



WORK INSTRUCTION

Inspecting horticulture for export using in-line 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 in-line sampling. It includes:

- pre-inspections tasks
- sampling tasks
- inspections 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 in-line 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.
Grower	Individual or business that produces horticulture for export.
In-line sampling	A sampling method used whereby the inspection AO removes samples of the goods for inspection from the production line at defined intervals. They may or may not be in packages at the time of sampling.
Line	A quantity of goods of a single type, identifiable by its homogeneity of composition and origin, forming part of a consignment and reflected as one line on a notice of intention (request for permit).
Lot	Units of a single commodity, identifiable by its homogeneity of composition and origin, defined during in-line sampling.
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](#)). Where the Importing Country Requirements (ICRs) contradict the requirements in this document, the ICR 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 Plants 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 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 (MICO R)
- MICO R 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. 						
2.	Determine if the inspection is for a new consignment or a resubmitted consignment. <table border="1" data-bbox="288 1794 1385 2018"> <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 14: 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 14: How do I inspect a resubmitted consignment?
If the consignment is...	Then...						
new	continue to step 3.						
being resubmitted	go to Section 14: How do I inspect a resubmitted consignment?						

Step	Action						
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 is 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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2.	<p>From the MICoR Plants 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 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.		
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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 MCoR 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 MCoR 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 the 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 the 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 the 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 comments 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 comments field on the method of reconditioning • continue to step 3. 	no	continue to step 3.
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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> and that there is safe and adequate access to the processing line so samples can be drawn.</p> <table border="1"> <thead> <tr> <th>If the inspection bench and sampling area is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant and safe</td> <td>continue to step 4.</td> </tr> <tr> <td>non-compliant or unsafe 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 or unsafe 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 and safe sampling area add relevant comments into the comments field in PEMS or on the ECR go to Section 13: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the inspection bench and sampling area is...	Then...	compliant and safe	continue to step 4.	non-compliant or unsafe 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 or unsafe 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 and safe sampling area add relevant comments into the comments field in PEMS or on the ECR go to Section 13: How do I withdraw the inspection?
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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</td> <td>go to step 6.</td> </tr> <tr> <td>all supporting documents have been provided</td> <td> <ul style="list-style-type: none"> take copies of the supporting documents if using PEMS, upload them 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 occurring add relevant comments into the comments field in PEMS or on the ECR go to Section 13: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If...	Then...	no further documents are required	go to step 6.	all supporting documents have been provided	<ul style="list-style-type: none"> take copies of the supporting documents if using PEMS, upload them 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 occurring add relevant comments into the comments field in PEMS or on the ECR go to Section 13: How do I withdraw the inspection?
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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 step 6. </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 13: 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 step 6. 	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 13: How do I withdraw the inspection? 		
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6.	<p>Check that the commodity listed on the RFP is the same as what has been presented for inspection.</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 8.</td> </tr> <tr> <td>does not match the RFP</td> <td>continue to step 7.</td> </tr> </tbody> </table>	If the consignment...	Then...	matches the RFP	go to step 8.	does not match the RFP	continue to step 7.		
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7.	<p>Inform the client that the commodity must match the RFP before the inspection can occur.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>the client amends the consignment to match the RFP</td> <td>continue to step 8.</td> </tr> <tr> <td>the client 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 8. </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 <i>comments</i> field in PEMS or on the ECR advise the client that you cannot proceed with the inspection go to Section 13: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If...	Then...	the client amends the consignment to match the RFP	continue to step 8.	the client 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 8. 	does not amend the consignment or the RFP	<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 13: How do I withdraw the inspection?
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Step	Action								
8.	<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 and will be maintained.</p> <p>Note: For more information regarding phytosanitary security requirements, see the Volume 14: <i>Product security</i>.</p> <table border="1" data-bbox="288 405 1385 1039"> <thead> <tr> <th data-bbox="288 405 592 539">If the consignment has a phytosanitary status and...</th> <th data-bbox="592 405 1385 539">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 539 592 633">has been secured</td> <td data-bbox="592 539 1385 633">continue to Section 6: How do I inspect the commodity flowpath.</td> </tr> <tr> <td data-bbox="288 633 592 819">has not been secured but the pests of concern are not endemic to the area</td> <td data-bbox="592 633 1385 819"> continue to Section 6: 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="288 819 592 1039">has not been secured and the pests of concern are endemic to the area</td> <td data-bbox="592 819 1385 1039"> <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 13: 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 6: How do I inspect the commodity flowpath.	has not been secured but the pests of concern are not endemic to the area	continue to Section 6: How do I inspect the commodity flowpath. Note: The client is responsible for providing evidence that a pest is not endemic in the area.	has not been secured and 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 13: How do I withdraw the inspection?
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Inspection procedure

