

# Table of authorised officer job functions

## Purpose of this document

To assist stakeholders to determine what job functions an authorised officer must have to conduct an activity under the department’s plant export authorised officer model.

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## Table of authorised officer job functions

The following table identifies the inspection job function required for each group of plants or plant products for export.

| Job function code | Job function title | Group of plants or plant products | End use | Outer package type | Country |
| --- | --- | --- | --- | --- | --- |
| BVI3001:1 | Export inspection of empty bulk vessels – at berth | N/A | Consumable and non-consumable | N/A | All |
| BVI3001:2 | Export inspection of empty bulk vessels – at protected anchorage | N/A | Consumable and non-consumable | N/A | All  **Note:** A pre-requisite of BVI3001:1 is required. |
| ECI3001 | Export inspection of empty containers | N/A | Consumable and non-consumable | N/A | All |
| FOP3001:1 | Export inspection of woodchips: packaged | Woodchips with/without bark | All | Packaged (bags, bulka bags) | All |
| FOP3001:2 | Export inspection of woodchips: bulk into containers | Woodchips with/without bark | All | Loose in containers | All |
| FOP3001:3 | Export inspection of woodchips: bulk into bulk vessels | Woodchips with/without bark | All | Loose in bulk-vessel holds | All |
| FOP3002:1 | Export inspection of logs: bulk into containers | Logs with/without bark | All | Loose in containers | All  **Note:** There areadditional requirements for authorised officers to be approved for the inspection of logs for export to China. Please refer to the Exports Reference: [Performance standard – Establishment start-up audits for log exports to China](https://www.agriculture.gov.au/sites/default/files/documents/performance-standard-establishment-start-up-audits-log-exports-china.pdf) for further information. |
| FOP3002:2 | Export inspection of logs: bulk into bulk vessels | Logs with/without bark | All | Loose in bulk-vessel holds | All **Note:** Thereareadditional requirements for authorised officers to be approved for the inspection of logs for export to China. Please refer to the Exports Reference: [Performance standard – Establishment start-up audits for log exports to China](https://www.agriculture.gov.au/sites/default/files/documents/performance-standard-establishment-start-up-audits-log-exports-china.pdf) for further information. |
| FOP3002:3 | Export inspection of logs: packaged | Logs with/without bark | All | Packaged (bags, pieces in crates, pieces strapped/ shrink-wrapped to pallets) | All **Note:** There areadditional requirements for authorised officers to be approved for the inspection of logs for export to China. Please refer to the Exports Reference: [Performance standard – Establishment start-up audits for log exports to China](https://www.agriculture.gov.au/sites/default/files/documents/performance-standard-establishment-start-up-audits-log-exports-china.pdf) for further information. |
| FOP3003:1 | Export inspection of processed forest products: packaged | Barrels, chipboard, clefts, cork products, fibreboard, hardwood, lumber, MDF board, particle board, plywood, powdered products, roots, shavings, sleepers, timber, veneer, wood packaging, wood products, soil, fertiliser including organic, lucerne pellets, mulch orchid mix, compost including organic and plant-based pellets, potting mix, sand, seed raising mix, mushroom growing substrate, peat, peat moss, sphagnum moss, biomass | All | Packaged (bags, barrels, small pieces in packages) | All |
| FOP3003:2 | Export inspection of processed forest products: bulk into containers | Barrels, chipboard, clefts, cork products, fibreboard, hardwood, lumber, MDF board, particle board, plywood, powdered products, roots, shavings, sleepers, timber, veneer, wood packaging, wood products, mulch, mushroom growing substrate, peat, peat moss, sphagnum moss | All | Packs, bundles and pieces loose in containers or on pallets in containers | All |
| FOP3003:3 | Export inspection of processed forest products: bulk into bulk vessels | Barrels, chipboard, clefts, cork products, fibreboard, hardwood, lumber, MDF board, particle board, plywood, powdered products, roots, shavings, sleepers, timber, veneer, wood packaging, wood products | All | Packs, bundles and pieces loose in bulk vessel holds or on pallets in bulk-vessel holds | All |
| HAS3001:1 | Export inspection of hay and straw: packaged | Cereal straw cubes, chaff, compound feed, fodder, hay, kenaf, mixed fermented feed, straw, sugarcane tops | All | Packaged (bags, packages) | All |
