Australian Government

Department of Agriculture, Fisheries and Forestry

Exports work instruction

Inspecting horticulture for export using end-point sampling

Direction to staff

This is official instructional material of the Department of Agriculture, Fisheries and Forestry (the department). Failure to comply with it may result in a breach of relevant legislation and/or the code of conduct under section 13(5) of the *Public Service Act 1999.*

Purpose of this document

This document details the procedure for inspecting horticulture for export using end-point sampling for the following commodities:

- fresh fruit
- fresh vegetables
- horticultural plants or plant products (that is, dried fruit, nursery stock, cut flowers, tissue cultures, plant foliage, cuttings, bulbs, tubers and corms) for which a phytosanitary certificate or phytosanitary certificate for re-export is required by an importing country authority.

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Contents

This document contains the following topics.

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Policy statement

- The policy and process related to this work instruction is contained in the Export process instruction: *Inspection of horticulture for export*. AOs must read and comply with the policy and process requirements set out in the Export process instruction: *Inspection of horticulture for export* and relevant legislation.

- Prior to conducting an inspection of horticulture for export, the AO must have achieved competency in the relevant commodity attachment for the job function HOR3002.

- Where the consignment is for a protocol market, the AO must have achieved competency in the relevant commodity attachment for job functions HOR3002 and HEP4001.

- This document is to be used in conjunction with the importing country's requirements (ICRs) listed in import permits, protocols, work plans and the Manual of Importing Country Requirements (Micor).

Note: Where the importing-country requirements (ICRs) contradict the requirements in this document, the ICRs must take precedence.

Legislative framework

The legislation that applies to the inspection of horticulture for export can be found in the Export process instruction: *Inspection of horticulture for export*.

Roles and responsibilities

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

Role	Responsibility
Authorised Officers (AOs)	- Validating supporting documents. - Inspecting horticulture for export. - Recording and submitting inspection results.

Work health and safety

AOs must:

- read and be familiar with Exports reference: *Work health and safety in the plant export environment*

- Read, consider and comply with work health and safety (WHS) requirements set out in the exports process instruction

- not enter work sites unless it is safe, and ensure 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.

Essential equipment and access requirements

Personal protective equipment

- AOs must wear the following personal protective equipment (PPE) for horticulture inspections
  - hi-visibility vest

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- o safety boots
  - o nitrile rubber or polyvinyl chloride examination gloves (not latex).
- AOs must have the following PPE with them and use when required
  - o first aid kit
  - o water
  - o sunscreen
  - o appropriate emergency communication equipment such as a phone carrier with coverage or satellite phone.
- AOs must wear the following PPE where required by the work site or where they have identified a risk in the work environment
  - o steel-cap boots
  - o safety glasses
  - o long-sleeve clothing
  - o thermal clothing for cold rooms
  - o hard hat
  - o hair net
  - o hearing protection
  - o face mask
  - o portable gas detector.

Essential equipment

AOs must have the following inspection equipment:

- knife and scrapers
- tweezers and probes
- hand lens 10x magnification or more
- small artist's paint brush
- vials and tubes
- 80% 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 horticulture inspection record for contingency purposes.

Note: For more information, see Exports reference: *Plant exports guide – Equipment*.

System requirements

AOs must have access to the following systems:

- department website
- Manual of Importing Country Requirements (Micor)
- Micor Plants Documents section (username and password required) – protocol markets only
- Plant Exports Management System (PEMS)
- Electronic Export Documentation System (EXDOC) (for departmental AOs only).

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Preparing for inspection

Section 1: How do I prepare for inspection?

The following table outlines how an AO will prepare for inspection.

Step	Action
1.	Review the inspection request details. The inspection request must include the inspection appointment details and the Request for Permit (RFP).
2.	Determine if the inspection is for a new consignment, re-export consignment or a resubmitted consignment. **Note:** Re-export RFPs will have endorsement number 6536. <table><tr><td>**If the consignment is…**</td><td>**Then…**</td></tr><tr><td>new</td><td>**continue to Step 3.**</td></tr><tr><td>for re-export</td><td>• validate the phytosanitary certificate issued by the country of origin or a certified true copy of the phytosanitary certificate issued by the country of origin in accordance with the Exports process instruction: *Supporting documents for plant export* • **continue to Step 3.**</td></tr><tr><td>being resubmitted</td><td>**go to Section 15**: **How do I inspect a resubmitted consignment?**</td></tr></table>
3.	Using the Exports reference: *Table of plant export protocol markets* and the RFP, determine if the consignment is for a protocol market. <table><tr><td>**If it is…**</td><td>**Then…**</td></tr><tr><td>a protocol market</td><td>• continue with this work instruction, completing all steps that refer to protocol markets • **continue to Step 4**.</td></tr><tr><td>not a protocol market</td><td>• continue with this work instruction, but do not complete the steps that refer to protocol markets • **continue to Step 4.**</td></tr></table>
4.	Check that you are accredited in the job function/s required to conduct the inspection by checking your *Instrument of appointment* within PEMS <table><tr><td>**If you are…**</td><td>**Then…**</td></tr><tr><td>accredited with the required job function/s</td><td>**continue to Step 5.**</td></tr><tr><td>not accredited with the required job function/s</td><td>• you cannot conduct the inspection • inform the client • **do not continue.**</td></tr></table>

Step	Action
5.	Check that the establishment number provided (for example, on the RFP) matches the registered establishment number where the inspection is to be conducted.

