

# Performance standards—Automatic in-line hay sampling

## Purpose of this document

This document:

* Outlines the performance standards an operation registered for Automatic in-line hay sampling (AIHS) must meet to maintain registration for using an automatic in-line sampling system (instead of end-point sampling) for inspection of hay for export.
* Sets the non-compliance ratings for those performance standards.

**Note:** Where more than one non-compliance rating is provided, the auditor can choose the rating depending on the severity of the non-compliance.

* Does not replace the base performance standards for a registered establishment.
* Must be read in conjunction with the:
* Grain and Seed Exports Program (GSEP) approved AIHS Standard Operating Procedure (SOP)
* Exports Policy: [*Management of plant export registered establishments*](#_Related_material)
* Export Process Instruction: [*Inspection of hay and straw for export*](#_Related_material)
* Export Process Instruction: [*Audit of plant export registered establishments*](#_Related_material)
* Export Work Instruction: [*Inspecting loose hay or straw for export in-line*](#_Related_material).

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## Performance standards

The following table describes the performance standards and non-compliance ratings for Automatic in-line hay sampling.

| Checklist items | Performance standards | Non-compliance rating |
| --- | --- | --- |
| **1.1 Standard Operating Procedure (SOP)** | The occupier must demonstrate that site operations are in accordance with the approved SOP as well as relevant policy and commodity guidelines and work instructions. | Critical/major |
| **1.2 Automatic sampling system** | The occupier must demonstrate that the sample collection system delivers a representative sample at or above the required rate. | Critical |
| **1.3 Sample traceability and labelling** | * The occupier must demonstrate that in-line hay samples are: * representative of the shipping container lot for export * adequately sealed/secured in plastic tubs or bags after collection to ensure nothing can escape from or infest/contaminate the sample * labelled with the details of the container lot the sample was drawn from and the relevant Request for Permit (RFP) or consignment/order number that links to the RFP number. * It must be demonstrated that staff at the establishment are trained and understand in-line sampling requirements. | Critical/major |
| **1.4 China labelling** | * The occupier must have a bale labelling system in place for China. The labelling system must: * meet instructional material requirements * be demonstrated to the auditor * have label contents checked by the Authorised Officer * be supervised by the Authorised Officer during operation. * It must be demonstrated that staff at the establishment are trained and understand labelling requirements. | Major |

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## Related material

This section includes links to related materials referred to in this document.

The following related materials are available in the [Plant Export Operations Manual](https://www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/plants-plant-products/plantexportsmanual):

* Exports Policy: [*Management of plant export registered establishments*](http://iml.agdaff.gov.au/Published/General/Management%20of%20plant%20export%20registered%20establishments.pdf)
* Export Process Instruction: [*Inspection of hay and straw for export*](http://iml.agdaff.gov.au/Published/General/Inspection%20of%20hay%20and%20straw%20for%20export.pdf)
* Export Process Instruction: [*Audit of plant export registered establishments*](http://iml.agdaff.gov.au/Published/General/Audit%20of%20plant%20export%20registered%20establishments.pdf)
* Export Work Instruction: [*Inspecting loose hay or straw for export in-line*](#_Related_material).

## Document information

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| **Risk rating** | Medium |
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## Version history

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

| Version | Date published | Date last approved | Review type | Summary of review |
| --- | --- | --- | --- | --- |
| 1 | 27/11/2024 | 27/11/2024 | New document | First publication of this document. |

## Appendix A: Definitions

The following table defines terms (and their abbreviations) used in this document.

| Term | Definition |
| --- | --- |
| Activity categories | Requirements from the Exports Policy: [*Management of plant export registered establishments*](#_Related_material)grouped by activity. |
| Checklist item | Requirements under the activity category that have been grouped by function and assigned a non-compliance rating/s. |
| Documented system | A written process or procedure that defines the steps in a process and who is responsible for those steps. This includes the records used to confirm the process is being followed. |
| Goods | Goods declared by the regulations to be prescribed goods for the purposes of the *Export Control Act 2020*. |
| Non-compliance rating | Ratings of minor, major and critical applied to a non-compliance to indicate the degree of seriousness. |
| Performance standards | A benchmark derived from legislation and departmental requirements against which actual performance is measured. |