Section 6: 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 processing line, the inspection area, storage areas, cool rooms, treatment areas and the load-out area.						
2.	<p>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.</p> <table border="1"> <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 7: 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 7: 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.
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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.	<p>Ask the client if the flowpath non-compliance will be rectified whilst you are on-site.</p> <table border="1"> <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 7: 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 step 5 of Section 12: 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 7: 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 step 5 of Section 12: 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 step 5 of Section 12: How do I fail the inspection? 						

Section 7: 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 two 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 two 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>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 two per cent sampling rate, where there is an option record the sampling rate in PEMS or on the ECR as either in-line 600 units or in-line two per cent continue to step 2. </td> </tr> </tbody> </table>	If the importing country...	Then...	specifies a sampling rate other than 600 units or two 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. 	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 two per cent sampling rate, where there is an option record the sampling rate in PEMS or on the ECR as either in-line 600 units or in-line two per cent continue to step 2.
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2.	<p>Ask the client to define:</p> <ul style="list-style-type: none"> the lot/consignment for example, a grower line, one hour pack, a shift (maximum 24 hours), number of pallets, bulk bins or similar the estimated pack time the number of packages to be packed for the lot. 						
3.	<p>Determine how often to draw a sample and how many units or packages will make up each sample.</p> <p>Note: The sampling intervals selected should be such that there is sufficient time to fully inspect the units as they are drawn, before the next sample is due to be taken.</p> <table border="1"> <thead> <tr> <th>If the sampling rate selected is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a number of units unpackaged (for example, 450 or 600 units)</td> <td> <ul style="list-style-type: none"> choose a time interval in which the samples will be taken (for example, every 15 minutes, 30 minutes, 1 hour) divide the pack time by the chosen time interval (for example, 3-hour pack time divided by 30-minute sampling intervals equals 6 sampling events) divide the required number of units by the number of total sampling events (for example, 600 units divided by 6 sampling events is 100 pieces of fruit required for each sample). </td> </tr> </tbody> </table>	If the sampling rate selected is...	Then...	a number of units unpackaged (for example, 450 or 600 units)	<ul style="list-style-type: none"> choose a time interval in which the samples will be taken (for example, every 15 minutes, 30 minutes, 1 hour) divide the pack time by the chosen time interval (for example, 3-hour pack time divided by 30-minute sampling intervals equals 6 sampling events) divide the required number of units by the number of total sampling events (for example, 600 units divided by 6 sampling events is 100 pieces of fruit required for each sample). 		
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Step	What happens	
	If the sampling rate selected is...	Then...
	a number of units packaged (for example, 450 or 600 units)	<ul style="list-style-type: none"> • estimate the number of units per package (for example, 60 oranges per carton) • divide the required number of units by the number of units per package (for example, 600 units divided by 60 oranges equals 10 cartons required in total) <p>Note: round the number of packages up, where the calculated number of packages is not a whole number</p> <ul style="list-style-type: none"> • select a minimum of three packages per lot/consignment • choose a time interval in which the samples will be taken (for example, every 15 minutes, 30 minutes, 1 hour) • divide the pack time by the chosen time interval (for example, 3-hour pack time divided by 40-minute sampling intervals equals 5 sampling events) • divide the required number of packages by the number of total sampling events (for example, 10 packages divided by 5 sampling events gives you 2 packages to take per sampling event).
	a percentage of packages (for example, 1 per cent or 2 per cent)	<ul style="list-style-type: none"> • calculate the percentage of the number of packages in the consignment (for example, two per cent of 600 cartons expected to be packed is 12 cartons to sample) <p>Note: round the number of packages up, where the calculated number of packages is not a whole number</p> <ul style="list-style-type: none"> • select a minimum of three packages per consignment • inspect all packages if the consignment is made up of less than three packages • choose a time interval in which the samples will be taken (for example, every 15 minutes, 30 minutes, 1 hour) • divide the pack time by the chosen time interval (for example, 3-hour pack time divided by 30-minute sampling intervals equals 6 sampling events) • divide the required number of packages by the number of total sampling events (for example, 12 packages divided by 6 sampling events equals 2 cartons per sampling event).
4.	<p>Using an approved sampling technique (random or systematic), select the packages or units of product to be inspected at the required time intervals.</p> <p>Important: Samples must be drawn from a continuous production run, meaning no break in production for the same export destination(s). Exceptions include meal breaks, brief rest breaks, temporary machinery breakdown and brief power failures.</p> <p>Note: For more information on the approved sampling techniques see Reference: <i>Plant exports guide—sampling horticulture</i>.</p>	