If the numbers...	Then...
match	**continue to Section 2: How do I check the importing country's requirements?**
do not match	- you cannot conduct the inspection - inform the client **do not continue**.

Section 2: How do I check the importing country's requirements?

The following table outlines how to check the importing country's requirements.

Step	Action
1.	Is there a case in Micor for each commodity on the RFP?

If...	Then...
yes	**continue to Step 2.**
no	- the inspection request is not valid - inform the client that they need to - obtain the import requirements for each commodity from the importing country authority - email these to the Micor administrator **do not continue.**

Step	Action
2.	Look up the relevant Micor case to: • obtain the importing country requirements • check if the market is a protocol market. **Note:** Micor cases will indicate a protocol market in the Export Criteria section. <table><tr><td>**If the market is…**</td><td>**Then…**</td></tr><tr><td>not a protocol market</td><td>**continue to Step 3.**</td></tr><tr><td>a protocol market</td><td>• go to the password- protected Documents section of Micor • find the relevant protocol and/or work plan and refer to these when prompted by this exports work instruction **Note:** Work plans have been developed by the department to assist staff and industry with the interpretation of the protocol requirements. Where both a protocol and work plan exists, refer to the work plan in the first instance. • **continue to Step 3.**</td></tr></table>
3.	Check the Micor case for each commodity to see if an import permit is required. <table><tr><td>**If an import permit is…**</td><td>**Then…**</td></tr><tr><td>required</td><td>**continue to Step 4.**</td></tr><tr><td>not required</td><td>**go to Step 6.**</td></tr></table>
4.	Check that the client has provided an import permit and that it is valid as per the Exports process instruction: *Supporting documents for plant exports.* **Note:** The import permit must be uploaded into PEMS. <table><tr><td>**If the client…**</td><td>**Then…**</td></tr><tr><td>has provided an import permit and it is valid</td><td>• take a copy of the import permit • **continue to Step 5.**</td></tr><tr><td>• has provided an import permit, but it is not valid or • has not provided the required import permit</td><td>• the inspection request is not valid • inform the client that they need to provide a valid import permit • **do not continue.**</td></tr></table>

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Step	Action
5.	Check that the requirements on the import permit match the Micor case for each commodity.

If the import permit requirements...	Then...
match the Micor case/s	**continue to Step 6.**

• do not exist in Micor
or
• do not match the Micor case/s
	• the inspection request is not valid
	• inform the client that
	   o the import permit does not match the Micor case
	   o you cannot conduct the inspection until the Micor case has been updated
	   o they must email the import permit or instrument in writing to the Micor administrator
	• **do not continue.**

Step	Action
6.	Read the Micor case for each commodity to check for any documentation, sampling and inspection requirements.
7.	**Continue to Section 3: How do I check the RFP and supporting documentation?**

Section 3: How do I check the RFP and supporting documentation?

The following table outlines how to check the RFP and supporting documentation.

Step	Action
1.	Check if the status on the RFP is initial (INIT) or final (FINL).

If...	Then...
yes	**continue to Step 2.**
no	• the inspection request is not valid • inform the client that they must submit an RFP at INIT or FINL status • **do not continue.**

Step	Action
2.	Check the RFP has the correct EXDOC endorsement number/s and treatment details by comparing it to the Micor case (protocol/work plan where applicable) and any other details provided in the RFP.

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Step	Action
3.	For protocol consignments, determine if you need to check export accreditation of farms and/or packhouses. Ask the client to provide accredited property number/s if required.

If…	Then…
the client cannot provide accredited property number/s	• the consignment is not eligible for export unless the client can provide evidence it has been sourced from an accredited property. • **do not continue.**
the client provides accredited property number/s	• record the accredited property number/s in PEMS in future steps (see Section 6) • **continue to Step 4.**

Step	Action
4.	Has the client provided all supporting documents required before inspection as per the Exports reference: *Plant export documents and treatments checklists* and the Micor case/s? **Important:** If Micor indicates that a particular supporting document is permitted to be provided after inspection, the details of the pending supporting document must be recorded in the *comments* section of the horticulture inspection record. **Note:** Supporting documents must be supplied to the AO and copies uploaded into PEMS.

If…	Then…
yes	**continue to Step 5.**
no	• the inspection request is not valid • inform the client that they need to provide all required supporting documents prior to inspection occurring • **do not continue.**

Step	Action
5.	Check that all the supporting documents you have received are valid as per the Exports process instruction: *Supporting documents for plant exports*.

If all supporting documents are...	Then...
valid	• ensure supporting documents are uploaded into PEMS • **continue to Section 4: How are the inspection results recorded?**
not valid	• the inspection request is not valid • inform the client that they need to provide valid supporting documents • **do not continue.**

Section 4: How are the inspection results recorded?

- Inspection records must be completed in accordance with the Exports work instruction: *Completing plant export inspection and treatment records*.
- Results must be recorded in PEMS. A manual inspection record may be used for contingency purposes only or if an exception applies.
- Record inspection details and results throughout the inspection process.

The following table outlines how to initiate the inspection record in PEMS.

