



Plant Export Operations Manual – Types of instructional material



This factsheet explains the different types of instructional material available on the Plant Export Operations Manual (PEOM).

What is instructional material?

Instructional material directs and assists us to do our jobs. All parties involved in the export of plants and plant products need to be familiar with the instructional material relating to their part of the plant export process.

What are the different types of instructional material?

The following is a list of the different types of instructional material:

GUIDELINE

WORK INSTRUCTION

REFERENCE

What is a Guideline?

A guideline is a document that specifies:

- the requirements that **ALL** parties involved in the export of plants and plant products—including exporters, registered establishments and AOs—must meet in order to export compliant goods from Australia
- the roles and responsibilities of each party.

What is a Work Instruction?

A work instruction contains step-by-step instructions that one person in a specific role is required to perform. These instructions may outline how to complete a task or make a decision in a particular situation. Each work instruction will clearly state the target audience.

What is Reference material?

A reference is a document that contains supporting information that assists a person to perform their role or complete a required task.

