



WORK INSTRUCTION

Inspecting forest products for export

Direction to staff

You must comply with this instructional material under the Practice Statement Framework.

Direction to authorised officers

Authorised officers must exercise powers and perform functions in accordance with any lawful directions or instructions issued by the department.

Summary of main points

This document outlines the policy and process for the inspection of forest products. It includes:

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

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Purpose of this document

This document details the procedure for inspecting forest products for the following commodities:

- bulk logs
- bulk woodchips
- bagged forest products including woodchips, potting mix/compost and sandalwood powder
- processed forest products including raw sawn timber, plywood, chipboard, particleboard, manufactured panel products, wooden barrels and sandalwood logs and sandalwood products.

Note: Forest products only become prescribed goods when a Phytosanitary Certificate is required by the importing country authority. Otherwise no inspection or certification is required.

Policy Statement

The policy and process related to this work instruction can be found in the guideline. Authorised officers must read and comply with the policy and process requirements set out in the guideline and relevant legislation.

Legislative Framework

The legislation that applies to the phytosanitary inspection of forest products for export can be found in the guideline.

Roles and responsibilities

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

Role	Responsibility
Inspection AO's	<ul style="list-style-type: none">• Validating supporting documents.• Inspecting forest products for export.• Recording and submitting the results of the inspection.
Client	<ul style="list-style-type: none">• Requesting an inspection appointment.• Supplying all supporting documentation.
Micor Administrator	<ul style="list-style-type: none">• Updating import requirements in the Micor database.
Site supervisor	<ul style="list-style-type: none">• Escort AO when on-site.• Ensure logs are displayed for inspection in a safe manner.• Provide radio contact with any machinery operator on-site.

Work health and safety

AOs must:

- read and be familiar with the Reference: [Work health and safety in the plant export environment](#).
- read, consider and comply with the work health and safety (WHS) requirements set out in the guideline.
- not enter work sites unless it is safe, they are wearing the required personal protective equipment (PPE) and have considered any WHS hazards.
- comply with applicable Commonwealth, state and territory WHS legislation.

- 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.

Personal protective equipment

Inspection AOs must wear the following PPE for log inspections:

- hi-visibility vest
- safety boots
- gloves
- hard hat.

Inspection AOs must have the following PPE with them and use when required:

- first aid kit
- water
- sunscreen
- appropriate emergency communication equipment such as a phone carrier with coverage or satellite phone.

An AO must wear the following PPE where required by the work site or where they have identified a risk in the work environment:

- long sleeve clothing
- steel cap boots
- hearing protection
- face mask
- portable gas detector.

Note: For more information regarding WHS responsibilities, see the Reference: [Work health and safety in the plant export environment](#).

Essential equipment

AOs must have the following general inspection equipment:

- knife and scrapers
- torch
- tweezers and probes
- hand lens 10X magnification or more
- small artist's paint brush
- vials and tubes
- 80 percent ethanol preservative
- snap-lock plastic bags
- labels
- pencils for labelling vials and pens for completing forms
- a device with access to the Plant Exports Management System or manual inspection record for contingency purposes.

In addition, **woodchip and processed forest product** inspections will require:

- sieve and pan

In addition, **log** inspections will require:

- hammer/mallet and chisel

Note: For more information regarding the inspection equipment, see the Reference: [Plant export guide—equipment](#).

System requirements

AOs must have access to the following systems:

- department website
- Manual of Importing Country Requirements (Micor)
- Plant Exports Management System (PEMS)
- Electronic Export Documentation System (EXDOC) (for departmental AOs only).

Section 1: Conduct pre-inspection tasks

- Receive a request for an inspection of a forest product consignment.
- Check if there is a case in Micor Plants for each product.
 - If there is not a case in Micor Plants, you cannot continue with the inspection.
 - Advise the client that they need to obtain the import requirements from the importing country authority and email these to the [Micor Administrator](#). The import requirements will need to be assessed and Micor Plants updated before the consignment can be inspected.
- Check the Micor Plants case for each product to see if the importing country authority requires an import permit.
 - If an import permit is required and has not been provided, you cannot continue with the inspection.
 - Advise the client that they need to present an import permit before the consignment can be inspected.
- If the Micor Plants case indicates that a licence to export unprocessed wood may be required, advise the client.
- If an import permit is required and has been provided at the time of inspection, you need to check it is valid as per the Guideline: [Supporting documents for plant exports](#).
 - If the import permit is not valid, you cannot continue with the inspection.
 - Advise the client that they need to obtain a valid import permit before the consignment can be inspected.
- Check the import requirements on the import permit match the Micor Plants case for each product.
 - If the import requirements do not match, you cannot continue with the inspection.
 - Advise the client that they need to email the import permit to the [Micor Administrator](#). The import permit will be assessed and Micor Plants updated before the consignment can be inspected.

Note: Departmental AOs do not have to complete the following step.