Step	Action
1.	Are you using PEMS or a manual horticulture inspection record to record the inspection results? <table><tr><td>**If you are using…**</td><td>**Then…**</td></tr><tr><td>PEMS</td><td>**continue to Step 2**.</td></tr><tr><td>the manual horticulture inspection record</td><td> - download or print a copy of the approved inspection record to record your inspection **go to Section 5: What do I do when I arrive at the registered establishment?** </td></tr></table>
2.	Initiate the horticulture inspection record in PEMS. **Note:** For information on how to use PEMS see the Reference: *Plant Export Management System Authorised officer user guide*.
3.	- Upload the import permit, where applicable, and record a validation outcome. Where one exists, add the import permit expiry date. - Upload all other supporting documents and record a validation outcome for each. **Note:** This may include but is not limited to any of the following: - pest-free area declarations - grower declarations - treatment certificates (including reconditioning) - gas-free certificates - transfer records - lab-analysis results - crop-monitor records - spray diaries - pest-identification reports.
4.	Where internet connectivity is unreliable or unknown at the registered establishment, prepare to use PEMS offline by checking out the inspection record before arriving at the site.
5.	**Continue to Section 5: What do I do when I arrive at the registered establishment?**

Section 5: What do I do when I arrive at the registered establishment?

The following table outlines what to do on arrival at the registered establishment.

Step	Action
1.	On arrival at the registered establishment: • sign in at the office (if the AO is not already an employee of the site) • ask a staff member about any site-specific WHS requirements including mandatory personal protective equipment (PPE) • put on the required PPE • assess the site for safety • ask a staff member to accompany you to the inspection area.
2.	Is the consignment being resubmitted for inspection? <table><tr><th>If…</th><th>Then…</th></tr><tr><td>no</td><td>**continue to Step 3.**</td></tr><tr><td>yes</td><td>• record that the inspection is a reinspection and add the original RFP number on the horticulture inspection record, if applicable • add comments into the *comments* field on the reconditioning treatment that was applied to the consignment • **continue to Step 3**.</td></tr></table>
3.	Check the inspection bench meets the requirements as per the Exports process instruction: *Inspection of horticulture for export*. <table><tr><th>If the inspection bench is…</th><th>Then…</th></tr><tr><td>compliant</td><td>**continue to Step 4.**</td></tr><tr><td>• non-compliant • rectified whilst you are on-site</td><td>• add relevant comments into the *comments* field of the horticulture inspection record • **continue to Step 4.**</td></tr><tr><td>• non-compliant • not rectified whilst you are on-site</td><td>• inform the client that they need to provide a compliant inspection bench • add relevant comments into the *comments* field of the horticulture inspection record • **go to Section 14: How do I withdraw the inspection**</td></tr></table>

Step	Action
4.	Ask the client to provide any additional supporting documents required prior to or at the time of inspection/re-inspection.

Important: If you have not checked the importing country requirements (Section 2) or the RFP (Section 3) prior to arriving at the registered establishment, you must return to the appropriate Section and complete the procedure as written.

Note: Supporting documents must be uploaded into PEMS.

If...	Then...
no further documents are required at the time of inspection	**go to Step 6.**
additional supporting documents are provided	**continue to Step 5.**
not all supporting documents have been provided	• inform the client that they need to provide all required supporting documents prior to inspection occurring • add relevant comments into the *comments* field of the horticulture inspection record • **go to Section 14: How do I withdraw the inspection?**

Step	Action
5.	• Check that all the supporting documents you have received are valid as per the Exports process instruction: *Supporting documents for plant exports.* • If the supporting documents are not in PEMS, take copies of the documents and upload them into PEMS.

If all supporting documents are...	Then...
valid	• record the validation outcome for each supporting document • **continue to Step 6.**
not valid	• record the validation outcome for each supporting document • inform the client that they need to provide valid supporting documents • add relevant comments into the *comments* field of the horticulture inspection record • **go to Section 13: How do I withdraw the inspection?**

Inspection procedure

Section 6: How do I assess the consignment?

The following table outlines how to assess the consignment.

Step	Action
1.	Liaise with the client to: • identify the consignment to be inspected • ensure it matches the quantity and commodities listed on the RFP. **If the consignment...** / **Then...** matches the RFP — **go to Step 3.** does not match the RFP — **continue to Step 2.**
2.	Inform the client that the consignment must match the RFP before the inspection can occur. **If the client...** / **Then...** amends the consignment to match the RFP — **continue to Step 3.** amends the RFP in EXDOC to match the consignment — • add relevant comments into the *comments* field of the horticulture inspection record • if using PEMS, record a time entry and withdraw the inspection record • initiate the horticulture inspection record with the reloaded RFP information • **continue to Step 3.** does not amend the consignment or the RFP — • add relevant comments into the *comments* field of the horticulture inspection record • advise the client that you cannot proceed with the inspection • **go to Section 14: How do I withdraw the inspection?**
3.	Is there access to the entire consignment? **If...** / **Then...** yes — **go to Step 5.** no — **continue to Step 4.**

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Step	Action
4.	Inform the client that they must provide access to the entire consignment.

If the client...	Then...
does provide access	**continue to Step 5.**
does not provide access to the entire consignment	• add relevant comments into the *comments* field of the horticulture inspection record • advise the client that you cannot proceed with the inspection • **go to Section 14: How do I withdraw the inspection?**

Step	Action
5.	For protocol consignments, where required by the protocol, check the accredited property farm and/or packhouse numbers listed on the RFP and the consignment labelling, and record the details in PEMS. **Note:** For consignments to New Zealand, record the accredited property details in the comments section.

