



WORK INSTRUCTION

Inspecting empty bulk vessels

Direction to staff

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 empty bulk vessels for export of prescribed goods. It includes:

- pre-inspection tasks
- documentation activities
- bulk vessel inspection and reinspection tasks
- procedures for passing and failing holds and other areas of the vessel
- procedures for issuing, withholding, suspending or cancelling bulk vessel approval.

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This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

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Purpose of this document

This document details the procedure for inspecting and approving empty bulk vessels for loading of prescribed goods for export.

Definitions

All terms used in this document and their definitions are captured in the Plant Export Operations Manual (PEOM) Reference: [Bulk vessel terms and definitions](#) and in the PEOM Guideline: [Empty bulk vessels for export](#) (the guideline).

Policy statement

The policy and process related to this work instruction can be found in the guideline. AOs must read and comply with the policy and process requirements set out in [the guideline](#) and relevant legislation.

Legislative framework

The following list outlines the legislation that applies to specific tasks involved in the inspection of empty bulk vessels.

- Export Control (Plants and Plant Products) Order 2011
 - Part 9 – Exporting in bulk vessels
 - Schedule 5 – Bulk vessel inspection for issue of vessel approval.

Roles and responsibilities

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

Role	Responsibility
Inspection authorising officer (AO)	<ul style="list-style-type: none">• Confirm that another inspection AO has been appointed to perform bulk vessel inspection tasks consistent with the buddy system.• Validate inspection supporting documents including the marine surveyor's certificate.• Inspect empty bulk vessel to be loaded with prescribed goods for export.• Record and submit the results of the inspection.• Pass and fail holds and other areas of a vessel following inspection.• Issue an invoice for inspection services (departmental AO only)• Issue, withhold, suspend and cancel bulk vessel approval.

Work health and safety (WHS)

- Inspection AOs must read, consider and comply with Reference: [Work health and safety in the plant export environment](#) of the Plant Export Operations Manual (PEOM).
- They must read, consider and comply with WHS requirements set out in the guideline.
- They must not enter work sites unless it is safe, they are wearing the required personal protective equipment (PPE) and have considered any WHS hazards.
- They must comply with Commonwealth, state and territory WHS legislation.
- They must comply with WHS requirements of employers and third party sites, unless they assess the requirements as placing them at risk, in which case they must take reasonable action to ensure their safety.

Essential equipment

AOs must have the following inspection equipment:

- torch capable of being focused into a beam
- scraper suitable for recovering residues from less accessible places and dislodging rust flakes
- forceps suitable for removing grain residues from cracks and crevices and also for collecting larger insects found during an inspection
- hand lens x 10 magnification for pest identification
- pest identification information
- notebook and pen
- specimen collection equipment
- sieve for examining grain or other residues for potential infestation
- mobile phone.

For more information, refer to the PEOM Reference: [Plant exports guide – Equipment](#).

Access requirements

AOs must have access to the following systems:

- the department's website
- ELSA (departmental AO only)
- Plant Exports Management System (PEMS).

Conduct pre-inspection tasks

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

This procedure initiates when the inspection request is received from the:

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

The following table outlines how to process a request for an empty bulk vessel inspection.

Step	Action						
1.	<p>Determine whether the bulk vessel is to be inspected at berth or a protected anchorage.</p> <table border="1"> <thead> <tr> <th>If the vessel is to be inspected at...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>berth</td> <td> <ul style="list-style-type: none"> you must hold the BVI3001:1 – at berth job function continue to Step 2. </td> </tr> <tr> <td>protected anchorage</td> <td> <ul style="list-style-type: none"> you must hold the BVI3001:2 – at protected anchorage job function continue to Step 2. </td> </tr> </tbody> </table>	If the vessel is to be inspected at...	Then...	berth	<ul style="list-style-type: none"> you must hold the BVI3001:1 – at berth job function continue to Step 2. 	protected anchorage	<ul style="list-style-type: none"> you must hold the BVI3001:2 – at protected anchorage job function continue to Step 2.
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protected anchorage	<ul style="list-style-type: none"> you must hold the BVI3001:2 – at protected anchorage job function continue to Step 2. 						
2.	<p>Confirm that you are currently appointed for the required BVI3001 job function by:</p> <ul style="list-style-type: none"> checking the departmental AO appointment register or your user profile in PEMS (departmental AO only) checking the expiry date on your instrument of appointment (external AO only) contacting Plant Export Training. <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>not accredited for the required BVI3001 job function</td> <td> <ul style="list-style-type: none"> you cannot conduct the inspection notify the client or bookings officer do not continue. </td> </tr> <tr> <td>accredited for the required BVI3001 job function</td> <td>continue to Step 3.</td> </tr> </tbody> </table>	If you are...	Then...	not accredited for the required BVI3001 job function	<ul style="list-style-type: none"> you cannot conduct the inspection notify the client or bookings officer do not continue. 	accredited for the required BVI3001 job function	continue to Step 3.
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accredited for the required BVI3001 job function	continue to Step 3.						
3.	<p>Confirm that another BVI3001 accredited AO (the buddy) has been scheduled to inspect the vessel.</p> <table border="1"> <thead> <tr> <th>If the buddy is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>not currently appointed for the required BVI3001 job function</td> <td> <ul style="list-style-type: none"> you cannot conduct the inspection notify the client or bookings officer that the inspection cannot be performed without a second accredited inspection AO present do not continue. </td> </tr> <tr> <td>currently appointed for the required BVI3001 job function</td> <td> <ul style="list-style-type: none"> continue to Step 4. </td> </tr> </tbody> </table>	If the buddy is...	Then...	not currently appointed for the required BVI3001 job function	<ul style="list-style-type: none"> you cannot conduct the inspection notify the client or bookings officer that the inspection cannot be performed without a second accredited inspection AO present do not continue. 	currently appointed for the required BVI3001 job function	<ul style="list-style-type: none"> continue to Step 4.
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currently appointed for the required BVI3001 job function	<ul style="list-style-type: none"> continue to Step 4. 						

Step	Action						
4.	<p>Confirm that the marine surveyor appointed to survey the vessel has a different employer to both yourself and your buddy (if applicable).</p> <table border="1"> <thead> <tr> <th>If the AOs and the marine surveyor are from...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>the same employer</td> <td> <ul style="list-style-type: none"> you cannot conduct the inspection notify the client or bookings officer that that the inspection cannot be performed unless AOs have a different employer to the marine surveyor do not continue. </td> </tr> <tr> <td>different employers</td> <td> <ul style="list-style-type: none"> the AOs can perform the inspection continue to Section 2: How do I validate supporting documentation? </td> </tr> </tbody> </table>	If the AOs and the marine surveyor are from...	Then...	the same employer	<ul style="list-style-type: none"> you cannot conduct the inspection notify the client or bookings officer that that the inspection cannot be performed unless AOs have a different employer to the marine surveyor do not continue. 	different employers	<ul style="list-style-type: none"> the AOs can perform the inspection continue to Section 2: How do I validate supporting documentation?
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Section 2: How do I validate supporting documentation?

The following table outlines how to check the supporting documentation.

Step	Action						
1.	<p>Check the client has provided all supporting documents required prior to undertaking an inspection, reinspection, or subsequent inspection of the bulk vessel, as per Guideline: Empty bulk vessels for export.</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 they must submit all required supporting documents prior to inspection 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 they must submit all required supporting documents prior to inspection 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 they must submit all required supporting documents prior to inspection do not continue. 						
2.	<p>Examine the supporting documentation to determine if the relevant area(s) of the vessel have been treated with fumigant or chemical treatment.</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 copies of the treatment certificate and/or gas free certificate for fumigations, check the gas free certificate or use the treatment certificate to determine the date and time of gas clearance confirm that airing periods and safety precautions have been completed and complied with 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 copies of the treatment certificate and/or gas free certificate for fumigations, check the gas free certificate or use the treatment certificate to determine the date and time of gas clearance confirm that airing periods and safety precautions have been completed and complied with continue to Step 3. 	no	continue to Step 3.
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no	continue to Step 3.						

Step	Action												
3.	<p>Confirm that all supporting documents you have received are valid as per the PEOM Work instruction: Validating supporting documents for plant exports.</p> <p>Important: If the supporting documentation relates to treatment (typically received for reinspections) check that the treatment type:</p> <ul style="list-style-type: none"> would be adequate to treat the non-compliance has been accepted by the exporter has been administered in accordance with the registered label, relevant Safety Data Sheet/s and relevant state or territory legislation. <table border="1"> <thead> <tr> <th>If all supporting documents are...</th> <th>And...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>valid</td> <td>you are using PEMS</td> <td> <ul style="list-style-type: none"> take copies of the documents (scanned or readable photos) continue to Section 3: How are the inspection results recorded? </td> </tr> <tr> <td>valid</td> <td>you are using a manual BVAR</td> <td> <ul style="list-style-type: none"> take copies of the documents continue to Section 3: How are the inspection results recorded? </td> </tr> <tr> <td>not valid</td> <td>n/a</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 prior to the bulk vessel inspection do not continue. </td> </tr> </tbody> </table>	If all supporting documents are...	And...	Then...	valid	you are using PEMS	<ul style="list-style-type: none"> take copies of the documents (scanned or readable photos) continue to Section 3: How are the inspection results recorded? 	valid	you are using a manual BVAR	<ul style="list-style-type: none"> take copies of the documents continue to Section 3: How are the inspection results recorded? 	not valid	n/a	<ul style="list-style-type: none"> the inspection request is not valid inform the client that they need to provide valid supporting documents prior to the bulk vessel inspection do not continue.
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Section 3: How are the inspection results recorded?

To record the inspection results, the inspection AO must:

- use the current version of the approved Bulk Vessel Approval Record (BVAR) or PEMS.

Cancelling or withdrawing a bulk vessel inspection record

After initiation and prior to submission in PEMS, a bulk vessel inspection record can be:

- cancelled by the AOs where the inspection record was created in error
or
- withdrawn.

What must the AOs do when withdrawing from the inspection

Where the AOs are withdrawing from the inspection, for example due to an identified WHS risk, AOs must:

- record the reasons for withdrawing in the comments field of the inspection record or in correspondence
- record a time entry for inspection activities performed
- record the invoice number for any invoiced chargeable inspection activities (departmental AOs only)
- withdraw the inspection record from PEMS.

Note: An AO may join another AO's active PEMS bulk vessel inspection record to record inspection results simultaneously with their buddy.

For information on how to perform PEMS functions, go to PEOM Reference: [Plant Exports Management System authorised officer user guide](#).

Initiating the bulk vessel inspection record in PEMS

The following table outlines how to initiate the bulk vessel inspection record in PEMS and attach supporting documentation prior to and during the inspection.