If you are a State or Territory government officer or third-party inspection AO:

- Check what form the Notice of Intention (NOI) must be presented in as per the Guideline: [Issuance of certification for plant exports](#).
 - If the client has not presented the correct form of NOI, you cannot continue with the inspection.
 - Advise the client that they must present the correct form of NOI before the consignment can be inspected.
- If the NOI is a Request for Permit (RFP), check that it is at either initial (INIT) or final (FINL) status.
 - If the RFP is not at either INIT or FINL status, you cannot continue with the inspection.
 - Advise the client that they must present the RFP in the correct status before the consignment can be inspected.
- If the NOI is an EX28, check that it has been completed correctly as per the Reference: [Completion of a Notice of Intention \(EX28\) User Guide](#).
 - If the EX28 has not been completed correctly, you cannot continue with the inspection.
 - Advise the client that they must present a correctly completed EX28 before the consignment can be inspected.
 - If the NOI is an EX28, check that the registered establishment (RE) on the NOI is currently registered by requesting that the RE provides the most recent Certificate of Registration.
 - If the RE is not currently registered, you cannot continue with the inspection.

- Advise the client that they must present a correctly completed EX28 before the consignment can be inspected.
- Check whether the client needs to complete any manual certification as per the Micor Plants case.
- If any manual certification is required, check that they have used the correct template and that the template has been completed correctly as per the:
 - [Reference: Completion of a Phytosanitary Certificate \(E16\) User Guide](#)
 - [Reference: Completion of a Ship's Holds Certificate \(EX175\) User Guide](#)
 - [Reference: Completion of a Declaration and Certificate as to Condition \(EX188\) User Guide](#)
 - [Reference: Completion of a Certification as to Condition \(EX46A\) User Guide](#)
 - [Reference: Completion of a Phytosanitary Certificate for Re-Export \(EX25\) User Guide](#)
 - [Reference: Completion of a Radioactivity Statement User Guide.](#)
 - If the required certificates have not been completed correctly, you cannot continue with the inspection.
 - Advise the client that they need to complete the certificate correctly before the consignment can be inspected.

Note: The following steps apply to all inspection AOs.

- Check that you have received all supporting documents required prior to inspection as per the Reference: [Plant export documents and treatments checklists](#) and the Micor Plants case/s.
 - If all the supporting documents have not been received, you cannot continue with the inspection.
 - Advise the client that they need to obtain the supporting documents before the consignment can be inspected.
- Check that the supporting documents you have received are valid as per the Guideline: [Supporting documents for plant exports](#).
 - If any of the supporting documents are not valid, you cannot continue with the inspection.
 - Advise the client that they need to obtain valid supporting documents before the consignment can be inspected.
- Before commencing the inspection, you must have:
 - access to PEMS (or a manual inspection record where an exception applies)
 - inspection equipment that it is fit for purpose
 - any instructional or reference material you may require.
- Check site specific WH&S requirements and collect your personal protective equipment.
- Ensure machinery operators are aware you are on site. You must maintain contact with persons operating heavy machinery at all times.

Section 2: Conduct flowpath inspection tasks

Inspect flowpath

- Visually inspect the flowpath, including the inspection area, to ensure it is fit for purpose.
 - **Bulk log stock piles** - Inspecting the log stock pile storage area
 - Visually inspect for any live pests that can cross-infest the goods.
 - Visually inspect for any vermin and/or their waste that can cross-contaminate the goods.
 - Visually inspect for contaminants that can cross-contaminate the goods.
 - Ensuring any tolerances specified by the importing country are adhered to.

- The structure of log stacks should be maintained to ensure safe working conditions. If there are concerns regarding the safety of the stack, the site manager should be notified, and the stack adjusted to allow safe working conditions before inspection commences.
- **Bulk woodchips** - Inspecting the commodity conveyance systems from point of sampling to point of loading
 - Ensuring that any live pests cannot cross-infest the goods.
 - Ensuring that any vermin and/or their waste cannot cross-contaminate the goods.
 - Ensuring any contaminants cannot cross-contaminate the goods.
 - Ensuring any tolerances specified by the importing country are adhered to.
- **All other forest products** - Inspecting the commodity source/storage area
 - Ensuring that any live pests cannot cross-infest the goods.
 - Ensuring that any vermin and/or their waste cannot cross-contaminate the goods.
 - Ensuring any contaminants cannot cross-contaminate the goods.
 - Ensuring any tolerances specified by the importing country are adhered to.
- The flowpath inspection must be undertaken prior to loading.

Pass the flowpath

- Pass the flowpath if you are satisfied that all relevant tolerance levels have been met.
- Record passed flowpath and the time it was passed on the inspection record.

Fail the flowpath

- If you identify an issue that **will be rectified whilst you are onsite** you must:
 - record failed flowpath and the time it was failed on the inspection record
 - inform the client of the issue
 - note that the client is responsible for choice of treatment
 - record how and when the flowpath issue was rectified in on the inspection record
 - conduct your inspection of the **entire flowpath** as described above
 - no loading is to recommence unless the flow path has been passed.
- If you identify an issue that will NOT be rectified whilst you are onsite you must:
 - record failed flowpath and the time it was failed on the inspection record
 - inform the client of the issue
 - note that the client is responsible for choice of treatment
 - provide the client a **copy** of the completed inspection record, if requested

Reinspect the flowpath

- The client must advise you when the flowpath issue has been rectified and is ready for reinspection.
- Conduct your inspection of the **entire flowpath** as described above.

