



Plant Export Operations Branch

Work Instruction

Inspection of prescribed grain and plant products

PGG3001

- Packaged
- Bulk into containers
- Bulk into bulk vessels
- Bulk raw sugar into bulk vessels
- Quality System Recognition

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 1 of 27

CONTENTS

1. WORK EFFECTIVELY IN AN EXPORT ENVIRONMENT	3
1.1 Purpose	3
1.2 Commodities	3
1.3 Work Health and Safety	3
2. CONDUCT PRE-INSPECTION TASKS	4
3. CONDUCT FLOWPATH INSPECTION TASKS.....	6
3.1 Inspect flowpath	6
3.2 Inspect empty container	8
3.3 Obtain vessel approval.....	8
3.4 Documentation	9
4. CONDUCT GOODS INSPECTION TASKS	9
4.1 Assess the consignment.....	9
4.2 Inspect the consignment.....	9
5. PASS THE GOODS AFTER INSPECTION.....	11
6. REJECT THE GOODS AFTER INSPECTION	12
7. REINSPECT THE RESUBMITTED GOODS.....	12
ATTACHMENT 1: PACKAGED.....	14
ATTACHMENT 2: BULK INTO CONTAINERS	18
ATTACHMENT 3: BULK INTO BULK VESSELS	22
ATTACHMENT 4: BULK RAW SUGAR INTO BULK VESSELS.....	24
ATTACHMENT 5: QUALITY SYSTEM RECOGNITION.....	26

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 2 of 27

1. Work effectively in an export environment

1.1 Purpose

This work instruction relates to the export inspection of prescribed goods for government certification purposes and applies to Department of Agriculture Authorised Officers (AOs). This work instruction and the relevant attachments explain how to conduct an export inspection for various grains and plant products.

In this work instruction, 'client' means the exporter, exporter's representative or person responsible for the prescribed goods presented for inspection.

The Plant Export Operations Manual (PEOM) provides additional details including the reasons for doing certain tasks and supporting information and directions approved by the Secretary or Secretary's delegate.

For guidance on issues that are not covered by this work instruction or the PEOM refer to the Department Plant Export Manager in your local area.

AOs must follow and comply with export legislation and the APS Code of Conduct and Values at all times. Communication, conflict management and defensible decision-making are integral to the role of an AO.

1.2 Commodities

The commodities covered in this work instruction include:

- Grains, seeds, prescribed nuts (shelled and unshelled), pulses, oilseeds, milled products (flour and meal), stockfeed and bulk raw sugar.

1.3 Work Health and Safety

Work sites must not be entered unless it is safe, relevant PPE is available and Work Health and Safety (WH&S) hazards have been considered.

All sites are different and AOs must comply with Department WH&S policies and relevant national, state and/or territory WH&S policies.

On entering a site AOs must report to the site office and/or a responsible person and inform them of your attendance on the site and complete any induction procedures.

Refer to Volume 16 in the PEOM for more details.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 3 of 27

2. Conduct pre-inspection tasks

- Receive a request for an inspection of a prescribed grain and plant products consignment.
- Check if there is a case in Manual of Importing Country Requirements (MICoR) Plants for each product.
 - If there is a not a case in MICoR Plants you cannot continue with the inspection.
 - Advise the client that they need to obtain the import requirements from the importing country authority and email these to the MICoR Plants administrator. The import requirements will need to be assessed and MICoR Plants updated before the consignment can be inspected.
- Check the MICoR Plants case for each product to see if the importing country authority requires an import permit.
 - If an import permit is required and has not been provided you cannot continue with the inspection.
 - Advise the client that they need to present an import permit before the consignment can be inspected.
- If an import permit is required and has been provided at time of inspection you need to check it is valid as per the Work Instruction: *Validating supporting documents for plant exports*.
 - If the import permit is not valid you cannot continue with the inspection. Advise the client that they need to obtain a valid import permit before the consignment can be inspected.
- Check the import requirements on the import permit match the MICoR Plants case for each product.
 - If the import requirements do not match you cannot continue with the inspection.
 - Advise the client that they need to email the import permit to the MICoR Plants administrator. The import permit will be assessed and MICoR Plants updated before the consignment can be inspected.