If...	Then...
the number/s validate correctly	**continue to Step 6.**
the number/s do not validate correctly	• advise the client that this consignment is not permitted for export to the destination market • advise the client that you cannot proceed with the inspection • **go to Section 14: How do I withdraw the inspection?**

Step	Action
6.	Check that the trade description on the packaging complies with: • the trade-description policy in the process instruction • any specific importing-country requirements listed in Micor, for example accredited property number/s • where applicable, the protocol/work plan. **Important:** If export labelling has not been applied to the consignment at the time of inspection, the AO must: • sight the label which is yet to be applied to all cartons. The inspection cannot proceed if the export labelling cannot be verified. • confirm that some labels or identifying marks have been applied to all export pallets or bins to enable traceability. If this has not been applied, the consignment has not met phytosanitary security requirements and cannot proceed.

If the trade description is...	Then...
compliant	• record trade-description compliance on the horticulture inspection record • **continue to Step 7.**
non-compliant but rectified whilst you are on-site	• add relevant comments into the *comments* field of the horticulture inspection record • record trade description compliance on the horticulture inspection record • **continue to Step 7.**
non-compliant and not rectified whilst you are on-site	• inform the client that they need to meet the trade description requirements • add relevant comments to the *comments* field of the horticulture inspection record • **go to Section 14: How do I withdraw the inspection?**
suspected of being deliberately falsified	• request the client to produce documentary evidence to support the description given • if not satisfied with the evidence provided, advise the department at Horticulture Exports Program • add relevant comments to the *comments* field of the horticulture inspection record • **go to Section 14: How do I withdraw the inspection?**

Step	Action
7.	Check the packaging complies with: • the packaging-material requirements in the exports process instruction • any specific importing-country requirements listed in Micor • where applicable, the protocol/work plan.

If the packaging material is...	Then...
compliant	**continue to Step 8**.
non-compliant	• inform the client that the packaging is not compliant • add relevant comments to the *comments* field of the horticulture inspection record • **go to Section 14: How do I withdraw the inspection?**

Step	Action
8.	If the consignment has an existing phytosanitary status (that is, it is from a pest-free area, pest free place of production, accredited property or has been treated), check that the security of the consignment has been maintained in accordance with Exports process instruction: *Maintenance of phytosanitary security for horticulture exports.*

If the consignment...	Then...
does not have a phytosanitary status	**continue to Section 7: How do I inspect the commodity flowpath?**
• has a phytosanitary status • is secured	**continue to Step 9.**
• has a phytosanitary status • is not secured	• inform the client that the consignment has lost its phytosanitary status • add relevant comments to the *comments* field of the horticulture inspection record • **go to Section 14: How do I withdraw the inspection?**

Step	Action
9.	Determine if the consignment has been transported since the phytosanitary status was attained.

If the consignment has...	Then...
been transported after obtaining the phytosanitary status	• request a transfer record for the last movement • upload the document in PEMS • **continue to Step 10.**
not been transported since obtaining the phytosanitary status	**continue to Section 7: How do I inspect the commodity flowpath?**

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Step	Action
10.	Check that the transfer record is valid as per Exports process instruction: *Supporting documents for plant exports*. **Note:** For more information regarding transfer records refer to: • Exports process instruction: *Maintenance of phytosanitary security for horticulture exports* <table><tr><th>If the transfer record-is…</th><th>Then…</th></tr><tr><td>valid</td><td>**continue to Section 7: How do I inspect the commodity flowpath?**</td></tr><tr><td>not valid</td><td>• inform the client that the consignment has lost its phytosanitary status • add relevant comments to the *comments* field of the horticulture inspection record • **go to Section 14: How do I withdraw the inspection?**</td></tr></table>

Section 7: How do I inspect the commodity flowpath?

The following table outlines how to inspect the commodity flowpath.

Step	Action
1.	Determine the likely flowpath of the goods prior to and following inspection. **Note:** Include the: • inspection area • storage areas • cool rooms • treatment areas • the load-out area.

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Step	Action
2.	Check the flowpath to ensure there is no risk of the consignment becoming infested, contaminated or substituted before (if there is a phytosanitary status), during or after inspection. **Note:** Some consignments may be subject to further phytosanitary security requirements during inspection, for example, irradiated and pest free area product. **Refer** to Exports process instruction: Maintenance of phytosanitary security for further information. <table><tr><td>**If the flowpath is…**</td><td>**Then…**</td></tr><tr><td>compliant</td><td> - record the flowpath as 'passed' on the horticulture inspection record - if using PEMS, confirm the time entry and amend if required **continue to Section 8: How do I sample the consignment for inspection?** </td></tr><tr><td>non-compliant</td><td> - advise the client of the non-compliance - add relevant comments to the *comments* field of the horticulture inspection record - if using PEMS, record the flowpath as 'failed' and when and why under the *flowpath details* section **continue to Step 3.** </td></tr></table>
3.	Ask the client if the flowpath non-compliance will be rectified whilst you are on-site. <table><tr><td>**If the issues...**</td><td>**Then...**</td></tr><tr><td>are rectified whilst you are on-site</td><td> **return to Step 1** and reinspect the flowpath - record how and when the issues were rectified in the *comments* field of the horticulture inspection record - if using PEMS, record the flowpath result as 'passed after rectification' and when, under the *flowpath details* section - if using the manual horticulture inspection record, record the flowpath as 'passed' **continue to Section 8: How do I sample the consignment for inspection?** </td></tr><tr><td>cannot be rectified whilst you are on-site</td><td> - the consignment fails inspection **go to Section 13: How do I fail the inspection?** </td></tr></table>

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Section 8: How do I sample the consignment for inspection?