| HAS3001:2 | Export inspection of hay and straw: bulk into containers | Cereal straw cubes, compound feed, fodder, hay, kenaf, mixed fermented feed, straw, sugarcane tops | All | Bales loose or on pallets in containers | All |
| HOR3002:1 | Export inspection of fruit and vegetables: Group 1 – Citrus | Fresh: grapefruit, kumquat, lemon, lime, mandarin, orange, pummelo, tangelo, tangerine and tangor | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HOR3002:2 | Export inspection of fruit and vegetables: Group 2 – Grape | Fresh grapes | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HOR3002:3 | Export inspection of fruit and vegetables: Group 3 – Mango | Fresh mangoes | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HOR3002:4 | Export inspection of fruit and vegetables: Group 4 – Berry | Fresh: achacha, blackberries, blueberries, boysenberries, fresh currants (*Ribes* spp.), gooseberries, kiwifruit, longans, lychees, mangosteen, pomegranates, rambutans, raspberries, strawberries and youngberries | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material).\* |
| HOR3002:5 | Export inspection of fruit and vegetables: Group 5 – Stone, pome and tropical fruit | Fresh: almond fruit, apples, apricots, avocadoes, bananas, carambola, cherries, chestnut fruit, custard apples, fresh dates, dragonfruit, durian, eggplant, feijoa, figs, guava, jackfruit, jujube dates, loquats, nashi pears, nectarines, olives, papaya, passionfruit, pawpaw, peaches, pears, persimmons, pineapple, pistachio fruit, plumcots, plums, prickly pears, quinces, tamarillos and tomatoes | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HOR3002:6 | Export inspection of fruit and vegetables: Group 6 – Cucurbit and chilli | Fresh: capsicum, chillies, choko, courgettes, cucumbers, melons, pumpkins, squash and zucchini | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HOR3002:7 | Export inspection of fruit and vegetables: Group 7 – Dried fruit | Dried: apples, apricots, bananas, cranberries, currants (*Ribes* spp. And *Vitis* spp.), dates, figs, goji berry, kiwifruit, mangoes, oranges, peaches, pears, pineapple, prunes, raisins, rockmelon, strawberries and sultanas | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HOR3002:8 | Export inspection of fruit and vegetables: Group 8 – Root vegetable | Fresh: artichokes (Jerusalem), beetroot, carrots, galangal, garlic, ginger, kohl rabi, kumera, mushrooms, onions, parsnips, potatoes, radishes, rutabaga, salsify, spring onions, swedes, sweet potatoes, topinambour, truffles, turmeric and turnips | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HOR3002:9 | Export inspection of fruit and vegetables: Group 9 – Leafy and other mixed vegetables | Fresh: alfalfa, arugula, artichokes (globe), asparagus, bamboo shoots, beans, bok choy, broccoflower, broccoli, cabbage, cauliflower, celeriac, celery, chard, chicory, corn, cress, edible fresh and dried flowers, endive, fresh herbs, horseradish, kale, leeks, lettuce, mache, mizuna, mustard, okra, pak choy, fresh peas, rhubarb, shallots, shiso leaves, silverbeet, shoots, snowpeas, spinach, sprouts, sweetcorn, tatsoi, tendrils, watercress and witloof | Consumption | All | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material) |
| HOR3002:10 | Export inspection of bulbs, corms and tubers | Bulbs, corms, rhizomes, runners, stolons, tubers, peat and mushroom growing substrate | Propagation | All | All |
| HOR3002:11 | Export inspection of cut flowers and foliage | Cut flowers and foliage dried and fresh | Ornamental/ display | All | All |
| HOR3002:12 | Export inspection of tissue cultures and cuttings | Budwood, cuttings, pollen and tissue cultures | Propagation | All | All |
| HOR3002:13 | Export inspection of plants and nursery stock | Advanced plants, advanced runners, rooted cuttings, trees and tubestock | Propagation | All | All |
| HEP4001:1 | Export inspection horticulture protocol: Citrus | Fresh: grapefruit, kumquat, lemon, lime, mandarin, orange, pummelo, tangelo, tangerine and tangor | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:2 | Export inspection horticulture protocol: Grape | Fresh grapes | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:3 | Export inspection horticulture protocol: Mango | Fresh mangoes | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material).\* |
| HEP4001:4 | Export inspection horticulture protocol: Berry | Fresh: kiwifruit, lychees and strawberries | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material).\* |