Container approval

If the empty container that will be used for loading is present:

- Ensure that the condition of the empty container has not changed since the container approval was issued by looking for:
 - structural damage that may allow cross-infestation of the goods
 - pests, residues or contaminants that may infest or contaminate the goods.

- If seal is intact only check the outside of the container.
- Check the Passed Empty Container sticker:
 - has not been removed or damaged
 - identifies the container as being suitable to be loaded
 - is within 90 days of inspection.
- If the condition of the container has changed and the issue cannot be rectified while you are present at the RE for the inspection, you must revoke the container approval by:
 - for manual container approvals – completing a new container inspection record for the container, noting in the remarks field the reason for the revocation
 - for container approvals in PEMS – revoking the container approval in PEMS (see Reference: [Plant Export Management System authorised officer user guide](#))
 - adding relevant comments into the comments field in the inspection record for the goods inspection
 - notifying the client of the revocation of the container approval
 - remove and destroy any Passed Empty Container sticker on the container.
- If the product is intended to be loaded during the inspection, the empty container must have another container approval issued or another approved container provided before the goods can be loaded.
- Inspection of the goods can be completed without needing to be loaded in the presence of an AO.

Vessel approval

- Check to ensure a valid vessel approval has been issued:
 - the bulk vessel approval must be within 28 days of the date of the approval (unless an extension to the bulk vessel approval has been granted in writing by the department).
- Check which holds have been passed for loading.

Section 3: Conduct goods inspection tasks

Assess the consignment

- Liaise with the client to:
 - identify the consignment to be inspected (lot plan may be required)
 - confirm the goods presented comply with the information on the NOI/RFP
 - ensure the consignment is safe and accessible for sampling
- Ensure all trade descriptions (if present) are accurate and unambiguous and meet requirements in the guideline.
- If the goods information **does not** comply with the NOI/RFP and/or the trade description requirements are **not** met:
 - and the issue will be rectified whilst you are onsite you must:
 - record the issue in on the inspection record
 - inform client of the issue
 - record how and when the issue was rectified on the inspection record
 - and the issue will NOT be rectified whilst you are onsite you must:
 - record the failure on the inspection record
 - inform client of the failure

- provide the client a **copy** of the completed inspection record, if requested
- If the entire consignment is present identify lots within the consignment if applicable.

Inspect the consignment

Drawing Samples

- For specific sampling methodology refer to:
 - [Attachment 1](#): Bulk woodchips
 - [Attachment 2](#): Bulk Logs
 - [Attachment 3](#): Bagged forest products
 - [Attachment 4](#): Processed forest products.

Inspecting Samples

- Inspect all samples using suitable equipment.
- Examine the samples for live pests, vermin and contaminants in accordance with the following tolerances:
 - nil tolerance for live pests specified in the guideline
 - nil tolerance for vermin including rodents and their waste
 - tolerance levels for contaminants are specified in the Guideline: [Inspection of forest products](#) and by the importing country

Note: Tolerance levels specified by the importing country take precedence over tolerance levels stated in Guideline: [Inspection of forest products](#).
- If there is any **other** contaminating material where no tolerance level is specified:
 - stop the inspection and obtain advice from the client as to whether they wish to continue the inspection
 - record the contaminant/s and the client's advice in the comments section of the inspection record
 - recommence goods inspection based on the client's advice
 - do not reject for these contaminants
- For specific inspection methodology refer to:
 - [Attachment 1](#): Bulk woodchips
 - [Attachment 2](#): Bulk Logs
 - [Attachment 3](#): Bagged forest products
 - [Attachment 4](#): Processed forest products.

Section 4: Pass the goods after inspection

All logs with bark for export to China that are subject to mandatory fumigation must be subject to inspection before and inspection after fumigation.

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

- pass the lot/consignment if:
 - you are satisfied that all relevant tolerance levels have been met, and
 - logs have been subject to mandatory re-inspection post fumigation (China only - logs with bark)
- record passed lot/consignment on the inspection record. Where logs are containerised, all containers that comprise the consignment/inspection lot must be recorded in on the inspection record with a result recorded against each container
- for re-inspection of containerised logs, record all containers that comprised the lot/consignment

- provide the client a copy of the completed inspection record
- attach any supporting documentation
- ensure that the passed goods are segregated and clearly distinguished from goods which failed inspection or have not yet been inspected.

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

- pass the lot/consignment if
 - you are satisfied that all relevant tolerance levels have been met, and
 - logs have been subject to mandatory re-inspection post fumigation (China only - logs with bark)
- record passed lot/consignment on the inspection record
- record the details of the pending supporting documents in the comments section of the inspection record
- provide the client a copy of the completed inspection record, if requested
- attach any supporting documentation
- ensure that the passed goods are segregated and clearly distinguished from goods which failed inspection or have not yet been inspected.