Step	Action						
1.	<p>Are you using PEMS or a manual BVAR 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>a manual BVAR</td> <td> <ul style="list-style-type: none"> make sure you have the most current version of the BVAR (PE103) available refer to the PEOM Reference: Plant exports compliance, approval and running records user guide to assist you in completing the BVAR continue to Section 4: What do I do when I arrive at the port of inspection? </td> </tr> </tbody> </table>	If using...	Then...	PEMS	continue to Step 2.	a manual BVAR	<ul style="list-style-type: none"> make sure you have the most current version of the BVAR (PE103) available refer to the PEOM Reference: Plant exports compliance, approval and running records user guide to assist you in completing the BVAR continue to Section 4: What do I do when I arrive at the port of inspection?
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2.	<p>Initiate the bulk vessel inspection record in PEMS.</p> <table border="1"> <thead> <tr> <th>If the inspection is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>only for the approval of goods loaded onto the vessel deck or hatch covers</td> <td> <ul style="list-style-type: none"> check the <i>Goods only loaded onto other parts of the vessel</i> check box when initiating the PEMS bulk vessel inspection record continue to Step 3. </td> </tr> <tr> <td>a bulk vessel inspection</td> <td> <ul style="list-style-type: none"> do not check the <i>Goods only loaded onto other parts of the vessel</i> check box when initiating the PEMS bulk vessel inspection record continue to Step 3. </td> </tr> </tbody> </table>	If the inspection is...	Then...	only for the approval of goods loaded onto the vessel deck or hatch covers	<ul style="list-style-type: none"> check the <i>Goods only loaded onto other parts of the vessel</i> check box when initiating the PEMS bulk vessel inspection record continue to Step 3. 	a bulk vessel inspection	<ul style="list-style-type: none"> do not check the <i>Goods only loaded onto other parts of the vessel</i> check box when initiating the PEMS bulk vessel inspection record continue to Step 3.
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3.	<p>Attach all supporting documents to the PEMS inspection record and record a validation outcome for each document (refer to Step 3 of Section 2: How do I validate supporting documentation?).</p>						

Step	Action						
4.	Record if the inspection is a reinspection of the bulk vessel. <table border="1"> <thead> <tr> <th>If inspection is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a subsequent inspection or a reinspection</td> <td> <ul style="list-style-type: none"> select that the inspection is a reinspection in PEMS record in the comments field the date of the initial/prior inspection continue to Step 5. </td> </tr> <tr> <td>not a subsequent inspection or a reinspection</td> <td>continue to Step 5.</td> </tr> </tbody> </table>	If inspection is...	Then...	a subsequent inspection or a reinspection	<ul style="list-style-type: none"> select that the inspection is a reinspection in PEMS record in the comments field the date of the initial/prior inspection continue to Step 5. 	not a subsequent inspection or a reinspection	continue to Step 5.
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not a subsequent inspection or a reinspection	continue to Step 5.						
5.	Assign the inspection AO, who will be your buddy for the duration of the inspection, to the bulk vessel inspection record in PEMS. Note: If your accredited buddy is currently not registered in PEMS, you may record the buddy AO's name and AO number in the comments field of the inspection record, and record the numbers of the holds inspected by your buddy.						
6.	Where internet connectivity is unreliable or unknown at the port of inspection, checkout the inspection record before arriving at the site to use PEMS offline. Important: The bulk vessel inspection record must be checked in at a place of connectivity at the end of the inspection in order to attach supporting documents, issue bulk vessel approval and submit the inspection record.						
7.	Continue to Section 4: What do I do when I arrive at the port of inspection?						

Section 4: What do I do when I arrive at the port?

- Prior to travelling to the port, inspection AOs must check
 - all applicable safety and inspection equipment, taking into consideration relevant WHS requirements
 - they have a valid Maritime Security Identification Card (MSIC) and other applicable identification/access cards
 - they have considered the relevant WHS requirements of the port of inspection
- Inspection AOs must consider the requirements of the Australian port where they will perform the bulk vessel inspection in conjunction with the steps in the table below.

The following table outlines what the inspection AOs need to do when they arrive at the port of inspection.

Step	Action						
1.	<p>Enter the port through the relevant security point and identify yourself to appropriate personnel as per the requirements of the port.</p> <table border="1"> <thead> <tr> <th>If you are conducting the inspection...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>at berth</td> <td> <ul style="list-style-type: none"> consider relevant WHS and perform a Pre-entry hazard assessment of third party worksites (Take 5 Checklist) prior to boarding the empty bulk vessel board the empty bulk vessel via the gangway continue to Step 4. </td> </tr> <tr> <td>at anchorage</td> <td> <ul style="list-style-type: none"> consider relevant WHS and perform a Pre-entry hazard assessment of third party worksites (Take 5 Checklist) prior to boarding the transfer vessel board the transfer vessel continue to Step 2. </td> </tr> </tbody> </table>	If you are conducting the inspection...	Then...	at berth	<ul style="list-style-type: none"> consider relevant WHS and perform a Pre-entry hazard assessment of third party worksites (Take 5 Checklist) prior to boarding the empty bulk vessel board the empty bulk vessel via the gangway continue to Step 4. 	at anchorage	<ul style="list-style-type: none"> consider relevant WHS and perform a Pre-entry hazard assessment of third party worksites (Take 5 Checklist) prior to boarding the transfer vessel board the transfer vessel continue to Step 2.
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at anchorage	<ul style="list-style-type: none"> consider relevant WHS and perform a Pre-entry hazard assessment of third party worksites (Take 5 Checklist) prior to boarding the transfer vessel board the transfer vessel continue to Step 2. 						
2.	Upon arriving in the transfer vessel, consider relevant WHS and perform a Pre-entry hazard assessment of third party worksites (Take 5 Checklist) prior to boarding the empty bulk vessel.						
3.	Board the empty bulk vessel via the pilot ladder, taking into consideration the sea conditions.						
4.	Continue to Section 5: How do I conduct a pre-inspection interview?						

Section 5: How do I conduct a pre-inspection interview?

The following table outlines what two inspection AOs need to do once they have boarded the vessel and when undertaking the pre-inspection interview with the vessel master.

Step	Action
1.	<p>Upon boarding the empty bulk vessel:</p> <ul style="list-style-type: none"> identify yourself to vessel's security personnel, the vessel's agent and/or other surveyors (if present) and show identification state the reason for your attendance request to meet with the vessel master and/or Chief officer (or other relevant Lead Crew Member (LCM)).
2.	Ask the master which holds or areas of the vessel are intended to be loaded with prescribed goods. Record this information on the BVAR or in PEMS.

Step	Action						
3.	<p>Ask the master if the vessel crew have opened the holds that need to be inspected for ventilation.</p> <table border="1"> <thead> <tr> <th>If the holds are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>opened</td> <td>continue to Step 3.</td> </tr> <tr> <td>not opened</td> <td> <ul style="list-style-type: none"> • consider the surrounding conditions and the potential for contaminants to enter holds from external sources if holds are left open for long periods of time. For example, from the wharf, vessel loaders or weather/rain • request the master to instruct the crew to <ul style="list-style-type: none"> ○ open the first hold to be inspected while the AOs are still in the master's meeting room ○ progressively open other empty holds throughout the course of the vessel inspection • continue to Step 3. </td> </tr> </tbody> </table>	If the holds are...	Then...	opened	continue to Step 3.	not opened	<ul style="list-style-type: none"> • consider the surrounding conditions and the potential for contaminants to enter holds from external sources if holds are left open for long periods of time. For example, from the wharf, vessel loaders or weather/rain • request the master to instruct the crew to <ul style="list-style-type: none"> ○ open the first hold to be inspected while the AOs are still in the master's meeting room ○ progressively open other empty holds throughout the course of the vessel inspection • continue to Step 3.
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3.	<p>Ask the master:</p> <ul style="list-style-type: none"> • if there are any holds that are already loaded with cargo • for relevant details of the vessel, and access to the vessel manifests (usually the last 2-3 cargoes) • if there are any specific WHS requirements for the vessel including the location of first aid equipment or additional PPE that will need to be used • about the vessel's emergency procedures including whether the vessel has a rescue plan for persons that are injured in a hold. 						

Step	Action								
4.	<p>Ask the master if there are any known hazards on board that the AO should be aware of and how these hazards are being controlled.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> any hazards relating to current or previous cargoes any chemicals used to clean holds or areas of the vessel any fumigants used in holds or other areas of the vessel. <table border="1"> <thead> <tr> <th>If there are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>any hazards related to chemicals or fumigants</td> <td> <ul style="list-style-type: none"> ask whether the holds have been ventilated or washed request a copy of the Material Safety Data Sheet, treatment certificate and gas free certificate, where applicable validate the documentations as per Section 2: How do I validate supporting documentation perform a WHS risk assessment in relation to the chemicals or fumigants continue to Step 5. </td> </tr> <tr> <td>other hazards</td> <td> <ul style="list-style-type: none"> assess the risk as applicable take appropriate actions and consider WHS requirements in relation to any hazards specified continue to Step 5. </td> </tr> <tr> <td>no hazards</td> <td>continue to Step 5.</td> </tr> </tbody> </table>	If there are...	Then...	any hazards related to chemicals or fumigants	<ul style="list-style-type: none"> ask whether the holds have been ventilated or washed request a copy of the Material Safety Data Sheet, treatment certificate and gas free certificate, where applicable validate the documentations as per Section 2: How do I validate supporting documentation perform a WHS risk assessment in relation to the chemicals or fumigants continue to Step 5. 	other hazards	<ul style="list-style-type: none"> assess the risk as applicable take appropriate actions and consider WHS requirements in relation to any hazards specified continue to Step 5. 	no hazards	continue to Step 5.
If there are...	Then...								
any hazards related to chemicals or fumigants	<ul style="list-style-type: none"> ask whether the holds have been ventilated or washed request a copy of the Material Safety Data Sheet, treatment certificate and gas free certificate, where applicable validate the documentations as per Section 2: How do I validate supporting documentation perform a WHS risk assessment in relation to the chemicals or fumigants continue to Step 5. 								
other hazards	<ul style="list-style-type: none"> assess the risk as applicable take appropriate actions and consider WHS requirements in relation to any hazards specified continue to Step 5. 								
no hazards	continue to Step 5.								
5.	Ask the master to nominate the lead crew member (LCM) who will accompany you as you inspect the vessel.								
6.	<p>Check that the LCM has appropriate English communication skills.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>continue to Step 7.</td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> ask the master to nominate a LCM with appropriate English communication skills continue to Step 7 once a LCM with appropriate English communication skills is nominated. </td> </tr> </tbody> </table>	If...	Then...	yes	continue to Step 7.	no	<ul style="list-style-type: none"> ask the master to nominate a LCM with appropriate English communication skills continue to Step 7 once a LCM with appropriate English communication skills is nominated. 		
If...	Then...								
yes	continue to Step 7.								
no	<ul style="list-style-type: none"> ask the master to nominate a LCM with appropriate English communication skills continue to Step 7 once a LCM with appropriate English communication skills is nominated. 								
7.	<p>Tell the LCM that:</p> <ul style="list-style-type: none"> they must maintain radio contact with the rest of the crew at all times the crew must make available any equipment and crew necessary to operate equipment and to aid with the inspection no items, including tools, are to be thrown or dropped into a hold while an AO is in the hold and that any equipment required into the hold must be lowered before the AOs enter any additional items that need to be lowered into the hold are only done so with the permission of all inspection AOs. 								

