



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](#)
 - Export Process Instruction: [Inspection of hay and straw for export](#)
 - Export Process Instruction: [Audit of plant export registered establishments](#)
 - Export Work Instruction: [Inspecting loose hay or straw for export in-line.](#)

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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	<ul style="list-style-type: none"> • The occupier must demonstrate that in-line hay samples are: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • The occupier must have a bale labelling system in place for China. The labelling system must: <ul style="list-style-type: none"> ○ 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

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.

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](#):

- Exports Policy: [Management of plant export registered establishments](#)
- Export Process Instruction: [Inspection of hay and straw for export](#)
- Export Process Instruction: [Audit of plant export registered establishments](#)
- Export Work Instruction: [Inspecting loose hay or straw for export in-line](#).

Document information

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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 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 <i>Export Control Act 2020</i> .
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.