



WORK INSTRUCTION

Preparing a declaration and certificate as to condition (EX188) for plant exports

Direction to industry

This work instruction outlines the requirements for preparing a declaration and certificate as to condition (EX188) for plant exports. All parties with roles and responsibilities explicit in this guideline and legislation must comply with it.

In this document

This document contains the following topics.

Purpose of this document.....	1
Definitions.....	1
Policy statement	2
Legislative framework.....	2
Roles and responsibilities	2
Essential equipment.....	2
Section 1: Preparing a declaration and certificate as to condition (EX188)	2
Section 2: Completing the declaration and certificate as to condition (EX188).....	2
Section 3: Submitting the declaration and certificate as to condition (EX188).....	7
Section 4: Collecting the declaration and certificate as to condition (EX188)	8
Record keeping	8
Contact information.....	8
Related material.....	8
Document information	8
Version history	8

Purpose of this document

This document details the procedure for preparing a declaration and certificate as to condition (EX188) for plant exports.

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 declaration and certificate as to condition (EX188) 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">Preparing a declaration and certificate as to condition (EX188) template.Submitting request for issuance of certification.

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 declaration and certificate as to condition (EX188)

The following table outlines how to prepare a declaration and certificate as to condition (EX188) template.

Step	Action
1.	Download the declaration and certificate as to condition template from the department's website.
2	Complete the template as per Section 2: Completing the declaration and certificate as to condition (EX188) .

Section 2: Completing the declaration and certificate as to condition (EX188)

The following table outlines the field names and the content that must be entered into a declaration and certificate as to condition (EX188) template.

Note: declaration and certificate as to condition (EX188) certificate will need to align with the information listed on the NOI/RFP as required.

Field name	Content						
Exporter	<p>Full name and address of the exporter.</p> <ul style="list-style-type: none"> • 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. • Exporter details can only be listed if the exporter is registered with the department and has been issued an exporter number. • 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. 						
(Certificate) No.	<p>The manual certificate number is issued by the Documentation Assessment Officers (DAO).</p> <p>Note: This field is completed by the Documentation Assessment Officers (DAO) at the time the certificate is issued and not by the exporter.</p>						
Consignee	<p>Full name and address of the consignee.</p> <ul style="list-style-type: none"> • The name and address must 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. • The address of the exporter can be either a physical or a postal address. • The following details are not permitted in this field: <ul style="list-style-type: none"> ○ telephone/facsimile numbers ○ both a physical and postal address ○ ABNs ○ multiple addresses ○ the words 'head office' or 'factory' (or derivative of) ○ the word 'consignee' as the consignee name ○ commercial information. <table border="1" data-bbox="432 1272 1401 1601"> <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>Note: 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.
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.						
Port of loading	The port where the consignment is loaded in Australia prior to being exported.						
Vessel/Aircraft etc.	<p>The ship name and voyage number (if known) or the aircraft and flight number.</p> <ul style="list-style-type: none"> • If the voyage or flight number is unknown, 'SEA', 'AIR', or 'MAIL' may be recorded. • The ship or aircraft must be the international carrier. 						

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Field name	Content
Date of departure	The date the consignment is expected to be exported from Australia.
Port of discharge	The port where the consignment is to be unloaded from the vessel/aircraft. Important: The discharge port must align with the destination city unless the destination city is landlocked. In this scenario the discharge port can differ to the destination country.
Final destination	The destination country of the consignment.
Shipping marks, numbering and container numbers	Shipping marks and container numbers. <ul style="list-style-type: none"> Shipping marks are distinguishing marks that identify a line of product from other lines in the shipment. Shipping marks can include <ul style="list-style-type: none"> lot numbers grower numbers pack house numbers container numbers seal numbers. Seal numbers must be entered underneath or next to the relevant container number (with separating symbol). Seal numbers must not be entered on the phytosanitary certificate without container numbers (sea and air transport mode). Seal numbers are not verified by AOs unless it is a protocol agreement with the importing NPPO. Shipping marks must be verifiable by the AO at the time of inspection and recorded on the inspection record.
Kind of packages (include declared net weight or count)	Enter the number and type of packages that are to be inspected and certified for export. Note: These details may include the net weight and unit of mass (if applicable) for each line on the certificate.

Field name	Content						
Description of goods	<p>Provide sufficient detail to allow the consignment to be readily identified.</p> <p>Note: Additional product descriptions relating to the consignment may be required following the description of the goods.</p> <ul style="list-style-type: none"> • Additional product descriptors must be verified by the AO. The exporter or packer may have to provide documentation to allow the AO to verify this information and certify it on the phytosanitary certificate. Documentation can include, but is not limited to <ul style="list-style-type: none"> ○ statutory declaration ○ electrophoresis test results from a laboratory ○ certified seed certificate ○ botanical identification from an approved seed testing laboratory. • If the additional description is a varietal name, such as Kensington, Washington Navel. The description must be placed after or underneath the primary descriptor. • The description of goods is the primary descriptor of the product and should be a basic commodity name such as apple, orange, sorghum. <table border="1" data-bbox="432 909 1358 1205"> <thead> <tr> <th>If a product...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>does not have a common name</td> <td>enter the botanical name.</td> </tr> <tr> <td>contains a mix or blend of ingredients</td> <td>enter a broad commodity description, such as stockfeed.</td> </tr> </tbody> </table>	If a product...	Then...	does not have a common name	enter the botanical name.	contains a mix or blend of ingredients	enter a broad commodity description, such as stockfeed.
If a product...	Then...						
does not have a common name	enter the botanical name.						
contains a mix or blend of ingredients	enter a broad commodity description, such as stockfeed.						

