

# Industry Cargo Inspection Report Template

This template has been developed as a guide to assist industry in inspecting cargo to verify its cleanliness for shipping and on arrival in Australia. Below is a suggested format that can be used. The type of information and level of detail will depend on the complexity and nature of the equipment intended to be imported.

<b>Project name:</b>	
<b>Contact person and contact details:</b>	
<b>Cargo description:</b>	
<b>Location of inspection</b>	
<b>Date of inspection</b>	
<b>Inspected by:</b>	

## Detail

All cargo and vessels imported into Australia must be free from Biosecurity Risk Material (BRM) including soil, plants and plant material, animals and animal material, egg masses and insects. Therefore all components within a consignment should be inspected, including packaging (e.g. timber gluts, pallets), to ensure compliance with this requirement. Items with uncovered openings or voids such as pipes have the potential to become contaminated and should be inspected and sealed to prevent contamination e.g. open ended pipes should be capped.

Separate checklists are available for inspecting machinery at [Importing Machinery into Australia](#).

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Table 1 number 1

No.	Item	Satisfactory Y/N	Action Taken E.g. Cleaning, treatment, contractors	Validation Details E.g. Photo, documentary evidence
1.0	<b>General</b>			
1.1	Site BRM free			
1.2	Site clear of vegetation			
1.3	Site free of pooling water			
1.4	Sumps cleaned			
1.5	Waste secured and covered			
1.6	No food consumption in fabrication/storage areas			
1.7	Transport routes clear of overhanging vegetation			
1.8	Footwear kept clean			
1.9	Lay-down area kept clean			
1.10	Pest control program implemented and maintained			
2.0	<b>Cargo (external and internal)</b>			
2.1	All equipment free of BRM			
2.2	Compliant packaging			
2.3	Timber free of bark			
2.4	Timber treated by a Department of Agriculture Approved method			

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No.	Item	Satisfactory Y/N	Action Taken E.g. Cleaning, treatment, contractors	Validation Details E.g. Photo, documentary evidence
<b>2.0 (cont)</b>	<b>Cargo (external and internal) continued</b>			
2.5	Egg clusters removed			
2.6	Areas of pooling water			
2.7	Cargo bases free of BRM, including support stools			
2.8	Cables, cable trays and junction boxes free of BRM			
2.9	Pipes flushed and plugged or capped			
2.10	All openings, pipe supports and voids covered or sealed			
2.11	Structured steelwork including walkways and staircases free of BRM			
2.12	Roofs of building/tops of tanks etc free of BRM			
2.13	Stickers – no BRM attached			
2.14	Cabinets and compartments free of BRM			
2.15	Free from foodstuffs			
2.16	Clean threads/newly packed grease on connections of equipment and piping			
2.17	All tanks internally clean and no presence of pooling water			
2.18	Clean and disinfect location			
2.19	Insecticidal fogging prior to load out			