Step	What happens
5.	Identify the selected units or packages through any acceptable means to the client. Note: This could be by removing or turning packages, making discrete marks or using stickers.
6.	Record the following details in the comments section in PEMS or on the ECR: <ul style="list-style-type: none"> • sampling start time • time each sample is taken • number of units/packages drawn for each sample • finish time for the lot.
7.	Ask the client to collect and move the selected units or packages to the inspection area. Note: The samples can be taken either individually from the grader, or as packages from the processing line to achieve the sample required. Note: The client is responsible for moving and repacking the goods.
8.	Continue to Section 8: How do I inspect the sample?

Section 8: How do I inspect the sample?

The following table outlines how to inspect the sample.

Step	What happens						
1.	Using your inspection equipment as required, ensure the sample is on the inspection bench and begin inspecting for live pests and contaminants.						
	<table border="1"> <thead> <tr> <th>If the sample is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>packaged</td> <td> <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 • continue to step 2. </td> </tr> <tr> <td>unpackaged</td> <td>continue to step 2.</td> </tr> </tbody> </table>	If the sample is...	Then...	packaged	<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 • continue to step 2. 	unpackaged	continue to step 2.
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unpackaged	continue to step 2.						
unpackaged	continue to step 2.						
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="288 197 976 230">Ensure you inspect the following commodities as follows:</p> <table border="1" data-bbox="288 241 1385 1624"> <thead> <tr> <th data-bbox="288 241 595 304">If the commodity is...</th> <th data-bbox="595 241 1385 304">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 304 595 477">citrus</td> <td data-bbox="595 304 1385 477"> <ul data-bbox="608 320 1361 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="288 477 595 824">grapes</td> <td data-bbox="595 477 1385 824"> <ul data-bbox="608 492 1353 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="608 739 1300 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="288 824 595 958">mango</td> <td data-bbox="595 824 1385 958"> <p data-bbox="608 840 1361 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="288 958 595 1059">bananas</td> <td data-bbox="595 958 1385 1059"> <p data-bbox="608 974 1332 1041">break open tight bunches where you cannot see in between the bananas.</p> </td> </tr> <tr> <td data-bbox="288 1059 595 1238">leafy vegetables</td> <td data-bbox="595 1059 1385 1238"> <ul data-bbox="608 1075 1308 1220" style="list-style-type: none"> • pull back the outer stalks or leaves and inspect for live pests and contaminates • use the shaking-and-tapping technique once you have inspected the outside surface. </td> </tr> <tr> <td data-bbox="288 1238 595 1384">cut flowers and foliage</td> <td data-bbox="595 1238 1385 1384"> <p data-bbox="608 1254 1260 1310">use the shaking-and-tapping technique once you have inspected the outside surface.</p> <p data-bbox="608 1332 1236 1366">Note: This can be done holding more than one stem.</p> </td> </tr> <tr> <td data-bbox="288 1384 595 1563">tissue culture</td> <td data-bbox="595 1384 1385 1563"> <ul data-bbox="608 1400 1324 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 595 1624">plants in potting mix</td> <td data-bbox="595 1563 1385 1624"> <p data-bbox="608 1579 965 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...	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8.	<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 MICoR (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 9.</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 <i>comments</i> field in PEMS or on the ECR go to Section 13: How do I withdraw the inspection? </td> </tr> </tbody> </table>	If the packaging material is...	Then...	compliant	continue to step 9.	non-compliant	<ul style="list-style-type: none"> inform the client that the packaging is not compliant add relevant comments to the <i>comments</i> field in PEMS or on the ECR go to Section 13: How do I withdraw the inspection? 				
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9.	Go to Section 9: How do I determine the inspection result?										