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

Step	Action
8.	Go to Section 6: How do I determine the inspection requirements?

Section 6: How do I determine the inspection requirements?

The extent of the inspection, subsequent inspection, or reinspection requirements for the bulk vessel inspection, must be determined utilising information gained from:

- the client's application for bulk vessel approval (refer to Section 1: [How do I receive a request for inspection?](#) and Section 2: [How do I validate supporting documentation?](#))
- supporting documentation provided by the client (refer to Section 1: [How do I receive a request for inspection?](#) and Section 2: [How do I validate supporting documentation?](#))
- interview with the agent, vessel master or other vessel representative (refer to Section 4: [What do I do when I arrive at the port of inspection?](#) and Section 5: [How do I conduct a pre-inspection interview?](#))
- marine surveyor remedial action report (if applicable)
- other sources, such as the suspension (refer to Section 13: [How do I suspend bulk vessel approval and revoke suspension?](#)) or cancellation (refer to Section 15: [How do I cancel bulk vessel approval?](#)) of bulk vessel approval.

The following table assists AOs to determine the extent of the inspection tasks that will be completed for the bulk vessel inspection.

Step	Action														
1.	Determine the extent of the inspection.														
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>new bulk vessel inspection (including where bulk vessel approval has expired)</td> <td>conduct a complete inspection of the bulk vessel to the extent necessary and appropriate for the vessel in question (refer to Section: Inspection procedure).</td> </tr> <tr> <td>reinspection following the cancellation of bulk vessel approval</td> <td>conduct a complete reinspection of the bulk vessel to the extent necessary and appropriate (refer to Section: Inspection procedure).</td> </tr> <tr> <td>the AO suspects or knows the condition of a vessel or part of the vessel has changed</td> <td>conduct a reinspection of the bulk vessel to the extent necessary and appropriate (refer to Section: Inspection procedure).</td> </tr> <tr> <td>subsequent inspection of a hold (where vessel approval has been previously issued and has not expired): <ul style="list-style-type: none"> previously under ballast previously not identified and approved for loading prescribed goods </td> <td> <ul style="list-style-type: none"> conduct an inspection of the relevant empty bulk vessel holds go to Section 8: How do I inspect empty vessel holds? </td> </tr> <tr> <td>reinspection of a hold or other area following failure and treatment</td> <td>conduct a reinspection of the relevant holds or other areas of the vessel where the failure and treatment occurred (refer to Section: Inspection procedure). Important: AOs should consider if the condition of other areas of the vessel may have changed as a result of the application of any treatment.</td> </tr> <tr> <td>inspection of a vessel for loading of non-consumable goods onto the hatch covers and/or weather deck</td> <td>conduct a complete inspection of the bulk vessel to the extent necessary and appropriate (refer to Section: Inspection procedure).</td> </tr> </tbody> </table>	If...	Then...	new bulk vessel inspection (including where bulk vessel approval has expired)	conduct a complete inspection of the bulk vessel to the extent necessary and appropriate for the vessel in question (refer to Section: Inspection procedure).	reinspection following the cancellation of bulk vessel approval	conduct a complete reinspection of the bulk vessel to the extent necessary and appropriate (refer to Section: Inspection procedure).	the AO suspects or knows the condition of a vessel or part of the vessel has changed	conduct a reinspection of the bulk vessel to the extent necessary and appropriate (refer to Section: Inspection procedure).	subsequent inspection of a hold (where vessel approval has been previously issued and has not expired): <ul style="list-style-type: none"> previously under ballast previously not identified and approved for loading prescribed goods 	<ul style="list-style-type: none"> conduct an inspection of the relevant empty bulk vessel holds go to Section 8: How do I inspect empty vessel holds? 	reinspection of a hold or other area following failure and treatment	conduct a reinspection of the relevant holds or other areas of the vessel where the failure and treatment occurred (refer to Section: Inspection procedure). Important: AOs should consider if the condition of other areas of the vessel may have changed as a result of the application of any treatment.	inspection of a vessel for loading of non-consumable goods onto the hatch covers and/or weather deck	conduct a complete inspection of the bulk vessel to the extent necessary and appropriate (refer to Section: Inspection procedure).
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inspection of a vessel for loading of non-consumable goods onto the hatch covers and/or weather deck	conduct a complete inspection of the bulk vessel to the extent necessary and appropriate (refer to Section: Inspection procedure).														

Inspection procedure

AOs must conduct all bulk vessel inspections and inspection tasks in accordance with policy requirements set out in PEOM Guideline: [Empty bulk vessels for export](#) and under legislation.

Note: The order that AOs perform inspection tasks will depend on the vessel and the surrounding conditions (each task is outlined under the following inspection procedure sections).

For example, where an inspection is being performed in the afternoon, it may be more important to perform an inspection of the empty vessel holds first, while there is sufficient natural light to aid a thorough inspection.

Refer to PEOM Reference: [Bulk vessel terms and definitions](#) for additional information on hold and vessel structures.

The following table outlines the different inspection tasks that make up a bulk vessel inspection and the relevant sub-section.

If inspecting or reinspecting...	Then...
the vessel forecastle	go to Section 7: How do I inspect the vessel forecastle?
an empty hold	go to Section 8: How do I inspect empty vessel holds?
a loaded hold or hold under ballast and weather deck	go to Section 9: How do I inspect loaded vessel holds (hatch covers) and the weather deck?
a mast house or mid ship/deck stores	go to Section 10: How do I inspect the mast house or mid ship/deck stores?
stores and general galley areas	go to Section 11: How do I inspect stores and general galley areas?
is complete	go to Section: Bulk vessel approval.

Section 7: How do I inspect the vessel forecastle?

Note: Non-infestible residues are of less concern in this area unless the presence of non-infestible residues impedes a thorough inspection for infestation, infested residues or infestible residues or other contaminants.

The following table outlines the procedure for inspecting the vessel forecastle.

Step	Action						
1.	Inform the LCM that the forecastle needs to be inspected and follow the LCM to this area of the vessel.						
2.	Check that the door to the forecastle is open. <table border="1" data-bbox="288 1653 1390 1877"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>open</td> <td>go to Step 4.</td> </tr> <tr> <td>closed</td> <td> <ul style="list-style-type: none"> instruct the LCM to open the door continue to Step 3. </td> </tr> </tbody> </table>	If...	Then...	open	go to Step 4.	closed	<ul style="list-style-type: none"> instruct the LCM to open the door continue to Step 3.
If...	Then...						
open	go to Step 4.						
closed	<ul style="list-style-type: none"> instruct the LCM to open the door continue to Step 3. 						

Step	Action						
3.	<p>Ask the LCM if any crew have been in the forecandle recently and confirm the air quality behind the door.</p> <p>Note: There is the potential for oxygen depletion in this area of the vessel.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>unsure or there are known issues with air quality</td> <td> <ul style="list-style-type: none"> stop the inspection request the LCM has oxygen levels and air quality in the forecandle stores verified repeat Step 3. </td> </tr> <tr> <td>no issues with air quality</td> <td>continue to Step 4.</td> </tr> </tbody> </table>	If...	Then...	unsure or there are known issues with air quality	<ul style="list-style-type: none"> stop the inspection request the LCM has oxygen levels and air quality in the forecandle stores verified repeat Step 3. 	no issues with air quality	continue to Step 4.
If...	Then...						
unsure or there are known issues with air quality	<ul style="list-style-type: none"> stop the inspection request the LCM has oxygen levels and air quality in the forecandle stores verified repeat Step 3. 						
no issues with air quality	continue to Step 4.						
4.	<p>Use a torch to look through the equipment and structure to check that no infestations, residues or contaminants are present, paying particular attention for signs of rodent infestation.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>evidence of infestation, residue or contamination</td> <td> <ul style="list-style-type: none"> record inspection findings (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> record inspection findings continue to Step 5. </td> </tr> </tbody> </table>	If...	Then...	evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). 	clear	<ul style="list-style-type: none"> record inspection findings continue to Step 5.
If...	Then...						
evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). 						
clear	<ul style="list-style-type: none"> record inspection findings continue to Step 5. 						
5.	Determine the next vessel inspection task.						

Section 8: How do I inspect an empty vessel hold?

Only one AO (AO 1) enters the vessel hold to perform inspection tasks. While the AO 1 performs the hold inspection, their buddy (AO 2) must remain outside the hold and perform inspection tasks from above and supervise AO 1 in the hold.

Important: If contaminants or residues are detected in any inspection site during the vessel hold inspection the AO must request that they are removed and retained on the tank top ceiling within the hold for inspection, to aid with the determination of the appropriate course of action under **Section 16: [Infestations, residues and contaminants decisions and actions](#)**.

The following table outlines the procedure for inspecting empty vessel holds using the buddy system.

Step	Action
1.	Ask the LCM to lead you to the hold to be inspected and follow the LCM to this area of the vessel.

Step	Action						
2.	<p>Check that the hold hatch cover is open and instruct the LCM that the hatch cover must remain open throughout the duration of the inspection of the hold.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>open</td> <td>continue to Step 3.</td> </tr> <tr> <td>closed</td> <td> <ul style="list-style-type: none"> instruct the LCM to open the hatch cover wait for adequate ventilation of the hold continue to Step 3. </td> </tr> </tbody> </table>	If...	Then...	open	continue to Step 3.	closed	<ul style="list-style-type: none"> instruct the LCM to open the hatch cover wait for adequate ventilation of the hold continue to Step 3.
If...	Then...						
open	continue to Step 3.						
closed	<ul style="list-style-type: none"> instruct the LCM to open the hatch cover wait for adequate ventilation of the hold continue to Step 3. 						
3.	<p>Ensure that the hatch/hold entrance cover is open, secured appropriately (for example with lock pins) and is safe for entry.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>open and secure</td> <td>continue to Step 4.</td> </tr> <tr> <td>closed or not secure</td> <td> <ul style="list-style-type: none"> instruct the LCM to open and secure the hatch entrance cover wait for adequate ventilation to occur continue to Step 4. </td> </tr> </tbody> </table>	If...	Then...	open and secure	continue to Step 4.	closed or not secure	<ul style="list-style-type: none"> instruct the LCM to open and secure the hatch entrance cover wait for adequate ventilation to occur continue to Step 4.
If...	Then...						
open and secure	continue to Step 4.						
closed or not secure	<ul style="list-style-type: none"> instruct the LCM to open and secure the hatch entrance cover wait for adequate ventilation to occur continue to Step 4. 						
4.	<p>Use the buddy system to inspect the empty vessel hold.</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>entering the vessel hold to perform inspection</td> <td>go to Section 8.1: Inspecting the inside of an empty vessel hold.</td> </tr> <tr> <td>staying outside the hold to perform inspection tasks from above and supervise the inspection AO in the hold</td> <td>go to Section 8.2: Inspecting the outside of an empty vessel hold and supervising the AO in the hold.</td> </tr> </tbody> </table>	If you are...	Then...	entering the vessel hold to perform inspection	go to Section 8.1: Inspecting the inside of an empty vessel hold.	staying outside the hold to perform inspection tasks from above and supervise the inspection AO in the hold	go to Section 8.2: Inspecting the outside of an empty vessel hold and supervising the AO in the hold.
If you are...	Then...						
entering the vessel hold to perform inspection	go to Section 8.1: Inspecting the inside of an empty vessel hold.						
staying outside the hold to perform inspection tasks from above and supervise the inspection AO in the hold	go to Section 8.2: Inspecting the outside of an empty vessel hold and supervising the AO in the hold.						