Note: If you are a departmental inspection AO than you do not have to complete the following step as this has been done for you by the appointment AO.

If you are an external inspection AO:

- Check what form the NOI must be presented in as per the Guideline: *Issuance of certification for plant exports*.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 4 of 27

- If the client has not presented the correct form of NOI you cannot continue with the inspection.
- Advise the client that they must present the correct form of NOI before the consignment can be inspected.
- If the NOI is a Request for Permit (RFP) check that it is at initial (INIT) or final (FINL) status.
 - If the RFP is not at INIT or FINL status you cannot continue with the inspection.
 - Advise the client that they must present the RFP in the correct status before the consignment can be inspected.
- If the NOI is an EX28 check that it has been completed correctly as per the Reference: *Completion of a Notice of Intention (EX28) User Guide*.
 - If the EX28 has not been completed correctly you cannot continue with the inspection.
 - Advise the client that they must present a correctly completed EX28 before the consignment can be inspected.
- If the NOI is an EX28 check that the export registered establishment (ERE) on the NOI is currently registered by checking the Certificate of Registration displayed at the ERE or by checking with the department's regional office.
 - If the ERE is not currently registered you cannot continue with the inspection.
 - Advise the client that they must present a correctly completed EX28 before the consignment can be inspected.
- Check that the ERE has one or more of the plant export registered operations as per the Reference: *Registered operation codes for plant export registered establishments*.
 - If the ERE does not have one or more plant export registered operations you cannot continue with the inspection.
 - Advise the client that the ERE must be registered for plant exports before the consignment can be inspected.
- Check whether the client needs to complete any manual certification as per the MICoR Plants case, that they have used the correct template and that the template has been completed correctly as per the:
 - Reference: *Completion of a Phytosanitary Certificate (E16) User Guide*
 - Reference: *Completion of a Ship's Holds Certificate (EX175) User Guide*
 - Reference: *Completion of a Declaration and Certificate as to Condition (EX188) User Guide*

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 5 of 27

- Reference: *Completion of a Certification as to Condition (EX46A) User Guide*
- Reference: *Completion of a Phytosanitary Certificate for Re-Export (EX25) User Guide*
- Reference: *Completion of a Radioactivity Statement User Guide.*
 - If these certificates have not been completed correctly you cannot continue with the inspection.
 - Advise the client that they need to complete the certificate correctly before the consignment can be inspected.

Note: The following steps apply to both departmental and external inspection AOs.

- Check that you have received all supporting documents required prior to inspection as per the Reference: *Plant export documents and treatments checklists* and the MICoR Plants case/s.
 - If all the supporting documents have not been received you cannot continue with the inspection.
 - Advise the client that they need to obtain the supporting documents before the consignment can be inspected.
- Check that the supporting documents you have received are valid as per the Work Instruction: *Validating supporting documents for plant exports.*
 - If any of the supporting documents are not valid you cannot continue with the inspection.
 - Advise the client that they need to obtain valid supporting documents before the consignment can be inspected.
- Before commencing the inspection the AO must have:
 - an Export Compliance Record (PE100, PE102)
 - inspection equipment that is fit for purpose
 - relevant instructional or reference material.
- Check site specific WH&S requirements and collect your personal protective equipment.

3. Conduct flowpath inspection tasks

3.1 Inspect flowpath

- This step is not required if inspecting goods under attachment 5.
- Flowpath inspection must be undertaken prior to loading.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 6 of 27

- Ensure the flowpath, including the inspection area, is fit for purpose and free of infestible residue by:
 - Inspecting the commodity conveyance systems from the point of sampling to the point of loading
 - Ensuring any live pests cannot cross-infest the goods
 - Ensuring any vermin and/or their waste cannot cross-contaminate the goods
 - Ensuring any contaminants cannot cross-contaminate the goods
 - Ensuring any tolerances specified by the importing country are adhered to.