| HEP4001:5A | Export inspection horticulture protocol: Cherry | Fresh cherries | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:5B | Export inspection horticulture protocol: Other stone fruit | Fresh: apricots, nectarines, peaches and plums | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:5C | Export inspection horticulture protocol: Pome fruit | Fresh: apples and pears | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:5D | Export inspection horticulture protocol: Tropical fruit | Fresh: avocadoes, bananas, papaya, persimmons, pineapples and tomatoes | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:6 | Export inspection horticulture protocol: Curcubit and chilli | Fresh: capsicums, cucumbers, melons, pumpkins, scallopinis and zucchinis | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:8 | Export inspection horticulture protocol: Root vegetable | Fresh: carrots, ware potatoes and seed potatoes | Consumption and propagation | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| HEP4001:9 | Export inspection horticulture protocol: Leafy and other mixed vegetables | Fresh: basil, broccoflower, broccoli, brussel sprouts, cabbage, cauliflower, celery, lettuce, parsley, peas (green/snow/sugarsnap) and sweetcorn | Consumption | All | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| PGG3001:1 | Export inspection of prescribed grain and plant products: packaged | Bran, cake mix, coffee beans, corn, cotton seed, flour, fodder, germ, gluten, grains, groats, hop pellets, inoculants, kelp, lentils, malt, meal, mungbeans, nuts, rice, rolled oats, sand, seaweed, seeds, semolina, starch, stockfeed pellets, sugar, tea, tobacco leaf  Dried and/or processed vegetables/flowers/herbs/spices for consumption only | All | Packaged (bags, sachets, packets, bulka bags) | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| PGG3001:2 | Export inspection of prescribed grain and plant products: bulk into containers | Bran, cake mix, coffee beans, corn, cotton seed, flour, fodder, germ, gluten, grains, groats, hop pellets, inoculants, kelp, lentils, malt, meal, mungbeans, nuts, rice, rolled oats, sand, seaweed, seeds, semolina, starch, stockfeed pellets, sugar, tea, tobacco leaf  Dried and/or processed vegetables/flowers/herbs/spices for consumption only | All | Loose in containers | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| PGG3001:3 | Export inspection of prescribed grain and plant products: bulk into bulk vessels | Bran, cake mix, coffee beans, corn, cotton seed, flour, fodder, germ, gluten, grains, groats, hop pellets, inoculants, kelp, lentils, malt, meal, mungbeans, nuts, rice, rolled oats, sand, seaweed, seeds, semolina, starch, stockfeed pellets, sugar, tea, tobacco leaf  Dried and/or processed vegetables/flowers/herbs/spices for consumption only | All | Loose in bulk vessel holds | All countries except those listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| GSEP4001:1 | Export inspection of prescribed grain and plant products protocol: packaged | Wheat and barley | Consumption, processing and stockfeed | Packaged (bags, sachets, packets, bulka bags) | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| GSEP4001:2 | Export inspection of prescribed grain and plant products protocol: bulk into containers | Wheat and barley | Consumption, processing and stockfeed | Loose in containers | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| GSEP4001:3 | Export inspection of prescribed grain and plant products protocol: bulk into bulk vessels | Wheat and barley | Consumption, processing and stockfeed | Loose in bulk vessel holds | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |
| RBC3001 | Export inspection of raw baled cotton | Raw cotton, mote cotton, cotton modules/unprocessed cotton  **Refer to** PGG3001 for cotton seed. | All | Bales loose or on pallets in containers | All |
| TRE3001:1 | Export phytosanitary treatments – In transit cold treatment | Products for which in transit cold treatment is an option | All | Packaged or loose in containers | All  **Note:** A pre-requisite of HOR3002 is required. |
| TRE3001:2 | Export phytosanitary treatments – Onshore cold treatment | Products for which onshore cold treatment is an option | All | Packaged or loose in containers | All  **Note:** A pre-requisite of HOR3002 is required. |
| TRE3001:3 | Export phytosanitary treatments – Vapour heat treatment | Products for which vapour heat treatment is an option | All | As per importing country requirements | All countries listed in Exports reference: [Table of plant export protocol markets](#_Related_material). |