Section 8.1: Inspecting the inside of an empty vessel hold

The following table outlines how the inspection AO entering the vessel hold inspects the vessel.

Step	Action								
1.	<p>Enter the hold through the hatch entrance using the ladder and visually inspect void spaces, if present, on both sides of the ladder entrance.</p> <p>Note: It is recommended that entry into the hold is conducted on the Australian ladder end of the hold, if applicable.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>evidence of infestation, residue or contamination</td> <td> <ul style="list-style-type: none"> record inspection findings instruct the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> record inspection findings continue to Step 2. </td> </tr> </tbody> </table>	If...	Then...	evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings instruct the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). 	clear	<ul style="list-style-type: none"> record inspection findings continue to Step 2. 		
If...	Then...								
evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings instruct the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). 								
clear	<ul style="list-style-type: none"> record inspection findings continue to Step 2. 								
2.	<p>When travelling down the ladder thoroughly inspect:</p> <ul style="list-style-type: none"> the forward or aft coamings, deck beams, under deck beams and shedder plates all visible structures of the hold from the top landing the ladder hand railing, the base of the ladder and behind the ladder any pipes and pipe casings. <p>Note: In some vessels there will be an underdeck catwalk that can be used to aid in performing aspects of the inspection. WHS risks should be considered when accessing the catwalk. If the platform is not present, perform the inspection tasks from the ladder.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>there is structural damage</td> <td> <ul style="list-style-type: none"> record inspection findings inform the LCM instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. </td> </tr> <tr> <td>there is evidence of infestation, residue or contamination</td> <td> <ul style="list-style-type: none"> record inspection findings instruct the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions) </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> record inspection findings continue to Step 3. </td> </tr> </tbody> </table>	If...	Then...	there is structural damage	<ul style="list-style-type: none"> record inspection findings inform the LCM instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. 	there is evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings instruct the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions) 	clear	<ul style="list-style-type: none"> record inspection findings continue to Step 3.
If...	Then...								
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clear	<ul style="list-style-type: none"> record inspection findings continue to Step 3. 								

Step	Action								
3.	<p>On arrival on the tank top, perform a full 360 degree, thorough visual inspection of the perimeter of the hold and all visible high structures. Pay particular attention to:</p> <ul style="list-style-type: none"> • the meeting of the tank top and bulk head • the ribs of the hold using the light of a torch and, where necessary, look up and down the ribs • all high structures and frameworks of the hold (where materials are found on the tank top consider whether the materials may have fallen from high structures) • cable casings, including associated brackets and guards, sensor cables and tubes, and sounding pipes • wing tanks • bulk heads and timber bulkhead sheathing • any plating • any manhole covers on the tank top, wing tanks or mounted in the bulkheads (do not enter the void space when performing inspection of this structure) • bilge wells (request that the vessel crew remove bilge well covers and strum boxes to facilitate inspection. Do not insert any body part into the bilge well at any time, angle torch light in and around the compartment to assist inspection. A bilge scraper may be used to scrape the underside of the bilge entrance to dislodge residues and contaminants and aid inspection). <p>Note: If you suspect at any time that infestations, residues or contaminants are located in high or inaccessible areas of the hold, instruct the LCM that they must demonstrate that there is nothing present in these locations.</p> <table border="1" data-bbox="292 1099 1394 1594"> <thead> <tr> <th data-bbox="292 1099 561 1160">If...</th> <th data-bbox="561 1099 1394 1160">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 1160 561 1294">there is structural damage</td> <td data-bbox="561 1160 1394 1294"> <ul style="list-style-type: none"> • record inspection findings • inform the LCM that they must demonstrate there is no infestation, residue or contaminants in the damaged area. </td> </tr> <tr> <td data-bbox="292 1294 561 1503">there is evidence of infestation, residue or contamination</td> <td data-bbox="561 1294 1394 1503"> <ul style="list-style-type: none"> • record inspection findings • inform the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). </td> </tr> <tr> <td data-bbox="292 1503 561 1594">clear</td> <td data-bbox="561 1503 1394 1594"> <ul style="list-style-type: none"> • record inspection findings • continue to Step 4. </td> </tr> </tbody> </table>	If...	Then...	there is structural damage	<ul style="list-style-type: none"> • record inspection findings • inform the LCM that they must demonstrate there is no infestation, residue or contaminants in the damaged area. 	there is evidence of infestation, residue or contamination	<ul style="list-style-type: none"> • record inspection findings • inform the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). 	clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 4.
If...	Then...								
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clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 4. 								

Step	Action								
4.	<p>Conduct a zig zag walk and inspect the whole surface of the tank top until you reach the other side of the hold. Inspect all high structures that are visible from the tank top. Pay particular attention to:</p> <ul style="list-style-type: none"> manhole covers any materials found on the tank top, and consider the high structures of the hold which the materials may have fallen from. <p>Important: Any residues or contaminants found during the hold inspection and placed on the tank top by the vessel crew is be inspected by the AO for evidence of infestation.</p> <table border="1" data-bbox="292 528 1390 1077"> <thead> <tr> <th data-bbox="292 528 600 591">If...</th> <th data-bbox="600 528 1390 591">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 591 600 772">there is structural damage</td> <td data-bbox="600 591 1390 772"> <ul style="list-style-type: none"> record inspection findings inform the LCM instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. </td> </tr> <tr> <td data-bbox="292 772 600 976">there is evidence of infestation, residue or contamination</td> <td data-bbox="600 772 1390 976"> <ul style="list-style-type: none"> record inspection findings inform the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). </td> </tr> <tr> <td data-bbox="292 976 600 1077">clear</td> <td data-bbox="600 976 1390 1077"> <ul style="list-style-type: none"> record inspection findings continue to Step 5. </td> </tr> </tbody> </table>	If...	Then...	there is structural damage	<ul style="list-style-type: none"> record inspection findings inform the LCM instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. 	there is evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings inform the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions matrix). 	clear	<ul style="list-style-type: none"> record inspection findings continue to Step 5.
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clear	<ul style="list-style-type: none"> record inspection findings continue to Step 5. 								
5.	Climb up the straight ladder and repeat inspection activities outlined at Step 2 and then Step 1 (perform inspection tasks in reverse) before exiting the hold.								
6.	Determine the next vessel inspection task.								

Section 8.2: Inspecting the outside of an empty vessel hold and supervising the AO in the hold

The following table outlines how the inspection AO staying outside the hold performs inspection tasks from above and supervises the inspection AO in the hold.

Step	Action								
1.	Circle around the hold opening, looking over the coamings to observe the inspection AO inside the hold.								
2.	<p>Inspect the general structure of the hold through the hold opening for infestations, residues or contaminants, paying particular attention to:</p> <ul style="list-style-type: none"> • all high areas of the hold • coaming drains including the one-way valve • variations in the hold structure including temperature sensors and other structures such as fire suppression systems installed in the end and side coamings. <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>structural damage</td> <td> <ul style="list-style-type: none"> • record inspection findings • inform the LCM and AO in the hold • instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. </td> </tr> <tr> <td>evidence of infestation, residue or contamination</td> <td> <ul style="list-style-type: none"> • record inspection findings • notify AO in the hold • inform the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions). </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> • record inspection findings • continue to Step 3. </td> </tr> </tbody> </table>	If...	Then...	structural damage	<ul style="list-style-type: none"> • record inspection findings • inform the LCM and AO in the hold • instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. 	evidence of infestation, residue or contamination	<ul style="list-style-type: none"> • record inspection findings • notify AO in the hold • inform the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions). 	clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 3.
If...	Then...								
structural damage	<ul style="list-style-type: none"> • record inspection findings • inform the LCM and AO in the hold • instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. 								
evidence of infestation, residue or contamination	<ul style="list-style-type: none"> • record inspection findings • notify AO in the hold • inform the LCM that residues and contaminants need to be knocked down and retained on the tank top in piles for inspection (refer to Section 16: Infestations, residues and contaminants decisions and actions). 								
clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 3. 								

Step	Action								
3.	<p>Taking into consideration the type of hatches/hatch covers being inspected, perform a thorough inspection of:</p> <ul style="list-style-type: none"> • the surface of hatch covers, including all ventilation points, and strengthening girders and frames • the weather deck and areas around the hold opening • ventilation points in hatch covers where grain or other residues may be caught in the meshlf... there is evidence of infestation • in and around the hatch covers, taking into account the type of hatch cover being inspected. <p>Note: Direct the LCM, as necessary, to arrange for hatch covers to be lifted and supported, turned over, or pulled back section by section (e.g. patent) by the vessel crew to aid thorough inspection (refer to PEOM Reference: Bulk vessel terms and definitions for more information).</p> <p>Important: Always consider relevant WHS risks when performing inspections of hatch covers and, where necessary, wait until the AO inside the hold has left the hold if movement of the hatch covers is necessary to facilitate thorough inspection.</p> <table border="1" data-bbox="292 853 1390 1330"> <thead> <tr> <th data-bbox="292 853 600 913">If...</th> <th data-bbox="600 853 1390 913">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 913 600 1093">structural damage</td> <td data-bbox="600 913 1390 1093"> <ul style="list-style-type: none"> • record inspection findings • inform the LCM • instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. </td> </tr> <tr> <td data-bbox="292 1093 600 1227">evidence of infestation, residue or contamination</td> <td data-bbox="600 1093 1390 1227"> <ul style="list-style-type: none"> • record inspection findings • refer to Section 16: Infestations, residues and contaminants decisions and actions. </td> </tr> <tr> <td data-bbox="292 1227 600 1330">clear</td> <td data-bbox="600 1227 1390 1330"> <ul style="list-style-type: none"> • record inspection findings • continue to Step 4. </td> </tr> </tbody> </table>	If...	Then...	structural damage	<ul style="list-style-type: none"> • record inspection findings • inform the LCM • instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. 	evidence of infestation, residue or contamination	<ul style="list-style-type: none"> • record inspection findings • refer to Section 16: Infestations, residues and contaminants decisions and actions. 	clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 4.
If...	Then...								
structural damage	<ul style="list-style-type: none"> • record inspection findings • inform the LCM • instruct the crew to demonstrate there is no infestation, residue or contaminants in the damaged area. 								
evidence of infestation, residue or contamination	<ul style="list-style-type: none"> • record inspection findings • refer to Section 16: Infestations, residues and contaminants decisions and actions. 								
clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 4. 								
4.	Determine the next vessel inspection task.								