For consignments where mandatory treatment supporting documents will be provided after the initial inspection, the AO must inspect for all tolerances during the initial inspection, regardless of whether the consignment is to undergo a mandatory treatment onshore or at berth after the inspection.

- For logs exported to countries other than China, if the consignment passes for all tolerances you are not required to conduct a post fumigation inspection.
- For logs with bark exported to China, only pass the lot/consignment if logs have been subject to mandatory re-inspection post fumigation and you are satisfied that all relevant tolerance levels have been met.
- A valid treatment certificate as per the Guideline: [Supporting documents for plant exports](#) must be provided at time of certification before any export certification can be issued.
- Record details of the pending treatment in the comments section in of the inspection record.

Section 5: Reject the goods after inspection

- Reject the goods based on the relevant tolerances as stated in the **Section: [Inspecting Samples](#)**.
- For specific rejection procedures refer to:
 - [Attachment 1](#): Bulk woodchips
 - [Attachment 2](#): Bulk logs
 - [Attachment 3](#): Bagged forest products
 - [Attachment 4](#): Processed forest products.

Section 6: Reinspect the resubmitted goods

Goods rejected for insect infestations

- Goods rejected for insect infestations must be treated with an insecticide or fumigant prior to reinspection.
- The client must provide satisfactory evidence as per the Guideline: [Supporting documents for plant exports](#) that the treatment provider has completed the treatment in accordance with label requirements and that the goods are safe to reinspect.

- Before the reinspection commences you must check what other supporting documents are required as per the Guideline: [Supporting documents for plant exports](#).
 - If all the supporting documents have not been received, you cannot continue with the reinspection.
 - Advise the client that they need to obtain the supporting documents before the consignment can be reinspected.
- Check that the supporting documents you have received are valid as per the Guideline: [Supporting documents for plant exports](#).
 - If any of the supporting documents are not valid, you cannot continue with the reinspection.
 - Advise the client that they need to obtain valid supporting documents before the consignment can be reinspected.

Reinspection of the resubmitted goods

- Reinspect the resubmitted goods by following the above instructions for:
 - [Section 1: Conduct pre-inspection tasks](#)
 - [Section 2: Conduct flowpath inspection tasks](#)
 - [Section 3: Conduct goods inspection tasks](#)
 - For specific reinspection methodology refer to:
 - [Attachment 1](#): Bulk woodchips
 - [Attachment 2](#): Bulk logs
 - [Attachment 3](#): Bagged forest products
 - [Attachment 4](#): Processed forest products.
 - [Section 4: Pass the goods after inspection](#), or
 - [Section 5: Reject the goods after inspection](#).

Record keeping

Where documents are not available in PEMS; clients, exporters, registered establishment operators and AOs must retain documentation in relation to receivals, inspections, audits, registration, accreditation and export certification for a period of at least 2 years.

Related material

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

- Manual of Importing Country Requirements ([Micor](#))
- [Methyl bromide fumigation methodology](#)
- [Sulfuryl fluoride fumigation methodology](#)
- [Plant Export Operations Manual](#)
 - Guideline: *Inspection of forest products for export*
 - Guideline: *Supporting documents for plant exports*
 - Guideline: *Issuance of certification for plant exports*
 - Work Instruction: *Completing plant export inspection and treatment records*
 - Reference: *Completion of a Phytosanitary Certificate (E16) User Guide*
 - Reference: *Completion of a Ship's Holds Certificate (EX175) User Guide*
 - Reference: *Completion of a Declaration and Certificate as to Condition (EX188) User Guide*
 - Reference: *Completion of a Certification as to Condition (EX46A) User Guide*
 - Reference: *Completion of a Phytosanitary Certificate for Re-Export (EX25) User Guide*
 - Reference: *Completion of a Radioactivity Statement User Guide*.

- Reference: *Completion of a Notice of Intention (EX28) User Guide*
- Reference: *Plant Export Management System authorised officer user guide*
- Reference: *Plant exports guide—equipment*
- Reference: *Plant export documents and treatments checklists*
- Reference: *Registered operation codes for plant export registered establishments*
- Reference: *Work health and safety in the plant export environment.*

WHS material is available on the [Instructional Material Library](#) for departmental AOs.

Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: PlantExportTraining@aff.gov.au
- Grain and Seed Exports Program: Grain.Export@aff.gov.au
- Grain and Seed Exports Program hotline: 02 6272 3229
- Assessment and Client Contact Group: PlantExportsNDH@aff.gov.au
- Micor administrator: micorplants@aff.gov.au.

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7588	Director, Grain and Seed Exports

Version history

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

Version	Date	Amendment details
1	28/03/2021	First publication of this work instruction for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
2	14/08/2023	Updated requirements for logs and fumigations.

Attachment 1: Bulk Woodchips (FOP3001)

Presented bulk woodchips must be sampled **during** the loading of containers or vessels.