The following table outlines how to sample the consignment for inspection.

Step	Action
1.	Determine the sampling rate for the consignment. **Note:** Sampling rates will be specified in Micor (and the protocol/work plan where applicable) if they differ from the departmental rates of: • 600 units or • 2%.

If the importing country...	Then...
specifies a sampling rate other than: • 600 units or • 2%	• if using PEMS, record the sampling rate as 'other' and specify the rate • if not, record the sampling rate on the manual horticulture inspection record • **continue to Step 2.**
• doesn't specify a sampling rate or • only allows one of the approved rates	• ask the client to choose either a 600 unit or 2% sampling rate, where there is an option • record the sampling rate on the horticulture inspection record as either 600 units or 2% • **continue to Step 2.**

Step	Action
2.	Calculate the number of packages that are required to make up the sample.

If the sampling rate is...	Then...
a number of units (for example 450 or 600 units)	• estimate the number of units per package • divide the required number of units by the number of units per package (for example, 600 units divided by 60 oranges per carton equals 10 cartons required) • round the number of packages up (where the calculated number of packages is not a whole number) **Note:** Select a minimum of 3 packages per consignment unless ICRs specify a sampling rate, then a minimum number of packages does not apply.
a percentage of packages (for example 1% or 2%)	• determine the number of packages in the consignment • calculate the percentage of the number of packages in the consignment (2% of 1,000 packages equals 20 packages to be inspected) • round the number of packages up (where the calculated number of packages is not a whole number) **Note:** Select a minimum of three packages per consignment unless ICRs specify a sampling rate, then a minimum number of packages does not apply.

Note: For more information on how to calculate the number of packages refer to Reference: *Plant exports guide—sampling horticulture*.

Step	Action
3.	Using an approved sampling technique, select the packages to be inspected. **Note:** For more information on the approved sampling techniques see Exports reference: *Plant exports guide—sampling horticulture.*

If the consignment…	And…	Then…
is not mixed	n/a	**continue to Step 4.**
is mixed	you use a random, systematic or haphazard sampling technique	**continue to Step 4.**
is mixed	you use a selective/targeted sampling technique	• identify the different risk groups across the consignment as defined in the Export process instruction: *Inspection of horticulture for export* • sample proportionately from each identified risk group • **continue to Step 4.**

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Step	Action
4.	Identify the selected packages through any means acceptable to the client. **Note:** This could be by: • removing or turning packages or • making discrete marks or • using stickers.
5.	Ask the client to move the selected packages to the inspection area. **Note:** The client is responsible for moving and repacking the goods.
6.	**Continue to Section 9: How do I inspect the sample?**

Section 9: How do I inspect the sample?

The following table outlines how to inspect the sample.

Step	Action
1.	Once the sample is on the bench, begin inspecting for pests and contaminants, using your inspection equipment as required. • Check the outside of the packaging. • Open the package, and before handling the product, inspect the surface area whilst it is in the box. • Tip out or remove the product, even if the packaging is transparent, and inspect the inside of the packaging, including all inner linings and sub-packaging. **Important:** Do not open sterile tissue culture flasks. **Note:** Heavy commodities in bulk bins do not have to be lifted onto an inspection bench however there must be sufficient lighting over the bulk bin and each unit removed.
2.	Inspect the entire surface of each piece of product by turning it over, one unit at a time. **Notes:** • Do not roll the pieces along the inspection bench as a means of inspection. • Inspect all recesses and sheltered sites on the outside of the product in detail, making sure there is adequate light to penetrate into these areas. • Use a magnifying lens of at least 10x magnification where required, for example to examine recesses, pest symptoms, inside the product or when a pest is found. • Where there are signs of internal feeders such as holes, frass, damage, decay and softness, cut the product using a slicing or conical cut, to see if any pests are inside the product. • Inspect any remaining debris on the inspection bench for pests and contaminants.

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Step	Action
3.	Ensure you inspect the below commodities as follows. **Note:** The importing country may require specific inspection techniques. Refer to specific protocols for further requirements such as cutting a sample of fruit.

If the commodity is…	Then…
citrus	• for protocol markets, lift 10% of calyces with a knife and look for live pests under the calyx • for non-protocol markets, only lift the calyx if you see signs of pests or infestation.
grapes	• wear a mask and gloves due to the sulphur dioxide pads in cartons • turn the bunch over in the palm of your hand to allow it to fall open • inspect inside the bunch for signs of pests • where bunches are too tight to inspect, cut them open. **Note:** Do not break grapes off a bunch and count them as additional bunches in the inspection count.
mango	where the seed requires cutting by the importing country or because of mango seed weevil symptoms, ask the client to cut the mango longitudinally through the middle of the seed.
bananas	break open tight bunches where you cannot see in between the bananas.
leafy vegetables	• pull back the outer stalks or leaves and inspect for pests and contaminants • use the shaking-and-tapping technique once you have inspected the outside surface.
• cut flowers • foliage	use the shaking-and-tapping technique once you have inspected the outside surface. **Note:** This can be done holding more than one stem.
tissue culture	hold each flask up to the light and inspect the substrate (usually agar) for discolouration that might indicate contamination or disease **Important:** Do not open the sterile flasks.
plants in potting mix	examine the potting medium.