Pass the flowpath

- Pass the flowpath if you are satisfied that all relevant tolerance levels have been met
- Record result and time it was passed on the Export Compliance Record

Fail the flowpath

- For issues identified that **will be rectified whilst you are onsite**:
 - Record result and the time it was failed on the Export Compliance Record
 - Inform the client of the issue
 - Note: the client is responsible for choice of treatment
 - Record details of how and when the flowpath issue was rectified on the Export Compliance Record
 - Inspect the flowpath as per above instructions
 - Pass/Fail the flowpath as per above instructions
 - Loading is not to commence unless the flowpath has been passed
- For issues identified that **will NOT be rectified whilst you are onsite**:
 - Record result and the time it was failed on the Export Compliance Record
 - Inform the client of the issue
 - Note: the client is responsible for choice of treatment

Reinspect the flowpath

- The client must advise the AO when the flowpath issue has been rectified and is ready for reinspection

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 7 of 27

- Where the flowpath has been treated with an insecticide or fumigant it must not be reinspected until after the safety precautions (including exposure or airing periods) specified on the registered label or treatment certificate have been observed
- Conduct an inspection of the **entire flowpath** as described above

3.2 Inspect empty container

If the empty container is present:

- Ensure that the condition of the empty container has not changed since the container approval was issued by looking for:
 - structural damage that may allow cross-infestation of the goods
 - pests, residues or contaminants that may infest or contaminate the goods
- If seal is intact only check the outside of the container
- Check the inspection sticker:
 - to ensure the container is suitable to be loaded with consumable or non-consumable goods
 - is within 90 days of inspection
 - has not been removed or obliterated
- If the condition has changed for any of the above reasons cancel the container approval by:
 - notifying the client of the cancellation of the container approval and the reasons for cancellation
 - complete a new Container Approval Record noting in the remarks field the reason for cancellation
 - remove and destroy the inspection sticker if applicable
- If a container approval is not current the empty container must have another container approval issued before the container can be loaded or another approved container is provided by the client to replace it.

3.3 Obtain vessel approval

- This only applies to grain and raw sugar being loaded into bulk vessels.
- Ensure a valid bulk vessel approval record (PE103) has been issued, noting all applicable holds that have been passed for loading.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 8 of 27

3.4 Documentation

- Give client a **copy** of the completed Export Compliance Record
- Send the Department a **copy** of the completed Export Compliance Record and any supporting documentation
- Retain **original** completed Export Compliance Record and any supporting documentation for a minimum of 2 years for auditing purposes

4. Conduct goods inspection tasks

- This step is not required if inspecting goods under attachment 5.

4.1 Assess the consignment

- Liaise with the client to:
 - identify the consignment to be inspected
 - confirm the goods present comply with the information on the notice of intention
 - ensure the consignment is accessible for sampling
- Ensure all trade description requirements (if present) are met
- If the goods information **does not** comply with the notice of intention and/or the trade description requirements are **not** met:
 - And the issue **will be rectified whilst you are onsite** you must:
 - record failure issue on the Export Compliance Record
 - inform client of the issue
 - record details of how and when the issue was rectified on the Export Compliance Record
 - And the issue will **NOT be rectified whilst you are onsite** you must:
 - record failure issue on the Export Compliance Record
 - inform client of the issue
- If the entire consignment is present identify lots within the consignment if applicable

4.2 Inspect the consignment

4.2.1 Drawing Samples

- For specific sampling methodology refer to:
 - Attachment 1: Packaged
 - Attachment 2: Bulk into Containers
 - Attachment 3: Bulk into Bulk Vessels