Drawing Samples

- Draw samples from the goods using suitable equipment.
- Draw samples at the rate of 2.25L/33.33 tonnes.
 - For consignments loaded into vessels, an equivalent sampling rate to 2.25L/33.33 tonnes is 6.75L/99.99 tonnes.
- Draw samples across the entire consignment.

Inspecting Samples

- Inspect the samples **immediately** after they are drawn.
- Screen all samples using suitable equipment
- Screen and inspect each sample using the below method
 - samples can be combined
 - the screen must be shaken a sufficient number of times to enable the product to move freely across the mesh and allow small particles to fall through to the pan
 - examine the product remaining above the mesh for insect stages or contaminants too large to pass through
 - examine all pan contents
 - return the inspected samples back into the product source if requested by the client.

Pass the goods after inspection

As per **Section 4: [Pass the goods after inspection](#)** of the work instruction.

Reject the goods after inspection – Bulk into Container

- Stop the loading process immediately.
- Reject the source and Inform the client that they **cannot** continue to load from that source.
- Refer to PEOM for appropriate stockpile rejection principles and procedures.
- Reject the partially loaded container.
- Pass all fully loaded containers that have been inspected.
- For live insect infestation the goods must be treated with an insecticide or fumigant if they are to be re-presented for inspection. Record this in the comments field of the inspection record.
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client
- If pests or contaminants that have a tolerance are detected:
 - stop the loading process immediately
 - inform the client and have the client identify the pest or contaminant
 - refer to the PEOM for appropriate rejection principles and procedures
 - record any identification of the product source in the comments section of the inspection record.
- Advise client that for the rejection for all other pests, vermin and contaminants the container that is part loaded must have the container approval cancelled.
- Record rejection of lot/consignment on the inspection record.
- Provide the client a **copy** of the completed inspection record, if requested.
- Attach any supporting documents.

- All rejected goods that are loaded into containers must be discharged and treated prior to reinspection.

Reject the goods after inspection – Bulk into Bulk Vessel

Reject the goods after inspection

- Stop the loading process immediately.
- If the loading is not stopped immediately reject the commodity flowpath:
 - advise the client that they cannot continue loading along the rejected flowpath until the rejection issue is rectified and the flowpath is reinspected
 - pass/fail and/or reinspect the flowpath as per the work instruction.
- Reject the source and pass goods already loaded including goods on the commodity conveyance system at the time of rejection:
 - inform the client that they **cannot** continue to load from that source
 - inform the client that they **can** continue loading from another source
 - refer to PEOM for appropriate stockpile rejection principles and procedures.
- Record rejection on the inspection record.
- Inform the client of the rejection.
- For live insect infestations the goods must be treated with an insecticide or a fumigant if they are to be re-presented for export. Record this in the comments field of the inspection record.
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client.
- If pests or contaminants that have a tolerance are detected:
 - stop the loading process immediately
 - inform the client and have the client identify the pest or contaminant
 - refer to PEOM for any appropriate rejection procedures or discuss with your local Regional Plant Export Manager
 - record any identification and any appropriate rejection procedures in the comments section in of the inspection record
 - continue with above inspection procedure.
- Provide the client a **copy** of the completed inspection record.
- Attach any supporting documentation.
- Retain the **original** completed inspection record and any supporting documentation for auditing purposes for 2 years.
- Inform the client that the rejected goods must be segregated and clearly distinguished from goods in the stock pile which remain eligible for export.

Reinspect the resubmitted goods

Resubmitted goods can only be sampled and inspected during the loading of the container or vessel.

Reinspect the resubmitted goods by following the above instructions within this attachment.

Attachment 2: Bulk logs (FOP3002)

All presented bulk logs must be sampled from stock piles **prior** to loading.

All initial inspections (stock piles) and re-inspections (containerised logs) must be done during daylight hours.

Drawing Samples –Stock pile inspections

- Draw samples across the entire consignment at the following rates:
 - For a row or lot of up to 2000 logs, request a sample of 40 logs to be laid out.
 - For a row or lot of more than 2000 logs, request a sample of 60 logs to be laid out.
 - Logs should be laid side-by-side and spaced at such a distance to allow AO safe access.
- Ensure the log samples are presented in a designated ‘sample inspection area’, generally located at the end of, or alongside, the log stock pile and segregated from the rest of the consignment.
- Ensure the log samples drawn for inspection are set out in a safe manner as indicated above by establishment staff. Do not commence inspection if the logs are presented in an unsafe manner, refer to the Guideline: [Inspection of forest products for export](#) for further information.
- For consignments of a number of lots, ensure each sample represents each lot, and is clearly identified and separated from other samples. Use marks to distinguished different lots.

