



# WORK INSTRUCTION

## Preparing a manual ship’s holds inspection certificate (EX175) for plant exports

### Direction to industry

This work instruction outlines the requirements for preparing a manual ship’s holds certificate (EX175) 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 outlines the procedure for exporters to follow when preparing a *manual ship’s holds inspection certificate (EX175)*.

**Important:** The manual certificate must only be issued as a contingency measure when the EXDOC system is down or when it needs to be issued as a standalone certificate as no phytosanitary certificate is issued from EXDOC.

## Definitions

All terms used in this document and their definitions are captured in the Guideline: [Issuance of certification for plant exports](#).

## 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 manual ship's holds inspection certificate (EX175) 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"><li>Preparing a manual ship's hold certificate (EX175) template.</li><li>Submitting request for issuance of certification.</li></ul>

## 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 manual ship's holds inspection certificate (EX175)

The following table outlines how to prepare a manual ship's holds inspection certificate (EX175).

Step	Action
1.	Download the <a href="#">manual ship's holds inspection certificate template</a> from the department's website.
2.	Complete the template as per <b>Section 2: <a href="#">Completing the ship's holds inspection certificate (EX175)</a></b> .

## Section 2: Completing the ship's holds inspection certificate (EX175)

The following table outlines the field names and the content that must be entered into a manual ship's holds inspection certificate (EX175).

**Note:** manual ship's holds inspection certificate (EX175) will need to align with the information listed on the NOI/RFP as required.

Field name	Content						
Name and address of exporter	<p>Full name and address of the exporter.</p> <ul style="list-style-type: none"> <li>• If the exporter has an overseas company name but an office based in Australia, the address of the Australian office must be used for the address.</li> <li>• Exporter details can only be listed if the exporter is registered with the department and has been issued an exporter number.</li> <li>• The address of the exporter can be either a physical or a postal address. The inclusion of both a physical and postal address is not permitted.</li> </ul>						
Declared name and address of consignee	<p>Full name and address of the consignee.</p> <ul style="list-style-type: none"> <li>• The name and address should be in sufficient detail to enable the NPPO of the importing country to confirm the identity of the consignee and, where necessary, to be able to conduct trace-back of non-compliant imports.</li> <li>• The address of the exporter can be either a physical or a postal address.</li> <li>• The following details are not permitted in this field               <ul style="list-style-type: none"> <li>○ telephone/facsimile numbers</li> <li>○ both a physical and postal address</li> <li>○ ABNs</li> <li>○ multiple addresses</li> <li>○ the words 'head office' or 'factory' (or derivative of)</li> <li>○ the word 'consignee' as the consignee name</li> <li>○ commercial information.</li> </ul> </li> </ul> <table border="1" data-bbox="416 1323 1385 1648"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>an import permit is required</td> <td>consignee details must align with the importer details listed on the import permit.</td> </tr> <tr> <td>the consignee is not known</td> <td>'To order' may be used if the NPPO in the importing country permits the use of the term and the exporter accepts any associated risks.</td> </tr> </tbody> </table> <p><b>Note:</b> Consignee country details can differ to the destination country. However, the importing country may require the consignee to be located in the destination country. It is the exporter's commercial risk if the exporter chooses to list a consignee in a country different to the destination country.</p>	If...	Then...	an import permit is required	consignee details must align with the importer details listed on the import permit.	the consignee is not known	'To order' may be used if the NPPO in the importing country permits the use of the term and the exporter accepts any associated risks.
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an import permit is required	consignee details must align with the importer details listed on the import permit.						
the consignee is not known	'To order' may be used if the NPPO in the importing country permits the use of the term and the exporter accepts any associated risks.						
Vessel	<p>The ship name or voyage number (if known) of the consignment.</p> <p><b>Important:</b> The ship must be the international carrier.</p>						

Field name	Content
(Certificate) No.	The manual certificate number issued by the Documentation Assessment Officer (DAO).  <b>Note:</b> This field is completed by the Documentation Assessment Officer (DAO) at the time the certificate is issued and not by the exporter.
Compartments	The compartment identification number of the hold(s) that have been inspected and passed for loading.  <b>Important:</b> All inspected and passed compartments from all ports must be recorded. Refer to the Reference: <i>Bulk Vessel Inspection Record</i> .
Description of cargo	Provide sufficient detail to allow the consignment to be readily identified.  <b>Important:</b> <ul style="list-style-type: none"> <li>• must be the common name of the product. If the common name is not known, enter the scientific name</li> <li>• quality statements or grades are not permitted.</li> </ul>
Inspection ports and dates	The name of the place and the full date(s) of inspection of the ship's holds.  <b>Important:</b> Some countries format the date with the month first followed by the day. The date must be recorded in a way that does not cause any confusion, for example, 18 APRIL 2020.
Place and date of issue	The place and date of issuing the EX175.  <b>Note:</b> This field is completed by the Documentation Assessment Officer (DAO) and not by the exporter.
Signature of authorised officer	The Documentation Assessment Officers (DAO) signature.  <b>Note:</b> This field is completed by the Documentation Assessment Officer (DAO). and not by the exporter.

### Section 3: Submitting the ship's holds inspection certificate (EX175)

The following table outlines how to submit a manual ship's holds inspection certificate (EX175).

Step	Action
1.	Submit the following to the <a href="#">Assessment Services Exports</a> mailbox: <ul style="list-style-type: none"> <li>• request for an RFP authorisation</li> <li>• completed <i>manual ship's holds inspection certificate (EX175)</i> template</li> <li>• <i>Bulk Vessel Inspection Record</i></li> <li>• <i>Marine surveyors certificate</i>.</li> </ul> <b>Important:</b> The email subject title must be in the following format: Bulk Vessel, RFP #, Date of Departure – EX175.

## Section 4: Collecting the ship's holds inspection certificate (EX175)

The following table outlines how to collect a manual ship's holds inspection certificate (EX175).

Step	Action						
1.	Collect your certificate. <table border="1"><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"><li>you will receive the certificate in the mail</li><li><b>the procedure ends here.</b></li></ul></td></tr><tr><td>Pick up the certificate from a regional office</td><td><ul style="list-style-type: none"><li>attend the regional office to collect the certificate</li><li><b>the procedure ends here.</b></li></ul></td></tr></tbody></table>	If you have elected to...	Then...	have the certificate mailed	<ul style="list-style-type: none"><li>you will receive the certificate in the mail</li><li><b>the procedure ends here.</b></li></ul>	Pick up the certificate from a regional office	<ul style="list-style-type: none"><li>attend the regional office to collect the certificate</li><li><b>the procedure ends here.</b></li></ul>
If you have elected to...	Then...						
have the certificate mailed	<ul style="list-style-type: none"><li>you will receive the certificate in the mail</li><li><b>the procedure ends here.</b></li></ul>						
Pick up the certificate from a regional office	<ul style="list-style-type: none"><li>attend the regional office to collect the certificate</li><li><b>the procedure ends here.</b></li></ul>						

### Record keeping

Documentation Assessment Officers (DAO) 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](mailto:PlantExportsNDH@awe.gov.au).

### Related material

The following related material is available:

- Guideline: [Issuance of certification for plant exports](#)
- Guideline: [Supporting documents for plant exports](#)
- Work Instruction: [Issuing certification for plant exports](#)
- Reference: Bulk Vessel Inspection Record
- Reference: [Ship's holds inspection certificate template \(EX175\)](#).

### Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7371	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	28/02/2022	Minor updates to align with new legislation.