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 9 of 27

- Attachment 4: Bulk raw sugar into bulk vessels

4.2.2 Inspecting Samples

- Inspect all samples using suitable equipment
- Sieve and inspect each sub-sample using the following method:
 - Sub-samples can be combined provided that no more than one litre is sieved at any one time
 - The sieve must be shaken a sufficient number of times to enable the product to move freely across the mesh and allow small particles to fall through to the pan
 - Examine the product remaining above the mesh for insect stages or contaminants too large to pass through
 - Examine all pan contents
 - Return the inspected samples back into the product source
- Examine the samples for live pests, vermin and contaminants in accordance with the following tolerances:
 - Nil tolerance for live pest infestations unless specified otherwise by the Secretary
 - Nil tolerance for vermin including rodents and their waste unless specified otherwise by the Secretary
 - A tolerance level may apply for contaminants
 - Refer to PEOM Volume 8 for details of tolerance levels.
 - Note: tolerance levels specified by the importing country takes precedence over tolerance levels stated in PEOM.
- If there is any **other** contaminating material where no tolerance level is stipulated:
 - stop the inspection and obtain advice from the client as to whether they wish to continue loading
 - record the contaminant/s and the client's advice in the comments section of the Export Compliance Record
 - recommence goods inspection based on the client's advice
 - do not reject for these contaminants
- For specific inspection methodology refer:
 - Attachment 1: Packaged
 - Attachment 2: Bulk into Containers
 - Attachment 3: Bulk into Bulk Vessels

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 10 of 27

- Attachment 4: Bulk raw sugar into bulk vessels

5. Pass the goods after inspection

For consignments where all supporting documents are provided **PRIOR** to the initial inspection

- Pass the consignment if you are satisfied that any relevant tolerance levels have not been exceeded
- Record inspection results on the Export Compliance Record
- Distribute copies of the Export Compliance Record as per section 3.4
- Inform the client that the passed goods must be segregated and clearly distinguished from goods which are not export compliant

For consignments where some supporting document will be provided **after** the initial inspection:

- Pass the consignment if you are satisfied that any relevant tolerance levels have not been exceeded
- Record inspection results on the Export Compliance Record
- Record the details of the pending supporting documents in the comments section of the Export Compliance Record
- Distribute copies of the Export Compliance Record as per section 3.4
- Inform the client that the passed goods must be segregated and clearly distinguished from goods which are not export compliant

For consignments where mandatory treatment supporting documents will be provided **after** the initial inspection

If a consignment is to undergo a mandatory treatment onshore **after** the initial inspection the AO must still inspect for all tolerances.

- If the consignment passes for all tolerances a post fumigation inspection is not required.
- A valid treatment certificate as per the Work Instruction: *Validating supporting documents for plant exports* must be provided at time of certification before any export certification can be issued.
- Record details of the pending treatment in the comments section of the Export Compliance Record.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 11 of 27

6. Reject the goods after inspection

- Reject the goods if any of the relevant tolerances as stated in 4.2.2 have been exceeded.
- For specific rejection procedures refer to:
 - Attachment 1: Packaged
 - Attachment 2: Bulk into Containers
 - Attachment 3: Bulk into Bulk Vessels
 - Attachment 4: Bulk raw sugar into bulk vessels
 - Attachment 5: Quality Systems Recognition

7. Reinspect the resubmitted goods

Goods rejected for insect infestations

- Goods rejected for insect infestations must be treated with an insecticide or fumigant prior to reinspection.
- Before the reinspection commences you must check what supporting documents are required as per the Reference: *PEOB documents and treatments checklists*.
 - If all the supporting documents have not been received you cannot continue with the reinspection.
 - Advise the client that they need to obtain the supporting documents before the consignment can be reinspected.
- Check that the supporting documents you have received are valid as per the Work Instruction: *Validating supporting documents for plant exports*.
 - If any of the supporting documents are not valid you cannot continue with the reinspection.
 - Advise the client that they need to obtain valid supporting documents before the consignment can be reinspected.