\* Third party authorised officers are not permitted to inspect mangoes and lychees exported to the United States of America.

## Related material

The following related material is available on the [Plant Export Operations Manual](http://www.agriculture.gov.au/export/controlled-goods/plants-plant-products/plantexportsmanual/):

* Exports reference: *Table of plant export protocol markets.*

## Document information

The following table contains administrative metadata.

| **Instructional Material Library document ID** | IMLS-9-3887 |
| --- | --- |
| **Instructional material owner** | Director, Authorised Officer Program |
| **Risk rating** | Low |
| **Review period** | Due for review within 4 years of the most recent approved date. |

## Version history

The following table details the published date and amendment details for this document.

| Version | Date published | Date last approved | Review type | Summary of review |
| --- | --- | --- | --- | --- |
| 1.0 | 03/08/2015 | 03/08/2015 | First Publication | First publication of this reference. |
| 2.0 | 10/11/2015 | 10/11/2015 | Major Changes | Added apples to HOR3002:7 and feijoa to HOR3002:5 and moved artichokes (globe) to HOR3002:9. |
| 3.0 | 24/11/2015 | 24/11/2015 | Major Changes | Added HEP4001:5A:1 and retitled document. |
| 4.0 | 23/12/2015 | 23/12/2015 | Major Changes | Added HEP4001:2, HEP4001:3, TRE3001:1, VFE3001 and ECI3001. |
| 5.0 | 26/02/2016 | 26/02/2016 | Major Changes | Added HEP4001:1 and HEP4001:5C. |
| 6.0 | 10/05/2016 | 10/05/2016 | Major Changes | Added HEP4001:4, HEP4001:5B, HEP4001:5D, HEP4001:6 and HEP4001:8. |
| 7.0 | 05/07/2016 | 05/07/2016 | Major Changes | Removed VFE3001. |
| 8.0 | 30/11/2016 | 30/11/2016 | Major Changes | * Clarification to PGG3001:1–3 in relation to dried products. * Clarification of HOR3003:2 in relation to dried products. |
| 9.0 | 03/10/2017 | 03/10/2017 | Major Changes | * Merging of HOR3003 into HOR3002 Export inspection of horticulture products. * Added BVI3001:1 Export inspection of empty bulk vessels - at berth. |
| 10.0 | 16/11/2017 | 16/11/2017 | Major Changes | Adding growing media products to HAS3001 and FOP3003 as appropriate. |
| 11.0 | 02/08/2018 | 02/08/2018 | Major Changes | Added BVI3001:2 and TRE3001:2. |
| 12.0 | 05/08/2019 | 05/08/2019 | Major Changes | Added cereal straw cubes to HAS3001:1 and 2. |
| 13.0 | 20/04/2020 | 20/04/2020 | Major Changes | Amended prerequisites for TRE3001:1. |
| 14.0 | 09/07/2020 | 09/07/2020 | Major Changes | * Added GSEP4001 * Amended name of Reference: Table of plant export protocol markets |
| 15.0 | 23/09/2020 | 23/09/2020 | Major Changes | Added TRE3001:3 |
| 16.0 | 10/12/2020 | 10/12/2020 | Major Changes | Amended to clarify that third party AOs are not permitted to inspect mangoes and lychees exported to the United States of America. |
| 17.0 | 23/03/2021 | 23/03/2021 | Major Changes | Added HEP4001:9 |
| 18.0 | 05/07/2021 | 05/07/2021 | Major Changes | Clarification of PGG3001 and RBC3001 in relation to cotton seed. |
| 19.0 | 15/03/2022 | 15/03/2022 | Major Changes | Addition of basil, broccoflower, broccoli, brussel sprouts, cabbage, cauliflower, celery, lettuce and parsley to HEP4001:9. |
| 20.0 | 13/02/2023 | 13/02/2023 | Major Changes | Updated department branding. |
| 21.0 | 04/10/2023 | 04/10/2024 | Major Changes | Removed mushroom growing substrate, peat, peat moss, sphagnum moss from HAS3001 and added in FOB3003 job function code. |
| 22.0 | 04/04/2024 | 04/04/2024 | Major change | Update to new export instructional material template. |
| 23.0 | 27/10/2024 | 27/10/2024 | Major change | Inclusion of note for FOP3002 job function. |