (or email) a copy of the ECR for the client, if they request it.</td> </tr> <tr> <td>the ECR PE101</td> <td> <ul style="list-style-type: none"> provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years. </td> </tr> </tbody> </table>	If using...	Then...	PEMS	download and print (or email) a copy of the ECR for the client, if they request it.	the ECR PE101	<ul style="list-style-type: none"> provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years.
If using...	Then...						
PEMS	download and print (or email) a copy of the ECR for the client, if they request it.						
the ECR PE101	<ul style="list-style-type: none"> provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years. 						
4.	<ul style="list-style-type: none"> For departmental AOs, invoice the client as per the Work Instruction: <i>Invoicing plant export clients</i>. <p>Note: If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</p> <ul style="list-style-type: none"> Do not continue. 						

Section 13: How do I fail the inspection?

The following table outlines how to fail the inspection.

Step	What happens												
1.	Record the failed inspection result in PEMS or on the ECR and the reasons why in the <i>comments</i> field. Record the number and type of pests/contaminants found, if applicable.												
2.	Advise the client that the consignment has failed and the reasons why. Ask them to label the consignment as 'failed for export' and secure it from other product.												
3.	<p>Ask the client if they intend to recondition the consignment.</p> <table border="1"> <thead> <tr> <th>If the client...</th> <th>And...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>intends to recondition</td> <td>any pests found have not been identified</td> <td> <ul style="list-style-type: none"> prepare the pest/s for identification and provide to the client continue to step 4. </td> </tr> <tr> <td>intends to recondition</td> <td>any pests found have already been identified</td> <td>continue to step 4.</td> </tr> <tr> <td>does not intend to recondition</td> <td>n/a</td> <td>continue to step 4.</td> </tr> </tbody> </table> <p>Note: Reconditioning failed consignments is the responsibility of the client. The requirements for reconditioning are in the Guideline: <i>Inspection of horticulture for export</i>.</p>	If the client...	And...	Then...	intends to recondition	any pests found have not been identified	<ul style="list-style-type: none"> prepare the pest/s for identification and provide to the client continue to step 4. 	intends to recondition	any pests found have already been identified	continue to step 4.	does not intend to recondition	n/a	continue to step 4.
If the client...	And...	Then...											
intends to recondition	any pests found have not been identified	<ul style="list-style-type: none"> prepare the pest/s for identification and provide to the client continue to step 4. 											
intends to recondition	any pests found have already been identified	continue to step 4.											
does not intend to recondition	n/a	continue to step 4.											
4.	<p>Submit the inspection record.</p> <table border="1"> <thead> <tr> <th>If using...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>PEMS</td> <td> <ul style="list-style-type: none"> add a time entry for your inspection activities ensure the inspection record is checked in and then submit if requested, download and print (or email) a copy to the client. </td> </tr> <tr> <td>the ECR PE101</td> <td> <ul style="list-style-type: none"> record your finish time on the ECR and complete the remaining fields provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years. </td> </tr> </tbody> </table>	If using...	Then...	PEMS	<ul style="list-style-type: none"> add a time entry for your inspection activities ensure the inspection record is checked in and then submit if requested, download and print (or email) a copy to the client. 	the ECR PE101	<ul style="list-style-type: none"> record your finish time on the ECR and complete the remaining fields provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years. 						
If using...	Then...												
PEMS	<ul style="list-style-type: none"> add a time entry for your inspection activities ensure the inspection record is checked in and then submit if requested, download and print (or email) a copy to the client. 												
the ECR PE101	<ul style="list-style-type: none"> record your finish time on the ECR and complete the remaining fields provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years. 												
5.	<ul style="list-style-type: none"> For departmental AOs, invoice the client as per the Work Instruction: <i>Invoicing plant export clients</i>. <p>Note: If you used PEMS, record the relevant invoice number under the time entry tab of the RFP record.</p> <ul style="list-style-type: none"> Do not continue. 												

Section 14: How do I withdraw the inspection?

The following table outlines how to withdraw the inspection.