Section 9: How do I inspect loaded vessel holds (hatch covers) and the weather deck?

Hatch covers and weather deck may be inspected, passed and approved for loading non-consumable prescribed goods by inspection AOs where requested by the vessel owner or owner's agent.

The following table outlines the procedure for inspecting holds that are already loaded or under ballast, as well as the weather deck and deck structures of the vessel.

Step	Action						
1.	Ask the LCM to lead you to the holds that are already loaded, under ballast and throughout the weather deck inspection.						
2.	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>closed and locked/sealed</td> <td> <ul style="list-style-type: none"> record inspection findings continue to Step 3. </td> </tr> <tr> <td>not closed or locked/sealed</td> <td> <ul style="list-style-type: none"> record inspection findings instruct the LCM that the holds must be closed and locked/seal to eliminate the risk of cross-contamination or cross-infestation to prescribed goods to be loaded into or onto the vessel. repeat Step 2. </td> </tr> </tbody> </table>	If...	Then...	closed and locked/sealed	<ul style="list-style-type: none"> record inspection findings continue to Step 3. 	not closed or locked/sealed	<ul style="list-style-type: none"> record inspection findings instruct the LCM that the holds must be closed and locked/seal to eliminate the risk of cross-contamination or cross-infestation to prescribed goods to be loaded into or onto the vessel. repeat Step 2.
If...	Then...						
closed and locked/sealed	<ul style="list-style-type: none"> record inspection findings continue to Step 3. 						
not closed or locked/sealed	<ul style="list-style-type: none"> record inspection findings instruct the LCM that the holds must be closed and locked/seal to eliminate the risk of cross-contamination or cross-infestation to prescribed goods to be loaded into or onto the vessel. repeat Step 2. 						

Step	Action								
3.	<p>Perform a thorough inspection of the:</p> <ul style="list-style-type: none"> • hatch covers and related structures • external hold brackets • all deck structures, frames and supports • all deck surfaces • ventilator shafts (mushrooms) and cowls, paying particular attention to where ventilation trunking runs into Samson posts or deck structures <p>Note: Insects can migrate inside the posts and survive spray and gas treatments</p> <ul style="list-style-type: none"> • any dunnage, including part of the deck surface beneath the dunnage • mooring ropes • discharge grabs. <p>Important: AO's are not to enter loaded holds or holds under ballast.</p> <table border="1" data-bbox="292 736 1386 1249"> <thead> <tr> <th data-bbox="292 736 630 799">If...</th> <th data-bbox="630 736 1386 799">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 799 630 1014">structural damage to a hatch cover</td> <td data-bbox="630 799 1386 1014"> <ul style="list-style-type: none"> • record inspection findings • inform the LCM that the structural damage will need to be rectified to ensure loaded holds do not pose a risk of cross-contamination or infestation • continue to Step 4. </td> </tr> <tr> <td data-bbox="292 1014 630 1151">evidence of infestation, residue or contamination</td> <td data-bbox="630 1014 1386 1151"> <ul style="list-style-type: none"> • record inspection findings • refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. </td> </tr> <tr> <td data-bbox="292 1151 630 1249">clear</td> <td data-bbox="630 1151 1386 1249"> <ul style="list-style-type: none"> • record inspection findings • continue to Step 4. </td> </tr> </tbody> </table>	If...	Then...	structural damage to a hatch cover	<ul style="list-style-type: none"> • record inspection findings • inform the LCM that the structural damage will need to be rectified to ensure loaded holds do not pose a risk of cross-contamination or infestation • continue to Step 4. 	evidence of infestation, residue or contamination	<ul style="list-style-type: none"> • record inspection findings • refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 	clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 4.
If...	Then...								
structural damage to a hatch cover	<ul style="list-style-type: none"> • record inspection findings • inform the LCM that the structural damage will need to be rectified to ensure loaded holds do not pose a risk of cross-contamination or infestation • continue to Step 4. 								
evidence of infestation, residue or contamination	<ul style="list-style-type: none"> • record inspection findings • refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 								
clear	<ul style="list-style-type: none"> • record inspection findings • continue to Step 4. 								
4.	Determine the next vessel inspection task.								

Section 10: How do I inspect the mast house and mid ship/deck stores?

Note: Non-infestible residues are of less concern in these areas unless the presence of non-infestible residues impedes a thorough inspection for infestation, infested residues or infestible residues.

The following table outlines the procedure for inspection of the vessel mast house and mid ship/deck stores.

Step	Action						
1.	Ask the LCM to lead you to the mast house, any mid ship/deck stores and follow the LCM to these areas of the vessel.						
2.	Look to confirm that the door to the mast house or deck store is open. <table border="1" data-bbox="293 573 1390 797"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>open</td> <td>continue to Step 3.</td> </tr> <tr> <td>closed</td> <td> <ul style="list-style-type: none"> instruct the LCM to open the door continue to Step 3. </td> </tr> </tbody> </table>	If...	Then...	open	continue to Step 3.	closed	<ul style="list-style-type: none"> instruct the LCM to open the door continue to Step 3.
If...	Then...						
open	continue to Step 3.						
closed	<ul style="list-style-type: none"> instruct the LCM to open the door continue to Step 3. 						
3.	Ask the LCM if the store is a paint locker. <table border="1" data-bbox="293 871 1390 1173"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>paint locker</td> <td> <ul style="list-style-type: none"> do not enter the paint locker perform a visual inspection from outside the paint locker using your torch continue to Step 5. </td> </tr> <tr> <td>not a paint locker</td> <td> <ul style="list-style-type: none"> continue to Step 4. </td> </tr> </tbody> </table>	If...	Then...	paint locker	<ul style="list-style-type: none"> do not enter the paint locker perform a visual inspection from outside the paint locker using your torch continue to Step 5. 	not a paint locker	<ul style="list-style-type: none"> continue to Step 4.
If...	Then...						
paint locker	<ul style="list-style-type: none"> do not enter the paint locker perform a visual inspection from outside the paint locker using your torch continue to Step 5. 						
not a paint locker	<ul style="list-style-type: none"> continue to Step 4. 						
4.	Ask the LCM if any crew have been in the area recently and confirm there are no issues with the air quality behind the door. <p>Note: There is the potential for oxygen depletion in these areas of the vessel.</p> <table border="1" data-bbox="293 1337 1390 1632"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>unsure or there are known issues with air quality</td> <td> <ul style="list-style-type: none"> stop the inspection request that the LCM or vessel crew verify oxygen levels and air quality in the area repeat Step 4. </td> </tr> <tr> <td>no issues with air quality</td> <td>continue to Step 5.</td> </tr> </tbody> </table>	If...	Then...	unsure or there are known issues with air quality	<ul style="list-style-type: none"> stop the inspection request that the LCM or vessel crew verify oxygen levels and air quality in the area repeat Step 4. 	no issues with air quality	continue to Step 5.
If...	Then...						
unsure or there are known issues with air quality	<ul style="list-style-type: none"> stop the inspection request that the LCM or vessel crew verify oxygen levels and air quality in the area repeat Step 4. 						
no issues with air quality	continue to Step 5.						

Step	Action								
5.	<p>Inspect the area to confirm if any previous cargo residues are stored in buckets or drums and for the presence of infestations.</p> <p>Note: AOs do not need to climb up the mast house crane to perform any inspection activities.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>previous residues are stored in buckets or drums</td> <td> <ul style="list-style-type: none"> record inspection findings ensure the buckets or drums are properly sealed and covered continue to Step 6. </td> </tr> <tr> <td> <ul style="list-style-type: none"> previous residues are stored in buckets or drums there is evidence of infestation </td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> record inspection findings continue to Step 6. </td> </tr> </tbody> </table>	If...	Then...	previous residues are stored in buckets or drums	<ul style="list-style-type: none"> record inspection findings ensure the buckets or drums are properly sealed and covered continue to Step 6. 	<ul style="list-style-type: none"> previous residues are stored in buckets or drums there is evidence of infestation 	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 	clear	<ul style="list-style-type: none"> record inspection findings continue to Step 6.
If...	Then...								
previous residues are stored in buckets or drums	<ul style="list-style-type: none"> record inspection findings ensure the buckets or drums are properly sealed and covered continue to Step 6. 								
<ul style="list-style-type: none"> previous residues are stored in buckets or drums there is evidence of infestation 	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 								
clear	<ul style="list-style-type: none"> record inspection findings continue to Step 6. 								
6.	<p>Use a torch to look through the equipment and structure, pay particular attention to evidence of rodent infestation.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>evidence of infestation, residue or contamination</td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> record inspection findings continue to Step 7. </td> </tr> </tbody> </table>	If...	Then...	evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 	clear	<ul style="list-style-type: none"> record inspection findings continue to Step 7. 		
If...	Then...								
evidence of infestation, residue or contamination	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 								
clear	<ul style="list-style-type: none"> record inspection findings continue to Step 7. 								
7.	Determine the next vessel inspection task.								

Section 11: How do I inspect stores and general galley areas?

Note: Non-infestible residues are of less concern in this area unless the presence of non-infestible residues impedes a thorough inspection for infestation, infested residues or infestible residues.

The following table outlines the procedure for inspecting areas of the vessel, such as the dry stores and general galley areas.