Note: For more information on inspection techniques for different commodities refer to Exports reference: *Plant exports guide—horticulture inspection techniques*.

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Step	Action
4.	Continue to inspect the sample as follows.

If the sampling rate is...	Then...
a number of units (for example 450 or 600 units)	• stop inspecting once you reach the required number of units, even if you are part way through a package. **Note:** Empty the package and inspect the packaging but do not inspect the remaining units. • if the consignment is made up of fewer than three packages and the ICRs do not specify a sampling rate, inspect proportionally from each package in the consignment • if the three packages contain greater than the required number of units, sample a proportionate amount from each package to reach the required number of units (i.e. sample a maximum 200 units from each package if you need 600 units) • **continue to Section 10: How do I determine the inspection result?**
a percentage of packages (for example 1% or 2%)	• inspect every unit in the selected sample packages • if the consignment is made up of less than three packages and the ICRs to not specify a sampling rate, inspect all packages • **continue to Section 10: How do I determine the inspection result?**

Section 10: How do I determine the inspection result?

The following table outlines how to determine the inspection result.

Step	Action
1.	Record inspection results and relevant comments in the horticulture inspection record whilst you are undertaking the inspection. **Note:** Contaminants include more than 25g of soil per 2% or 600 unit sample. <table><tr><th>If live pests and/or contaminants...</th><th>And the importing country...</th><th>Then...</th></tr><tr><td>are not found</td><td>n/a</td><td>• the consignment passes inspection • **go to Section 11**: **How do I complete additional inspection tasks?**</td></tr><tr><td>are found</td><td>does not have a pest list</td><td>• the consignment fails inspection • **go to Section 13: How do I fail the inspection?**</td></tr><tr><td>are found</td><td>prohibits reconditioning for any pest/contaminant</td><td>**continue to Step 2.**</td></tr><tr><td>are found</td><td>has a pest list which the client can provide</td><td>**continue to Step 2.**</td></tr><tr><td>are found</td><td>• does not have a pest list but • the product has been irradiated</td><td>**continue to Step 2.**</td></tr></table>
2.	Ask the client if they intend to recondition and present the consignment for reinspection, challenge a pest list, or seek recognition of prior treatment such as irradiation as they will require a formal pest/contaminant identification. <table><tr><th>If...</th><th>And...</th><th>Then...</th></tr><tr><td>no</td><td>n/a</td><td>• the consignment fails inspection • **go to Section 13: How do I fail the inspection?**</td></tr><tr><td>yes</td><td>you can make an identification within your training and knowledge</td><td>**go to Step 7.**</td></tr><tr><td>yes</td><td>you cannot make an identification</td><td>• a formal identification is required • **continue to Step 3.**</td></tr></table>

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Step	Action
3.	Retrieve the pest or contaminant. **Notes**: • Attempt to retrieve the pest without damaging it. • If retrieval without damage is not possible, the pest should be bottled (still in or on the substrate in which it was found). • If the pest is left on the commodity, mark the sample in some way to assist the diagnostician in finding it. For example, if an egg is found on a piece of fruit, put a mark/dot/arrow on the fruit with a pen or permanent marker near where the egg was seen.
4.	Secure the specimen for identification.

If the specimen is…	Then…
an adult insect	put it in 80% ethanol in a sample vial.
a juvenile stage insect (that is pupae or larvae)	• blanch in water (greater than 70°C) for a few minutes • then drain and put in 80% ethanol inside a vial. **Note:** The Hydrotaps or Miniboil in most lunch rooms are ideal.
a large specimen that does not fit in a vial	double bag it in snap-lock bags.
a live nematode	put in tap water (not hot) inside a sample vial.
a disease symptom	put in a snap-lock bag still on the substrate it was found (with no ethanol).
a weed seed	place in an empty vial (with no ethanol).

Notes:
- Methylated spirits should be avoided in place of ethanol, as it hardens the specimens and makes identification difficult.
- For more information on how to prepare a specimen for identification see Reference: *Plant exports guide—specimen collection*.

Step	Action
5.	Label the specimen with the following information written in pencil: • date and time • the RFP number followed by a, b, c etc. (depending on the number of samples submitted for that consignment) • the registered establishment number the inspection was done at • your name, AO number and signature • if the pest is alive • any known treatments that have been applied to the goods.

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Step	Action
6.	Ask the client if they want the inspection to be completed whilst the result of pest identification is pending.

If the client wants the inspection...	Then...
completed	• complete the inspection • if using PEMS, do not submit • **continue to Step 7.**
put on hold	• if using PEMS, leave the inspection active with comments and exit PEMS **Note:** Inspection results will be saved automatically to return to at a later stage. • ask the client to secure the remaining sample packages • **continue to Step 7.**

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Step	Action
7.	Once the pest or contaminant has been identified, compare it against the pest list, confirm it is not prohibited from being reconditioned, or determine if irradiation has effectively managed the pest found depending on the scenario.

If pests and/or contaminants...	And...	Then...
exceed tolerance levels	n/a	• the consignment fails inspection • for protocol markets, check if you are required to report the detection to the department • **go to Section 13: How do I fail the inspection?**
• do not exceed tolerance levels or • have been effectively managed with irradiation	the inspection has been completed	• the consignment passes inspection • **continue to Section 11: How do I complete additional inspection tasks?**
• do not exceed tolerance levels or • have been effectively managed with irradiation	the inspection has not been completed	**return to Section 9: How do I inspect the sample?** to complete the inspection. **Important:** Where a day or more has passed since the start of the inspection, before going to **Section 9: How do I inspect the sample?** complete: • **Section 5: What do I do when I arrive at the registered establishment?** • **Section 7: How do I inspect the commodity flowpath?**

Important: If Queensland or Mediterranean fruit fly (alive or dead) is found in product from a fruit fly pest free area, immediately notify the department at Horticulture Exports Program.