Section 9: 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> <ul style="list-style-type: none"> stop the processing run continue to step 2. </td> </tr> <tr> <td>are found</td> <td>has a pest list which the client can provide</td> <td> <ul style="list-style-type: none"> stop the processing run 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"> stop the processing run the consignment fails inspection go to Section 12: 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 10: How do I pass the inspection. </td> </tr> </tbody> </table>	If live pests and/or contaminants...	And the importing country...	Then...	are found	prohibits reconditioning for any pest/contaminant	<ul style="list-style-type: none"> stop the processing run continue to step 2. 	are found	has a pest list which the client can provide	<ul style="list-style-type: none"> stop the processing run continue to step 2. 	are found	does not have a pest list	<ul style="list-style-type: none"> stop the processing run the consignment fails inspection go to Section 12: How do I fail the inspection? 	are not found	n/a	<ul style="list-style-type: none"> the consignment passes inspection go to Section 10: How do I pass the inspection.
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2.	<p>Ask the client if they intend to recondition and present the consignment for reinspection or challenge a pest list, 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 6.</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 12: 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 6.	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 12: How do I fail the inspection? 			
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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. For example, 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 (i.e. pupae or larvae)</td> <td>blanch in water (greater than 70 degrees Celsius) 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 (i.e. pupae or larvae)	blanch in water (greater than 70 degrees Celsius) 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>Once the pest or contaminant has been identified, compare it against the pest list or confirm it is not prohibited from being reconditioned.</p> <table border="1"> <thead> <tr> <th>If pests and/or contaminants...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>do not exceed tolerance levels</td> <td>continue to Section 10: How do I complete additional inspection tasks?</td> </tr> <tr> <td>exceed tolerance levels</td> <td> <ul style="list-style-type: none"> the consignment fails inspection go to Section 12: How do I fail the inspection? </td> </tr> </tbody> </table> <p>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 pests and/or contaminants...	Then...	do not exceed tolerance levels	continue to Section 10: How do I complete additional inspection tasks?	exceed tolerance levels	<ul style="list-style-type: none"> the consignment fails inspection go to Section 12: How do I fail the inspection?
If pests and/or contaminants...	Then...						
do not exceed tolerance levels	continue to Section 10: How do I complete additional inspection tasks?						
exceed tolerance levels	<ul style="list-style-type: none"> the consignment fails inspection go to Section 12: How do I fail the inspection? 						

Section 10: 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 MICoR 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 11: 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 (for example 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 11: How do I pass the inspection.
If...	Then...						
yes	continue to step 2.						
no	go to Section 11: How do I pass the inspection.						
2.	Ensure that any additional tasks required by the importing country are completed.						

Step	What happens
3.	Record additional information on the ECR (if required) including: <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 <i>comments</i> field container number seal number.
4.	Go to Section 11: How do I pass the inspection?

Passing, failing and withdrawing the inspection

Section 11: 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" data-bbox="288 801 1382 1160"> <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"> 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>not using PEMS</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 you are...	Then...	using 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. 	not using PEMS	<ul style="list-style-type: none"> record your finish time on the ECR and complete the remaining fields continue to step 2.
If you are...	Then...						
using 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. 						
not using PEMS	<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" data-bbox="288 1330 1382 1823"> <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"> download and print, or email a copy of, the ECR for the client (if they request it) continue to step 4. </td> </tr> <tr> <td>not using PEMS</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 continue to step 4. </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> download and print, or email a copy of, the ECR for the client (if they request it) continue to step 4. 	not using PEMS	<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 continue to step 4.
If you are...	Then...						
using PEMS	<ul style="list-style-type: none"> download and print, or email a copy of, the ECR for the client (if they request it) continue to step 4. 						
not using PEMS	<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 continue to step 4. 						

Step	What happens
4.	<p>For departmental AOs, invoice the client as per the Work Instruction: <i>Invoicing plant export clients</i>.</p> <p>Note: If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</p> <p>Do not continue.</p>

Section 12: How do I fail the inspection?

The following table outlines how to fail the inspection.

Step	What happens						
1.	<p>Identify the sampling rate used during the inspection.</p> <table border="1"> <thead> <tr> <th>If the sampling rate is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>600 units</td> <td> <ul style="list-style-type: none"> fail the entire consignment. This includes <ul style="list-style-type: none"> product already packed and previously sampled product on the processing line product in the lot that has not yet been processed 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 go to step 2. </td> </tr> <tr> <td>two percent</td> <td> <ul style="list-style-type: none"> fail all goods that have been packed since the last 'passed' sample was taken (or if only one sample has been taken, since packing started) 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) go to step 3. </td> </tr> </tbody> </table>	If the sampling rate is...	Then...	600 units	<ul style="list-style-type: none"> fail the entire consignment. This includes <ul style="list-style-type: none"> product already packed and previously sampled product on the processing line product in the lot that has not yet been processed 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 go to step 2. 	two percent	<ul style="list-style-type: none"> fail all goods that have been packed since the last 'passed' sample was taken (or if only one sample has been taken, since packing started) 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) go to step 3.
If the sampling rate is...	Then...						
600 units	<ul style="list-style-type: none"> fail the entire consignment. This includes <ul style="list-style-type: none"> product already packed and previously sampled product on the processing line product in the lot that has not yet been processed 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 go to step 2. 						
two percent	<ul style="list-style-type: none"> fail all goods that have been packed since the last 'passed' sample was taken (or if only one sample has been taken, since packing started) 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) go to step 3. 						
2.	<p>Advise the client that the consignment has failed and the reasons why. Ask them to:</p> <ul style="list-style-type: none"> consolidate the lot label it as 'failed for export' secure it from other product. 						