Step	Action										
1.	Ask the LCM to escort you to the vessel's dry stores and galley areas.										
2	Confirm with the LCM whether there are any WHS hazards in the food preparation areas.										
3.	<p>Inspect dry stores and other stores, including day provisions and small quantities of rice and flour in drums, located in the galley for evidence of infestation.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>suspected <i>Trogoderma</i> spp. are detected</td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. ask the LCM to escort you to the galley and food preparation and handling areas. continue to Step 4. </td> </tr> <tr> <td>evidence of infestation that could cross-infest prescribed goods</td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. go to Step 6. </td> </tr> <tr> <td> <ul style="list-style-type: none"> evidence of infestation that could cross-infest prescribed goods the infestation is substantial or the AO suspects there may be an infestation in the galley and food preparation and handling areas </td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix ask the LCM to escort you to the galley and food preparation and handling areas continue to Step 4. </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> record inspection findings go to Step 6. </td> </tr> </tbody> </table>	If...	Then...	suspected <i>Trogoderma</i> spp. are detected	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. ask the LCM to escort you to the galley and food preparation and handling areas. continue to Step 4. 	evidence of infestation that could cross-infest prescribed goods	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. go to Step 6. 	<ul style="list-style-type: none"> evidence of infestation that could cross-infest prescribed goods the infestation is substantial or the AO suspects there may be an infestation in the galley and food preparation and handling areas 	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix ask the LCM to escort you to the galley and food preparation and handling areas continue to Step 4. 	clear	<ul style="list-style-type: none"> record inspection findings go to Step 6.
If...	Then...										
suspected <i>Trogoderma</i> spp. are detected	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. ask the LCM to escort you to the galley and food preparation and handling areas. continue to Step 4. 										
evidence of infestation that could cross-infest prescribed goods	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. go to Step 6. 										
<ul style="list-style-type: none"> evidence of infestation that could cross-infest prescribed goods the infestation is substantial or the AO suspects there may be an infestation in the galley and food preparation and handling areas 	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix ask the LCM to escort you to the galley and food preparation and handling areas continue to Step 4. 										
clear	<ul style="list-style-type: none"> record inspection findings go to Step 6. 										

Step	Action								
4.	Inspect galley, and food preparation and handling areas for evidence of infestation.								
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>evidence of infestation that could cross-infest prescribed goods</td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. go to Step 6. </td> </tr> <tr> <td> <ul style="list-style-type: none"> evidence of infestation that could cross-infest prescribed goods the AO suspects there may be an infestation in the wet, refrigerated and chilled stores </td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix ask the LCM to escort you to wet, refrigerated and chilled stores continue to Step 5. </td> </tr> <tr> <td>clear</td> <td> <ul style="list-style-type: none"> record inspection findings go to Step 6. </td> </tr> </tbody> </table>	If...	Then...	evidence of infestation that could cross-infest prescribed goods	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. go to Step 6. 	<ul style="list-style-type: none"> evidence of infestation that could cross-infest prescribed goods the AO suspects there may be an infestation in the wet, refrigerated and chilled stores 	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix ask the LCM to escort you to wet, refrigerated and chilled stores continue to Step 5. 	clear	<ul style="list-style-type: none"> record inspection findings go to Step 6.
	If...	Then...							
	evidence of infestation that could cross-infest prescribed goods	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. go to Step 6. 							
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clear	<ul style="list-style-type: none"> record inspection findings go to Step 6. 								
5.	Inspect wet, refrigerated and chilled stores for evidence of infestation.								
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>evidence of infestation that could cross-infest prescribed good</td> <td> <ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. </td> </tr> <tr> <td>no evidence of infestation</td> <td> <ul style="list-style-type: none"> record inspection findings continue to Step 6. </td> </tr> </tbody> </table>	If...	Then...	evidence of infestation that could cross-infest prescribed good	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 	no evidence of infestation	<ul style="list-style-type: none"> record inspection findings continue to Step 6. 		
If...	Then...								
evidence of infestation that could cross-infest prescribed good	<ul style="list-style-type: none"> record inspection findings refer to Section 16: Infestations, residues and contaminants decisions and actions matrix. 								
no evidence of infestation	<ul style="list-style-type: none"> record inspection findings continue to Step 6. 								
6.	Determine the next vessel inspection task.								

Bulk vessel approval

Section 12: How do I issue or withhold bulk vessel approval?

The following outlines the procedure for issuing or withholding bulk vessel approval.

Step	Action						
1.	<p>Record inspection results for all holds and other areas of the vessel inspected on the BVAR or in PEMS including all relevant remarks or additional comments relating to treatment activities that were undertaken by the vessel crew in the course of the inspection.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td>refer to PEOM Reference: Plant Exports Management System Authorised Officer user guide.</td> </tr> <tr> <td>using a manual BVAR</td> <td>refer to PEOM Reference: Plant exports compliance, approval and running records user guide.</td> </tr> </tbody> </table>	If...	Then...	using PEMS	refer to PEOM Reference: Plant Exports Management System Authorised Officer user guide .	using a manual BVAR	refer to PEOM Reference: Plant exports compliance, approval and running records user guide .
If...	Then...						
using PEMS	refer to PEOM Reference: Plant Exports Management System Authorised Officer user guide .						
using a manual BVAR	refer to PEOM Reference: Plant exports compliance, approval and running records user guide .						
2.	<p>Record if the inspection is a subsequent inspection or reinspection of the bulk vessel.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> refer to Step 4 of Section 3: How are the inspection results recorded? go to Step 3. </td> </tr> <tr> <td>using a manual BVAR</td> <td> <ul style="list-style-type: none"> number the top of the BVAR chronologically according to the number of BVARs proceeding the current BVAR go to Step 3. </td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> refer to Step 4 of Section 3: How are the inspection results recorded? go to Step 3. 	using a manual BVAR	<ul style="list-style-type: none"> number the top of the BVAR chronologically according to the number of BVARs proceeding the current BVAR go to Step 3.
If...	Then...						
using PEMS	<ul style="list-style-type: none"> refer to Step 4 of Section 3: How are the inspection results recorded? go to Step 3. 						
using a manual BVAR	<ul style="list-style-type: none"> number the top of the BVAR chronologically according to the number of BVARs proceeding the current BVAR go to Step 3. 						
3.	<p>Confirm if a marine surveyor's certificate is required for bulk vessel approval to be issued.</p> <table border="1"> <thead> <tr> <th>If holds are to be loaded with...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>consumable prescribed goods</td> <td> <ul style="list-style-type: none"> the marine surveyor's certificate is required continue to Step 4. </td> </tr> <tr> <td>non-consumable prescribed goods</td> <td>continue to Step 5.</td> </tr> </tbody> </table>	If holds are to be loaded with...	Then...	consumable prescribed goods	<ul style="list-style-type: none"> the marine surveyor's certificate is required continue to Step 4. 	non-consumable prescribed goods	continue to Step 5.
If holds are to be loaded with...	Then...						
consumable prescribed goods	<ul style="list-style-type: none"> the marine surveyor's certificate is required continue to Step 4. 						
non-consumable prescribed goods	continue to Step 5.						

Step	Action								
4.	<p>Confirm that a marine surveyor's certificate has been provided and validate the marine surveyor's certificate (refer to Step 3 of Section 2: How do I validate supporting documentation?).</p> <p>Confirm which holds the marine surveyor's certificate has been issued for.</p> <p>Note: If using PEMS offline (refer to Step 6 of Section 3: How are the inspection results recorded?) check-in the inspection record now to attach supporting documents, record a documentation validation outcome and to proceed to bulk vessel approval, if applicable.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>valid and provided for all holds passed for loading</td> <td> <ul style="list-style-type: none"> go to Step 5. </td> </tr> <tr> <td>valid but not provided for all holds passed for loading</td> <td> <ul style="list-style-type: none"> inform the client that a marine surveyor's certificate must be issued for all vessel holds intended to be loaded you may issue bulk vessel approval for those holds that the marine surveyor has certified and you have passed for loading go to Step 5. </td> </tr> <tr> <td>not valid or not provided</td> <td> <ul style="list-style-type: none"> inform the client that a marine surveyor's certificate must be issued for all vessel holds intended to be loaded with consumable goods withhold bulk vessel approval go to Step 5. </td> </tr> </tbody> </table>	If...	Then...	valid and provided for all holds passed for loading	<ul style="list-style-type: none"> go to Step 5. 	valid but not provided for all holds passed for loading	<ul style="list-style-type: none"> inform the client that a marine surveyor's certificate must be issued for all vessel holds intended to be loaded you may issue bulk vessel approval for those holds that the marine surveyor has certified and you have passed for loading go to Step 5. 	not valid or not provided	<ul style="list-style-type: none"> inform the client that a marine surveyor's certificate must be issued for all vessel holds intended to be loaded with consumable goods withhold bulk vessel approval go to Step 5.
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5.	<p>Record if bulk vessel approval has been issued or withheld.</p> <table border="1"> <thead> <tr> <th>If approval...</th> <th>And...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>issued</td> <td>using PEMS</td> <td> <ul style="list-style-type: none"> record the specific holds or other areas of the vessel that are approved for loading in the comments field issue bulk vessel approval and record the time and date of bulk vessel approval record a time entry for both AO's inspection activities. </td> </tr> <tr> <td>withheld</td> <td>using PEMS</td> <td> <ul style="list-style-type: none"> do not issue bulk vessel approval record a time entry for both AO's inspection activities. </td> </tr> <tr> <td>issued</td> <td>using a manual BVAR</td> <td> <ul style="list-style-type: none"> record the specific holds or other areas of the vessel that are approved for loading in the comments field record that bulk vessel approval is issued ('Y') record the time and date of bulk vessel approval sign and date the BVAR. </td> </tr> <tr> <td>withheld</td> <td>using a manual BVAR</td> <td> <ul style="list-style-type: none"> record that bulk vessel approval is not issued ('N') do not record a time and date of approval sign and date the BVAR. </td> </tr> </tbody> </table>	If approval...	And...	Then...	issued	using PEMS	<ul style="list-style-type: none"> record the specific holds or other areas of the vessel that are approved for loading in the comments field issue bulk vessel approval and record the time and date of bulk vessel approval record a time entry for both AO's inspection activities. 	withheld	using PEMS	<ul style="list-style-type: none"> do not issue bulk vessel approval record a time entry for both AO's inspection activities. 	issued	using a manual BVAR	<ul style="list-style-type: none"> record the specific holds or other areas of the vessel that are approved for loading in the comments field record that bulk vessel approval is issued ('Y') record the time and date of bulk vessel approval sign and date the BVAR. 	withheld	using a manual BVAR	<ul style="list-style-type: none"> record that bulk vessel approval is not issued ('N') do not record a time and date of approval sign and date the BVAR.
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using a manual BVAR	continue to Step 7.															

Step	Action						
7.	<p>Issue a copy of the BVAR to:</p> <ul style="list-style-type: none"> the master of the vessel the agent who lodged the application for bulk vessel approval the department. <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> submit the bulk vessel inspection record download, and email or print a copy of the bulk vessel inspection record for the relevant parties/ client. <p>Note: If using PEMS, submission of the inspection record through PEMS equates to submission of a copy to the department.</p> </td> </tr> <tr> <td>using a manual BVAR</td> <td> <ul style="list-style-type: none"> keep the original BVAR for records provide a copy of the BVAR to the relevant parties. </td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> submit the bulk vessel inspection record download, and email or print a copy of the bulk vessel inspection record for the relevant parties/ client. <p>Note: If using PEMS, submission of the inspection record through PEMS equates to submission of a copy to the department.</p>	using a manual BVAR	<ul style="list-style-type: none"> keep the original BVAR for records provide a copy of the BVAR to the relevant parties.
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using a manual BVAR	<ul style="list-style-type: none"> keep the original BVAR for records provide a copy of the BVAR to the relevant parties. 						