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Section 11: How do I complete additional inspection tasks?

Additional requirements to be completed by the AO are detailed in the relevant importing country requirements or protocol/work plan.

The following table outlines how to complete additional inspection tasks.

Step	Action
1.	Refer to Micor or the protocol/work plan to determine if you need to complete additional inspection tasks.

Note: This may include:

- recording labelling details
- ensuring package security prior to leaving the inspection room
- applying stickers or tape to packages or the container
- empty container inspection
- supervising loading into the final export container
- sealing the container

If...	Then...
no	**continue to Section 12: How do I pass the inspection?**
yes	**continue to Step 2.**

Important:

- Where tasks are required as part of a supervised treatment, refer to the relevant treatment work instruction (for example: Exports work instruction: *Initiating an in-transit cold treatment for plant exports*).
- Where a work instruction does not exist, refer to the protocol/work plan.

Step	Action
2.	Ensure that any additional tasks required by the importing country are completed.
3.	Record additional information on the horticulture inspection record, if required, including: - container number - seal number.
4.	**Continue to Section 12: How do I pass the inspection?**

Passing, failing and withdrawing the inspection

Section 12: How do I pass the inspection?

The following table outlines how to pass the inspection.

Step	Action
1.	Record the passed inspection result on the horticulture inspection record. <table><tr><td>**If you are...**</td><td>**Then...**</td></tr><tr><td>using PEMS</td><td>• add a time entry for your inspection activities • **continue to Step 2.**</td></tr><tr><td>not using PEMS</td><td>• record your finish time on the manual horticulture inspection record. • **continue to Step 2.**</td></tr></table>
2.	• Advise the client that the consignment has passed inspection. • Ask the client to o label the consignment as 'passed for export' o secure it from other product.
3.	• Complete the remaining fields as per the Exports work instruction: *Completing plant export inspection and treatment records*. • Submit the inspection record and supporting documents. <table><tr><td>**If you are…**</td><td>**Then…**</td></tr><tr><td>using PEMS</td><td>• download and print, or email a copy of, the horticulture inspection record for the client (if they request it) • ensure the inspection record is checked in • submit the inspection record • **continue to Step 4.**</td></tr><tr><td>not using PEMS</td><td>• provide a copy to the client • send a copy, along with any supporting documents, to Assessment Services - Exports **Important:** Keep the original and copies of the supporting documents for a minimum of 2 years for audit purposes • **continue to Step 4.**</td></tr></table>
4.	• For departmental AOs, invoice the client. • If you used PEMS, record the relevant invoice number under the *time entry* tab of the RFP record. • **End of inspection, do not continue.**

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Section 13: How do I fail the inspection?

The following table outlines how to fail the inspection.

Step	Action
1.	Record the following details on the horticulture inspection record: • the failed inspection result • the reasons why in the *comments* field • the number and type of pests/contaminants found, if applicable.

2.	• Advise the client that the consignment has failed and the reasons why.
	• Ask them to
	    ○ label the consignment as 'failed for export'
	    ○ secure the consignment from other product.

3.	Ask the client if they intend to recondition the consignment.

If the client...	And…	Then...
does not intend to recondition	n/a	**continue to Step 4.**
intends to recondition	any pests found have already been identified	**continue to Step 4.**
intends to recondition	any pests found have not been identified	• prepare the pest/s for identification • provide the specimen to the client • **continue to Step 4.**

Notes:
• Reconditioning failed consignments is the responsibility of the client.
• The requirements for reconditioning are in the exports process instruction. |
| 4. | • Complete the remaining fields as per the Exports work instruction: *Completing plant export inspection and treatment records.*
• Submit the inspection record.

If you are...	Then...
using PEMS	• add a time entry for your inspection activities • ensure the inspection record is checked in • submit the record • if requested, download and print (or email) a copy to the client.
not using PEMS	• record your finish time on the horticulture inspection record • provide a copy to the client • send a copy, along with any supporting documents, to Assessment Services - Exports • keep the original and copies of the supporting documents for a minimum of 2 years for audit purposes.

|

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Step	Action
5.	• For departmental AOs, invoice the client. • If you used PEMS, record the relevant invoice number under the *time entry* tab of the RFP record. • **End of inspection, do not continue**.

Section 14: How do I withdraw the inspection?

The following table outlines how to withdraw the inspection.

Step	Action
1.	Record the withdrawal in the horticulture inspection record. **If you are...** / **Then...** using PEMS — • select 'withdraw' under the *actions* tab • add a time entry for your inspection activities. • **continue to Step 2.** not using PEMS — • record 'withdraw' in the *comments* field on the horticulture inspection record • record your finish time on the horticulture inspection record • **continue to Step 2.**
2.	Advise the client: • that the inspection has been withdrawn • the reasons why.
3.	• Complete the remaining fields as per the Exports work instruction: *Completing plant export inspection and treatment records*. • Submit the inspection record and supporting documents. **If you are...** / **Then...** using PEMS — download and print (or email) a copy to the client, if requested. not using PEMS — • provide a copy to the client • send a copy along with any supporting documents to Assessment Services - Exports. **Important:** Keep the original and copies of the supporting documents for a minimum of 2 years for audit purposes.
4.	• For departmental AOs, invoice the client. • If you used PEMS, record the relevant invoice number under the *time entry* tab of the RFP record. • **End of inspection, do not continue.**

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Inspecting resubmitted goods

Section 15: How do I inspect a resubmitted consignment?

