



WORK INSTRUCTION

Preparing a Radioactivity Statement Certificate for plant exports

Direction to industry

This work instruction outlines the requirements for preparing a radioactivity statement certificate for plant exports. All parties with roles and responsibilities explicit in this work instruction and legislation must comply with it.

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Purpose of this document

This document details the procedure for exporters to follow when preparing radioactivity statement certificates for plant exports.

Definitions

All terms used in this document and their definitions are captured in the Reference: [Plant export certification terms and definitions](#).

Policy statement

The policy and process related to this work instruction can be found in the Guideline: [Issuance of certification for plant exports](#). Exporters 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 issuing a radioactivity statement certificate can be found in the Guideline: [Issuance of certification for plant exports](#).

Roles and responsibilities

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

Role	Responsibility
Exporter	<ul style="list-style-type: none">Preparing a radioactivity statement certificate.Submitting request for issuance of certification.

Essential equipment

The following systems are required:

- Department of Agriculture, Water and the Environment website
- Manual of Importing Country Requirements (Micor) Plants.

Section 1: Preparing a radioactivity statement certificate

A radioactivity statement provides evidence that the products were monitored by the Australian Radiation Protection and Nuclear Safety Agency (ARPNSA) following the Chernobyl incident.

The following table outlines how to prepare a radioactivity statement certificate.

Step	Action
1.	Download the radioactivity statement certificate template from the department's website.
2.	Complete the template as per Section 2: Completing a radioactivity statement certificate .

Section 2: Completing a radioactivity statement certificate

The following table outlines the field names and the content that must be entered into a radioactivity statement certificate.

Note: radioactivity statement certificate will need to align with the information listed on the NOI/RFP as required.

Field name	Content
Phytosanitary certificate number	<p>The Phytosanitary Certificate number the certificate relates to.</p> <p>Note:</p> <ul style="list-style-type: none">Radioactivity statements cannot be issued as standalone certificates.This field is completed by the Documentation Assessment Officer (DAO) at the time the certificate is issued and not by the exporter.

Field name	Content						
Commodity	<ul style="list-style-type: none"> • Provide sufficient details to allow the consignment to be readily identified. Include the <ul style="list-style-type: none"> ○ primary descriptor of the product, which should be a basic common commodity name such as barley, wheat, mung bean ○ quantity of goods in the consignment, which should be the number of packages or items for the product in the consignment and may also include the individual weight of the package. • The inclusion of the following information is not permitted <ul style="list-style-type: none"> ○ quality descriptors ○ fruit class or grade ○ carton types ○ organic statements. <table border="1"> <thead> <tr> <th>If a product...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>does not have a common name</td> <td>enter the botanical name.</td> </tr> <tr> <td>contains a mix or blend of ingredients</td> <td>enter a broad commodity description such as stockfeed.</td> </tr> </tbody> </table>	If a product...	Then...	does not have a common name	enter the botanical name.	contains a mix or blend of ingredients	enter a broad commodity description such as stockfeed.
If a product...	Then...						
does not have a common name	enter the botanical name.						
contains a mix or blend of ingredients	enter a broad commodity description such as stockfeed.						
Vessel name and Voyage number	<ul style="list-style-type: none"> • The ship name and voyage number (if known) or the aircraft and flight number. • If the voyage or flight number is unknown, 'SEA', 'AIR', or 'MAIL' may be recorded. • The ship or aircraft must be the international carrier. 						
Container numbers	<ul style="list-style-type: none"> • Container numbers and seal numbers. • The container numbers must be the same numbers that are recorded on the related phytosanitary certificate. • Seal numbers must be recorded <ul style="list-style-type: none"> ○ on the certificate underneath or next to (with a separating symbol) the relevant container number ○ by the exporter. 						
Date	<p>The date the certificate is signed.</p> <p>Note:</p> <ul style="list-style-type: none"> • This field is completed by the DAO and not by the exporter. • The date of the radioactivity statement may differ to that of the phytosanitary certificate. 						
Signature of delegate	The DAO's full name and signature.						
Location	<p>The location where the certificate is issued.</p> <p>Note: This field is completed by the DAO and not by the exporter.</p>						

Field name	Content
Stamp	The DAO's stamp. Important: All certificates issued (including any copies) must bear the department's official stamp/seal. Without this stamp, the certificate is not valid.

Section 3: Submitting a radioactivity statement certificate

The following table outlines how to submit a radioactivity statement certificate.

Step	Action
1.	Submit a request for issuance of a radioactivity statement certificate to the Assessment Services Exports mailbox with the completed radioactivity statement certificate template.

Section 4: Collecting a radioactivity statement certificate

The following table outlines how to collect a radioactivity statement certificate.

Step	Action						
1.	Collect your certificate. <table border="1" data-bbox="300 929 1388 1191"> <thead> <tr> <th>If you have elected to...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>have the certificate mailed</td> <td> <ul style="list-style-type: none"> you will receive the certificate in the mail the procedure ends here. </td> </tr> <tr> <td>pick up the certificate from a regional office</td> <td> <ul style="list-style-type: none"> attend the regional office to collect the certificate the procedure ends here. </td> </tr> </tbody> </table>	If you have elected to...	Then...	have the certificate mailed	<ul style="list-style-type: none"> you will receive the certificate in the mail the procedure ends here. 	pick up the certificate from a regional office	<ul style="list-style-type: none"> attend the regional office to collect the certificate the procedure ends here.
If you have elected to...	Then...						
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pick up the certificate from a regional office	<ul style="list-style-type: none"> attend the regional office to collect the certificate the procedure ends here. 						

Record keeping

Staff must keep official files in accordance with the department's record keeping policy and the relevant regions procedures.

Contact information

Assessment Services Exports: PlantExportsNDH@awe.gov.au.

Related material

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

- Guideline: [Issuance of certification for plant exports](#)
- Guideline: [Supporting documents for plant exports](#)
- Reference: [Table of plant export protocol markets](#)
- Reference: [Radioactivity statement](#).

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7367	Director, Business Systems 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	3/02/2021	First publication of this work instruction.
2	4/05/2022	Minor updates to align with new legislation changes.