Reinspection of the resubmitted goods

- Reinspect the resubmitted goods by following the above instructions for:
 - Conduct pre-inspection tasks
 - Conduct flowpath inspection tasks
 - Conduct goods inspection tasks
 - For specific reinspection methodology refer to:

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 12 of 27

- Attachment 1: Packaged
- Attachment 2: Bulk into Containers
- Attachment 3: Bulk into Bulk Vessels
- Attachment 4: Bulk raw sugar into bulk vessels
- Attachment 5: Quality System Recognition
- Pass or reject the goods after inspection.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 13 of 27

Plant Export Operations Branch

Work Instruction

Inspection of prescribed grain and plant products:

Attachment 1: Packaged

Presented goods for export can be sampled either during the filling of packages or as packaged goods (end point inspections).

Inspect all packaging to ensure the material will protect the goods from damage, pests or contaminants during transit. The packaging must be unused or suitably cleaned if it is being reused.

Goods sampled and inspected during the filling of packages

Drawing Samples

- Draw samples from the goods using suitable equipment
- Draw samples across the entire consignment to ensure that the samples are representative
- Draw samples at the rate of 2.25L/33.33tonnes
- For manual sampling, due to potential reduction in representativeness, 0.5L for every 5 tonnes is considered to be equivalent to 2.25L/33.33tonnes. This must be split into a minimum of 5 samples across the consignment.
 - For consignments less than 5 tonne, the minimum sample amount is 0.5L
- Where presented with a consignment of different grades or types:
 - Treat each grade or type as a separate lot
 - Ensure you sample all grades or types
- Where presented goods of mixed grade, type (blended) or from multiple sources treat as a single consignment

Inspecting Samples

- As per section 4.2.2

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 14 of 27

Pass the goods after inspection

- As per section 5

Reject the goods after inspection

- If the loading process stops immediately:
 - Reject the source and pass packages already loaded
 - Inform the client they **cannot** continue to load from that source or along that flowpath
- If the loading process does not stop immediately:
 - Reject the source and packages already loaded
 - Inform the client they **cannot** continue to load from that source or along that flowpath
- For live insect infestation:
 - advise the client of the rejection
 - advise that rejected goods must be treated with an insecticide or a fumigant if they are going to be re-presented for inspection
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- Record inspection result on the Export Compliance Record
- Distribute copies of the Export Compliance Record as per section 3.4
- If pests or contaminants that have a tolerance are detected:
 - stop the loading process immediately
 - inform the client and have the client identify the pest or contaminant if the client disagrees with the identification
 - refer to PEOM Volume 8 for any appropriate rejection procedures or discuss with your local Regional Plant Export Manager
 - record any identification and any appropriate rejection procedures in the comments section of the Export Compliance Record
 - continue with above inspection procedure
- Inform the client that the rejected goods must be segregated and clearly distinguished from goods which are export compliant.

Reinspect the resubmitted goods

- Reinspect the resubmitted goods by following the above instructions

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 15 of 27

Goods sampled and inspected after the filling of packages

Drawing samples

a) Packets of seed, 1kg or less

- The number of packets to be sampled is the square root ($\sqrt{\quad}$) of the lot size
- Randomly select the packets

b) Packages greater than 1kg

- Draw samples from the goods using suitable equipment
- Draw samples across the entire consignment to ensure that the samples are representative
 - For packaged goods loaded onto two or more pallets, draw samples at the rate of 0.5L for every 5 tonnes. This must be split into a minimum of 5 samples taken randomly across the consignment to ensure a representative sample is taken.
 - For consignments of packaged goods that are loaded onto a single forklift pallet, draw a minimum of 5 samples, taken from all corners of the pallet to ensure a representative sample is taken.
 - For consignments 100kg or less draw 0.5L randomly across the consignment
- When presented with a consignment of different grades or types:
 - Treat each grade or type as a separate lot
 - Ensure you sample all grades or types
- Where presented goods of mixed grade, type (blended) or from multiple sources treat as a single consignment

Inspecting Samples

- As per section 4.2.2
- For very small seed samples it may be more practical to pour the seed into a tray for inspection
- For small samples in plastic envelopes, the seed can be left in the envelope for the inspection