The following table outlines how to inspect a resubmitted consignment.

Step	Action
1.	Before inspecting, ensure that: • the client has submitted a new RFP (if the composition of the consignment has changed) along with a copy of the original RFP and inspection record • the client has provided written notification that the consignment previously failed inspection, and the method of reconditioning applied • when applicable, the client has provided evidence that the treatment applied has treated the pest/s or contaminants found. **Important:** Evidence of treatment effectiveness against a pest would only be required if an AO or the department had reason to believe that the chosen reconditioning treatment did not address the biosecurity risk found in the consignment.
2.	Has the consignment been treated with a fumigant, chemical treatment or controlled atmosphere? | If...	Then...	 |---|---| | no	**continue to Step 3.**	 | yes	• take a copy of the treatment certificate • for fumigations, check the gas-free certificate to determine the date and time of gas clearance to ensure that any exposure, airing periods and safety precautions have been completed • take a copy of the gas-free certificate • **continue to Step 3**.	
3.	Return to step 3 of **Section 1: How do I receive a request for inspection?** to inspect the resubmitted consignment.

Related material

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

• Protocols, work plans
• Manual of Importing Country Requirements (Micor)
• Micor Plants (importing country requirements, protocols and work plans)
• Plant Export Operations Manual
  o Exports process instruction: *Inspection of horticulture for export*
  o Exports process instruction: *Maintenance of phytosanitary security for horticulture exports*
  o Exports process instruction: *Supporting documents for plant exports*
  o Exports work instruction: *Completing plant export inspection and treatment records*
  o Exports work instruction: *Completing a transfer record for horticulture exports*
  o Exports reference: *Plant exports guide—horticulture inspection techniques*
  o Exports reference: *Plant exports guide—equipment*

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- o Exports reference: *Plant exports guide—sampling horticulture*
- o Exports reference: *Plant exports guide—specimen collection*
- o Exports reference: *Horticulture inspection record*
- o Exports reference: *Plant export documents and treatments checklist*
- o Exports reference: *Transfer record for horticulture exports*
- o Exports reference: *Plant Exports Management System Authorised Officer user guide*
- o Exports reference: *Table of authorised officer job functions*
- o Exports reference: *Table of plant export protocol markets.*
- o Exports reference: *Work health and safety in the plant export environment*

Related WHS material is available on the Instructional Material Library (IML) for departmental AOs.

Contact information

- Authorised Officer Program: PlantExportTraining@aff.gov.au
- Authorised Officer Hotline: 1800 851 305
- Horticulture Exports Program: HorticultureExports@aff.gov.au
- Assessment Services Exports: PlantExportsNDH@aff.gov.au
- Micor administrator: MicorPlants@aff.gov.au.

Document information

The following table contains administrative metadata.

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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
1.0	22/09/2017	22/09/20217	New document	First publication of this work instruction.
2.0	10/10/2017	10/10/2017	Major change	Updated pest identification tasks.
3.0	15/08/2019	15/08/2019	Major change	Amended phytosanitary security, work health and safety and HEP email address.
4.0	28/03/2021	28/03/2021	Major change	Amendments made for the commencement of the *Export Control Act 2020* and subordinate Plant Rules.
5.0	6/11/2024	6/11/2024	Major change	Amendments to include PEMS updates.

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Appendix A: Definitions

The following table defines terms used in this document.

Note: More definitions can be found in the Exports process instruction: *Inspection of horticulture for export.*

Term	Definition
End-point sampling	A sampling method used whereby the AO removes samples of the goods for inspection in packages, after: • the packing has occurred, and • the whole consignment has been presented.
Grower	Individual or business that produces horticulture for export.
Line	A quantity of goods of a single type, identifiable by its homogeneity of composition and origin, forming part of a consignment and reflected as one line on a notice of intention (request for permit).
Mixed consignment	A consignment of plant and plant products for export that is made up of various product types.
Packhouse	Facility where horticulture is washed, graded and packed for export.
Protocol	A government to government document that specifies import requirements and is bilaterally agreed to by Australia and the importing-country authority. **Note:** Countries in which Australia has an agreed protocol with are referred to as 'protocol markets'. For a list of protocol markets see Reference: *Table of plant export protocol markets*.
Recess	Parts on produce which are hard to see because light does not reach them or they are hidden from view. **Note:** For example, underneath the calyx of a strawberry, in between the scale leaves that make up the crown of a pineapple, the navel of an orange, the petals of a flower or the rough surface area of a plant stem.
Treatment facility	Facility where phytosanitary treatments are performed.
Unit	An individual item that is considered to represent a single item of the good for the purposes of sampling and inspection. **Note:** For example: • fruit and vegetables: 1 apple, 1 blueberry, 1 banana, 1 asparagus spear, 1 dried apricot, 1 bunch of grapes (a bunch of grapes is defined as 3 or more grapes). • cut flowers and nursery stock: 1 flower stem, 1 plant, 1 cutting, 1 bulb • tissue culture: 1 flask, 1 tube, 1 jar.

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