Step	What happens						
1.	Record the withdrawal in PEMS or on the ECR. <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> select 'withdraw' add a time entry for your inspection activities. </td> </tr> <tr> <td>using an ECR PE101</td> <td> <ul style="list-style-type: none"> record 'withdraw' in the <i>comments</i> field record your finish time on the ECR and complete the remaining fields. </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> select 'withdraw' add a time entry for your inspection activities. 	using an ECR PE101	<ul style="list-style-type: none"> record 'withdraw' in the <i>comments</i> field record your finish time on the ECR and complete the remaining fields.
If you are...	Then...						
using PEMS	<ul style="list-style-type: none"> select 'withdraw' add a time entry for your inspection activities. 						
using an ECR PE101	<ul style="list-style-type: none"> record 'withdraw' in the <i>comments</i> field record your finish time on the ECR and complete the remaining fields. 						
2.	Advise the client that the inspection has been withdrawn and the reasons why.						
3.	Submit the inspection record and supporting documents. <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td>download and print (or email) a copy to the client, if requested.</td> </tr> <tr> <td>using an ECR PE101</td> <td> <ul style="list-style-type: none"> provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years. </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	download and print (or email) a copy to the client, if requested.	using an ECR PE101	<ul style="list-style-type: none"> provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years.
If you are...	Then...						
using PEMS	download and print (or email) a copy to the client, if requested.						
using an ECR PE101	<ul style="list-style-type: none"> provide a copy to the client send a copy to the documentation hub along with any supporting documents at PlantExportsNDH@agriculture.gov.au keep the original for audit purposes for a minimum of two years. 						
4.	<ul style="list-style-type: none"> For departmental AOs, invoice the client as per the Work Instruction: <i>Invoicing plant export clients</i>. <p>Note: If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</p> <ul style="list-style-type: none"> Do not continue. 						

Inspecting resubmitted goods

Section 15: How do I inspect a resubmitted consignment?

The following table outlines how to inspect a resubmitted consignment.

Step	What happens						
1.	<p>Before inspecting, ensure that:</p> <ul style="list-style-type: none"> the client has submitted a new RFP (if the composition of the consignment has changed) along with a copy of the original RFP and inspection record the client has provided written notification that the consignment previously failed inspection, and the method of reconditioning applied when applicable, the client has provided evidence that the treatment applied has treated the pest/s or contaminants found. <p>Important: Evidence of treatment effectiveness against a pest would only be required if an AO or the department had reason to believe that the chosen reconditioning treatment did not address the biosecurity risk found in the consignment.</p>						
2.	<p>Has the consignment been treated with a fumigant, chemical treatment or controlled atmosphere?</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"> take a copy of the treatment certificate for fumigations, check the gas-free certificate to determine the date and time of gas clearance to ensure that any exposure, airing periods and safety precautions have been completed take a copy of the gas-free certificate continue to step 3. </td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> continue to step 3. </td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> take a copy of the treatment certificate for fumigations, check the gas-free certificate to determine the date and time of gas clearance to ensure that any exposure, airing periods and safety precautions have been completed take a copy of the gas-free certificate continue to step 3. 	no	<ul style="list-style-type: none"> continue to step 3.
If...	Then...						
yes	<ul style="list-style-type: none"> take a copy of the treatment certificate for fumigations, check the gas-free certificate to determine the date and time of gas clearance to ensure that any exposure, airing periods and safety precautions have been completed take a copy of the gas-free certificate continue to step 3. 						
no	<ul style="list-style-type: none"> continue to step 3. 						
3.	<p>Inspect the resubmitted consignment in accordance with this work instruction, starting from step 3 of Section 1: How do I receive a request for inspection?</p>						

Related material

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

- [Protocols, work plans](#)
- Manual of Importing Country Requirements ([MICoR](#))
- [MICoR Plants](#) (importing country requirements, protocols and work plans)
- [Plant Export Operations Manual:](#)
 - Guideline: *Inspection of horticulture for export*
 - Volume 14: *Product security*
 - Volume 16: *Export work health and safety (WHS)*
 - Work Instruction: *Validating supporting documents for plant exports*
 - Work Instruction: *Invoicing plant export clients [IML only]*
 - Reference: *Plant exports guide—horticulture inspection techniques*
 - Reference: *Plant exports guide—equipment*

- Reference: *Plant exports guide—sampling horticulture*
- Reference: *Plant exports guide—specimen collection*
- Reference: *Export compliance record (PE101)*
- Reference: *Plant export documents and treatments checklist*
- Reference: *Plant exports compliance, approval and running records user guide*
- Reference: *PEMS AO user guide*
- Reference: [Table of authorised officer job functions](#)
- Reference: *Table of horticulture protocol markets*

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-12-3043	Director, Horticulture Exports Program, Plant Export Operations Branch

Version history

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

Version	Date	Amendment details
1.0	22/09/2017	First publication of this work instruction.
2	10/10/2017	Updated pest identification tasks.