Pass the goods after inspection

- As per section 5

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 16 of 27

Reject the goods after inspection

- Reject the lot/consignment irrespective of whether the pests or contaminants are found in the goods, on the external surface of the bags or on the pallets.
- For live insect infestations:
 - Advise the client of the rejection
 - Advise the client that rejected goods must be treated with an insecticide or a fumigant
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
 - Advise client that for the rejection for live insects they can treat the rejected goods in the packages if the packaging material is suitable for fumigation
- Record rejection of lot/consignment on the Export Compliance Record
- Distribute copies of the Export Compliance Record as per section 3.4
- If pests or contaminants that have a tolerance are detected:
 - Inform the client and have the client identify the pest or contaminant
 - Record any identification in the comments section of the Export Compliance Record
- Inform the client that the rejected goods must be segregated and clearly distinguished from goods which are export compliant

Reinspect the resubmitted goods

- Reinspect the resubmitted goods by following the above instructions

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 17 of 27

Plant Export Operations Branch

Work Instruction

Inspection of prescribed grain and plant products:

Attachment 2: Bulk into Containers

Presented goods can be sampled either during the loading of containers or within the container after loading. In all cases the samples must be inspected within 24 hours of the goods being sampled or prior to the container leaving the establishment, whichever comes first.

Prior to loading, the container must have been given a container approval. Goods rejected for vermin or contaminants that have been loaded into the container will have changed the condition of that container. Therefore the container approval must be cancelled.

Goods sampled and inspected during the loading of containers

Drawing Samples

- Draw samples from the goods using suitable equipment
 - Where goods are sampled prior to entering the container the sampling equipment must be capable of cutting a sample across the grain stream
- Draw samples at the rate of 2.25L/33.33tonnes
- For manual sampling, due to potential reduction in representativeness, 0.5L for every 5 tonnes is considered to be equivalent to 2.25L/33.33tonnes. This must be split into a minimum of 5 samples across the consignment.
- Draw sub-samples across the entire consignment
- Where presented with a consignment of different grades or types:
 - Treat each grade or type as a separate lot
 - Ensure you sample all grades or types
- When presented goods of mixed grade, type (blended) or from multiple sources treat as a single consignment

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels
PGG3001

Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 18 of 27

Inspecting Samples

- Inspect the samples within 24 hours of the goods being sampled or before the container leaves the establishment, whichever comes first.
- As per section 4.2.2

Pass the goods after inspection

- As per section 5

Reject the goods after inspection

- If the loading process stops immediately:
 - Reject the source and **inform** the client that they **cannot** continue to load from that source or along that flowpath
 - Fail the partially loaded container
 - Pass all fully loaded containers that have been previously inspected
- For live insect infestations:
 - Advise the client of the rejection
 - Advise that rejected goods must be treated with an insecticide or a fumigant
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
 - Advise client that for the rejection for live insects they can treat the rejected goods in the container
- If pests or contaminants that have a tolerance are detected:
 - Stop the loading process immediately
 - Inform the client and have the client identify the pest or contaminant
 - Refer to PEOM Volume 8 for any appropriate rejection procedures or discuss with your local Regional Plant Export Manager
 - Record any identification and any appropriate rejection procedures in the comments section of the Export Compliance Record
- Advise client that for the rejection for all other pests, vermin and contaminants the container that is part loaded will have the container approval cancelled and the goods must be discharged from the container.
- Record rejection of lot/consignment on the Export Compliance Record
- Distribute copies of the Export Compliance Record as per section 3.4

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 19 of 27

Reinspect the resubmitted goods

Resubmitted goods can be sampled and inspected either during the loading of the container or of containers already loaded with goods.