Field name	Content								
Number of packages	<p>The number, type and weight (if applicable) of packages to be inspected and certified for export.</p> <p>Important:</p> <ul style="list-style-type: none"> Use the term that is most appropriate to describe the packaging type to the importing NPPO. The net metric weight details must be the weight details of the product for each line. <table border="1"> <thead> <tr> <th>If the consignment is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>loaded directly into a ship's holds</td> <td>enter BULK followed by the weight. For example, BULK – 22000 TNE.</td> </tr> <tr> <td>bulk loaded into containers (FCL only)</td> <td>list the number of containers. For example, 9 CONTAINERS.</td> </tr> <tr> <td>packaged</td> <td>list the number of packages and the type of package. For example, 640 BAGS, 590 CARTONS.</td> </tr> </tbody> </table>	If the consignment is...	Then...	loaded directly into a ship's holds	enter BULK followed by the weight. For example, BULK – 22000 TNE.	bulk loaded into containers (FCL only)	list the number of containers. For example, 9 CONTAINERS.	packaged	list the number of packages and the type of package. For example, 640 BAGS, 590 CARTONS.
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bulk loaded into containers (FCL only)	list the number of containers. For example, 9 CONTAINERS.								
packaged	list the number of packages and the type of package. For example, 640 BAGS, 590 CARTONS.								
Total net contents (state unit)	<p>The total net weight of the consignment or the total net weight for each line stated on the certificate, but not including the weight of any external packaging, such as the container.</p> <p>Important:</p> <ul style="list-style-type: none"> The metric unit of mass such as GRM, KGM, and TNE, must also be included. Imperial weight measurements, such as lb and oz, are not permitted. 								
Manufacturer	Enter the manufacturer details. Manufacturer details are not validated by AOs. If no details are entered into this field and is must be ruled through.								
Additional certification if applicable	<p>Additional information or statements required for the product.</p> <table border="1"> <thead> <tr> <th>If the EX188...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is for non-GMO certificate</td> <td>the relevant OGTR statement must be entered unaltered. Note: The OGTR statement can be accessed by using the <i>GMO Statements</i> document hyperlink provided in the relevant Micor case.</td> </tr> <tr> <td>is not for a non-GMO certificate</td> <td>information entered must be as per the requirements of the relevant Micor case.</td> </tr> </tbody> </table>	If the EX188...	Then...	is for non-GMO certificate	the relevant OGTR statement must be entered unaltered. Note: The OGTR statement can be accessed by using the <i>GMO Statements</i> document hyperlink provided in the relevant Micor case.	is not for a non-GMO certificate	information entered must be as per the requirements of the relevant Micor case.		
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is not for a non-GMO certificate	information entered must be as per the requirements of the relevant Micor case.								
Declaration by exporter/agent	The exporter/agents full name, signature and the date signed.								

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Field name	Content
Certification by delegate	The Documentation Assessment Officers (DAO) full name, signature and the date signed. Note: This field is completed by the Documentation Assessment Officers (DAO) at the time the certificate is issued and not by the exporter.
Stamp	The Documentation Assessment Officers (DAO) stamp. Important: All certificates issued (including any copies) must bear the department's official stamp/seal. Without this stamp, the certificate is not valid. Note: This field is completed by the Documentation Assessment Officers (DAO) at the time the certificate is issued and not by the exporter.

Section 3: Submitting the declaration and certificate as to condition (EX188)

The following table outlines how to submit the declaration and certificate as to condition (EX188).

Step	Action
1.	Submit the following to the Assessment Services Exports mailbox: <ul style="list-style-type: none"> request for an RFP authorisation completed <i>declaration and certificate as to condition (EX188)</i> all other supporting documents.

Section 4: Collecting the declaration and certificate as to condition (EX188)

The following table outlines how to collect the declaration and certificate as to condition (EX188).

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">you will receive the certificate in the mailthe procedure ends here.</td></tr><tr><td>pick up the certificate from a regional office</td><td><ul style="list-style-type: none">attend the regional office to collect the certificatethe procedure ends here.</td></tr></tbody></table>	If you have elected to...	Then...	have the certificate mailed	<ul style="list-style-type: none">you will receive the certificate in the mailthe procedure ends here.	pick up the certificate from a regional office	<ul style="list-style-type: none">attend the regional office to collect the certificatethe procedure ends here.
If you have elected to...	Then...						
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pick up the certificate from a regional office	<ul style="list-style-type: none">attend the regional office to collect the certificatethe procedure ends here.						

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.

Related material

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

- Guideline: [Issuance of certification for plant exports](#)
- Guideline: [Supporting documents for plant exports](#)
- Reference: [Declaration and certificate as to condition template \(EX188\)](#).

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7369	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.

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