Inspecting Samples –Stock pile inspections

- Inspect all sub-samples using suitable equipment.
- Walk around the entire row or lot and visually inspect both ends of logs in the log stacks.
- For stock piles on soil surfaces, ensure the log rows are placed on 2 ‘bearers’ to raise them away from soil and reduce the risk of soil transfer and contamination during loading. Bearer logs placed on soil surfaces are not to be included as part of the lot presented for inspection.
 - Where one bearer, or no bearers are used, any logs contacting the ground must either, not be exported, or must be cleaned prior to packing and export.
- For each sampled log, inspect at least 20 per cent of the surface area of the log.
- For logs with bark, lift semi-attached bark with a knife or hammer and chisel, and probe branch stubs, cracks and/or holes to dislodge pests. Refer to the Guideline: [Inspection of forest products for export](#) for further information.
- For logs without bark, AOs should focus on any remaining bark, including probing of branch stubs, cracks and/or holes to dislodge any pests.
- For logs to be exported to China, all logs with bark must be inspected before and inspected after mandatory fumigation.
 - Logs with bark must be subject to an initial inspection prior to fumigation
 - after mandatory fumigation, logs must also be subject to level 2 re-inspection, regardless of whether or not insects or contamination was found prior to fumigation.
 - Logs without bark for export to all countries (including China) that fail inspection, must be fumigated (same as for logs with bark) and then subject to level 1 re-inspection.
- If the consignment passes for all tolerances during inspection and logs are not destined for China, a post fumigation inspection is not required.
 - Where an initial inspection fails, logs must be subject to level 1 post fumigation re-inspection.
- Record your inspection results on the inspection record.

Pass the goods after inspection

As per **Section 4: [Pass the goods after inspection](#)** of the work instruction.

Reject the goods after inspection

- Reject the goods based on the relevant tolerances.
 - **Note:** Logs rejected upon the initial inspection due to the detection of live insects may continue to be loaded into container or vessel holds if it is intended for the logs to be treated within the container or vessel hold prior to being resubmitted for inspection.
- Record rejection of lot/consignment on the inspection record .
- Inform the client of the rejection.
 - For live insect infestation the goods must be treated with an insecticide or fumigant. Make note of this in the comments field of the inspection.
 - Do **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client.
- Provide the client a **copy** of the completed inspection record, if requested.
- Attach any supporting documentation. Ensure that the rejected goods are segregated and clearly distinguished from goods which failed inspection or have not yet been inspected.

Reinspect the resubmitted goods

Represented logs may be sampled from stock piles, vessel holds or loaded containers.

Stock piles

- Reinspect the resubmitted goods by following the [drawing samples](#) and [inspecting samples](#) instructions for stock piles within this attachment.

Vessel holds

Note: For bulk into vessel consignments rejected during initial stock pile inspection due to the detection of live insects, logs may be sampled from the vessel hold and re-inspected at the wharf after loading and treatment in the vessel hold.

The inspection of logs at the wharf may only be undertaken once the AO has ensured that all of the following requirements have been met.

- There is a designated inspection area zone on the wharf which is clearly marked, has a minimum distance of 3 metres from the wharf edge and prohibits access by heavy machinery.
- There is adequate natural or artificial lighting of the designated inspection area zone to enable a clear view of the surface of the logs.
- If artificial lighting is used it must not attract live insects which may infest the logs presented in the designated inspection area zone. If this requirement cannot be met, inspection must occur during daytime hours when there is adequate natural light.
- The individual sampled logs are laid out in a safe manner side-by-side with safe access between logs for inspection on the ground surface within the designated inspection area zone. Logs inspected during daytime hours when there is adequate natural light may alternatively be laid out safely in the sling as describe in the Guideline: [Inspection of forest products for export](#).

Drawing Samples – Vessel hold re-inspections

- For each vessel hold, request a sample of 2 slings of 20 to 30 logs each, be removed (one fore and one aft) from the vessel hold, to the wharf for inspection.
- Ensure the log samples drawn for re-inspection are set out in a safe manner by establishment staff. Do not commence inspection if the logs are presented in an unsafe manner.

- For consignments of a number of holds, ensure each sample represents each hold, and is clearly identified and separated from other samples. Use marks to distinguished different holds.

Inspecting Samples – Vessel hold re-inspections

- Visually inspect both ends of the log samples by walking along the ends of the logs.
- For each log, inspect at least 20 per cent of the surface area of the log.
- For logs with bark lift semi-attached bark with a knife, hammer and/or chisel, and probe branch stubs, cracks and/or holes to dislodge pests. Refer to the Guideline: [Inspection of forest products for export](#) for further information.
- For logs without bark, AOs should focus on any remaining bark, including probing of branch stubs, cracks and/or holes to dislodge any pests.
- Record the inspection results on the inspection record.

Log fumigation (stacks/containerised or vessel holds)

- **Note:** When importing country requirements specify methyl bromide fumigation, logs must have undergone fumigation as per the [department’s methyl bromide fumigation methodology](#).
 - If sulfuryl fluoride is used as a fumigant, it must be applied according to the sulfuryl fluoride methodology.
 - Note:** For further details regarding establishment and fumigation requirements refer to Appendix 4 of the Guideline: [Inspection of forest products for export](#) for further information.
- Logs with bark for export to China are subject to mandatory fumigation (and subject to level 2 re-inspection).
- Logs without bark for export (to all countries) that fail inspection must be fumigated (same as for logs with bark) and then subject to level 1 re-inspection.
- AOs must cite the fumigation certificate to verify that the fumigation was undertaken.
- AOs must verify that the fumigation certificate contains the additional required information (see Guideline: [Inspection of forest products for export](#)) including any requirements as per the Micor case.
- For logs fumigated in containers, ensure ahead of sampling that you receive a
 - gas free certificate
 - fumigation record/certificate, which in addition to the requirements outlined in the Guideline: [Supporting documents for plant exports](#), includes
 - fumigation monitoring information, with 3 sets of concentration readings taken 4 times in total, including at the start of fumigation (once equilibrium is reached), then at 2 hours, 16 hours and at 24 hours (the end point of fumigation)
 - Note:** This requirement can be taken to be met if fumigators use continuous monitoring technology approved by the department.