Section 13: How do I suspend bulk vessel approval and revoke suspension?

The following table outlines how to suspend bulk vessel approval and revoke the suspension, where applicable.

Step	Action						
1.	<p>Contact each party to whom the BVAR was initially issued and advise:</p> <ul style="list-style-type: none"> that the bulk vessel approval has been suspended the reason for the suspension that a reinspection of the known or suspected area(s) of the vessel at least by two inspection AOs will need to be performed to confirm the condition of the vessel. 						
2.	<p>Request that each party, to whom the vessel approval was initially issued:</p> <ul style="list-style-type: none"> surrenders any paper copies to the AO delete any electronic copies of the BVAR in the party's possession. <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> contact the National Documentation Hub and request that the specific PEMS bulk vessel inspection record in question be reactivated provide reasons for the reactivation search for and join the active bulk vessel inspection record and record inspection results. </td> </tr> <tr> <td>using manual BVAR</td> <td>continue to Step 3.</td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> contact the National Documentation Hub and request that the specific PEMS bulk vessel inspection record in question be reactivated provide reasons for the reactivation search for and join the active bulk vessel inspection record and record inspection results. 	using manual BVAR	continue to Step 3.
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using manual BVAR	continue to Step 3.						

Step	Action								
3.	<p>Go to Section 6: How do I determine the inspection requirements? and then follow the relevant inspection procedure to confirm whether the vessel's conditions have changed and determine if it no longer meets the requirements of the legislation.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> the condition has changed for a specific hold or other area of the vessel and there is no risk of cross contamination </td> <td>go to Section 14: How do I cancel bulk vessel approval for a specific hold or other area?</td> </tr> <tr> <td> <ul style="list-style-type: none"> the condition of the vessel has changed and there is a risk of cross contamination </td> <td>go to Section 15: How do I cancel bulk vessel approval?</td> </tr> <tr> <td>there is no change in condition</td> <td>go to Step 4.</td> </tr> </tbody> </table>	If...	Then...	<ul style="list-style-type: none"> the condition has changed for a specific hold or other area of the vessel and there is no risk of cross contamination 	go to Section 14: How do I cancel bulk vessel approval for a specific hold or other area?	<ul style="list-style-type: none"> the condition of the vessel has changed and there is a risk of cross contamination 	go to Section 15: How do I cancel bulk vessel approval?	there is no change in condition	go to Step 4.
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<ul style="list-style-type: none"> the condition of the vessel has changed and there is a risk of cross contamination 	go to Section 15: How do I cancel bulk vessel approval?								
there is no change in condition	go to Step 4.								
4.	<p>Notify the clients or any party to whom the approval was originally issued that the condition of the vessel has not changed and the suspension of approval has been revoked, as soon as practicable.</p> <p>Note: The initial date and time that bulk vessel approval was issued will continue to apply.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> record a time entry for both AO's inspection activities record in the comments the date and reason for suspension and that the suspension has been revoked. </td> </tr> <tr> <td>using manual BVAR</td> <td> <ul style="list-style-type: none"> record in the comments the date and reason for suspension and that the suspension has been revoked initial and date the comments. </td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> record a time entry for both AO's inspection activities record in the comments the date and reason for suspension and that the suspension has been revoked. 	using manual BVAR	<ul style="list-style-type: none"> record in the comments the date and reason for suspension and that the suspension has been revoked initial and date the comments. 		
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6.	<p>For departmental AOs, generate an invoice in ELSA for chargeable inspection activities and provide a copy of the invoice to the vessel agent (client that requested the inspection).</p> <p>Note: Refer to Work instruction: Invoicing plant export clients.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> record the relevant invoice number in PEMS continue to Step 7. </td> </tr> <tr> <td>using a manual BVAR</td> <td>continue to Step 7.</td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> record the relevant invoice number in PEMS continue to Step 7. 	using a manual BVAR	continue to Step 7.		
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using a manual BVAR	continue to Step 7.								

Step	Action						
7.	<p data-bbox="288 197 1362 264">Return a paper version or electronic copy of the bulk vessel approval to the clients or any other parties that surrendered or deleted their copies of the bulk vessel approval.</p> <table border="1" data-bbox="288 282 1390 584"> <thead> <tr> <th data-bbox="288 282 632 342">If...</th> <th data-bbox="632 282 1390 342">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 342 632 524">using PEMS</td> <td data-bbox="632 342 1390 524"> <ul style="list-style-type: none"> • submit the bulk vessel inspection record on PEMS • download, and email or print a copy of the updated bulk vessel inspection record to the relevant parties/ client • procedure ends here. </td> </tr> <tr> <td data-bbox="288 524 632 584">using a manual BVAR</td> <td data-bbox="632 524 1390 584">procedure ends here.</td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> • submit the bulk vessel inspection record on PEMS • download, and email or print a copy of the updated bulk vessel inspection record to the relevant parties/ client • procedure ends here. 	using a manual BVAR	procedure ends here.
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using a manual BVAR	procedure ends here.						

Section 14: How do I cancel bulk vessel approval for a specific hold or other area?

The following table outlines how an inspection AO will cancel the approval for specific holds or other area.

Step	Action						
1.	<p>Notify the client(s) or any party to whom bulk vessel approval was originally issued that:</p> <ul style="list-style-type: none"> approval needs to be cancelled for the hold or area of the vessel where the conditions have changed since approval was initially issued a reinspection of the hold under ballast, or otherwise, will need to be booked and undertaken once it has been emptied and cleaned or treated. 						
2.	<p>Document that the approval for the specific hold or other area has been cancelled.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> record that the specific hold(s)/ area(s) are passed for risk of cross contamination and record in comments the reason for the cancellation of approval for the hold or area. record a time entry for both AO's inspection activities confirm that bulk vessel approval is still set to 'Y' and that the original time and date for bulk vessel approval is recorded. <p>Note: The hold that is being cancelled has not failed inspection. A failed inspection result should not be selected or bulk vessel approval for the whole vessel will be cancelled.</p> </td> </tr> <tr> <td>using manual BVAR</td> <td> <ul style="list-style-type: none"> place a strike through the hold or other area that is having its approval cancelled on the BVAR record reasons for the cancellation on the BVAR initial and date the strike. </td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> record that the specific hold(s)/ area(s) are passed for risk of cross contamination and record in comments the reason for the cancellation of approval for the hold or area. record a time entry for both AO's inspection activities confirm that bulk vessel approval is still set to 'Y' and that the original time and date for bulk vessel approval is recorded. <p>Note: The hold that is being cancelled has not failed inspection. A failed inspection result should not be selected or bulk vessel approval for the whole vessel will be cancelled.</p>	using manual BVAR	<ul style="list-style-type: none"> place a strike through the hold or other area that is having its approval cancelled on the BVAR record reasons for the cancellation on the BVAR initial and date the strike.
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3.	<p>For departmental AOs, generate an invoice in ELSA for chargeable inspection activities and provide a copy of the invoice to the vessel agent (client that requested the inspection).</p> <p>Note: Refer to Departmental Charging Guidelines and Work instruction: Invoicing plant export clients.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> record the relevant invoice number in the PEMS inspection record. submit the bulk vessel inspection record (without vessel approval). download, and email or print a copy of the updated bulk vessel inspection record to the relevant parties/ client. continue to Step 4. </td> </tr> <tr> <td>using a manual BVAR</td> <td>continue to Step 4.</td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> record the relevant invoice number in the PEMS inspection record. submit the bulk vessel inspection record (without vessel approval). download, and email or print a copy of the updated bulk vessel inspection record to the relevant parties/ client. continue to Step 4. 	using a manual BVAR	continue to Step 4.
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using a manual BVAR	continue to Step 4.						

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Step	Action
4.	Return a paper version or electronic copy of the cancelled bulk vessel approval to the client(s) or any other parties to whom the original bulk vessel approval was issued.
5.	Procedure ends here.

Section 15: How do I cancel bulk vessel approval?

The following table outlines how an inspection AO will cancel bulk vessel approval.

Step	Action						
1.	<p>Notify the clients or any party to whom bulk vessel approval was originally issued:</p> <ul style="list-style-type: none"> that bulk vessel approval has been cancelled and cannot be relied on for loading of prescribed goods into the vessel the reason that bulk vessel approval has been cancelled that treatment will be required to rectify the issue that a full reinspection of the vessel by accredited AOs will be required following treatment and will need to be booked. 						
2.	<p>Document that bulk vessel approval has been cancelled.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> record the failed result of the relevant holds/areas inspected and record in comments the reason for the cancellation of approval record a time entry for both AO's inspection activities confirm that bulk vessel approval is set to <i>N</i> and that no time and date for bulk vessel approval is recorded. </td> </tr> <tr> <td>using manual BVAR</td> <td> <ul style="list-style-type: none"> place a pen strike diagonally through the BVAR to cancel the bulk vessel approval record reasons for the cancellation on the BVAR initial and date the diagonal strike. </td> </tr> </tbody> </table>	If...	Then...	using PEMS	<ul style="list-style-type: none"> record the failed result of the relevant holds/areas inspected and record in comments the reason for the cancellation of approval record a time entry for both AO's inspection activities confirm that bulk vessel approval is set to <i>N</i> and that no time and date for bulk vessel approval is recorded. 	using manual BVAR	<ul style="list-style-type: none"> place a pen strike diagonally through the BVAR to cancel the bulk vessel approval record reasons for the cancellation on the BVAR initial and date the diagonal strike.
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using a manual BVAR	continue to Step 4.						

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Step	Action
4.	Return a paper version or electronic copy of the cancelled bulk vessel approval to the clients or any other parties to whom the original bulk vessel approval was issued.

Section 16: Infestations, residues and contaminants decisions and actions

This section outlines the procedures when live insects, live or dead rodents, infestible and non-infestible residues are detected during the bulk vessel inspection, the relevant tolerances, and the actions that must be followed.

Note: [Volume 6A: Pests, diseases and contaminants of grain and plant products \(excluding horticulture\)](#) and [Volume 8B: Commodity inspection – forest products](#) of the PEOM contain useful information about pests and diseases.

Does the vessel need a reinspection if a minor non-compliance is detected?

If the non-compliance is minor and can be rectified by the LCM or master and approved by the AO while on board the vessel, then the vessel does not need to be failed and a reinspection scheduled.

How long must the AO wait for a non-compliance to be treated?

The AO must use their discretion regarding how long they are prepared to wait for a non-compliance to be treated.