Step	What happens												
3.	<p>Advise the client of the failure and the reasons why. Ask them to:</p> <ul style="list-style-type: none"> remove the rejected goods from the consignment and place them in a designated area label them as 'failed for export' secure them from other product. <table border="1"> <thead> <tr> <th>If the client...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>wants to continue the inspection</td> <td>go to Section 6: How do I inspect the flowpath?</td> </tr> <tr> <td>does not want to continue with the inspection</td> <td>continue to step 4.</td> </tr> </tbody> </table>	If the client...	Then...	wants to continue the inspection	go to Section 6: How do I inspect the flowpath?	does not want to continue with the inspection	continue to step 4.						
If the client...	Then...												
wants to continue the inspection	go to Section 6: How do I inspect the flowpath?												
does not want to continue with the inspection	continue to step 4.												
4.	<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 pests for identification and provide to the client continue to step 5. </td> </tr> <tr> <td>intends to recondition</td> <td>any pests found have already been identified</td> <td>continue to step 5.</td> </tr> <tr> <td>does not intend to recondition</td> <td>n/a</td> <td>continue to step 5.</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 pests for identification and provide to the client continue to step 5. 	intends to recondition	any pests found have already been identified	continue to step 5.	does not intend to recondition	n/a	continue to step 5.
If the client...	And...	Then...											
intends to recondition	any pests found have not been identified	<ul style="list-style-type: none"> prepare the pests for identification and provide to the client continue to step 5. 											
intends to recondition	any pests found have already been identified	continue to step 5.											
does not intend to recondition	n/a	continue to step 5.											
5.	<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. 												

Step	What happens
6.	<p>For departmental AOs, invoice the client as per the Work Instruction: <i>Invoicing plant export clients</i>.</p> <p>Note: If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</p> <p>Do not continue.</p>

Section 13: 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 <i>withdraw</i> add a time entry for your inspection activities. </td> </tr> <tr> <td>not using PEMS</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 <i>withdraw</i> add a time entry for your inspection activities. 	not using PEMS	<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 <i>withdraw</i> add a time entry for your inspection activities. 						
not using PEMS	<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>not using PEMS</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.	not using PEMS	<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.						
not using PEMS	<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>. If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record. Do not continue. 						

Inspecting resubmitted goods

Section 14: 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 upload into PEMS for fumigations, look at the gas-free certificate to determine the date and time of gas clearance (i.e. to ensure that any exposure, airing periods and safety precautions have been completed) take a copy of the gas-free certificate for upload into PEMS 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"> take a copy of the treatment certificate for upload into PEMS for fumigations, look at the gas-free certificate to determine the date and time of gas clearance (i.e. to ensure that any exposure, airing periods and safety precautions have been completed) take a copy of the gas-free certificate for upload into PEMS continue to step 3. 	no	continue to step 3.
If...	Then...						
yes	<ul style="list-style-type: none"> take a copy of the treatment certificate for upload into PEMS for fumigations, look at the gas-free certificate to determine the date and time of gas clearance (i.e. to ensure that any exposure, airing periods and safety precautions have been completed) take a copy of the gas-free certificate for upload into PEMS continue to step 3. 						
no	continue to step 3.						
3.	<p>Inspect the resubmitted consignment in accordance with this work instruction, starting at 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:

- [Manual of Importing Country Requirements \(MICoR\)](#).
- [MICoR Plants](#) (importing country requirements, protocols and work plans)
- [Protocols, work plans](#)
- [Plant Export Operations Manual](#)
 - Guideline: *Inspection of horticulture for export*
 - Volume 14: *Product security*
 - Volume 16: *Export occupational health and safety (OH&S)*
 - Work Instruction: *Validating supporting documents for plant exports*
 - Work Instruction: *Initiating an in-transit cold treatment for plant exports*
 - 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: *Plant Export Management System Authorised officer user guide*
 - Reference: *Table of horticulture protocol markets*
 - Reference: *Table of authorised officer job functions*

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-12-3042	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.