Selecting loaded containers for re-inspection sampling – logs with bark for China (level 2)

- For the first 1–20 containers of each consignment, sample 100 % of the containers.
- For the remainder of the consignment, sample 50 % of the containers.
- For example, for a consignment of 30 containers, the first 20 containers are all sampled (100 %), and 50% of the remaining 10 containers are sampled (5 containers rounded up to nearest whole number, so in total 25 containers would be sampled for re-inspection).

Selecting loaded containers for re-inspection sampling – for logs without bark (China) and other countries (with and without bark) (level 1)

- For the first 1–20 containers of each consignment, sample 50% of the containers.
- For the remainder of the consignment, sample 25% of the containers.
- For example, for a consignment of 30 containers, 50% of the first 20 containers are sampled (10 containers) and 25% of the remaining 10 containers are sampled (3 containers rounded up to nearest whole number, so in total 13 containers would be selected for re-inspection).
- Ensure the log samples you select for inspection are set out in a safe manner by log yard staff.

Logs selected for inspection must be based on smallest log in each container

- Draw logs from containers at the following rates:
 - For a container holding logs under 300 mm in diameter, request a sample of 10 logs to be drawn per container.
 - For a container holding logs from 300 to 500 mm in diameter, request a sample of 5 logs to be drawn per container.
 - For a container holding logs over 500 mm in diameter, request a sample of 3 logs to be drawn per container.
- Request that the sample logs be drawn from the container to allow visual inspection of at least 20% of the sampled log surfaces for signs of live pest presence and contaminants. The logs must be drawn from the container to a point which allows for at least 20 % of the surface of the sampled logs to be inspected.

Inspecting Samples - Load container re-inspections

- Inspect all samples using suitable equipment.
- For each log, inspect at least 20 % of the surface area of the log.
- For logs with bark, lift semi-attached bark with a knife or hammer and chisel, and probe branch stubs, cracks and/or holes to dislodge pests. Refer to the Guideline: [Inspection of forest products for export](#) for further information.
- For logs without bark, AOs should focus on any remaining bark, including probing of branch stubs, cracks and/or holes to dislodge any pests.
- Record the inspection results on the inspection record.
 - Record all containers that comprised the consignment/inspection lot on the inspection record.
 - Record 'sampled' for those containers inspected and 'sighted' (or similar wording) for other containers not inspected in the Sampled field.

Attachment 3: Bagged forest products (FOP3001; 3003)

Bagged forest products including (but not limited to) potting mix/compost, woodchips and sandalwood logs, sandalwood products and processed waste/biomass

Presented goods can only be sampled and inspected **prior to** the loading of containers and vessels.

Presented goods can be sampled either prior to the filling of packages or as bagged goods.

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

Drawing Samples - woodchips, potting mix and sandalwood powder

- Draw samples from the goods using suitable equipment.
- Draw samples across the entire consignment to ensure that the samples are representative.
- Draw samples at the rate of 2.25L/33.33tonnes.
- For manual sampling, an equivalent to 2.25L/33.33 tonnes is 0.5L for every 5 tonnes. This must be split into a minimum of 5 samples across the consignment.
 - For consignments 100kg or less draw 0.5L across the consignment.
 - For consignments of packaged goods that are loaded onto a single forklift pallet, draw a minimum of 5 samples each taken from one of the 8 corners of the pallet to ensure a representative sample is taken.
 - For consignments of packaged goods loaded onto two or more pallets, draw a minimum of 5 samples taken randomly across the consignment to ensure a representative sample is taken.

Drawing Samples - Sandalwood products including logs, roots, stems, butts and wood

- Draw samples from the goods using suitable equipment.
- For consignments of multiple bags loaded onto a single forklift pallet, request a sample of at least one bag per pallet be drawn.
- For consignments of bulka bags (Flexible Intermediate Bulk Container) or crates loaded onto forklift pallets, request a sample of at least one bulka bag or pallet per a lot/consignment be drawn.
- Ensure the forest product samples you select for inspection are set out in a safe manner by the client.

Inspecting Samples - Woodchips and potting mix

- Sieve all samples using suitable equipment.
- Sieve and inspect each sample using the below method
 - samples can be combined provided that no more than one litre is sieved at any one time
 - the sieve must be shaken a sufficient number of times to enable the product to move freely across the mesh and allow small particles to fall through to the pan.
 - examine the product remaining above the mesh for insect stages or contaminants too large to pass through
 - examine all pan contents
 - return the inspected samples back into the product source.