Recording non-compliance

Any non-compliance encountered and action taken to treat the non-compliance must be recorded on the BVAR or on the inspection record in PEMS.

What must the AO do when major infestations, residues and contaminants are encountered?

In addition to specific tasks described in this section, in all instances where infestations, residues and contaminants are encountered and are not rectified during the inspection, AOs must:

- fail the hold or area of the vessel, record inspection findings, and [withhold](#) or [cancel](#) bulk vessel approval as appropriate
- inform the LCM that the non-compliance will need to be treated/rectified
- continue with and complete all relevant vessel inspection tasks as appropriate
- record treatment information and reinspect the hold/area following treatment (see below to determine if the reinspection must be a new booking or can occur as part of the current and ongoing inspection).

Inspection AOs must comply with departmental policy relating to treatment requirements for bulk vessels and when providing advice to the master of the vessel regarding bulk vessel treatment (**refer to [the guideline](#)** for further information).

Note: Suspected [National Priority Plant Pests](#) should be reported to the department through the See. Secure. Report hotline on 1800 798 636.

Suspected *Trogoderma* spp. are detected

The following table outlines what the AO must do if suspected *Trogoderma* spp. are detected for consumable and non-consumable goods to be loaded.

Step	Action
1.	Fail the vessel. There is a nil tolerance for suspected <i>Trogoderma</i> spp.
2.	Ask the LCM to notify the vessel master.
3.	Retrieve and secure the pest without damaging it.

Step	Action
4.	Contact the department's See. Secure. Report Hotline 1800 798 636 for advice.
5.	<p>Refer to the guideline and inform the vessel master and vessel owner or owner's agent of the treatment requirements that must be applied.</p> <p>Note: Reinspection of the vessel can only take place after:</p> <ul style="list-style-type: none"> • treatment has occurred • a reinspection has been booked • the relevant application for bulk vessel approval and supporting documentation has been received. <p>Refer to Section 1: How do I receive a request for inspection?</p>

Live insects other than *Trogoderma* spp. are detected

The following table outlines the reinspection requirements if live insects other than *Trogoderma* spp. are detected.

If...	Then...
<ul style="list-style-type: none"> • consumable goods to be loaded and the infestation is very few (no more than five with haphazard distribution) <p>or</p> <ul style="list-style-type: none"> • non-consumable goods to be loaded and the infestation is few (less than 10 insects with haphazard distribution) 	<p>reinspection of the hold or area may occur soon after treatment has occurred and once a written statement has been provided by the master articulating how the non-compliance was rectified.</p> <p>Note: Spot treatments by crew such as chemical spray, crushing and sweeping are permitted.</p>
<ul style="list-style-type: none"> • consumable goods to be loaded and the infestation is moderate (more than 5 insects, but not heavy in clusters of 3-5 insects) <p>or</p> <ul style="list-style-type: none"> • non-consumable goods to be loaded and the infestation is moderate (more than 10 insects, but not heavy, in clusters of 3-5 insects) 	<p>reinspection of the hold or area may occur soon after treatment has occurred and once a written statement has been provided by the master articulating how the non-compliance was rectified.</p> <p>Note: Localised treatments by the crew such as chemical spray, crushing and sweeping are permitted.</p>

If...	Then...
<ul style="list-style-type: none"> consumable goods to be loaded and the infestation is heavy (insects are obvious and occurring frequently) or non-consumable goods to be loaded and the infestation is heavy (insects are obvious and occurring frequently) 	<ul style="list-style-type: none"> the AO must fail the hold or area the AO must inform the LCM to notify the vessel master that the infestation will need to be rectified if the infestation cannot be treated during the course of the bulk vessel inspection, then the vessel must be failed and a reinspection of the hold or areas by accredited AOs will be required reinspection of the vessel can only take place after <ul style="list-style-type: none"> treatment has occurred a reinspection has been booked the relevant application for bulk vessel approval and supporting documentation has been received. <p>Refer to Section 1: How do I receive a request for inspection?</p>

Rodents (live or dead) are suspected or detected

The following table outlines what the AO must do if rodents are suspected or detected for consumable and non-consumable goods to be loaded.

Step	Action
1.	Fail the vessel. There is a nil tolerance for rodents (live or dead).
2.	<p>Ask the LCM to notify the vessel master that treatment will be required.</p> <p>Note: Reinspection of the vessel can only take place after:</p> <ul style="list-style-type: none"> treatment has occurred a reinspection has been booked, and the relevant application for bulk vessel approval and supporting documentation has been received. <p>Refer to Section 1: How do I receive a request for inspection?</p>

Infestible residues are detected

The following table outlines the reinspection requirements if infestible residues are detected.

If...	Then...
<ul style="list-style-type: none"> • consumable goods to be loaded and there is up to five litres in one isolated area or • non-consumable goods to be loaded and there is up to 20 litres is detected 	<ul style="list-style-type: none"> • where the residues are found in a hold, they must be collected into piles on the tank top for closer inspection by the AO to determine if they are infested residues. • the AO must inform the LCM that the infestible residues will need to be cleaned and disposed of in a quarantine compliant manner (refer to the guideline for more information). • reinspection of the hold or area may occur soon after treatment has occurred and once a written statement has been provided by the master articulating how the non-compliance was rectified.
<ul style="list-style-type: none"> • consumable goods to be loaded and there is more than five litres detected or • non-consumable goods to be loaded and there is more than 20 litres is detected 	<ul style="list-style-type: none"> • the AO must fail the hold or area • where the residues are found in a hold, they must be collected into piles on the tank top for closer inspection by the AO to determine if they are infested residues. • the AO must inform the LCM that the infestible residues will need to be cleaned and disposed of in a quarantine compliant manner (refer to the guideline for more information). • reinspection of the vessel can only take place after <ul style="list-style-type: none"> ○ treatment has occurred ○ a reinspection has been booked ○ the relevant application for bulk vessel approval and supporting documentation has been received. <p>Refer to Section 1: How do I receive a request for inspection?</p>

Non-infestible residues are detected (including rust and paint scale)

The following table outlines the reinspection and reinspection requirements if non-infestible residues are detected.

If...	Then...
<ul style="list-style-type: none"> consumable goods or non-consumable goods to be loaded there is up to 20 litres in one isolated area 	<ul style="list-style-type: none"> where the residues are found in a hold, they must be collected into piles on the tank top for closer inspection by the AO to determine if they are infested residues the AO must inform the LCM that the residues will need to be cleaned and disposed of in a quarantine compliant manner (refer to the guideline for more information) the vessel inspection can continue so long as the residue detected does not impede a thorough inspection reinspection of the hold or area may occur soon after treatment has occurred and once a written statement has been provided by the master articulating how the non-compliance was rectified.
<ul style="list-style-type: none"> consumable goods or non-consumable goods to be loaded, and there is more than 20 litres in one isolated area 	<ul style="list-style-type: none"> where the residues are found in a hold, they must be collected into piles on the tank top for closer inspection by the AO to determine if they are infested residues the AO must inform the LCM that the residues will need to be cleaned and disposed of in a quarantine compliant manner (refer to the guideline for more information) the vessel inspection can continue so long as the residue detected does not impede a thorough inspection reinspection of the vessel can only take place after <ul style="list-style-type: none"> treatment has occurred a reinspection has been booked the relevant application for bulk vessel approval and supporting documentation has been received. <p>Refer to Section 1: How do I receive a request for inspection?</p>

Water or moisture is detected

The following table outlines the reinspection requirements if water or moisture is detected.

If...	Then...
<ul style="list-style-type: none"> consumable goods to be loaded and there is up to five litres in one isolated area, or non-consumable goods to be loaded and there is up to 20 litres in one isolated area 	<p>reinspection of the hold or area may occur soon after treatment has occurred and once a written statement has been provided by the master articulating how the non-compliance was rectified.</p>
<ul style="list-style-type: none"> consumable goods to be loaded and there is more than five litres in one isolated area, or non-consumable goods to be loaded and there is more than 20 litres in one isolated area 	<ul style="list-style-type: none"> the AO must fail the hold or area reinspection of the vessel can only take place after <ul style="list-style-type: none"> treatment has occurred a reinspection has been booked the relevant application for bulk vessel approval and supporting documentation has been received. <p>Refer to Section 1: How do I receive a request for inspection?</p>

Odours and transferable oil residues

The following table outlines the reinspection requirements if there are odours and transferable oil residues.

If...	Then...
consumable goods to be loaded	<ul style="list-style-type: none"> inspection of the vessel may continue so long as the contaminant detected does not prevent effective inspection of the structure of the hold or other area of the vessel. reinspection of the hold or area may occur soon after treatment has occurred and once a written statement has been provided by the master articulating how the issue was rectified. if the odours and transferable oil residues cannot be rectified during the inspection the AO must fail the hold. reinspection of the vessel can only take place after <ul style="list-style-type: none"> treatment has occurred a reinspection has been booked the relevant application for bulk vessel approval and supporting documentation has been received. <p>Refer to Section 1: How do I receive a request for inspection?</p>
non-consumable goods to be loaded	<ul style="list-style-type: none"> inspection of the vessel may continue so long as the contaminant detected does not prevent effective inspection of the structure of the hold or other area of the vessel. reinspection of the hold or area may occur soon after treatment has occurred and once a written statement has been provided by the master articulating how the issue was rectified.

Related material

The following related material is available in the [Plant export operations manual \(PEOM\)](#) on the department's website:

- Work Instruction: [Validating supporting documents for plant exports](#)
- Guideline: [Empty bulk vessel for export](#)
- Guideline: [Pests, diseases and contaminants of grain and plant products \(excluding horticulture\) Volume 6A](#)
- Guideline: [Commodity inspections – forest products \(Volume 8B\)](#)
- Reference: [Bulk vessel terms and definitions](#)
- Reference: [Pre – entry hazard assessment for third party worksites including bulk vessels \(Take 5 checklist\)](#)
- Reference: [Work health and safety in the plant export environment](#)
- Reference: [Bulk vessel approval record \(PE103\)](#)
- Reference: [Plant exports compliance, approval and running records user guide](#)
- Reference: [Plant Exports Management System authorised officer user guide](#)
- Reference: [Plant exports guide – Equipment](#)
- Reference: [Plant export documents and treatment checklists.](#)

The following related material is available on the IML for departmental AOs:

- Work instruction: [Invoicing plant export clients.](#)

Contact information

- Authorised Officer Program: PlantExportTraining@agriculture.gov.au
- Grain and Seed Exports Program: Grain.Export@agriculture.gov.au
- National Documentation Hub: plantexportsNDH@agriculture.gov.au.

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-3664	The Director, Grain and Seed 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	6/11/2017	First publication of this work instruction.
2	3/05/2018	Addition of requirements for inspecting bulk vessels at protected anchorage.