Reinspect the resubmitted goods by following the above instructions

Goods sampled and inspected after the loading of containers

- All containers are to be inspected
- Check that the bulkhead fitted is sound and clean

Drawing Samples

- Draw samples using equipment that is capable of drawing goods from the back of the container and through the goods to the bottom of the container e.g. vacuum probe.
- Draw samples at the rate of 2.25L/33.33tonnes
 - For manual sampling, due to potential reduction in representativeness, 0.5L for every 5 tonnes is considered to be equivalent to 2.25L/33.33tonnes
- Draw samples across the entire consignment
 - Draw a minimum of **9** samples including two from the rear half of the container and one in the centre

Inspecting Samples

- As per section 4.2.2

Pass the goods after inspection

- As per section 5

Reject the goods after inspection

- Reject the container from which the samples were drawn
- For live insect infestations:
 - advise the client of the rejection
 - advise that resubmitted goods must be treated with an insecticide or a fumigant
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
 - Advise client that for the rejection for live insects they can treat the rejected goods in the container

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 20 of 27

- If pests or contaminants that have a tolerance are detected:
 - stop the loading process immediately
 - inform the client and have the client identify the pest or contaminant
 - refer to PEOM Volume 8 for any appropriate rejection procedures or discuss with your local Regional Plant Export Manager
 - record any identification and any appropriate rejection procedures in the comments section of the Export Compliance Record
- Advise client that for the rejection for all other pests, vermin and contaminants the container must have the container approval cancelled and the goods must be discharged from the container
- Record rejection of lot/consignment on the Export Compliance Record
- Distribute copies of the Export Compliance Record as per section 3.4

Reinspect the resubmitted goods

Resubmitted goods can be sampled and inspected either during the loading of the container or of containers already loaded with goods.

Reinspect the resubmitted goods by following the above instructions

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 21 of 27

Plant Export Operations Branch

Work Instruction

Inspection of prescribed grain and plant products:

Attachment 3: Bulk into Bulk Vessels

Presented goods can only be sampled and inspected **during** the loading of bulk vessels.

Drawing Samples

- Draw samples at the rate of 2.25L/33.33tonnes
- Draw samples from the goods using suitable equipment
- For automatic sampling ensure the sampler is calibrated to sample at the minimum sampling rate and each sample is cut across the grain stream
- When presented with a consignment of different grades or types:
 - Treat each grade or type as a separate lot
 - Ensure you sample all grades or types
- When presented goods of mixed grade, type (blended) or from multiple sources treat as a single consignment

Inspecting Samples

- As per section 4.2.2

Pass the goods after inspection

- As per section 5

Reject the goods after inspection

- Stop the loading process immediately
- Advise the client that they must redirect the rejected goods on the commodity flowpath back into the rejected source.
 - For flow paths with a top garner, the goods in these must also be rejected.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels
PGG3001

Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 22 of 27

- If the loading is not stopped immediately reject the commodity flowpath
 - advise client that they cannot continue loading along the rejected flowpath until the rejection issue is rectified and the flowpath is reinspected
 - pass/fail and/or reinspect the flowpath as per the work instruction
- Reject the source and pass what is already loaded
 - Inform the client that they **cannot** continue to load from that source
 - Inform the client that they **can** continue loading from another source using a different conveyance system
- Record rejection on the Export Compliance Record
- Inform the client of the rejection
- For live insect infestations order a treatment with an insecticide or a fumigant by entering in the comments field of the Export Compliance Record
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- If pests or contaminants that have a tolerance are detected:
 - stop the loading process immediately
 - inform the client and have the client identify the pest or contaminant
 - refer to PEOM for any appropriate rejection procedures or discuss with your local Regional Plant Export Manager
 - record any identification and any appropriate rejection procedures in the comments section of the Export Compliance Record
 - continue with above inspection procedure
- Distribute copies of the Export Compliance Record as per section 3.4
- Inform the client that the rejected goods must be segregated and clearly distinguished from goods which are export compliant

Reinspect the resubmitted goods

Resubmitted goods can only be sampled and inspected **during** the loading of bulk vessels.