Inspecting Samples - Sandalwood powder

- Inspect all samples using suitable equipment
- If required, sieve each sample to remove any lumps
- Inspect each sample using the below method

- samples can be combined provided that no more than 100 grams is inspected at any one time
- spread the sample evenly across a flat white surface on the inspection table
- examine the samples for live pests, vermin and contaminants
- return the inspected samples back into the product source.

Inspecting Samples - Sandalwood products including logs, roots, stems, butts and wood

- Walk around the entire lot/consignment and visually inspect the exposed sides and ends of the lot/consignment.
- Inspect a minimum of 10% of the product within the sampled bags or pallets using suitable equipment.

Drawing Samples - processed waste/biomass

- Samples must be drawn prior to loading into the container.
- Ensure the processed waste/biomass is set out in a safe manner by the client.
- Walk around the entire lot/consignment and visually inspect, paying attention to any rips/tears in the plastic that give access to the product.
- Draw samples across the entire consignment to ensure that the samples are representative
 - each container lot must be sampled for inspection
 - draw samples from the goods using suitable equipment.
- For automatic sampling, draw samples at the rate of 2.25L/33.33tonnes.
- For manual sampling, draw 0.5L for every 5 tonnes. This must be split into a minimum of 5 samples for each container lot.

Inspecting Samples - processed waste/biomass

- Sieve all samples using suitable equipment.
- Sieve and inspect each sample using the below method
 - samples can be combined, provided that no more than one litre is sieved at any one time
 - the sieve must be shaken a sufficient number of times to enable the product to move freely across the mesh and allow small particles to fall through to the pan
 - examine the product remaining above the mesh for insect stages or contaminants too large to pass through
 - examine all pan contents
 - return the inspected samples back into the product source.

Pass to goods after inspection

As per **Section 4: [Pass the goods after inspection](#)** of the work instruction

Reject the goods after inspection

- Reject the goods based on the relevant tolerances.
- Inform the client of the rejection.
 - For live insect infestation the goods must be treated with an insecticide or fumigant. Make note of this in the comments field in on the inspection record. You must **not** recommend any particular insecticide or fumigant as the choice of treatment is the responsibility of the client.
- Record rejection of lot/consignment on the inspection record.
- Provide the client a **copy** of the completed inspection record, if requested.
- Attach any supporting documentation.

- Retain the **original** completed inspection record and any supporting documentation for auditing purposes for 2 years.
- Inform the client that the passed goods must be segregated and clearly distinguished from goods which failed inspection or have not yet been inspected.

Reinspect the resubmitted goods

- Reinspect the resubmitted goods by following the inspecting samples instructions within this attachment.

Attachment 4: Processed forest products (FOP3003)

Processed forest products including sawn timber, plywood, chipboard, particleboard, manufactured panel products and empty wooden barrels.

Presented goods can only be sampled and inspected prior to the loading of containers and vessels.

Drawing Samples

- Draw samples of at least one bundle (or barrel) of processed forest product per each lot/consignment.
- Ensure the processed forest product samples drawn for inspection are set out in a safe manner by the client.

Inspecting Samples - Timber Products including sawn timber, plywood, chipboard, particleboard and manufactured panel products

- Walk around the entire lot/consignment and visually inspect the exposed sides and ends of the lot/consignment.
- Inspect a minimum of 10% of the timber surface of all samples using suitable equipment.
- Request that the client split at least one sampled bundle to inspect.
- Where sampled bundles are wrapped in plastic, request that the exporter remove the plastic from a minimum of 10% of the bundles so that the timber surface can be inspected.

Inspecting Samples – Empty wooden barrels

- Walk around the entire lot/consignment and visually inspect the exposed surfaces of the lot/consignment.
- Inspect the surface of all drawn samples using suitable equipment.
- If the barrel contains a removable lid, request that the exporter remove the lid of the barrel to inspect the inside surface.
- Where sampled barrels are wrapped in plastic, request that the exporter remove the plastic from a minimum of 10 per cent of the stack so that the timber surface can be inspected.

Pass to goods after inspection

As per **Section 4: [Pass the goods after inspection](#)** of the work instruction

Reject the goods after inspection

- Reject the goods based on the relevant tolerances.
- Inform the client of the rejection.
 - For live insect infestation the goods must be treated with an insecticide or fumigant. Make note of this in the comments field on the inspection record.
 - You must not **recommend** any particular insecticide or fumigant as the choice of treatment is the responsibility of the client.
- Record rejection of lot/consignment on the inspection record.
- Provide the client a **copy** of the completed inspection record, if requested.
- Attach any supporting documentation.
- Retain the **original** completed inspection record and any supporting documentation for auditing purposes for 2 years.
- Inform the client that the passed goods must be segregated and clearly distinguished from goods which failed inspection or have not yet been inspected.

Reinspect the resubmitted goods

Reinspect the resubmitted goods by following the above instructions within this attachment.