

Guidelines for completing the 'Request for Plant Exports Inspection Appointment' form

Use the tab key or arrow keys to move between fields. The forms must be completed electronically and emailed through to the email address below. Plant Exports will not accept handwritten and/or faxed forms as the program is moving towards electronic notifications for processing of export functions.

Requester

Client (name of person and company) who is requesting the inspection.

Appointment type

From the list provided on the form, please check the box to select the appropriate appointment type for your export. This will enable the program to assign appropriate resources in relation to Authorised Officers.

The following is the list of appointment types available to select from:

- Inspection of Fruit and/or Vegetables
- Inspection of Bulbs, Corms & Tubers
- Inspection of Cut Flowers & Foliage
- Inspection of Tissue Cultures & Cuttings
- Inspection of Plants & Nursery Stock
- Inspection of prescribed grain & plant products: packaged
- Inspection of prescribed grain & plant products: bulk into containers'
- Inspection of prescribed grain & plant products: bulk into vessels
- Inspection of hay and straw
- Inspection of raw baled cotton
- Inspection of woodchip: packaged
- Inspection of woodchip: bulk into containers
- Inspection of woodchip: bulk into bulk vessels
- Inspection of processed forest products: packaged
- Inspection of processed forest products: bulk into containers
- Inspection of processed forest products: bulk into bulk vessels
- Inspection of empty containers
- Inspection of empty bulk vessel holds
- Multiple inspections as per attached document

Multiple inspections

If requesting multiple inspections on the one form, please attach details of each inspection required, i.e. date, type of appointment (refer to list above) and dates/times.

Sampling Arrangement

If your appointment is to inspect samples which have been drawn under a sampling arrangement, check the 'sampling arrangement' box and indicate the number of samples.

Requested date(s)

The date for which you're requesting an inspection.

Goods available from/to

The time that the consignment will be available for inspection.

Requested time(s)

You may request either a specific appointment time(s) or nominate morning (AM) or afternoon (PM).

Where a specific time is requested, Plant Exports will endeavour to have an Authorised Officer at the inspection establishment at the requested time.

Where morning or afternoon is nominated, Plant Exports will arrange for an Authorised Officer to be at the inspection establishment during that time period.

Confirmed conditions in MICoR Plants

You must confirm that import conditions are known prior to making an appointment.

Confirmed Import Permit or Instrument in writing from importing NPPO

Import conditions known by Plant Exports are published in [MICoR Plants](#). Where import conditions are not known, it is the responsibility of the exporter to source this information from the importing country's plant protection authority and provide to Plant Exports. This may be in the form of an import permit or instrument in writing.

Indicate 'yes' or 'no' against the relevant question.

If importing country requirements are not known, inspectors are unable to proceed until requirements are known.

RFP/EX28

RFPs need to be lodged and have attained a status of initial (INIT) or final (FINL) prior to requesting your appointment. Manual Notice of Intentions (NOI's) must be submitted concurrently with a request for appointment.

Customer invoice reference

If required, insert the customer invoice reference number which will be stated on the DAFF invoice/service advice.

Invoice will be issued in accordance with the Charging Guidelines – Plant Export Operations and to the client who is making the request (i.e. the requester).

Commodity

List the commodities to be inspected, for example, apples, oranges, asparagus, wheat, oaten hay, woodchips, Banksia cut flowers etc.

Indicate country of origin when imported product

If the consignment contains imported product, indicate the country of origin against the particular commodity.

Quantity

Indicate the quantity of each commodity to be inspected, e.g. 170 cartons, 2 containers; 876 bags or weight. Note: If attaching an NOI (RFP/EX28) with this form, this section does not require completion. Please indicate on the form 'see attached'.

Documents attached

List all documents attached to the appointment request that are applicable to the inspection, e.g. import permit, area freedom, treatment declaration etc.

Please note:

Amendments to appointments need to be made by re-submitting the request in line with the DAFF Plant Export Operations Service Charter timeframes.

DAFF Plant Exports will accept multiple inspection appointment forms in the same request. This may minimise pre-inspection activity 'fee for service' charges. Multiple inspection requests are those that occur within a 7 day period.

List of email addresses for Regional Plant Export Offices

South West region – WA office

waplantexportbookings@daff.gov.au

South West region – SA office

saplantexportbookings@daff.gov.au

Central East region

nsw-plantexport@daff.gov.au

North East region

nerplantexportbookings@daff.gov.au

Northern Aust region FNQ & NT offices

PlantExportsNR@daff.gov.au

South East region (excluding Tasmania)

hortgrainvic@daff.gov.au

South East region – Tasmania office

RFP.Enquiries.TAS@daff.gov.au