Reinspect the resubmitted goods by following the above instructions.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 23 of 27

Plant Export Operations Branch

Work Instruction

Inspection of prescribed grain and plant products:

Attachment 4: Bulk Raw Sugar into Bulk Vessels

Verify contaminant screening process

Ensure the sugar is screened for contaminants using the following method:

- During loading, a 6 tonne sample must be drawn from the sugar stack every 15 minutes with suitable equipment e.g. front end loader
- Samples must be tipped onto a designated concrete area away from the sugar stack, spread out and a visual inspection conducted for contaminants or passed through a 45 mm x 55 mm screen attached to the hopper
- The sample can then be returned back into the sugar stack or loaded

Drawing Samples

- Draw sub-samples from goods using suitable equipment
- Draw samples at the rate of 2.25L/33.33tonnes
- Draw sub-samples across the entire consignment

Inspecting Samples

- Sieve the sample to remove any lumps
- Spread the sample evenly across a white surface
- Examine samples for live pest infestation and contaminants in accordance with tolerances outlined in section 4.2.2
- Return the inspected samples back into the product source

Goods passed after inspection

- As per section 5

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 24 of 27

Goods rejected after inspection

- Stop the loading process immediately
- Reject the source and **inform** the client that they **cannot** continue to load from that source or along that flowpath
- For live insect infestations:
 - Advise the client of the rejection
 - Advise that rejected goods must be treated with an insecticide or a fumigant
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- If pests or contaminants in excess of a tolerance are detected:
 - Stop the loading process immediately
 - Inform the client and have the client identify the pest or contaminant
 - Refer to PEOM Volume 8 for any appropriate rejection procedures or discuss with your local Regional Plant Export Manager
 - Record any identification and any appropriate rejection procedures in the comments section of the Export Compliance Record
- Record rejection of lot/consignment on the Export Compliance Record
- Distribute copies of the Export Compliance Record as per section 3.4

Reinspect the resubmitted goods

Reinspect the resubmitted goods by following the above instructions

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 25 of 27

Plant Export Operations Branch

Work Instruction

Inspection of prescribed grain and plant products:

Attachment 5: Quality System Recognition

Presented goods for export must be verified by an Authorised Officer at the time of export, prior to loading into the container.

Verify goods

- Confirm the establishment is QSR approved by checking that the registration certificate lists QSR as a registered operation.
- Confirm the goods presented comply with the information provided in the documentation (i.e notice of intention, RFP).
- Confirm the goods are QSR approved by checking the establishment's approval letter.
- Ensure all trade description requirements (if present) are met. The description must contain sufficient information to enable the goods to be readily identified.

Verify packaging

- Confirm the packaging is secure, intact and has not been damaged.
- Confirm the packaging is not bulk and does not exceed 1000 Litres or 1000 kilograms.

Pass the goods after verification inspection

- Pass the consignment if you are satisfied that the goods presented match the documentation and have been processed in accordance with the establishment's approved QA system or as the product is described on the packaging and documentation. E.g. the macadamia kernels have been shelled.
- Record verification result on the Export Compliance Record
 - Record the assigned Quality System Recognition number for the establishment in the comments field (the QSR number is QSR followed by a three digit number e.g. QSR123)

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 26 of 27

- Record the type and state of the packaging in the remarks field e.g. clean, secure paper bags
- Record the weight of each unit in the unit weight field. If a QSR consignment has more than one type of unit e.g. 20kg paper bags and 25kg poly bags, enter these on separate lines
- Distribute copies of the Export Compliance Record as per section 3.4

Reject the goods after verification inspection

- Reject the consignment if the goods presented do not match the documentation or are not approved for QSR.
- Reject the consignment if the packaging is no longer secure or is greater than 1000 Litres.
- Record verification inspection result on the Export Compliance Record.
- Distribute copies of the Export Compliance Record as per section 3.4.
- Inform the client that the rejected goods must be segregated and clearly distinguished from goods which are export compliant.

Reinspect the resubmitted goods

- Reinspect the resubmitted goods by following the above instructions.

Title: Inspection of prescribed grain and plant products: packaged, bulk into containers, bulk into bulk vessels PGG3001			
Date Published	Current Version Number	Program	Page Number
20 October 2016	FINAL v5.0	Grain and Seed Exports Program	Page 27 of 27